



Timekeeper and Time & Absence Deep Dive

June 4, 2019

▪ Timekeeper

- HRMS to HCM
- Time Entry Transition from HRMS
- Absence Transition from HRMS

▪ Updated User Interface Orientation

▪ Time & Absence

- Time & Absence Module
- Requesting Absence in HCM
- Time & Absence Module
- 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 and Labor Upcoming Training & Resources





HRMS to HCM

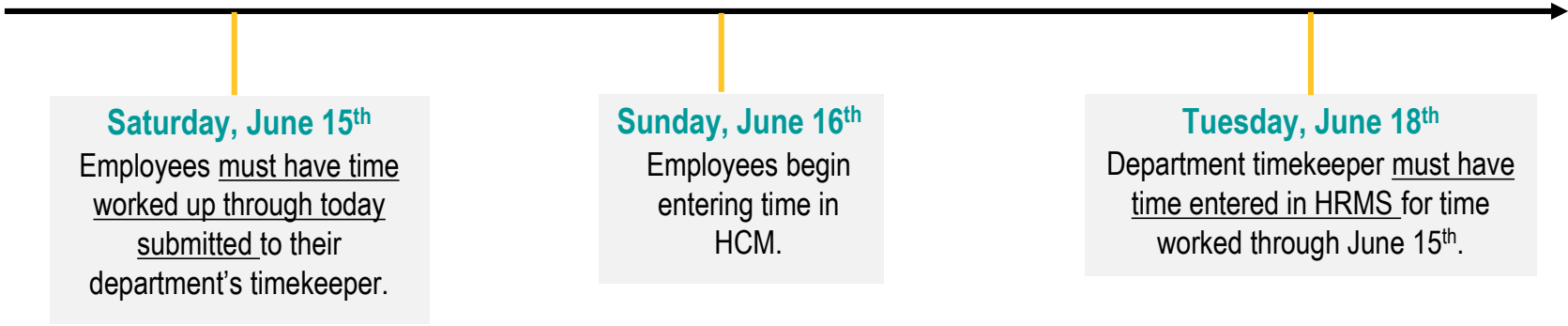
June – July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Hourly, Non-Benefited Time Entry Go Live	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1 Salaried, Non- exempt Time & All Absence Entry Go Live	2	3	4	5	6

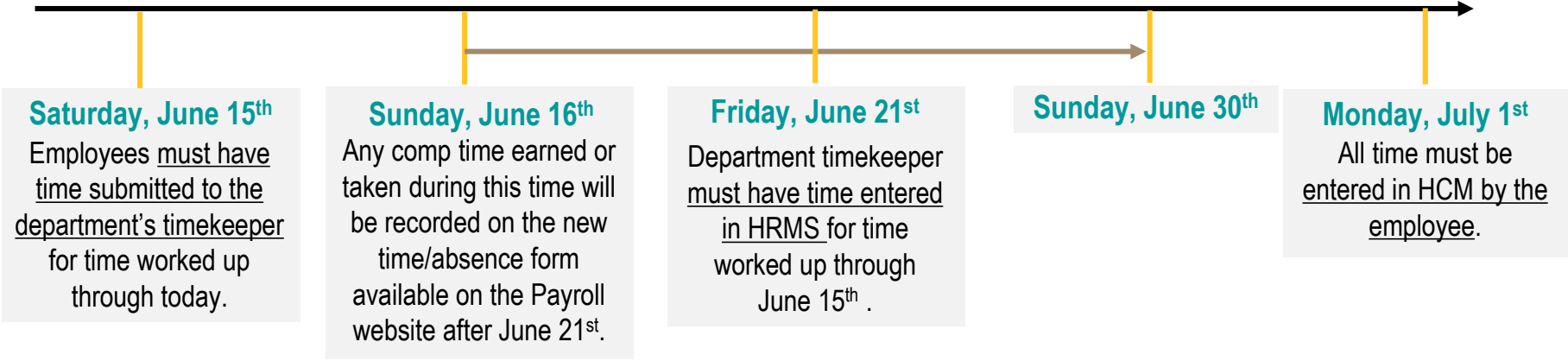


Time Entry Transition from HRMS

Hourly Non-Benefited:



Salaried Non-Exempt:

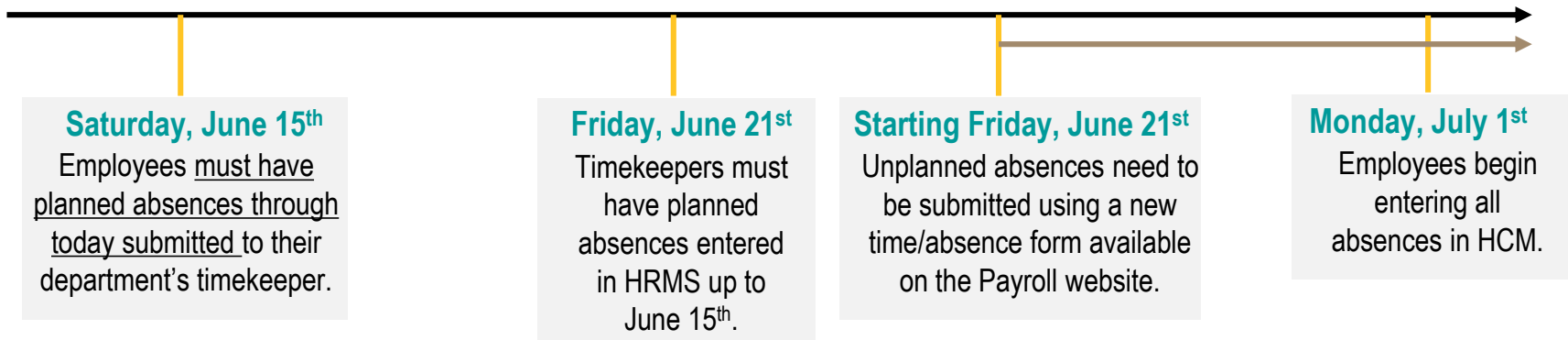


***Employees on third party systems (AIM / TCP) will continue to record time in those systems.**

Absence Transition from HRMS

For absence (leave) balances to be correctly transferred into HCM for the July 1 absence go-live, all absences up to **June 15th** **MUST** be entered in HRMS by the department timekeeper prior to **June 21st**.

Absence Entry:



*Entering Absence in HCM: Time and Absence training must be completed before absence can be entered.

Pros:

Improved user experience when entering time and requesting absence, including a decrease in number of steps needed to complete actions.

Works better on mobile devices. This is very important for Approvals and for Time entry.

Only trained once on Time & Absence, not learn one way just to be changed in couple months.

Approvals are accessible on the front page of the website.

News feed announcements focused within WyoCloud. Topics such as Payroll deadline reminders, financial closings, and new tips and tricks are effectively communicated.

A large, red, distressed-style stamp with the word "DEMO" in bold, uppercase letters, tilted slightly to the right.

Time and Absence Module


Your use of this module will depend on your employee assignment(s):


Hourly Non-Benefited (*with or without multiple assignments)	Salaried Non-Exempt with multiple assignments	Salaried Non-Exempt with single assignments	Benefited Salaried Exempt	Salaried Exempt Non-Benefited (ie: GAs, Temp. Lecturers)
Manage Time Cards or TimeClock Plus/AIM	Manage Time Cards *for time and absence	Manage Time Cards	Manage Time Cards	Manage Time Cards
Manage Absence Records	Manage Absence Records	Manage Absence Records	Manage Absence Records	Manage Absence Records


Absences



Kaylen Harrison-Hopkins






 **Add Absence**
Request an absence and submit for approval

 **Existing Absences**
View, change or withdraw existing absence requests

 **Absence Balance**
Review current plan balances and absences taken or requested

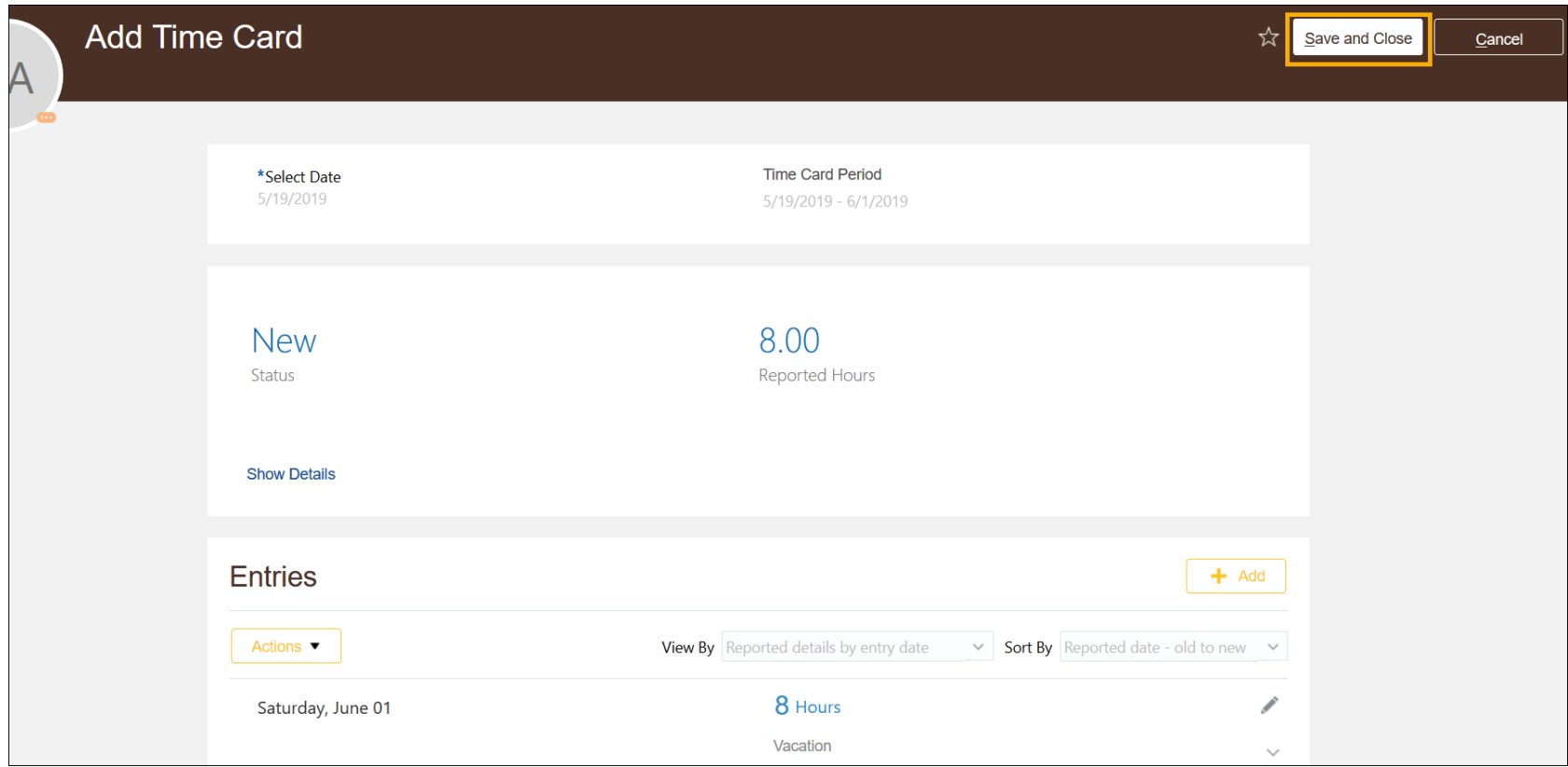
Time and Absence Module

Your use of this module will depend on your employee assignment(s):

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Manage Time Cards or TimeClock Plus/AIM	Manage Time Cards *for time and absence	Manage Time Cards	Manage Time Cards 	Manage Time Cards 
Manage Absence Records 	Manage Absence Records 	Manage Absence Records	Manage Absence Records	Manage Absence Records 

Entering Time in HCM

Hourly, Non-Benefited employees **MUST** enter their time.

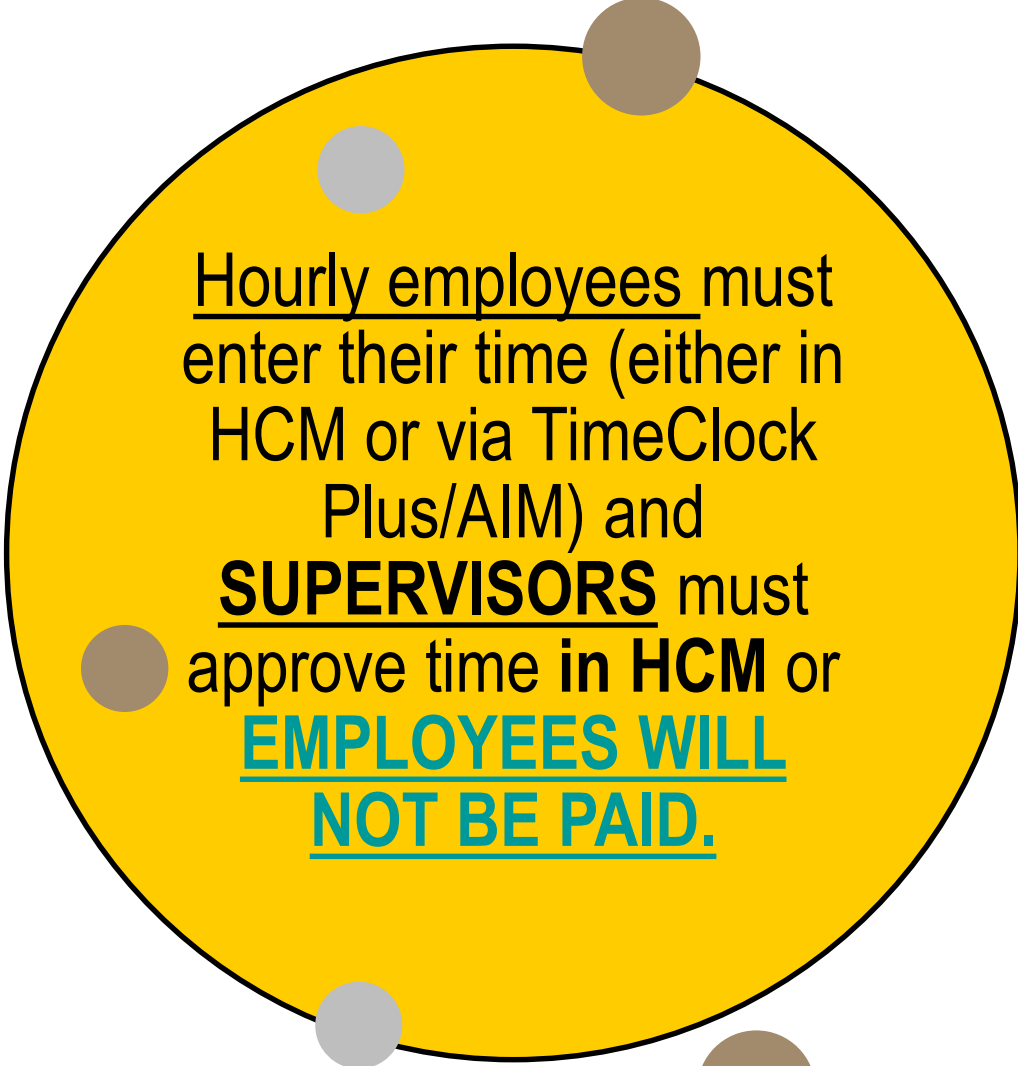


The screenshot shows the 'Add Time Card' interface. At the top, there is a header with the title 'Add Time Card' and two buttons: 'Save and Close' (highlighted with a yellow box) and 'Cancel'. Below the header, the interface is divided into several sections:

- Select Date:** 5/19/2019
- Time Card Period:** 5/19/2019 - 6/1/2019
- Status:** New
- Reported Hours:** 8.00
- Show Details:** A link to view more information.
- Entries:** A table with one entry:

View By	Sort By
Reported details by entry date	Reported date - old to new

Date	Hours	Type
Saturday, June 01	8 Hours	Vacation



Hourly employees must enter their time (either in HCM or via TimeClock Plus/AIM) and **SUPERVISORS** must approve time in **HCM** or **EMPLOYEES WILL NOT BE PAID.**



Bi-Weekly Approvals – One Pay Period

Bi-weekly payroll runs Sunday through Saturday. There are 3 days available to approve your employee's time the week prior to pay day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days Worked to Be Compensated on Upcoming Pay Day						
Days Worked to Be Compensated on Upcoming Pay Day						
	Approve Time in HCM	<u>Last Day to Enter Time in HCM</u> Approve Time in HCM	<u>Last Day to Approve Time in HCM</u>			
			Pay Day			

***Please Note:** Any employee that is salaried, non-exempt and has 2 assignments, will not receive approval on both assignments at the same time.



Bi-Weekly Approvals – Full Month Cycle

Bi-weekly payroll runs Sunday through Saturday. There are 3 days available to approve your employee's time the week prior to pay day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Approve Time in HCM	<u>Last Day to Enter Time in HCM</u> Approve Time in HCM	<u>Last Day to Approve Time in HCM</u>			
Days Worked to Be Compensated on Upcoming Pay Day						
			Pay Day			
Days Worked to Be Compensated on Upcoming Pay Day						
	Approve Time in HCM	<u>Last Day to Enter Time in HCM</u> Approve Time in HCM	<u>Last Day to Approve Time in HCM</u>			
Days Worked to Be Compensated on Upcoming Pay Day						
			Pay Day			
Days Worked to Be Compensated on Upcoming Pay Day						



Time and Absence Training

Phase II online training: updated June 6, 2019**

The following trainings will be **required** to obtain access to features included in phase II: time entry/approval, absences, benefits and payroll. All will be automatically assigned in **My Learning Plans of the Employee LearnCenter**, based upon each employee's primary assignment.

- Employees with multiple assignments may need to search the Course Catalog for training relevant to their second assignment.

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
Basic Employee System Access Learning* Plan	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*
WyoCloud Requesting/Entering an Absence	WyoCloud Time Entry in HCM	WyoCloud Time Entry	
	WyoCloud Requesting/Entering an Absence	HCM Time Entry Acknowledgement	
	HCM Time Entry Acknowledgement		

Supervisors
Manager/Supervisor Access Learning Plan*
Approving Absence and Time
HCM Absence and Time Approval Acknowledgement (with electronic signature)

****NOT required** to take again if completed prior to June 6th, but recommended.

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

Time and Labor Upcoming Training & Resources

In addition to online trainings, Quick Reference Guides and In-Person practice sessions will be available.

What?	Description	When available?
Quick Reference Guides	Step by step guides on how to complete transactions. Available on the WyoCloud Knowledge Base .	June 6
In-Person Practice Sessions	Opportunity for practice of common transactions guided by SMEs. Audience: Sessions divided by employee type (exempt, benefited non-exempt, hourly).	Registration: LIVE Sessions: June 5 - July
In-Person Practice Sessions - Targeted	Opportunity for practice of common transactions guided by SMEs. Audience: Targeted to specific departments with large number of individuals who record time in HCM. Will be tailored to department needs.	Sessions: June 5 - July

If you have additional questions, please contact:

- **Help Desk:** userhelp@uwyo.edu or 766-4357, Option #1
- **WyoCloud:** wyocloud@uwyo.edu
- **Human Resources:** 307-766-2377

