Greetings All Employees,

We are now into the second bi-weekly payroll in HCM and have a few helpful tips and tricks to share.

- **Check / Payslips:**
    - Payslips are available in HCM under My Profile > Pay > Payslips. These will continue to be made available on each pay day. See the Viewing Payslip/Paystub quick reference guide.
    - If your check number starts with a 4, this check has been directly deposited into your bank account. If your check number starts with a 2, your check has been mailed to you and you will receive the physical document.
    - Your payslip will have Bank of the West displayed on it because this is the University of Wyoming's bank. This does not reflect the bank or account into which your pay has been deposited.

- **Mailing Address:**
    - If you prefer to receive your check and/or any other University communications in the mail, please confirm your address is correct in HCM. Your home address listed in HCM is the address your check will be mailed to. See the Updating Personal Information quick reference guide.

- **Direct Deposit:**
    - Direct deposit can be set up online in HCM. To set up or update your direct deposit information, go to My Profile > Pay > Payment Methods. See the Adding/Editing Payment Methods quick reference guide.

- **Entering Time:**
    - If you are an employee who started a new position during the middle of a pay period, your department and rate may not auto populate until the start of the new pay period. You are still able to enter your time and/or absence(s).
    - You can still enter additional time after a pay period has ended. If you need to enter time for any pay period outside of the current time period, be sure to utilize the *Select Date section at the top of your time card. See the Entering Time quick reference guide.
    - If you can't enter time prior to a specific time period, contact your supervisor to confirm your start date. Time cannot be entered prior to your start date.

**Hourly, Non-Benefited Employees**

- Changes to Approved Time:

- o If you have need to change time that has previously been submitted and approved, you must contact Payroll. To continue to make changes to time entered in a current period, select "Save" until ready to be submitted to your supervisor for approval.

## Salaried Employees

- **Entering Absence with Multiple Assignments:**
  - o If you have multiple assignments and/or on call status, you will need to enter absence in your time card. Follow the [Entering Time in HCM](#) quick reference guide, however, use one of the absence codes in the Time Reporting Code dropdown. This could include bereavement, vacation, sick, etc.

- **Holiday Pay:**
  - o With July 4th holiday, be sure to select holiday pay when entering time. This will ensure you are compensated the correct amount for the holiday. For upcoming holidays, such as Labor Day, you will also select holiday pay for entering time during the holiday.

## Supervisors

- **Employees with Multiple Assignments:**
  - o You are able to view hours for every job that the employee submits. Please be sure that when approving time, you only approve time for your employee for their assignment for which you supervise them.
  - o Do NOT reject their time under assignments for which they don't report to you.

If you have additional questions regarding Time and/or Absence, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or 307-766-4357, Option #1 or view the recent [WyoCloud Update: Finance and HCM](#) on the WyoCloud page > [Communications and Presentations](#).

Best,

The WyoCloud Team

**Resources**

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

**Contact Information**

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