



## UPCOMING APPROVAL DEADLINE AND VACATION DELEGATION REMINDER

Good Afternoon,

As a reminder, Wednesday, July 3<sup>rd</sup> is the first approval deadline for hourly, non-benefited time cards in HCM. Time should be [entered in HCM](#) by employees by 5:00 p.m., Tuesday, July 2<sup>nd</sup>. Supervisors have until 5:00 p.m. on July 3<sup>rd</sup> to approve time in order for employees to be compensated on the upcoming bi-weekly payroll on July 10<sup>th</sup>. For any employees who have yet to complete training, this is due by 3:00 p.m. on Friday, June 28<sup>th</sup>.

Deadline	Action to Be Completed
June 28 <sup>th</sup>	Training must be completed in order to receive access to enter and/or approve time.
July 2 <sup>nd</sup>	Hourly, non-benefited employees must have all time after June 16 <sup>th</sup> entered in HCM. *
July 3 <sup>rd</sup>	Supervisors for hourly non-benefited employees must have time approved by 5:00 p.m.*

\*Please note that if your department uses TimeClock Plus (TCP) or AIM to record employee hours, employees will *not* need to enter their time in HCM, however, time approval must be completed in HCM.

If you plan to be away and unable to approve your employee's time, please be sure to set up your vacation delegation prior to leaving. The vacation delegation allows you to delegate your approvals to another individual during the time you are away. The quick reference guide for [Manage Vacation Rule for Delegating Approvals](#) can be accessed in the Knowledge Base > WyoCloud.

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
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**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
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