Administrative and Classified Staff Recruitment Available in HCM Recruiting

Dear HRMS Recruiting Users,

The recruiting module for the WyoCloud Human Capital Management system has been live since October 10th for Academic use only. As of **December 3rd, 2018** the system will be available to use for Administrative and Classified Staff recruitment. Please note that if you use HCM Recruiting, the requisition CANNOT be filled prior to January 22nd, 2019.

It is recommended that no new requisitions be completed in the old system (HRMS) after **November 2nd, 2018**. If you're unsure of which recruiting system to use, please contact Human Resources at 766-2377. Any requisitions received in HRMS after November 2nd will be followed up with by the appropriate Staffing Partner, and it may be recommended a different system is used. Recruiting users should only use the old system (HRMS), if they know they will be filling the job prior to the cut-off date of January 12th, 2019, otherwise, all new vacancies and job postings should be requisitioned using the new HCM Recruiting system.

One important thing to note is that you must complete required training before access to the HCM Recruiting module is provided. The recruitment training courses must be completed prior to being listed as a hiring manager (position's **supervisor**) or as an **approver** for the position. Required trainings can be accessed through the Employee LearnCenter. Find the learning plan by searching HCM Recruiting in the Course Catalog, then click the blue plus sign to the right of the learning plan to enroll. There are 4 courses to take, in order, to be granted access.

An updated Learning Plan, that includes Administrative and Staff specific training, will be available soon. Additionally, HR will host open lab sessions for recruiting users that have these types of positions available to fill. Dates of these labs will be available in the Employee LearnCenter as soon as they are scheduled.

If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option 1.

Best Regards,

The WyoCloud Team and the UW Talent Acquisition Team

Resources