



### **New Recruiting Training Available & Transition Updates**

We are excited to be approaching the go-live for the new Oracle Recruiting and Learning Cloud modules. As part of this transition, all access, including Human Resource access, to the retiring Taleo Recruiting and Employee LearnCenter are ending at 4 pm today.

Hiring Manager and candidate access to Taleo Recruiting has been unavailable since last Sunday. However, Human Resources will no longer be able to make changes in the system effective this afternoon. All access to the Employee LearnCenter will be removed at 4 pm today to begin the process of moving data to both new modules inside of HCM.

### **Oracle Recruiting Cloud (ORC) Training Now Available in Limited Early Release of Oracle Learning Cloud (OLC)**

To aide employees in preparing for Oracle Recruiting Cloud, online training is now available in the new Oracle Learning Cloud module. This training will be required to obtain access to the new recruiting module. It is important that employees complete the training who are currently completing a hire, or anticipate creating a hire. We are excited to have this training available as a **limited early release** of Oracle Learning Cloud. To complete the training, you will use this [link](#). Upon logging into WyoCloud, you will be brought directly to the specialization (learning plan) homepage. You will need to click “enroll” in the top ribbon then you’ll be able to complete the three online trainings required for access.

Access to ORC will be granted Monday, March 8<sup>th</sup> for all persons who have completed training by that time. After March 8th, access to ORC will be granted within three hours of training completion.

### **Email Notifications for Workflow Approvals Turned Off Outside of Business Hours**

As part of the transition, data will be moved from Taleo Recruiting and the Employee LearnCenter during the overnight hours starting tonight, March 3<sup>rd</sup>. **To allow for a smooth data load, we will turn off all email and bell notices of approvals between 5 pm and 7 am, starting tonight. Workflow WILL still be turned on, however, approvers will not receive their normal notices via email and the bell icon.** It is recommended if you are submitting transactions outside of business hours tonight through March 10<sup>th</sup> to notify the approver via email. Approvers will need to go into the BPM Worklist directly to review and approve the transaction. See the first section of the Tracking Transactions and Using the BPM Worklist [Quick Reference Guide](#) for how to access the BPM Worklist. This applies to all transactions within WyoCloud, both finance and HCM. Transactions submitted during normal business hours (7 am – 5 pm) will continue to notify approvers via email and the bell icon.

If you have questions or need assistance, please create a ticket by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).