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:

- Employee Self Service
- Manager Self Service
- Decentralized HR
Employee Self Service (Me)

Update personal information

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

View documents

• Pay stub
• W-2
Manager Self Service (My Team)

**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)

*University of Wyoming*
Decentralized HR Rep. (My Client Groups)

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

#### 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

#### 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

#### President’s Office
- **Office of the President**: Rosemarie London
## List of Each Unit’s Decentralized HR

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<thead>
<tr>
<th>College of Health Sciences</th>
<th>College of Law</th>
<th>General Counsel</th>
<th>Research</th>
<th>Information Technology</th>
<th>Athletics</th>
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<tbody>
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<td>College</td>
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**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
## List of Each Unit’s Decentralized HR

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<th>Academic Affairs</th>
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<th>Student Affairs</th>
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<td>Nassar Albeirti</td>
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<td>Alumni Relations Marisa Reilly</td>
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List of Approved Transactions

**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
Transactions that a Decentralized Person **Cannot Do**

**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
- Monitor HR processes to completion
- Responsibility of having access to HR data
- Confidentiality
- Ask questions regarding processes/procedures
Next Steps: Decentralized HR Specific Training

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.