



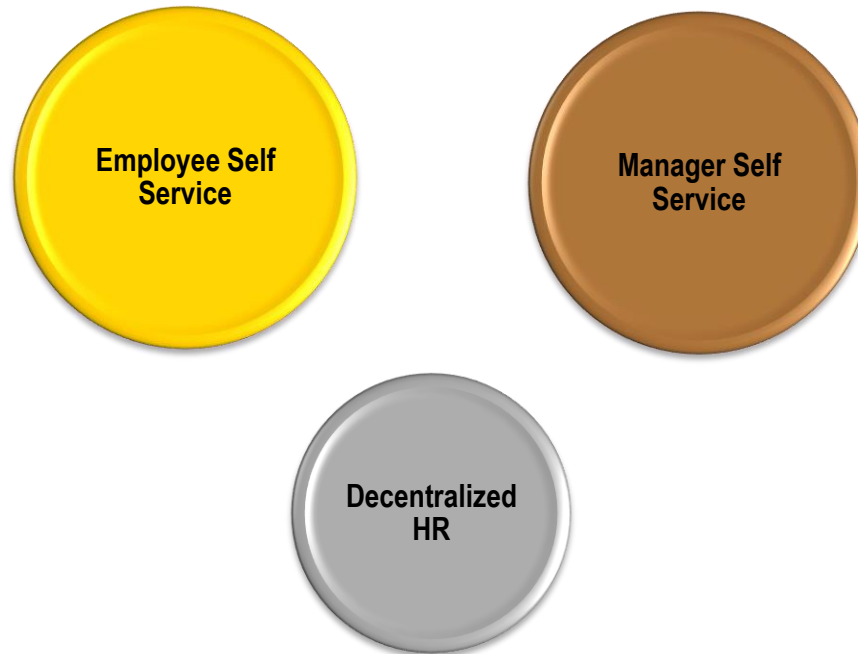
## **Decentralized HR Campus Deep Dive**

October 18, 2018

# How does HCM work?

- HRMS will be replaced by WyoCloud Human Capital Management (HCM) on January 22, 2019.
- All employees will have access to WyoCloud Human Capital Management Employee Self-Service. Some employees, including Managers and Decentralized HR, will have additional responsibilities based on their job duties.

## Three Areas of HCM:

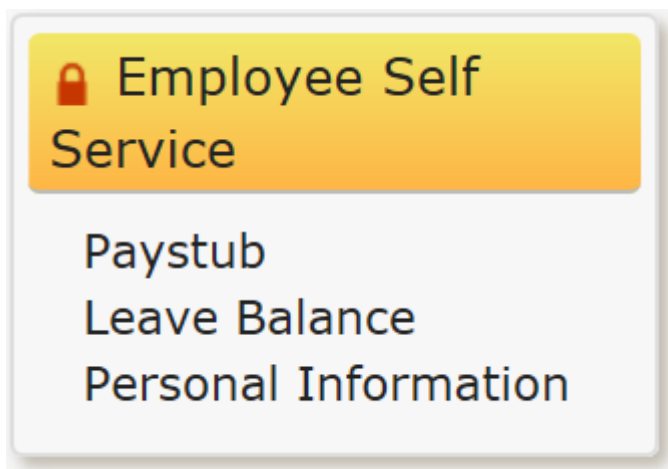


## Update personal information

- Mailing and home address
- Direct deposit
- W-4
- Licenses
- Certifications
- Education
- Languages

## View documents

- Pay stub
- W-2



## Recruiting and Onboarding

- Manage and fill job openings
- Monitor employee's progress in onboarding activities

## Training

- Review what training employees have completed in the Employee LearnCenter

## Job Status

- Information normally completed with the "Job data change" form
- Approve time and absences
  - Managers **MUST** approve time in the system in advance of a payroll for hourly positions in order for employees to be paid
- Promotions and transfers
- Initiate retention offer
- Initiate a temporary pay adjustment
- Initiate terminations

## Performance Evaluations

- Enter and manage goals
- Complete performance evaluations

## Approvals

- Electronically approve various HR transactions (some noted above)

## Why is this role essential?

- To provide assistance to managers within each unit
- Initiate key HR transactions
- To provide access to run HR reports

## How were these representatives selected?

- A collaborative process during Summer 2018
- AVP HR and Associate Director HR met with each unit

## What can be viewed?

- HR related information within the Area of Responsibility (AOR)
  - Ex: College of Business Decentralized HR can view everyone within the College of Business if they have college level access. An employee may also only have access to one department (i.e. Management and Marketing).



# List of Each Unit's Decentralized HR

College of Arts & Sciences	
College of Arts & Sciences	Laurie Sanchez Bethany Allen Jessica Andrews Chris Duhon Carol Pribyl Jeannie Czech Vacant (3)
American Studies & History	Leif Cawley
Geology & Geophysics	Tammy Mack

Administration	
University Operations	Darcy Bryan Denise Manore Paula Strong
Auxiliary Services	Julie Becker Kristen Blevins
University Store	Vacant
UW Human Resources	Amy Ernst
Administration	Melanie Dreaver

College of Agriculture	
College	Catherine Harris Jo Marie Paintin Kaci Smith
Agriculture & Applied Economics	Patricia Hysong
Family & Consumer Sciences Dept.	Tracy Bennett
Ecosystem Science & Management	Cherie Kelley
Veterinary Sciences	Marjorie Jaeger
Animal Science	Sofia Garcia
Molecular Biology	Karyn Bercheni
Plant Sciences	Vacant
R&E Center/Laramie	Shelby Gaddis
R&E Center/Powell	Samantha Fulton
R&E Center/SARIC	Kelly Greenwald
R&E Center/Sheridan	Rochelle Koltiska

College of Business	
College	Karen Rhodine Matt Coulter

College of Education	
College	Kimberly Montez Anaya Yates Debbie Martinez

College of Engineering	
College	Megan Barber Cindy Wood Meghan Monahan
Atmospheric Science	Nicole Lawrence
Chemical & Petroleum	Vicky Anderson

President's Office	
Office of the President	Rosemarie London



# List of Each Unit's Decentralized HR

College of Health Sciences	
College	Laurie Kempert Leslie Montoya
Family Medicine Residency Programs - Cheyenne	Kathi Zubrod
Family Medicine Residency Programs – Casper	Mark Masters
WWAMI Medical Educational Program	Natalia Tugwell-Brown
Kinesiology & Health	Alicia Sicheloff
School of Nursing	Denise Gable
Communication Disorders	Brandi Hecker
School of Pharmacy	Dori Gallegos
Social Work	Ashley Neff
Laramie Clinic	Richelle Keinath
UW Medical Education Division of Medical Education & Public Health Subdivision	Jill Jensen
Wyoming Institute for Disabilities WIND	Cheryl Chesebro Sandra Kingsley Kara Enyeart

College of Law	
College	Shauna Bury

School of Energy Resources	
SER	Rachel Ferrell Carrie Ver Burg
Center of Innovation for Flow Through Porous Media	Elizabeth Henn
Carbon Management	Vacant
EORI	Rob Hurless Charity Owens

Information Technology	
Information Technology	Margaux Christensen Rhetha Davis

Athletics	
Athletics	Debbie Allred Lindsey Spriggs

General Counsel	
General Counsel	Fawn Killion

Research	
Research & Economic Development	Amanda Larson Dawn Jolley
EPSCOR-Idea	Sarah Konrad
Manufacturing Works	Nancy Fallas
Small Business Development Center	Linda Calhoun
Wyoming Public Media	Kelly Bergeron
WYSAC	Michelle Lorenz Keith Vicks
Haub School	Kimberly Messersmith



# List of Each Unit's Decentralized HR

Academic Affairs	
Academic Affairs (All)	Nassar Albeirti
Global Engagement Office	Carrie Hesco Lori Gonzales
Enrollment Management	Vacant
Aces	Michelle Harris
UW Casper	Rosalind Grenfell Angela Reddick
University Libraries	Laurie Mendick Gayle Amundson
American Heritage Center	Birgit Burke
University Art Museum	Janine Reinhardt Debra Littlesun
American Heritage Center	Birgit Burke
Distance Education	Catherine Moen

Academic Affairs	
Admissions	June Creamer Vacant (2)
Scholarships & Financial Aid	Sara Muhsman Monique Henley
SEO University Disability Support Services	Carson Rasmussen Vacant

Student Affairs	
Residence Life & Dining	Kayleigh Holmes Jana Schott
University Counseling Center	Toi Geil Chanda Ziegler
Student Affairs	Jami Miller Christina Millemon
Dean of Students	Sandra Clinton
Disability Support Services	Patricia Flores
Campus Recreation	Abby Connally Jennifer Heupel
Student Health Services	Robbie Bennett Kimberly McConahay
Alumni Relations	Marisa Reilly



## Compensation

- Initiate Retention Offer / Salary Change / Individual Compensation

## Core HR

- Employee Manager Change
- Update/Add Assignment
- Assignment Changes
- Employee Termination (including terminal leave)
- Attach letter of resignation
- Revoke security access
- Update employee assignment
- Update salary
- Indicate recommendation for rehire
- Update salary

## Payroll

- Update Costing

## Time and Labor

- Decentralized HR Representatives cannot approve time.

## Core HR

- Adjust accruals
- Approve Absences

## Goals / Performance

- Set goals/competencies, performance evaluation
- Can run reports to view

# Expectations of Decentralized HR

**Take required training for access**

**Act as liaison from unit to HR**

**Confidentiality**

**Monitor HR processes to completion**

**Responsibility of having access to HR data**

**Ask questions regarding processes/procedures**

## When:

- Early January 2019

## What will be included?

- Confidentiality Agreement
- Online Training on completing transactions in the system.
- In Person sessions: opportunity to practice and ask questions.

## Manager and Employee Roles:

- Training will also be provided in January 2019.
- Deep Dives on these roles planned for December 2018.