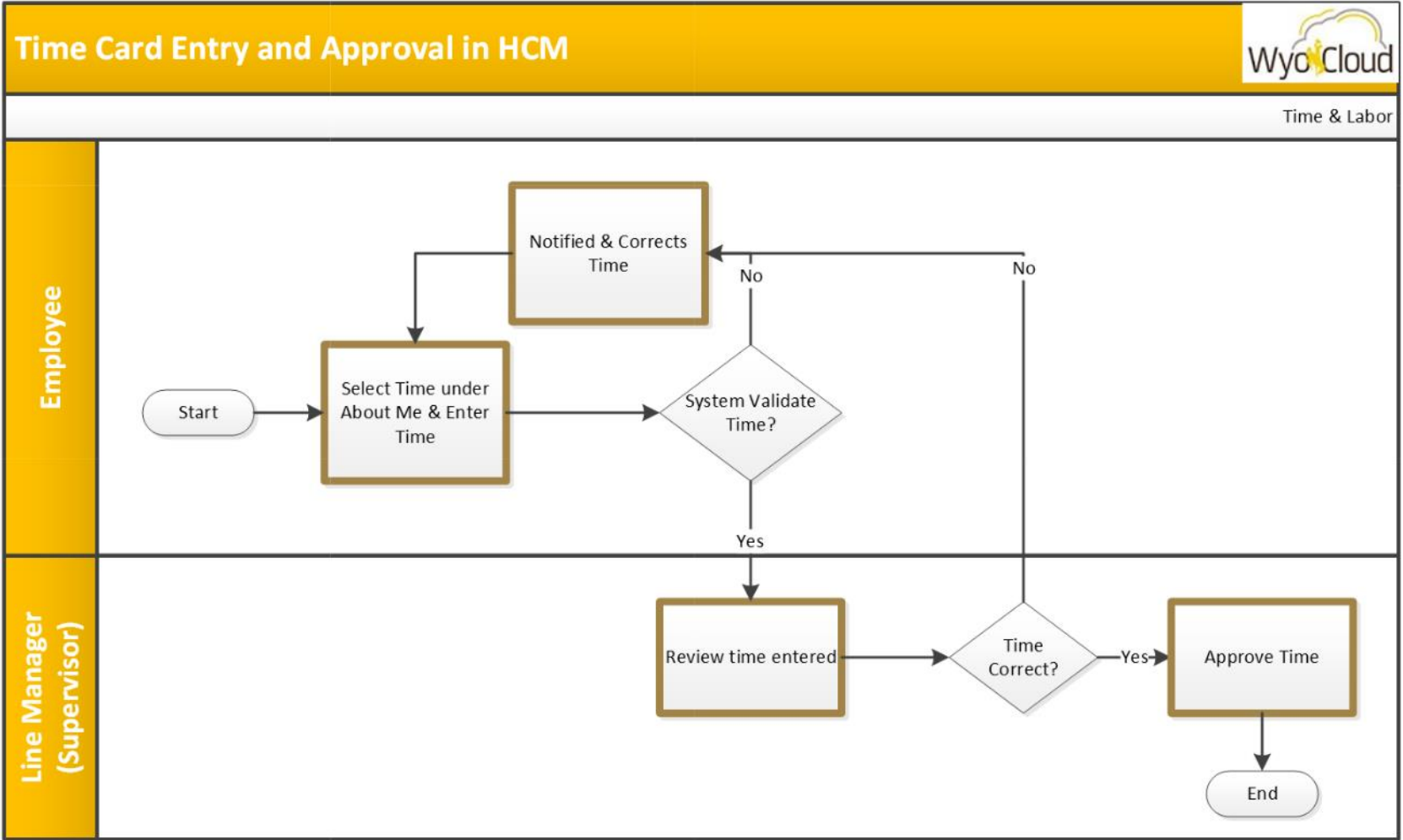


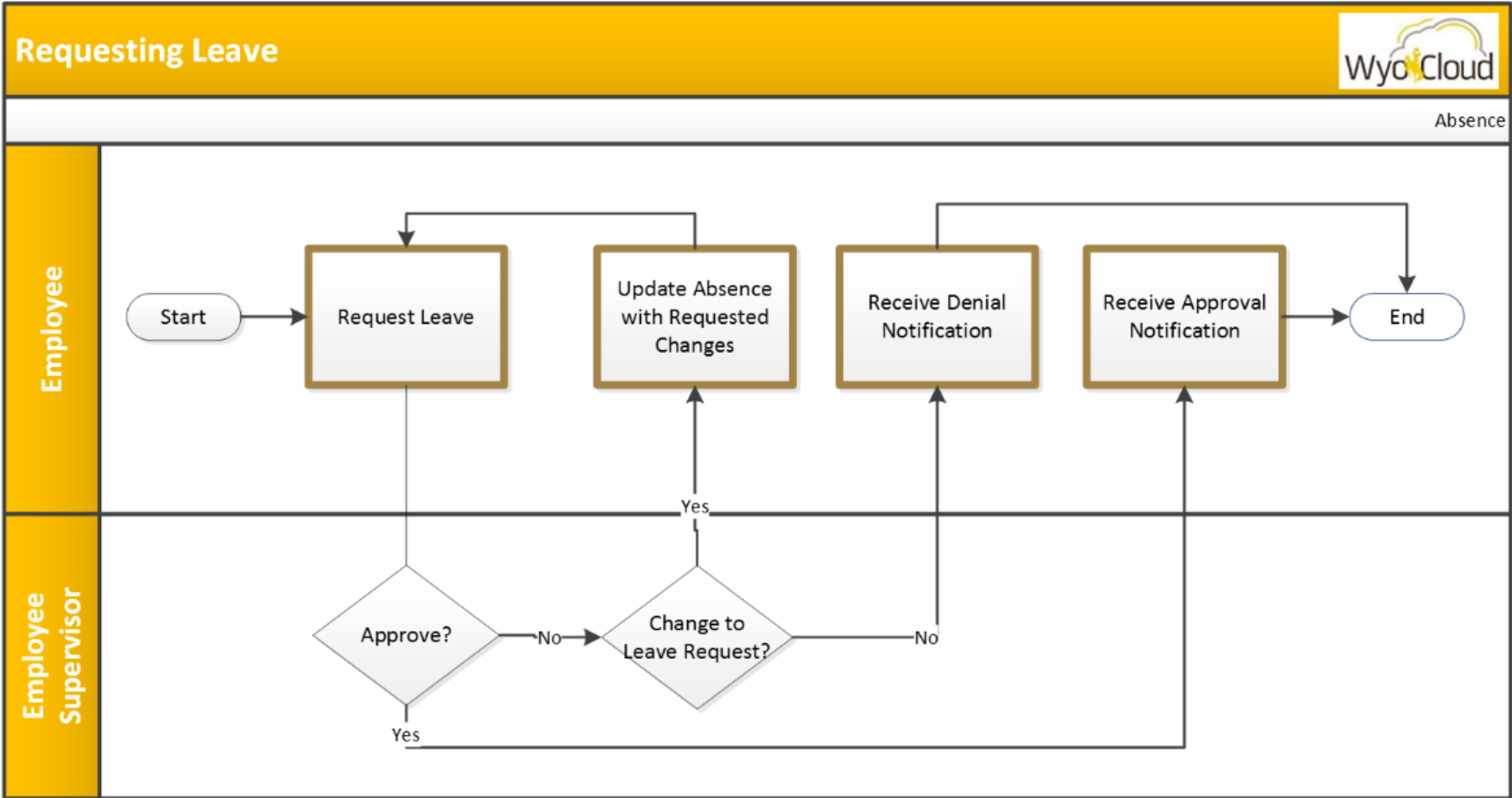


## **HCM Business Processes**



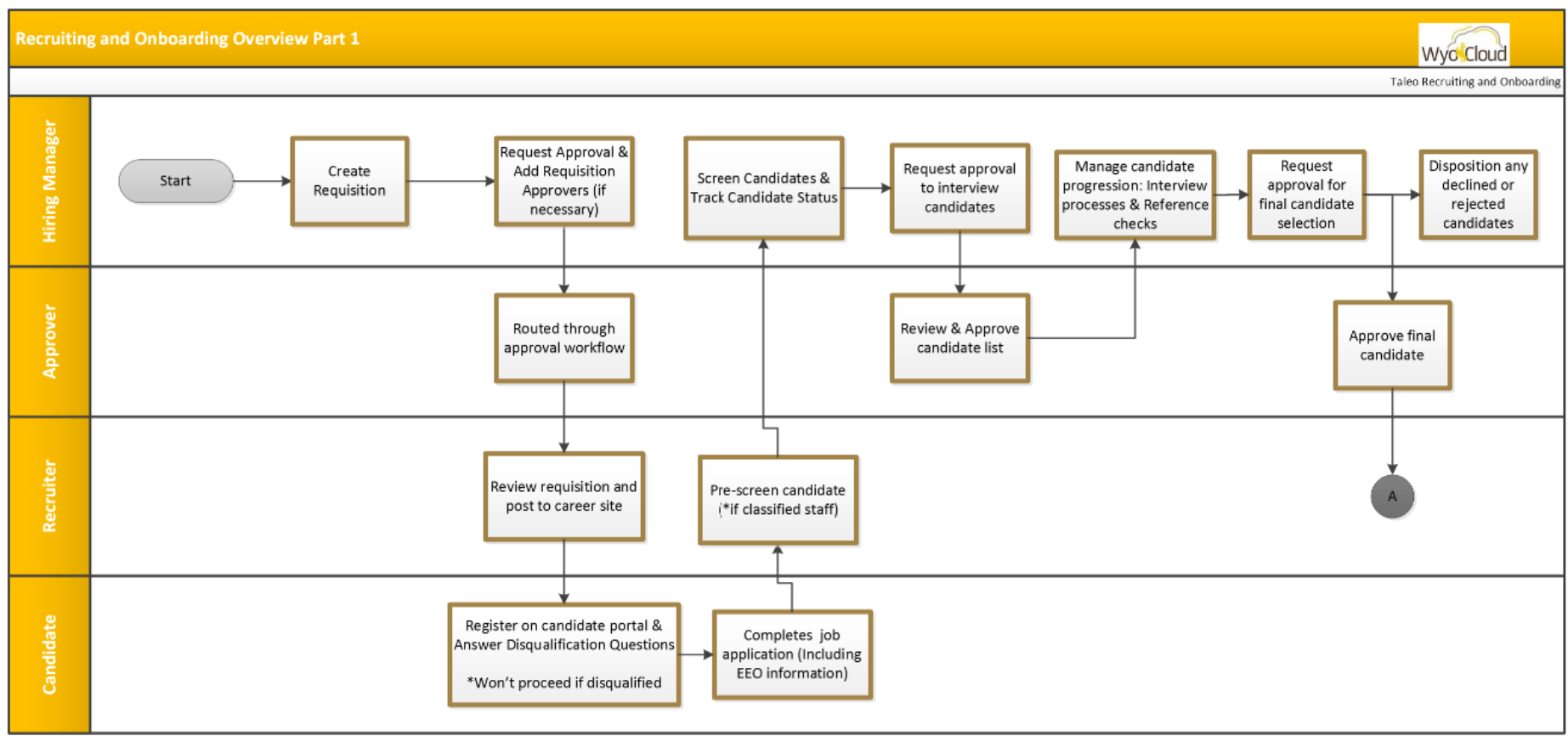
\*Some units are using TCP for student/non-benefited timekeeping. This follows a similar but slightly different process flow.  
 \*Exempt employees will only enter absence, not time.

# Absence: Requesting Leave

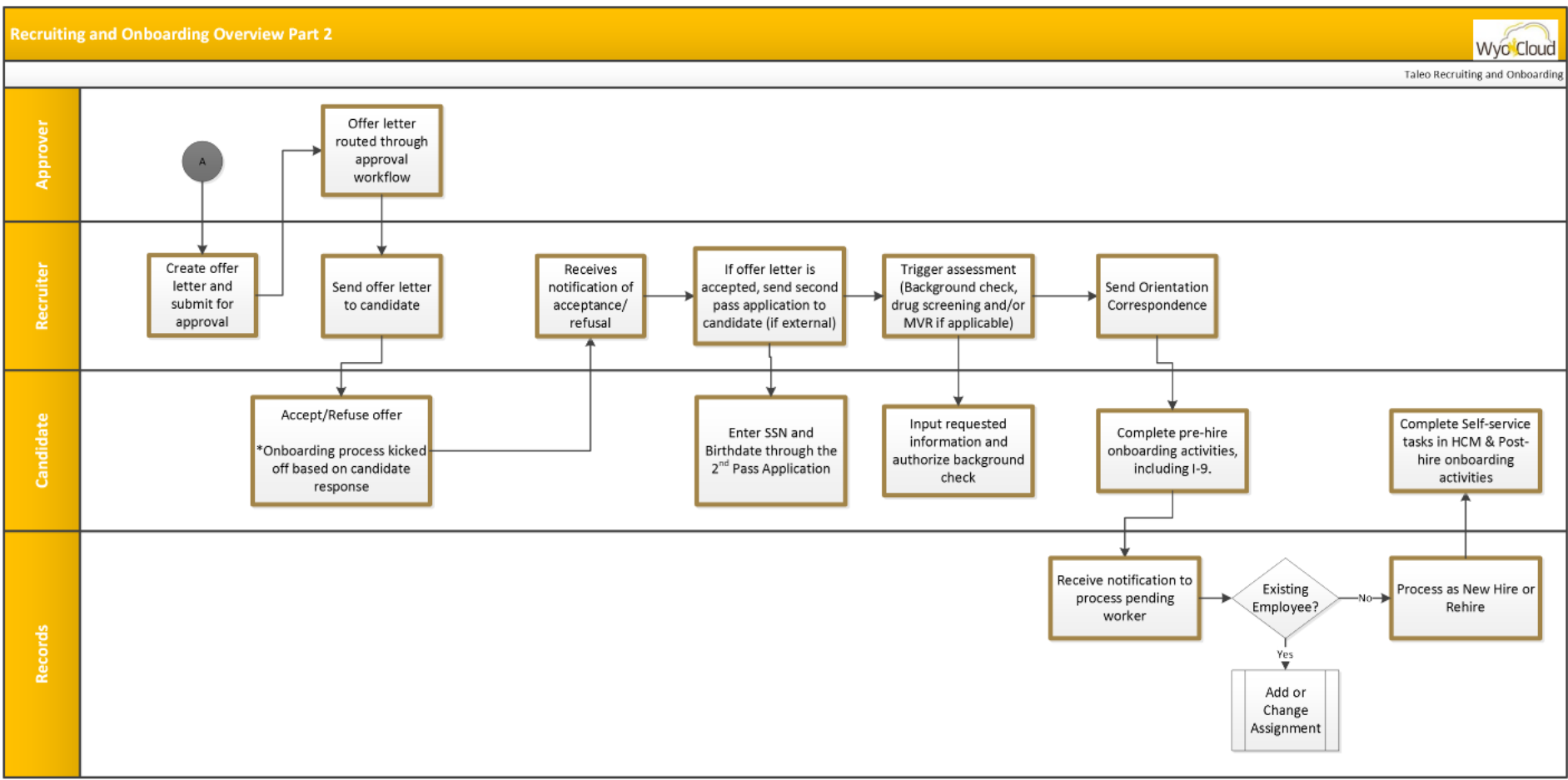


\*Contact HR for information related to firefighting, military, and terminal leave.

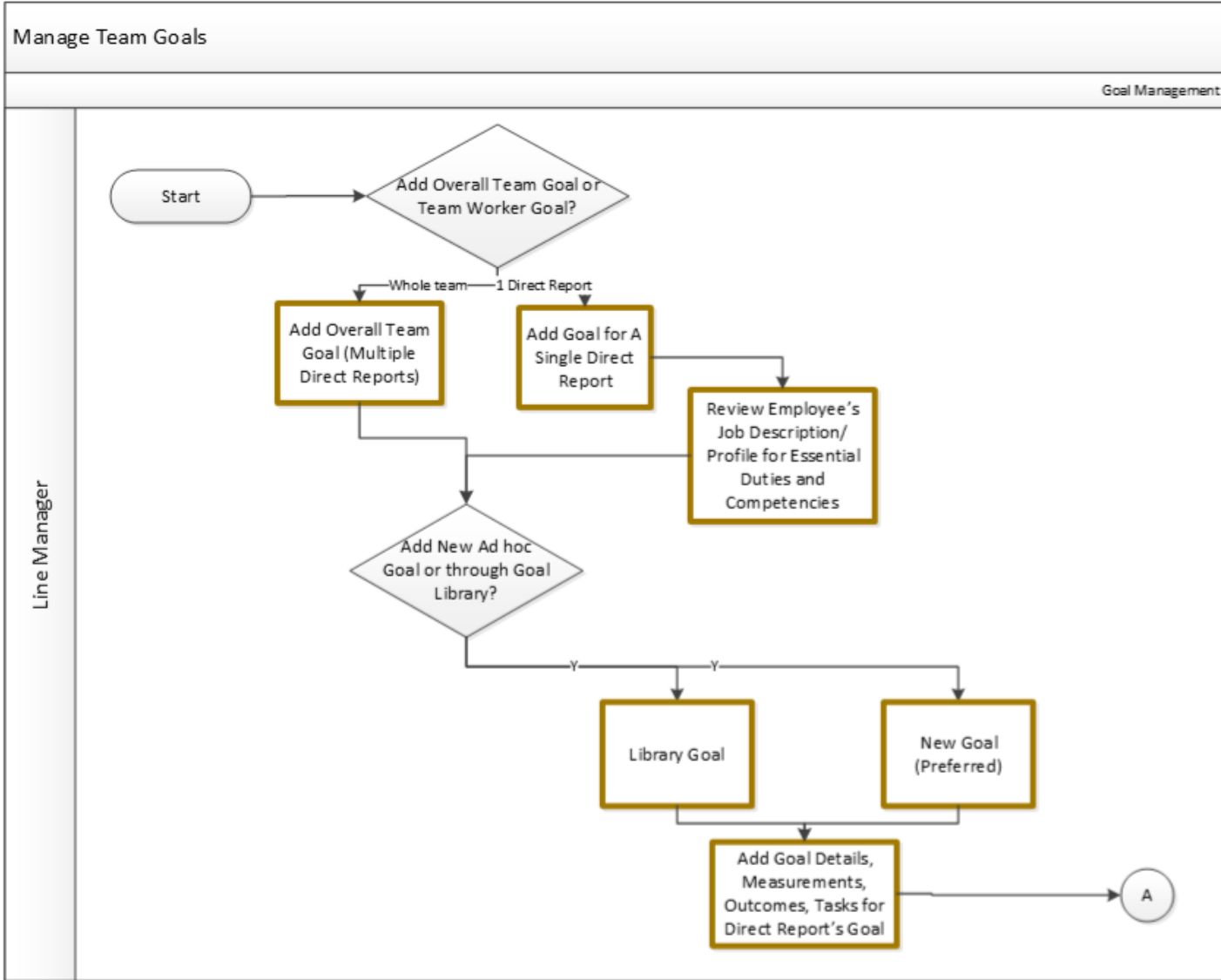
# Recruiting and Onboarding: Overview (Part 1)

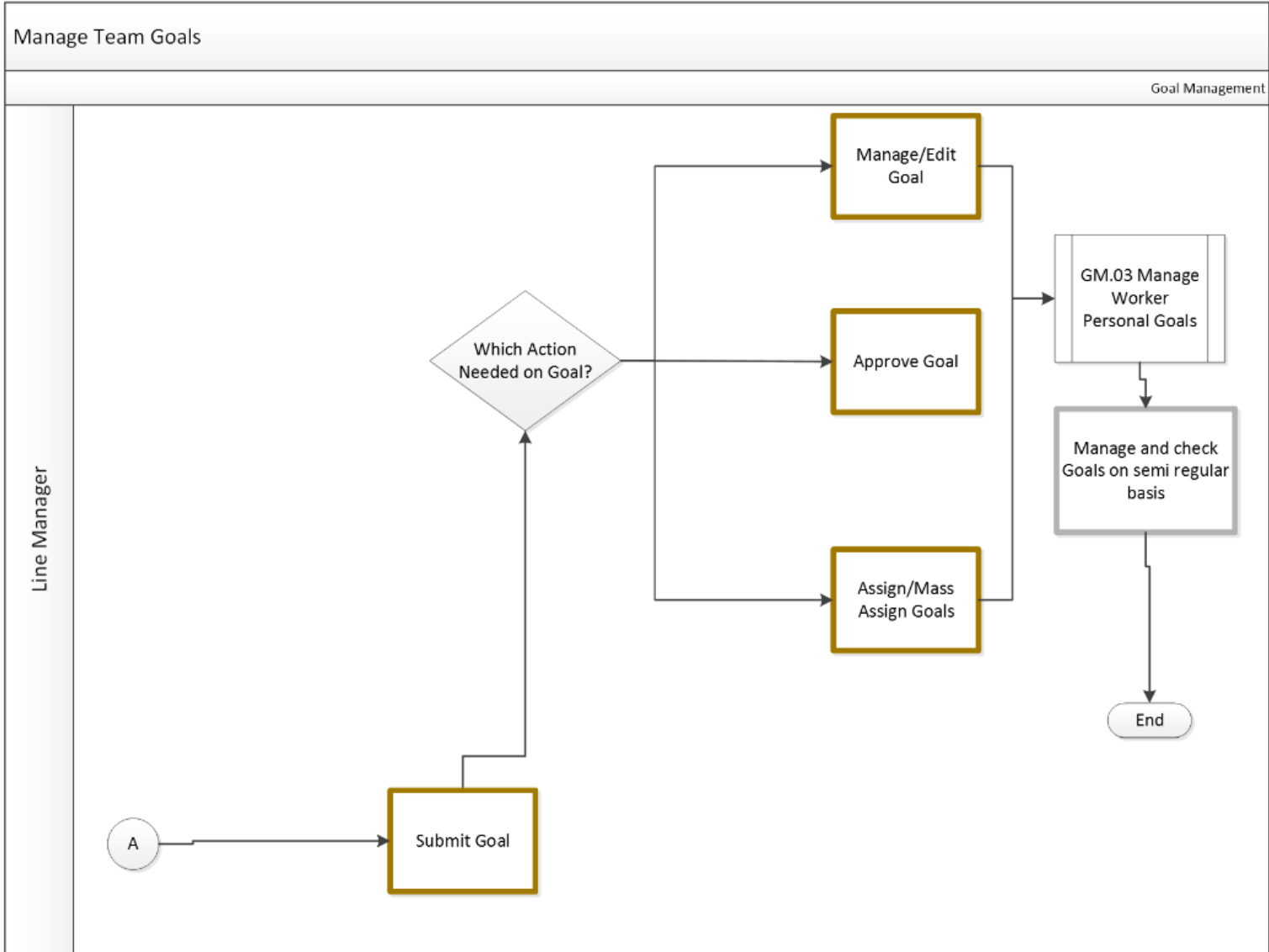


\* Further information will be shared at a later date on Graduate Assistant hires.

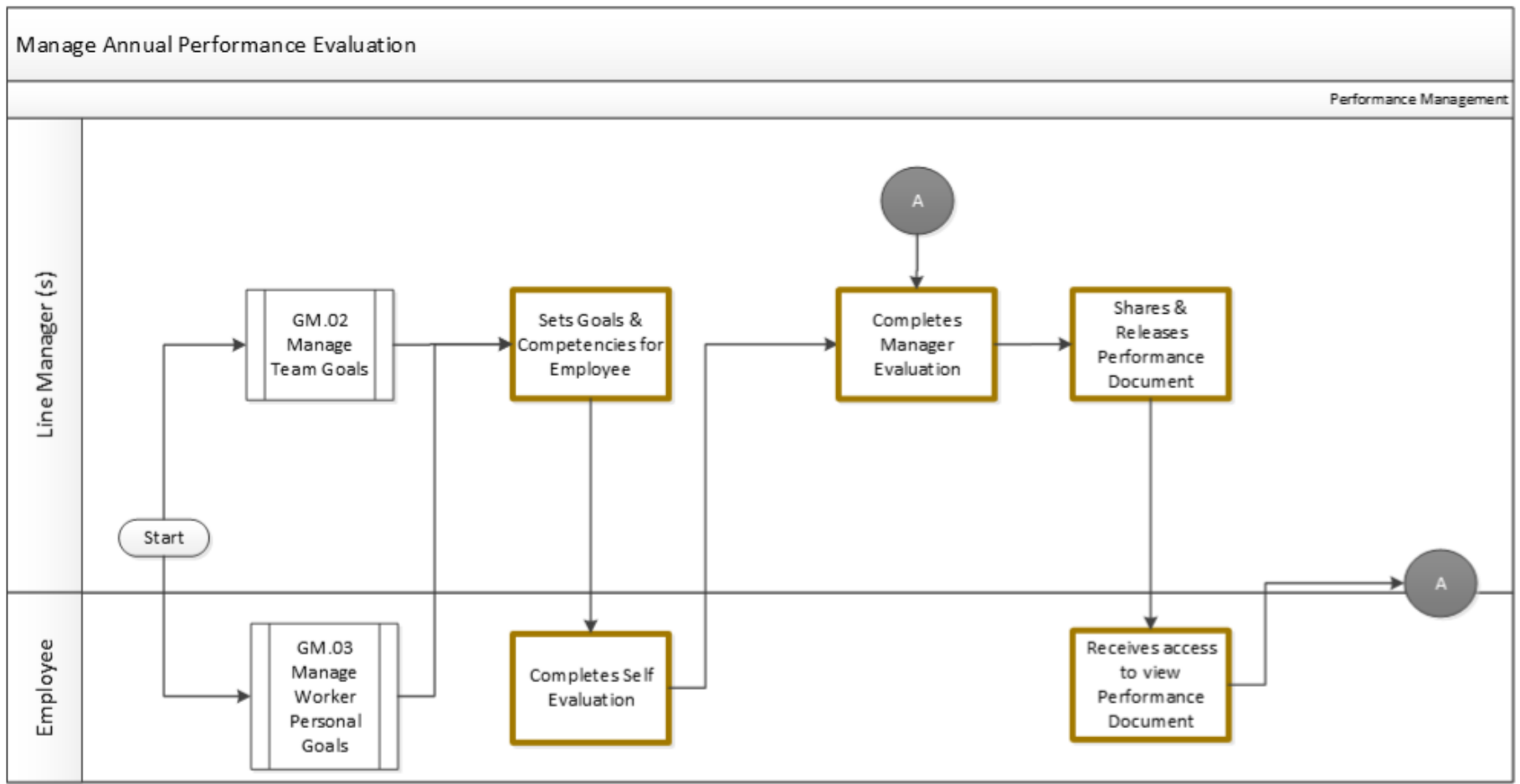


\* Further information will be shared at a later date on Graduate Assistant hires.



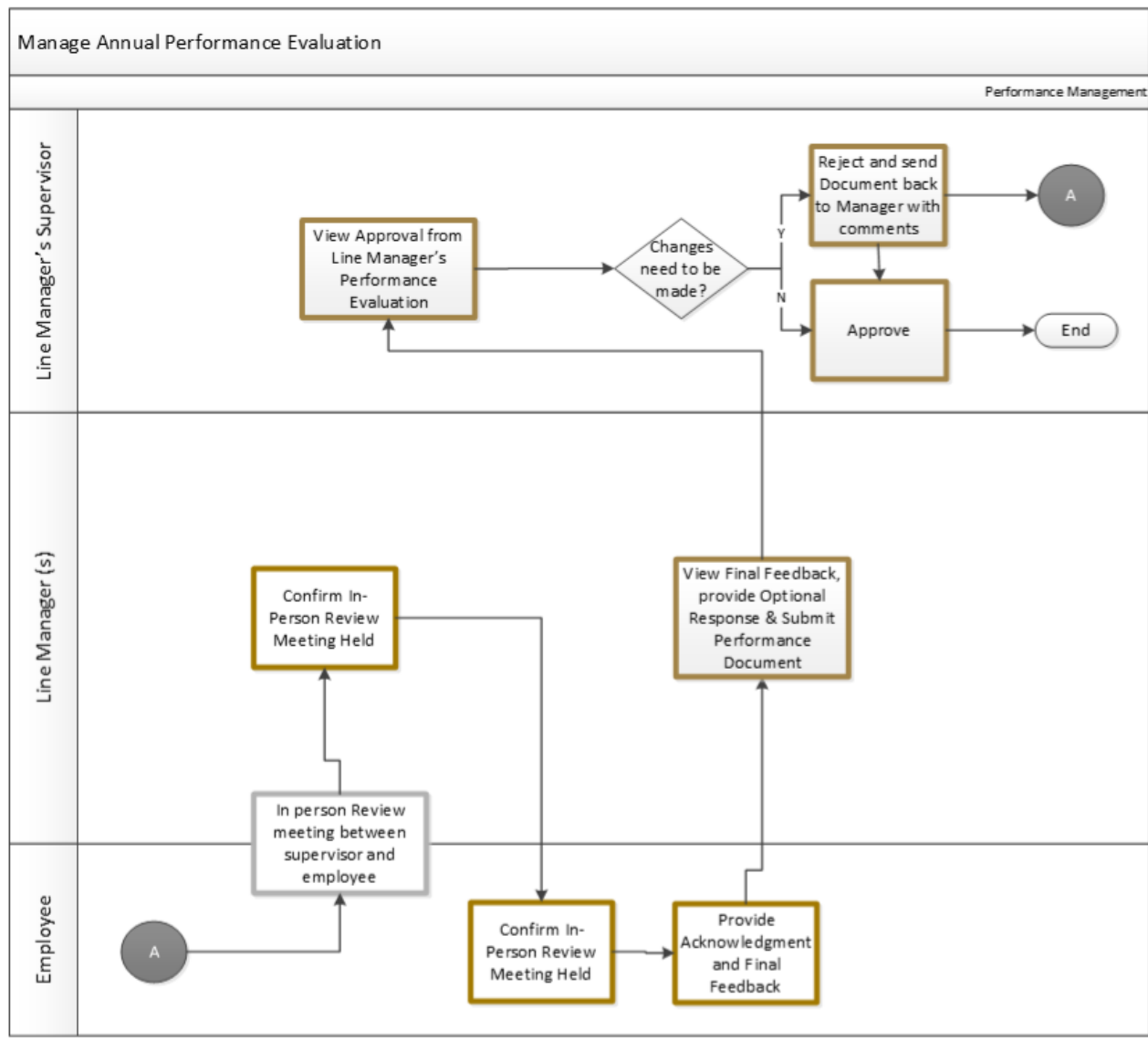


# Performance/Goals Management: Manage Annual Performance Evaluation (Part 1)





# Performance/Goals Management: Manage Annual Performance Evaluation (Part 2)





# Employees' Group Insurance Portal

## In the Employees' Group Insurance Portal, you can:

- Enroll in health, dental, life, and vision coverage.
- View your current enrollments, including deductibles and Flexible Benefits.
- Add or drop dependents.
- Make appropriate changes during open enrollment.

Employees' Group Insurance eBMS 307-777-6835

EMPLOYEE

Dashboard Contact EGI

### Personal Information

Full Name: [Redacted]  
 Class: Active  
 Birth Date: [Redacted]  
 Age: [Redacted]  
 Gender: Female  
 SSN: [Redacted]  
 Marital Status: Married  
 EGI ID: [Redacted]

Contact: Life Beneficiary Flex Documents

Mailing Address: [Redacted]  
 Laramie, WY 82072

Email: [Redacted]  
 Home Phone: [Redacted]  
 Work Phone: [Redacted]

Update Contact Information

### Current Status

Agency: 500 - University of Wyoming Hire Date: [Redacted] Term Date: [Redacted]

Health Dental Life Vision Disability Flex

Tier	Plan	Term Date
Family	\$500/\$1000 Deductible (Active)	[Redacted]
Dependent		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
Split	\$500/\$1000 Deductible (Active)	[Redacted]

Child Spouse

Modify Benefits



# Position Audit

UNIVERSITY  
OF WYOMING

Position Number: \_\_\_\_\_

### Benefited Staff Position Description Questionnaire (PDQ)

<input type="checkbox"/> Full-time (40 hrs/week)	<input type="checkbox"/> 12-month	Calendar Code (if applicable)	Select
<input type="checkbox"/> Part-time (Less than 40 hrs/week)	<input type="checkbox"/> 9-month		
<input type="checkbox"/> Grant funded	<input type="checkbox"/> Other (explain):		

Employee Name and ID:	
Current Title:	
Department/Unit Name:	
College/Division:	
Supervisor's Name	
Supervisor's Position #:	

- What is the justification for an analysis of this position?  
 New Position (determine classification)     Changes in Duties     Reorganization
- What is the primary purpose of this position?
- Describe the work that is regularly performed by listing duties in order with the most important duty listed first, not by descending percentage of time spent performing the duty.
  - Do not copy directly from a UW job description or from another PDQ. Use your own words and make your descriptions clear. The goal is to enable people unfamiliar with your work to understand what you do for the University of Wyoming.
  - Describe this work in detail (what is done, why it is done, and how it is to be accomplished).
  - Mark essential functions with an "X" to the left of the job duty.
  - To the right of the job duty, indicate the percentage of time spent performing the job duty per year (based on 2080 hours per year). All duties must total 100%.

To determine if a job duty is essential:

  - Does the position exist to perform this particular job duty? If yes, this duty is essential.
  - Would removal of this job duty fundamentally alter this position? If yes, this duty is essential.