



Good Afternoon,

Today is the first pay day for salaried employees in HCM. We are providing information on your on-line payslip, the bank name, and new information for time and absence.

### Payslips

For monthly paid employees, your new payslip (pay stub) for July is available for viewing in HCM. To view your payslip, go to HCM > My Profile > Pay > Payslips. Please see the quick reference guide for step by step instructions. [Viewing Payslip/Paystub](#) quick reference guide for step by step instructions.

To view your payslip for months prior to July, you will login into the HRMS self-service from WyoWeb.

If you have direct deposit, **your payslip will show Bank of the West under the Bank Name.** This does not reflect where your pay was deposited, this is the University of Wyoming's payroll bank and it is listed to show that a deposit was made from UW. Your direct deposit information is located in HCM > My Profile > Pay > Payment Methods. See [Payment Methods](#) quick reference guide for details.

Also, employer paid benefits are not shown on the employee payslip. This information can be found in self-service by going to HCM > My Profile > Personal Information > Benefits. See the [Viewing Benefit Elections](#) quick reference guide for details.

### Entering Absences

If you are entering an absence in HCM and plan to use more than one type of leave (compensatory time, vacation, sick, etc.) on a single day, you will need to enter your absences on the Time Card in HCM. The Time Card permits you to add two entries for multiple absences on a single day. Thus you will complete one entry for each leave type you are utilizing. Please see [Requesting Multiple Leave Types in One Day](#) the quick reference guide for step by step instructions.

If you have additional questions, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or 307-766-4357.

Best,  
The WyoCloud Team

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**Resources**

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

**Contact Information**

Human Resources  
Department 3422  
1000 East University Avenue  
Laramie, WY 82071-3226

Room 139, Wyoming Hall  
Phone: (307) 766-2377  
Fax: (307) 766-5607