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.

- 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.
- 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.

You have now completed reviewing Employment Info.