Reminder on HCM Time and Absence Training

March 27, 2019

Greetings:

As a reminder, HCM Time and Absence Training is available and mandatory for all UW employees through the Employee LearnCenter.

Based on your primary UW assignment, this web-based training has been assigned into your learning plans. To find your assigned training, please access your My Learning Plans section in the Employee LearnCenter. These trainings are fast and easy to complete.

If you are a supervisor and will need to approve time, additional training is also in your learning plan.

Additionally, in-person practice session registration is available in the Employee LearnCenter’s Course Catalog under the WyoCloud HCM category. Quick reference guides on how to key in and approve time are also available in the WyoCloud HCM Knowledge Base.

Best,

The WyoCloud Team