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| UW Email |
| Greetings All Hourly, Non-Benefited Employees,As a reminder, today (7/16) is the deadline for hourly, non-benefited employees to enter time in HCM by 5:00 p.m. **For paychecks to be created, the employee needs to key in the time and the supervisor needs to approve it.** If an employee is unable to enter their time, please check the Employee LearnCenter to confirm that training has been completed.**Please review the following prior to your next pay day on Wednesday, July 24th:*** **Direct Deposit:** if you have or would like to set up or edit your direct deposit information, you can now do this in HCM. To update or set up direct deposit, go to HCM> My Profile > Pay > Payment Methods. If you have questions, please see the [Adding/Editing Payment Methods for Payroll](https://uwyo.teamdynamix.com/TDClient/KB/ArticleDet?ID=74202) quick reference guide. \*The paper form is still available in the Human Resources Office in Wyoming Hall 133, if desired.
* **Mailing Address:** if you prefer to receive your check in the mail or any other communications from the University, please check to confirm your address is correct in HCM. Your paycheck will be mailed to the **Primary Mailing address** listed in HCM. This address defaults to the Home Address listed but you can change it to your Mailing Address as needed.  If you have questions regarding updating this information, please see the [Updating Personal Information](https://uwyo.teamdynamix.com/TDClient/KB/ArticleDet?ID=69401) quick reference guide.

Please note that if you are an employee with multiple assignments, the notification that your supervisor has approved your time will come from your primary assignment supervisor and is auto generated.  If you need to change the time that was previously approved, please contact Payroll to make this change. All time that has been approved by supervisors cannot be changed, unless Payroll is contacted.cid:image002.png@01D53BDF.26ED7660If you have additional questions, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, select Option #1.Best,The WyoCloud Team |
| **Resources*** [HR Website](http://www.uwyo.edu/hr/)
* [Employee Handbook](http://www.uwyo.edu/hr/_files/docs/human-resources/Employee-Handbook.pdf)
* [WyoCloud Home](http://www.uwyo.edu/wyocloud/)
 | **Contact Information**Human ResourcesDepartment 34221000 East University AvenueLaramie, WY 82071-3226Room 139, Wyoming HallPhone: (307) 766-2377Fax: (307) 766-5607 |
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