



IN-PERSON PRACTICE SESSIONS ARE AVAILABLE FOR REGISTRATION

We are excited to inform you that in-person practice sessions for the next phase of HCM are available for registration!

There are separate trainings for time and absence (vacation, sick and other leave) entry. The full schedule and registration are available in the Employee LearnCenter's [Course Catalog](#) under the WyoCloud HCM category.

In-person practice sessions are a great opportunity for hands on practice in the system and to ask questions of subject matter experts prior to go-live. These courses begin on Monday, June 3rd and continue into July. If your department would like to schedule a department specific session, please email [Kaylen Harrison-Hopkins](mailto:Kaylen.Harrison-Hopkins@uwyo.edu).

Online trainings are required for access to the features of this phase. These trainings are specific to your primary assignment with UW and have been assigned in the Employee LearnCenter since March 2019. It is *not* required to complete the online trainings again if you have already done so. You can check your completion status in the Employee LearnCenter's [My Learning Plans](#). By default, any assigned training not yet completed will display on this page. You can view completed assigned training by clicking on the word *Plans* from the top menu.

In addition, Quick Reference Guides will be available on Monday, June 3 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
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu

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