



University of Wyoming - Oct. 10, 2018

### **WyoCloud HCM Recruiting Module Goes Live for Some Hires**

October 10, 2018

Greetings,

The WyoCloud team is excited to announce that the **recruiting module in the WyoCloud Human Capital Management system is now live for benefited, academic hires only**. This is a phased go-live of the system, only for academic hires whose formal hire and state date will be after Jan. 22.

By using this phased go-live approach, academic hires can be posted during the normal academic hiring cycle, which posts positions in the fall. The recruiting module will provide improved user interface for both candidates and hiring managers and has improved attachment functionality. Please remember that currently, all new and replacement faculty positions need to be pre-approved by the President outside the system before initiating the requisition process in the system.

Since Financial Management and Human Capital Management are both part of the same system, the recruiting module can be accessed via the same link as Financial Management in WyoWeb, which has now been updated to read [Financial Management & HCM Recruiting](#).

**You must complete required training** before you will have access to the recruiting module. The recruitment training courses must be completed prior to being listed as a hiring manager (position's supervisor) or in the approval chain for the position. **Thus, it is key that those involved in the hiring process, such as supervisors and approvers, complete training so a requisition can be processed.** Required trainings can be accessed through the [Employee LearnCenter](#), and steps to access the training are outlined below.

1. Required courses are listed below and can be accessed through the *Employee LearnCenter* in *WyoWeb*, under the *WyoCloud* heading. Click on *Employee LearnCenter*.
2. Click on *Course Catalog* (located in the upper left hand corner of the page).
3. Once the Course Catalog page opens, type *HCM Recruiting System Access* in the blue highlighted FIND box.
4. Click FIND.
5. Click on the blue plus (+) sign to the right of the plan to add this course to *My Learning Plans*.
6. You may now access the courses by clicking directly on the highlighted *HCM Recruiting System Access*, or through the *My Learning Plans* button.

#### **Required Courses**

- UW – A Diverse Workforce (OFCCP)

- Creating a Requisition for New Hire
  - Academic hire specific version is currently live. Training for other requisition types will be added closer to those requisitions moving to HCM.
- Managing and Progressing the Applicant Pool
- Monitoring Onboarding of New Employees as a Supervisor

Please keep in mind that the WyoCloud Basic System Access training must also be completed. In addition to the required online trainings, [Quick Reference Guides](#) are available, and you can also register to attend an open lab focused on the recruiting module via the Employee Learn Center. Please bring your vacant position information with you, as we can walk you through the requisition process and the request for approvals.

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](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option 1.

Best,

The WyoCloud Team and the UW Talent Acquisition Team