Reviewing Employment Details Quick Reference Guide

This guide will cover:

- Accessing and reviewing your employment details such as current and past assignments, position and department.

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

Step One

- Navigate to Personal Information using the Navigator bar.

To find Personal Information you go to: Navigator > My Profile > Personal Information.
Step Two

- Once at the My Details (Personal Information) page, click on the Employment Details tab on the left.

- The Employment Details page contains the details of your employment at UW. There are three main sections of the page:
  1. **Employment Summary**: Contains a brief summary of your employment stats including hire date (first hire date with UW), years with UW, and time since last salary change.
  2. **Job Details**: Details of your current assignment with UW such as Assignment Name / Job (official UW title), Assignment Category (i.e.: Salaried Exempt), and Department.
  3. **Employment History**: Graphical representation of your employment at UW.

    a. To see this information in list format, click the bullet point icon in the upper right corner of the graph.

You have now completed reviewing Employment Details.