



HCM TRAINING REMINDER

Greetings,

As a reminder, HCM Training on time & absence is available and mandatory for all benefited and hourly employees prior to the next phase of HCM going live on April 7th. Required trainings cover entering time and absence (i.e. vacation, sick time). Based on your primary UW assignment, this web-based training has been assigned into your learning plan and will need to be completed prior to receiving access for the new functionality. To find your assigned training, please access your [My Learning Plans](#) in the Employee LearnCenter.

If you are a supervisor and neglect to approve time for hourly, non-benefited employees by the payroll deadline each pay period, they will NOT be paid. Instruction on [approvals delegation](#) for vacation and other time away can be found in the WyoCloud Quick Reference Guide folder. Likewise, hourly non-benefited employees who do not take training will not have access to the system to enter time and will not be able to be paid. Employees will be paid on a future regular payroll after both time entry and approval has been completed. Please see the depiction below if you are unsure as to where you will enter your time and/or absences.

Your use of these modules will depend on your employee assignment(s)

Hourly Non-Benefited (*with or without multiple assignments)	Salaried Non-Exempt with multiple assignments	Salaried Non-Exempt with single assignment	Salaried Exempt	Salaried Non-Exempt Non-Benefited (ie: GAs, Temp Lecturers)
Manage Time Cards or TimeClock Plus /AIM	Manage Time Cards *for time and absence	Manage Time Cards	Manage Time Cards	Manage Time Cards
Manage Absence Records	Manage Absence Records	Manage Absence Records	Manage Absence Records	Manage Absence Records

If you have more than one assignment, please utilize the [Course Catalog](#) to enroll in training related to your secondary assignment. If you are uncertain of your employee assignment, please see the quick reference guide, "[Reviewing Employment Details](#)."

Additionally, registration is available for optional in person practice sessions in the Employee LearnCenter's [Course Catalog](#) under the WyoCloud HCM category. These sessions begin on Tuesday (3/26), so register today! Quick reference guides are also available in the [WyoCloud HCM Knowledge Base](#).

If you have any questions, please contact the Help Desk at 307-766-4357, Option #1 or userhelp@uwyo.edu.

Best,
The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu