



Greetings,

As [communicated on Monday](#), there will be a WyoCloud Update: Time, Absence, Effort & User Interface Orientation presentation this week.

This has been moved to Friday, June 14th at 1:00 p.m. in Classroom Building 133.

This deep dive will cover Effort Reporting and provide a walkthrough of the updated interface that was announced on Tuesday and was shared with campus at the last deep dive. It is strongly recommended you attend, as this deep dive will give you more detailed demonstration on how to find different modules within the new interface.

Effort Reporting

User Interface Orientation:

- How to Set Favorites
- How to locate:
 - Contracts
 - Expenses
 - Invoices
 - Procurement
 - Reports & Analytics
 - Employee LearnCenter
 - Employee Self-Service
- My Team
- Quick Reference Guides (QRGs)
- Recruiting

Time & Absence:

- Time & Absence Module
- Requesting Absence in HCM
- Entering Time in HCM
- Approving & Entering Time in HCM for Hourly Employees
- Bi-Weekly Approvals – One Pay Period
- Bi-Weekly Approvals – Full Month Cycle
- Time & Absence Training and Resources

For those who will not be able to attend, we will have WyoCast available at the following link: <https://wyocast.uwyo.edu/WyoCast/Play/667353f0b1944d82a8ffef3cc4ff8efa1d>

We look forward to seeing you there!

Best,

The WyoCloud Team

Resources

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

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