



## 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?

- Log on to the WOU Portal
- Select the Wolf Web Icon

Additional option would be to:

- Go to [www.wou.edu/wolfweb](http://www.wou.edu/wolfweb)
- Input username and password

*(NOTE: If you have not accessed the Wolf Web in the past and/or have questions or concerns, you may call Human Resources at 503-838-8490 for assistance.)*

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

- You can e-mail us anytime at [hr@wou.edu](mailto:hr@wou.edu).
- For assistance with logging on and/or questions regarding the information displayed, call Human Resources at x88490.

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