



Reminder: Important Action Required -- W-2

Greetings,

We would like to make one final reminder to everyone to ensure the timely and accurate delivery of your 2019 W-2.

Action: Please ensure your (1) W-2 delivery choice (preferably electronic) and (2) home address are updated in HCM.

Payroll anticipates W-2s will be available [electronically](#) within HCM by January 31st, mailed copies will be sent by January 31, 2020

Elect Electronic W-2 Delivery

UW highly recommends that employees elect to receive their W-2 **electronically**, as a downloadable PDF from HCM. This choice provides you with far greater flexibility, it allows the university to be more environmentally and fiscally responsible, and it saves an enormous amount of manual processing by the Payroll team. This election is made within the **My Profile > Pay** area of HCM. It is *not recommended* to select "online and paper" as this requires Payroll to also mail a paper copy. See the [Payroll Document Delivery Preferences Quick Reference Guide](#) for full details.

Confirm Home Address is Up to Date

Please log-into HCM and confirm your *Home* address is up to date and accurate. Your address is found by going to **My Profile > Personal Information > Contact Info**. This is the address which will be reported on your W-2. If you do not elect electronic W-2 delivery, it will also be where your W-2 is mailed. See the [Updating Contact Info Quick Reference Guide](#) on how to make a change.

Please note that in order to have access to complete the tasks noted above, employees must have fully completed assigned WyoCloud Basic Employee Access training. Training is located in the [Employee LearnCenter](#) under My Learning Plans.

If you have any payroll or W-2 questions, please contact payroll1@uwyo.edu. For training questions contact userhelp@uwyo.edu.

Payroll and Human Resources

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

Contact Information

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