

Effective Date:	If I want to:	Then I will:
January 22 nd until April 15 th	View my benefits selections	Go to the State of Wyoming Employee Group Insurance Portal
January 22 nd until April 15 th	Complete a direct deposit form	Go to the Human Resources Office and submit it in-person.
Starting January 2 nd	Complete an I-9	New employees will use the link in the email from Sterling to fill out the first section and then come into Human Resources to provide their identifying documents to complete the section 2.
Starting January 22 nd	Update my home, work, or mailing address	Go to HCM > My Profile > Personal Information Click edit and update your contact Information
Starting January 22 nd	Change my marital status	Go to HCM > My Profile > Personal Information Click edit and click on Biographical information
Starting January 22 nd	Make changes to my disability status	Go to HCM > My Profile > Personal Information Click edit and click on Disability Info
Starting January 22 nd	Add or update my emergency contacts	Go to HCM > My Profile > Personal Information Click edit and click on Contacts
Starting January 22 nd	Add or update my phone number and/or email address	Go to HCM > My Profile > Personal Information > Click edit and click on Contact Information
Starting January 22 nd	Update my biographical information (ethnicity)	Go to HCM > My Profile > Personal Information > Click edit and click on Biographical information
January 22 nd through April 15 th	Submit a new or updated W-4	Go to HRMS > Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information
Starting April 15 th	Submit a new or updated W-4	Go to HCM > My Profile > Pay > Tax Withholding
January 22 nd through April 15 th	View my pay stub	Go to HRMS > Main Menu > Self Service > Payroll and Compensation > View Paycheck
Starting April 28 th	View my pay stub	Go to HCM > My Profile > Pay > Payslips
Starting January 22 nd	Add and update to my languages, licenses, certifications and education	Go to HCM > My Profile > Career and Performance > Skills and Qualifications

Starting January 22 nd	View and complete my performance evaluation	Go to HCM > My Profile > Career and Performance > Performance Evaluations *Approval required by DHR or Line Manager
Starting January 22 nd	View and update my goals.	Go to HCM > My Profile > Career and Performance > goals
Starting January 22 nd	Change my citizenship status	Go to HCM > My Profile > Personal Information > Edit *Approval is needed from Human Resources post form submission.
Starting January 22 nd	Change my name	Go to HCM > My Profile > Personal Information > Edit *Approval is needed from Human Resources post form submission.
Starting January 22 nd	Add or update competencies	Go to HCM > My Profile > Career and Performance > Skills and Qualifications
For Supervisors		
Starting January 22 nd	Terminate or end an assignment	Go to HCM > My Team > Personal and Employment > Terminate
Starting January 22 nd	View and complete an employee's performance evaluation	Go to HCM > My Team > Performance
Starting January 22 nd	Assign goals for my employee	Go to HCM > My Team > Goals
Starting January 22 nd	Make supervisor changes for an employee	Go to HCM > My Team > Personal and Employment > Change Manager
Starting January 22 nd	Make changes to assignment hours	Go to HCM > My Team > Personal and Employment > Change Working Hours Note that benefited employees cannot be under 40 hours without VP approval.
Starting January 22 nd	Make a work location change	Go to HCM > My Team > Personal and Employment > Change Location
Starting January 22 nd	Make supplemental pay changes (temporary pay increases)	Go to HCM > My Team > Compensation > manage compensation
Starting January 22 nd	Make job changes	Hires and job changes are processed through the recruitment module

		Go to HCM > My Team > Recruiting
Starting January 22 nd	Create and update awards or honorariums	Go to HCM > My Team > Compensation > Manage Compensation
Starting April 15 th	View my changes to payroll (garnishments, deductions, etc.)	Go to HCM > My Profile > Pay