



End of Semester Announcements

It's hard to believe that the end of Academic Year 2021-22 is upon us. Human Resources and Payroll would like to take this opportunity to congratulate our graduating students, as well as our retiring faculty and staff members. We have several important announcements to pass along as the semester draws to a close.

Print Payslips and W2 Forms Before HCM Access is Removed

Faculty, staff and student employees who are separating from the university will have HCM access removed within 24 hours of their last working day. When this happens, the ability to print past payslips and W2 forms is removed. Print them now before it's too late!

Address Changes

As mentioned above, HCM access is removed within 24 hours of an employee's last working day. If you are in the process of moving to another location, please update your address in HCM. If you need assistance, you may reference the Quick Reference Guide "[Updating Personal Information](#)." If you move after you've left the university, email records@uwyo.edu and our HR Records unit will update your address. This will ensure that your next W2 form is correctly delivered by the Post Office.

DHR HCM Termination Transactions

With the transition to Summer term, many departments will have a turnover of student employees who may not be returning for the Fall semester. If this is the case follow the needed steps to end or terminate active job assignments in HCM. Review the Decentralized Human Resources (DHR) Quick Reference Guide "[Employee Termination](#)" if you need help. If the assignment to be ended is for an hourly non-benefited employee, verify that you are using the appropriate **time period end date** listed under Hourly Biweekly on the "[UW Payroll Deadline chart](#)."

Supervisor HCM Termination Transactions

Additionally, supervisors may terminate student employment only if there is one active assignment for the university as a whole. Review the Supervisor Quick Reference Guide "[Employee Termination](#)" if you need help. If the assignment to be terminated is for an hourly non-benefited employee, verify that you are using the appropriate **time period end date** listed under Hourly Biweekly on the "[UW Payroll Deadline chart](#)." If the student has more than one active assignment, notify your department's DHR to end the assignment in your area.

Retiring Employees

Retiring employees should schedule an appointment with Benefits Specialist Cherise Laud to go over the questions that inevitably come up regarding retirement. Email Cherise at claud@uwyo.edu.

Let the Summer begin!