



### HRMS Time Entry

With the delay of the final phase of HCM (payroll, time and absence entry), please read this update regarding time entry and required WyoCloud training. **Continue to enter time in HRMS** via timekeepers and current processes, we will provide you with follow-up information in the near future regarding when this will change.

The new Time and Absence training is still available and required for all employees prior to the final phase of HCM. If you have already completed your training, you will not need to complete it again, but are encouraged to review it again closer to Phase II Go Live.

For employees who have yet to complete the Time and Absence training, you will need to have this completed in order to have Phase II access. Your specific Time and Absence training is assigned based on your employee assignment and can be accessed through the [Employee LearnCenter](#) > My Learning Plans. Please note that Quick Reference Guides will also be available closer to go live as an additional reference.

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

Best,

The WyoCloud Team

#### Resources

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

#### Contact Information

Human Resources  
Department 3422  
1000 East University Avenue  
Laramie, WY 82071-3226

Room 139, Wyoming Hall  
Phone: (307) 766-2377  
Fax: (307) 766-5607