Greetings,

As mentioned in other communications and the prior all campus HCM deep dives, Payroll has released the time and absence spreadsheets for the transition from HRMS to HCM. There are two spreadsheets available on the Payroll website and should be filled out by the employee. Once the employee fills out the spreadsheet, it should be signed and submitted to Payroll by their supervisor.

The two spreadsheets available are:

- Benefited:
    - Exempt employees with Absence entries for any *leave taken prior to July 1st that was not reported in HRMS. This can be for the time off from June 17th through the 30th, or to catch up any time off that had not been reported yet.*
    - Non-exempt employees with hours worked beyond FTE (ie: 40 hours) as well as *leave taken prior to July 1st that was not reported in HRMS*

- Non-Benefited:
    - Time entry hours prior to June 16th that was not reported in HRMS as well as corrections for hours for time reported *prior to June 16th*

If possible, we ask that these correction spreadsheets be submitted to Payroll by July 15th.

If you have additional questions regarding time and absence corrections, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357.

Best,

The WyoCloud Team

Resources

- HR Website
- Employee Handbook
- WyoCloud Home

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