



Greetings,

With the upcoming implementation of the next HCM Phase: Time & Absence on June 16th, we have a few key dates regarding a Blackout Period and Terminations through HCM that affect all non-benefited and benefited employees. Termination dates are considered the last working day for an employee and it is recommended that paperwork for terminations be submitted as soon as possible when a termination date is known. Please be aware that a termination needs to be fully submitted and approved before the process is complete.

Termination Dates:

Now – June 24 th	June 24 th – July 3 rd	After July 3 rd
Process terminations as soon as possible in HCM.	<u>Do not process in HCM</u> ; email Payroll and HR Records with termination information. These will be processed for you in HCM after July 3rd and will be entered with the correct termination date.	Process in HCM, but <u>do not</u> send the termination request until after July 3rd .

*If you have processed a termination for after June 24th, HR will process the termination for you.

If you have additional questions regarding this information, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, Option #1. You can also email [Records](#) and [Payroll](#) with specific questions related to the above termination timeline.

Best,

The WyoCloud Team

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

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