



UPCOMING DEEP DIVE PRESENTATION, EXPENSE SUBMISSIONS AND MONTHLY SYSTEM MAINTENANCE

Greetings,

Please see updates below:

Deep Dive Presentation

Human Resources and Financial Affairs will be hosting a campus Deep Dive presentation on **Thursday, December 12th, from 2:30 p.m. to 3:30 p.m.** in the **Classroom Building, room 133.**

This presentation will cover:

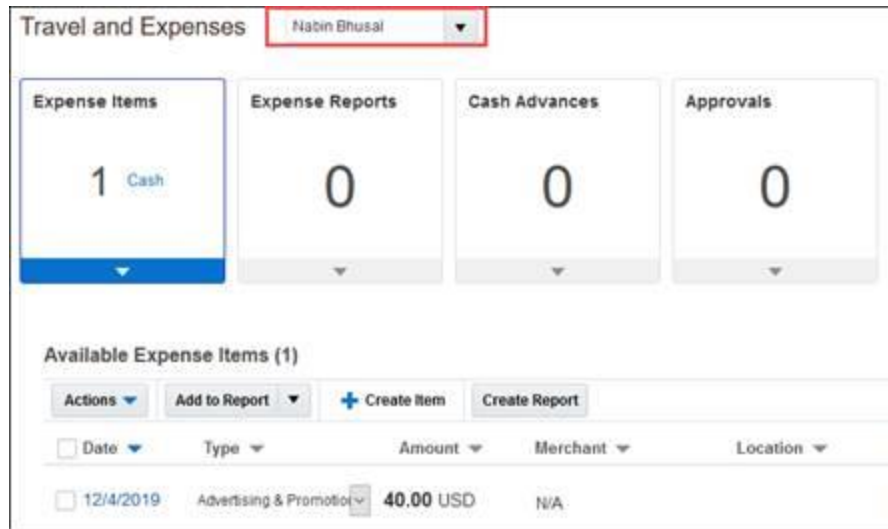
- Finance: Ordering office supplies with a p-card from Office Depot
- HR: General Updates

The presentation will also be available via WyoCast for those unable to attend in person at the following link:

<https://wyocast.uwyo.edu/WyoCast/Play/200b22b74af54366a475ed9cceb0ef4c1d>

Expense Submissions & Delegations

When you navigate into the expenses module to enter an expense item for another employee as their delegate, normal procedure is to select the correct employee from the drop down menu before creating the expense item (see screen shot below). Given a recent change by Oracle during normal maintenance, the name in this box does not update appropriately for the expense items shown below the name. Even if this is the employee you need to create an expense item for, please be sure to re-select them from the drop down menu to ensure the expense item is created for that person. We are working with Oracle to resolve this issue so expense reports are created for the correct employee reflected in the name drop down menu. In the interim, as long as you re-select the employee's name, including yourself, to create an expense item for, the system will process the expense report for that person as is normal.



Regular Monthly Maintenance

WyoCloud Financial Management & HCM system will be down for monthly maintenance on **Friday, December 20th from 8:00 p.m. to 1:00 a.m.**. During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, December 20th**. The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar

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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