



Phased Approach & Transition Plan Deep Dive

December 18, 2018

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Change Message



System Lock Out Period

From January 3rd – 6th, the following WyoCloud systems will be unavailable:

Financial Management

HCM Recruiting

Employee LearnCenter

Planning and Budgeting

Business Intelligence

Phased Go Live Approach

Benefits to a Phased Approach:

- Ensure that payroll is fully tested and all benefits, accruals, and deductions are accurate.
- Reduce campus' change saturation.
- Increase time to train and focus on fewer modules at one time.

Currently Live	Phase 1: January 22 Go Live	Phase 2: March/April Go Live
<ul style="list-style-type: none"> • Employee LearnCenter • Recruiting (for start dates after 1-21-19) 	<ul style="list-style-type: none"> • Core HR • Profile • Compensation • Performance • Goals 	<ul style="list-style-type: none"> • Payroll • Time and Labor • Absence • Benefits

Upcoming Dates to Remember:

- **December 21st:** Last day for HR/Payroll to process hires in HRMS (including approvals and your Spring GAs).
- **January 2nd:** Sterling I-9 goes live and remains open
- **January 3rd-6th:** All systems down for data conversion
- **January 7th – 21st:**
 - **Can** initiate new requisitions
 - **Can** post vacancies
 - **Can** review candidates
 - **Can** interview candidates
 - **Can** pick final candidate
 - **Can** start background check
 - **Can** reference check
 - **Cannot** process the hire
 - **Cannot** have a start date during this time frame
- **January 22nd:** HCM Production Live

For questions regarding recruitment, please contact a Human Resources Employment Partner at 307-766-2377.

Blackout Period

From January 7th through January 21nd, the following actions will be unavailable in HRMS and HCM:

Actions Unavailable			
Add/Update Emergency Contacts	Changing Assignments	Pay & Grade Changes	Position number repurposing (no changing position #'s)
Reorganizations	Audit (Paper process moving forward)	New Hire / Rehire	Job Changes
Awards & Honorariums	Department Code Name Changes	Performance	Job Title Changes, or Additions

HRMS/HCM data changes during the phased timeline

The following actions will still be initiated in HRMS from 1-6-19 until Phase II Go Live (4-15-19):

Employee / Supervisor	Timekeepers	PARS
<ul style="list-style-type: none"> ▪ Payroll (garnishments, deductions) ▪ W-4 ▪ Pay stub ▪ Terminations 	<ul style="list-style-type: none"> ▪ Time entry ▪ Absence ▪ LWOP, FMLA 	<ul style="list-style-type: none"> ▪ PARS entry

The following actions will be initiated in HCM starting on 1/22:

Employee	Decentralized HR/Line Manager
<ul style="list-style-type: none"> ▪ Biographical information updates ▪ Marital, veteran, and disability status changes ▪ Phone number, home email changes ▪ Address changes ▪ Add/update emergency contacts ▪ Skills and qualifications ▪ Name change 	<ul style="list-style-type: none"> ▪ Pay changes ▪ Job changes ▪ Supervisor / Direct Reports changes ▪ Awards ▪ Honorariums ▪ Changing assignments (hours) ▪ Performance and goals ▪ Terminations / end assignments ▪ Department change (w/o a job change)

Outside of HRMS/HCM until April 15

- Benefits > Go to EGI Portal
- Direct Deposit Forms > Submit in-person to HR

Outside of HRMS/HCM

- I-9s > In Sterling effective 1-2-19.
- Position audits > paper process to initiate the audit, repurpose a position number, and ask for a new position number. PDQs will be discontinued.



HCM Training Timeline

All employees will be assigned the HCM Learning Plans in the Employee LearnCenter that coordinate with their role at UW. These trainings will be required for system access relating to this role.

Training Type:	Required?	When:	What:
Online Training	Required	January 7, 2019	Online training required for system access.
Quick Reference Guides	N/A	January 7, 2019	Step by step guides including screenshots.
In Person Practice Sessions*	Optional	January 7 – Feb 8, 2019	Guided sessions to practice key transactions for your role: <ul style="list-style-type: none">• Employee Basics• Supervisor Basics• Decentralized Human Resources Basics
Open Labs*	Optional	Ongoing starting January 24, 2019	Drop in sessions to obtain 1:1 assistance from Subject Matter Experts.
Performance/Goal Training and Working Labs	Highly Encouraged	January 24 – March 2019	Online Training and Quick Reference Guides available just in time for performance review cycle. Performance specific working labs will be offered throughout the performance review completion period.

***Registration available starting December 19, 2018.**



Online Training Requirements for System Access

All employees will be assigned the HCM Learning Plans in the Employee LearnCenter that coordinate with their role at UW. These trainings will be required for system access relating to this role.

Employee Basic System Access
Basic Navigation (updated to include both finance and HCM)
Managing Your Employment Information (Employee Self-Service)
Time & Labor*
Absence*
Financial Basics of WyoCloud (Condensed Expenses and Requisition training)

Supervisor/Manager System Access
Employee Basic System Access trainings

Decentralized Human Resources System Access
Employee Basic System Access trainings



My Team Management (Manager Self-Service)

Decentralized Human Resources Basics

Online training will be available January 7, 2019.

*Please note that these trainings will be released in March and are not required for the January 22nd Phase 1 Go Live.

More Information to Follow

