



Greetings,

As we are now live with the HCM Time Entry for hourly, non-benefited employees, we want to remind all employees and supervisors regarding entering and approving time, time and labor modules usage, and some upcoming dates to keep in mind. Time entry is open for hourly worked hours from June 16th through June 29th.

To ensure employee information is correctly transferred from HRMS to HCM, all terminations between June 24th and July 3rd should be submitted after July 3rd.

Below is a list of dates for the upcoming hourly pay periods that will guide you in entering your time and supervisors approving the time entered in HCM. In accordance with wage and hour laws and the Fair Labor Standards Act regulations, when an employee does not enter their time and/or the supervisor fails to approve the time by the deadline, hourly employees should not receive pay for that pay period until that time is reported and approved.

Hourly Bi-Weekly Payroll Dates in HCM			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
6/16/2019 – 6/29/2019	7/2/2019	7/3/2019	7/10/2019
6/30/2019 – 7/13/2019	7/16/2019	7/17/2019	7/24/2019
7/14/19 – 7/27/19	7/30/19	7/31/19	8/7/19
7/28/2019 – 8/10/2019	8/13/2019	8/14/2019	8/21/2019
8/11/2019 – 8/24/2019	8/27/2019	8/28/2019	9/4/2019
8/25/2019 – 9/7/2019	9/10/2019	9/11/2019	9/18/2019

If a supervisor is gone during the dates they need to approve their employee's time, they need to set a vacation rule to delegate the approval to someone else. For instructions on how to delegate time approval, please see the Quick Reference Guides which can be found by going to Knowledge Base > WyoCloud > [Manage Vacation Rule for Delegating Approvals](#).

For more details on how to enter time and absences, please see the WyoCloud Knowledge Base under HCM > [Employee](#). These guides will provide step by step instructions.

If you have additional questions regarding the final phase of HCM, please contact the Help Desk at 307-766-4357, Option #1 or userhelp@uwyo.edu.

