

# WESTERN OREGON UNIVERSITY

## Memorandum

To: New Employees

From: Judy Vanderburg  
Director of Human Resources

Subject: **Wolf Web for Employees**

The Wolf Web for employees is a secure way (the information is encrypted) for you to see your personal information and payroll data that is kept in the University's Human Resources Information System.

You can access information about your paycheck, payroll address, benefits and deductions, and W-4 at any time. You and only you will have access to your information.

### How Do I Use It?

- Connect to the Internet.
- Go to the Human Resources home page (<http://www.wou.edu/hr>).
- Click on *Wolf Web for Employees*.
- Enter your WOU user name and the password used for your email.

*(NOTE: If you have not accessed the Wolf Web in the past and/or have questions or concerns, you may call Human Resources at 88490 for assistance.)*

### What if I don't want Web for Employee?

If you do not wish to access WOU's *Wolf Web for Employee*, send an e-mail to [empweb@wou.edu](mailto:empweb@wou.edu) and we will disable your account. A confirmation e-mail will be sent that your account has been disabled.

### What if I am having problems using Wolf Web for Employee?

- You can e-mail us anytime at [empweb@wou.edu](mailto:empweb@wou.edu).
- For assistance with logging on and/or questions regarding the information displayed, call Human Resources at 838-8490.
- For help on navigating once you are in Web for Employee, call Faye Whitenack at 838-8172.

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