



With the upcoming implementation of the next HCM Phase: Time & Absence on June 16<sup>th</sup>, we have a few key dates regarding a Blackout Period and Terminations through HCM that affect all non-benefited and benefited employees. Termination dates are considered the last working day for an employee and it is recommended that paperwork for terminations be submitted as soon as possible when a termination date is known. Please be aware that a termination needs to be fully submitted and approved before the process is complete.

### Termination Dates:

Now – June 24 <sup>th</sup>	June 24 <sup>th</sup> – July 3 <sup>rd</sup>	After July 3 <sup>rd</sup>
Process terminations as soon as possible in HCM.	<u>Do not</u> process in HCM; email Payroll and HR Records with termination information. These will be processed for you in HCM <b>after July 3<sup>rd</sup></b> and will be entered with the correct termination date.	Process in HCM, but <u>do not</u> send the termination request until <b>after July 3<sup>rd</sup></b> .

\*If you have processed a termination for after June 24<sup>th</sup>, HR will process the termination for you.

If you have additional questions regarding this information, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or 307-766-4357, Option #1. You can also email [Records](#) and [Payroll](#) with specific questions related to the above termination timeline.

Best,

The WyoCloud Team

#### Resources

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#### Contact Information

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