

Update of HCM Project Delay

Greetings,

As announced last week, **with the deferred go live of the final phase of the HCM project** (Payroll, Benefits, Time and Absence entry), the WyoCloud team wanted to provide you with information about where to process HR-specific transactions until these modules are live. While a formal go live date is to be determined, it is anticipated payroll, benefits, time and absence entry will go-live in June for the July payrolls. It is best practice to go live on a fiscal quarter and avoid going live during a quarterly upgrade, which is scheduled for May.

Any HR processes that you are currently completing in HCM will continue to be completed in HCM; however, please see the items below as there are a few adjustments to transactions occurring in HRMS or completely outside of either system.

The following actions will continue to be initiated in HRMS until July:

Employee / Supervisor Actions	
W-4 changes using HRMS self-service	View your Pay Stub
Payroll garnishments and other deductions	View your W-2

Timekeepers / PARS Actions	
Time Entry	Absence
Leave Without Pay, FMLA	PARs Data Entry (including work study)
Payroll Expenditure Corrections	PARS Employee Incomplete Reports

The following actions will continue to be initiated in HCM:

Employee Actions	
Biographical information updates	Phone Number, Home Email Changes
Marital, Veteran, and Disability Status Changes	Address Changes
Add / Update Emergency Contacts	Skills and Qualifications
Name Change	

Decentralized HR / Line Manager Actions	
Pay Updates	Changing Assignments (hours)
Job Changes	Performance and Goals
Supervisor / Direct Report Changes	Terminations / End Assignments
Awards and Honorariums	Department Change (Without a Job Change)
Supplemental Pay	

The following actions will continue to be initiated outside of HRMS and HCM until July:

Outside of a System
Benefits: use appropriate form from the HR Benefits website or use the EGI Portal.
Direct Deposit: submit forms in-person to Human Resources (Wyoming Hall 139) or Payroll (Wyoming Hall 162).
New Hire Funding and Funding Changes for Benefited/Non-Benefited/GA: complete the HRMS Funding Form (<u>not</u> a Job Data Change Form). Further instructions for this form can be found on the Payroll website.
Benefited Position Costing: complete the HRMS Funding Form (<u>not</u> a Job Data Change Form). Further instructions for this form can be found on the Payroll website
I-9s: are processed using a third-party software (Sterling); employees will receive an initial email to complete Section I and then come to HR with their documents to complete section II.
Position Audits, New positions, Terminal Leave position number: paper process to initiate the audit, repurpose position numbers, or ask for a new position number. (PDQs have been discontinued). Form and instructions can be found on the HR Classification and Compensation website.

We hope this information helps with the changes coming over the next couple of months. If you have any questions, please contact the Help Desk at 307-766-4357, Option #1 or userhelp@uwyo.edu or Human Resources at 307-766-2377.

Best,

The WyoCloud Team