



Good morning,

WyoCloud HCM Time, Absence and coordinating supervisor required trainings are available in the Employee LearnCenter and assigned based upon your primary employee type under [My Learning Plans](#).

Hourly Non-Benefited Employees (part-time) must complete this required online training no later than 3:00 pm June 14th in order to for you to have access when hourly time entry in HCM begins on June 16th.

Please note this training has been available since March. If you previously completed this training, it is not required to complete it again. However, it is *highly recommended* that you do review it again as the time entry and overall user experience has changed.

Salaried Non-Exempt Benefited and Salaried Exempt Benefited employees, including supervisors, must complete assigned required training no later than 3:00 p.m. June 28th to obtain access when time and absence entry for benefited employees and supervisor approvals go live on July 1st.

The chart below outlines the specific training required of each employee type. Please note that if you are unsure of what type of assignment you fall under, please contact your supervisor, your department's Decentralized Human Resource Representative (DHR) or Human Resources at 307-766-2377. These trainings have been auto assigned in the Employee LearnCenter's [My Learning Plans](#).

WyoCloud Basic Access for Salaried Exempt Employees	WyoCloud Basic Access for Salaried Non-Exempt Employees	WyoCloud Basic Access for Hourly, Non-Benefited Employees	WyoCloud Access for Salaried Exempt Non-Benefited Employees (example: GA)	Supervisors
Basic Employee System Access	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Manager / Supervisor Access Learning Plan*
WyoCloud Requesting / Entering an Absence	WyoCloud Requesting / entering an Absence	WyoCloud Time Entry in HCM		Approving Absence and Time
	WyoCloud Time Entry in HCM	HCM Time Entry Acknowledgement		HCM Absence and Time Approval Acknowledgement

*If already completed trainings for HCM Phase I, these trainings will not need to be completed again.

Vacation Delegation:

If you are a supervisor who will be away on vacation during an upcoming approval time period, please be sure to set up a vacation delegation prior to leaving for vacation to ensure your employees' time will be approved on time.

Supervisors must approve time the Monday-Wednesday following each bi-weekly pay period. Any hourly non-benefited time not approved will not be paid on that payroll.

The [Manage Vacation Rule for Delegating Approvals](#) quick reference guide is a great step by step resource. To review the approval deadlines, please see the [Payroll Deadlines](#) > Fiscal Year 2019 calendar. Note vacation rules can *only* be used for true vacations, long term delegation is not permitted.

If you have any additional questions, please contact the [Help Desk](#) | 307-766-4357, Option #1.

Best,

The WyoCloud Team

Resources

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

Contact Information

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