



Reviewing Employment Info

This guide will cover:

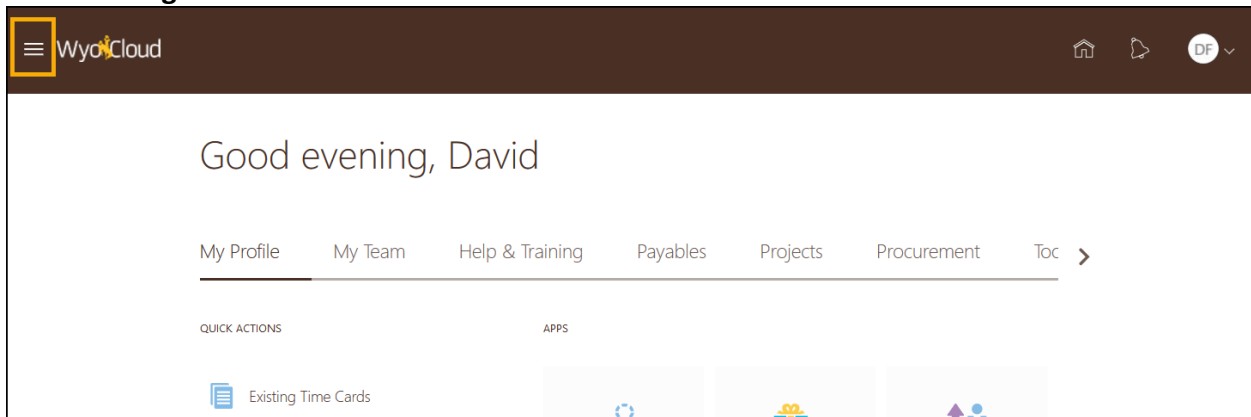
- Accessing and reviewing your employment details such as current and past assignments, position and department.
- If you currently have more than one assignment, this screen permits toggling between assignments allowing you to obtain information on all assignments.



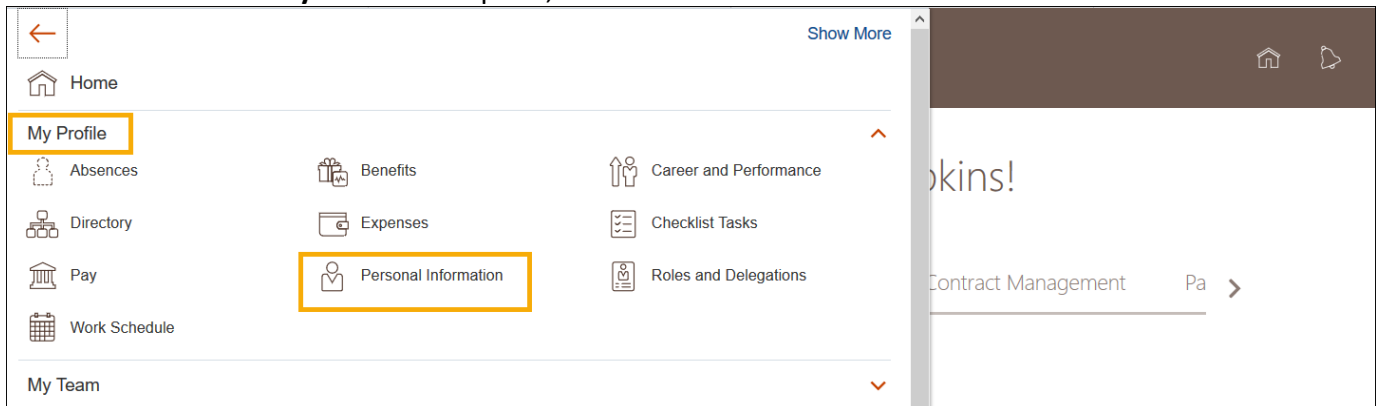
This guide details the steps for completing this process using **Employee** WyoCloud access.

Step One

- Upon logging into WyoCloud from WyoWeb, navigate to **Personal Information** using the **Navigator** bar.



- First click on **My Profile** to expand, then click **Personal Information**.





Step Two

- From the Personal Info screen, click **Employment Info**.

Personal Info

KH

- Personal Details**
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records**
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info**
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**
Add family and friends to contact in case of emergency.
- Employment Info**
Details about your assignment, such as legal employer, business unit, department, and location.
- My Compensation**
View your compensation details, such as salary and personal contributions.

- The *Employment Details* page contains the details of your employment at UW.
- If you have more than one assignment with UW, a **drop down** will appear at the top of the page allowing you to toggle between your assignments. This section will not appear if you only have one assignment.
- The *Assignment* section provides details of your assignment such as the assignment number, department, job title, pay grade, and if the assignment is marked primary (HCM requires individuals with multiple assignments to have one marked as primary).
- In the *Manager* section, your manager of record in HCM is listed.

Employment Info

Business Title
Pooled Position Limited Tempor

Toggle to view data for other assignments.

Assignment

Assignment Number E12	Location Half Acre Gym
Business Unit UWYO	Position Pooled Position Limited Tempor
Job Pooled Position Limited Tempor	Worker Category Unclassified
Department Campus Recreation	Full Time or Part Time Part time
Grade NB1	Primary Indicator Yes

Info such as **Assignment Number, Department and Manager** allow employees to more easily identify assignments.

Managers

JH Accounting Associate, Senior Line manager



- The *Seniority Dates* section displays your initial hire dates as well as hire into current position. Length of service is also noted, however this may not deduct any breaks in service for some employees. This calculation is not utilized for benefits calculations.
- The *Employment History* section notes all changes to the assignment in list format. This includes things such as initial hire, salary changes, FTE changes, manager changes, etc.
- You may need to click the **arrow** to the right side of these sections to expand.

Seniority Dates		⌵
Setup Enterprise Enterprise	1/10/2014	Length of Service 5 Years 7 Months 7 Days
University of Wyoming Legal Employer	6/1/2017	Length of Service 2 Years 2 Months 16 Days

Employment History		⌵
Change Salary Salary Policy by Distribution	Start Date 8/1/2018	
Update Pay Grade Change	Start Date 2/1/2018	
Rehire an Employee Rehire	Start Date 6/1/2017	
Completed Assignment Temporary Employment Ends	Start Date 7/1/2015	

You have now completed reviewing Employment Info.