



**Below are several important updates and reminders relating to terminations and mobile communication device (MCD) compensation.**

### **Mobile Communication Device (MCD) Compensation Option in HCM**

Supervisors and Decentralized Human Resources Representatives (DHR) can now use Manage Compensation within HCM to award employees with a Mobile Communication Device (MCD) reimbursement. This replaces the paper form which was used during the annual renewal cycle. See the Manage Compensation Quick Reference Guide for [Supervisors](#) or [DHRs](#) for more details.

### **Timely Termination of Employees**

When any employee has given notice and/or ceased working for your department, it is critical that their termination be entered into HCM as soon as possible. Failure to terminate any employee type (benefited, hourly, GA, etc.) allows the employee to continue having access to the University's employee systems and data, thus posing a potential security risk. It also has a financial impact to the university by inflating our total employee count requiring increase in a variety of per employee licenses. Both [Supervisors](#) and [DHRs](#) can complete a termination within HCM.

### **Terminating Benefited Employees with Direct Reports**

As a reminder, it is critical to reassign any employees currently reporting to a manager/supervisor **prior** to terminating that manager/supervisor in HCM. To ensure proper processing, the employee reassignment should be completed using [Manage Directs](#) when completed by a DHR or [Change Manager](#) when completed by a Supervisor.

### **End Dates When Terminating Hourly, Non-Benefited Employees**

When processing a termination for an hourly, non-benefited employee, it is critical that the end date of their assignment be processed in HCM as the final day of the bi-weekly pay period for which their final hours are recorded. This ensures proper processing and payment of their final paycheck. The final day of the bi-weekly payroll period can be found on the payroll calendar [here](#).

If you have any questions, please contact Human Resources or Payroll. Please note that Human Resources and Payroll have moved to Hill Hall, 3<sup>rd</sup> floor.

#### **Resources**

- 

#### **Contact Information**

Human Resources  
Department 3422  
1000 East University Avenue  
Laramie, WY 82071-3226

Hill Hall, 3<sup>rd</sup> Floor  
Phone: (307) 766-2377  
Fax: (307) 766-5607