



WyoCloud Update: Finance & HCM

July 11, 2019

- **Finance**

- Revised Bid Threshold Policy
- Purchase Limitations Reminder
- Payroll Expenditures without Fringe Report

- **Human Resources**

- Recruitment
- FAQ: Time Entry/Approvals

- **Training**

- Quick Reference Guides

What is the purpose of this policy?

- To guide procurement procedures by dollar amount and directs if quotes or bids are needed for higher-dollar purchases.

Why is this important?

- We receive external research dollars (such as federal grant awards), therefore, we must comply with the directives outlined in the Uniform Guidance.
- If we do not comply, audit findings could result and this would reflect poorly on our institution and ability to earn research grants.

An overview of the revised Bid Threshold Policy is below:

Purchase Amount	Services and/or Goods
\$10,000-\$99,999.99	1) Two supplier quotes ² , OR 2) Bid/Request for Proposal documentation ³ , OR 3) Sole source justification ⁴
\$100,000+	1) Bid/Request for Proposal ³ OR 2) Sole source justification ⁴

University-wide Standard Limitations on card use include:

- **Maximum value of one transaction: \$2,500** including shipping, handling, and special charges.
- **Maximum total purchases per month: \$7,500**
- At the beginning of the new statement period, all monthly dollar limits automatically reset.
- It is **critical** that you do not circumvent the limits so we can remain in compliance with Uniform Guidance

The full policy is located on the [UW Regulations](#) website under **Section 7: Finance and Business > UW Standard Administrative Policies and Procedures > Quote and Bid Threshold Policy.**

- Replaces the HRMS Department Expense Report
- Helps verify payroll costs in the Account Analysis Report
- Does **not include** fringe benefit costs
 - Fringe is calculated outside of the payroll module
 - Will see a lump sum in the Account Analysis report
 - For projects, the detail by person is available within the fringe expense category in PPM
- Payroll Corrections
 - Will show as retroactive

When to run the report?

- On a pay day or later

Phase II Approach for the Report

- Include job code
- Include fringe calculations

As you begin to use the report, please provide any feedback on the report by emailing userhelp@uwyo.edu.



Transactional Reporting Table of Contents

This dashboard serves as the table of contents for all key transactional reports for campus users.

General Ledger and Budgetary Control

[Budget by Account](#)

[GL Fund Balance](#)

[Transactions by Period](#)

[Payroll Expenditures without Fringe](#)



Procurement and Accounts Payable

[Purchase Order Header Status](#)

[Purchase Order Line Status](#)

[Purchase Requisition Header Status](#)

[Purchase Requisition Line Status](#)

[Invoice Status Report](#)

Project Portfolio Management

[Grants Budget to Actual Summary](#)

[Grants Budget to Actual Detail](#)

[Project Committed Costs](#)

[Project Transactions by Grant](#)

Expenses and P-Card

[P-Card Transactions](#)

[Outstanding PCard Transactions](#)

[Expense Report Information](#)

Payroll Expenditures without Fringe Report

[Home](#)[Catalog](#)[Favorites](#) ▼[Dashboards](#) ▼[New](#) ▼[Open](#) ▼[Signed In As](#) ▼

Paid Date From



Paid Date To



Period Start Date



Project

Details



Report Completed



Payroll Expenditur....xlsx



Show all



Human Resources Hiring Statistics Since Recruitment Go-Live for Benefited Hires (322 requisitions)

2.2%

of requisitions
submitted for
approval
After the start
date

4.3%

of requisitions
approved
After the start
date

7.1%

of offers
submitted for
approval
After the start
date

9.9%

of offers
approved
After the start
date

11.5%

of offers
extended
After the start
date

12.4%

of offers
accepted
After the start
date

18.6%

of hires
submitted for
processing
After the start
date

Human Resources Hiring Statistics Since Recruitment Go-Live for Non-Benefited Hires (2135 requisitions)

8%

of requisitions
submitted for
approval
After the start
date

13.5%

of requisitions
approved
After the start
date

23.3%

of offers
submitted for
approval
After the start
date

27.1%

of offers
approved
After the start
date

29.7%

of offers
extended
After the start
date

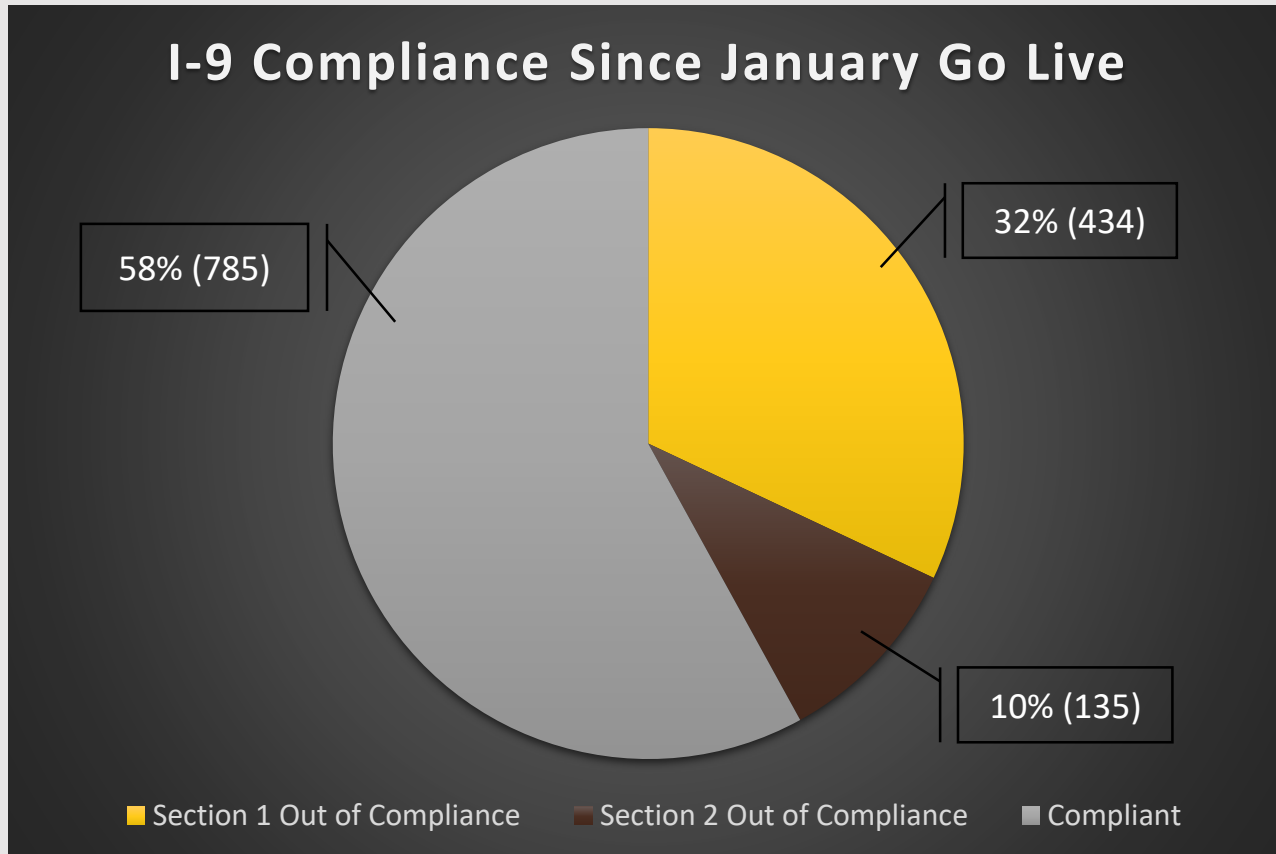
35.5%

of offers
accepted
After the start
date

55.4%

of hires
submitted for
processing
After the start
date

Human Resources Hiring Statistics Since Recruitment Go-Live for I-9s



Step 1

Requisition:

Created and Approved

Step 2

Candidate Application:

Submits application

Step 3

Offer:

Approved and Accepted
by Candidate

Step 4

Hire:

2nd Pass, Background
Check, and I-9 (if needed)

When can my candidate start working?

- Candidates can start on the official start date indicated in their offer letter and the hire process should be completed by this date.

What does the target start date mean?

- Target start dates are **NOT** official start dates.
- This is a date selected when the requisition is submitted that communicates to Human Resources the ideal start date.
- If the hiring process is done efficiently, target start dates are achievable.
- Unless the target start date is the same as the official start date in the offer letter, a candidate cannot start on the target start date.



How do I determine my candidate's official start date?

- Please review the resource provided within the Hiring Toolkit > [How to Determine What Your Employee's Start Date Can Be](#).
- **In general, start dates should not be any sooner than:**
 - 1 week after the offer letter is extended
 - OR
 - 2 weeks after the offer letter is extended if a background check is needed
- **Why?**
 - To ensure the hire process is completed prior to the candidate's start date.

How do I let Human Resources know the start date or salary in the offer letter for approvals is incorrect?

- If an offer letter has been created and sent out for approvals, please reject the offer and comment the correct start date and/or salary, if incorrect.
- This allows Human Resources to correct and resubmit the offer letter for approvals prior to extending the offer to the candidate.

Who should be managing the hiring process to ensure it is completed prior to the candidate's start date?

- **The Hiring Manager and Hiring Manager Assistant**
 - Responsible for following up with approvers and the candidate to ensure the steps outside of Human Resources are completed in a timely manner.
 - If you are unsure of the steps, please see the [Where is my Candidate At In The Hiring Process](#) on the Hiring Toolkit webpage.

Why is it important to follow Human Resources Hiring Steps?

- When hiring is out of sync, it puts us in jeopardy of:
 - I-9 fines range from \$110 - \$1,100 per violation.
 - Inability to compensate employees during the normal pay period they would receive their paycheck.
- Please note: falsifying time cards is illegal.
 - For example: Entering time prior to the official start date on days that the time was not actually worked, recording time for days not worked.

If you have any questions regarding hiring practices, please contact one of the Human Resources Employment Partners at 307-766-2377.

Finance

[Approvals Process for Financial Transactions](#)

HCM

[Approving Time Cards in HCM](#)

Both Areas of WyoCloud

[Approvals Process](#)
[Tracking Transactions and Using the BPM Worklist](#)

To view all quick reference guides, please go to WyoCloud > Help & Training > [Quick Reference Guides](#).

My Team

Overview

Compensation

Talent

Overview

Search Person

Show Filters Actions

Sort By Name ascending

Workers

EA	Emma	Pooled Position Limited Tempor	Nonprimary	...
EA	Emma	Pooled Position Limited Tempor	Nonprimary	...
AA	Abdulahdi	Pooled Position Limited Tempor		...
BA	Bailie	Pooled Position Limited Tempor		...
LA	Lydia	Pooled Position Limited Tempor		...

WyoCloud FAQ: Time Entry/Approval

Should supervisors be able to view hours for every job that the employee submits?

- Yes. Please be sure that when approving time, you only approve time for your employee for their assignment that you supervise them.
- Do **NOT** reject their time under assignments they don't report to you for.

Approval of Payroll Time Entries for Kaleb [redacted] from 2019-06-16 to 2019-06-29 Actions ▾ Approve Reject Edit

Details

Assignee Jennifer [redacted] **1**

From [redacted]


Assigned Date 6/28/2019 3:40 PM

Task Number 1789484

Recommended Actions

Payroll Time Entries for Approval **2**

Person Information

 Name Kaleb [redacted] Person Number [redacted]

Assignment Number [redacted] Job Graduate Administrative Asst






Position Graduate Administrative Asst Department Campus Recreation

Location Half Acre Gvm Manager Jennifer [redacted]

WyoCloud FAQ: Time Entry/Approval

Reported Time Time Totals




Reported Hours 24.00 Absence Hours 0.00 Scheduled Hours 80.00 4

Actions ▾ View ▾ Format ▾    Freeze  Detach  Wrap

	* Assignment Number	Department Name	* Time Reporting Code	Unit of Measure	Sunday, June 16	Monday, June 17	Tuesday, June 18	Wednesday, June 19	Thursday, June 20	Friday, June 21
					Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E119421	Campus Recrea...	Hourly Hours	Hours		1.00	1.00	1.00		
2	E119421-4	Campus Recrea...	Hourly Hours	Hours		4.00	4.00	4.00		
3	E119421-3	Sports Medicine	Hourly Hours	Hours		3.00	3.00	3.00		
Daily Totals						Hours:8.00	Hours:8.00	Hours:8.00		

Calculated Time Time Totals

Reported Hours 24.00 Absence Hours 0.00 Scheduled Hours 80.00 5

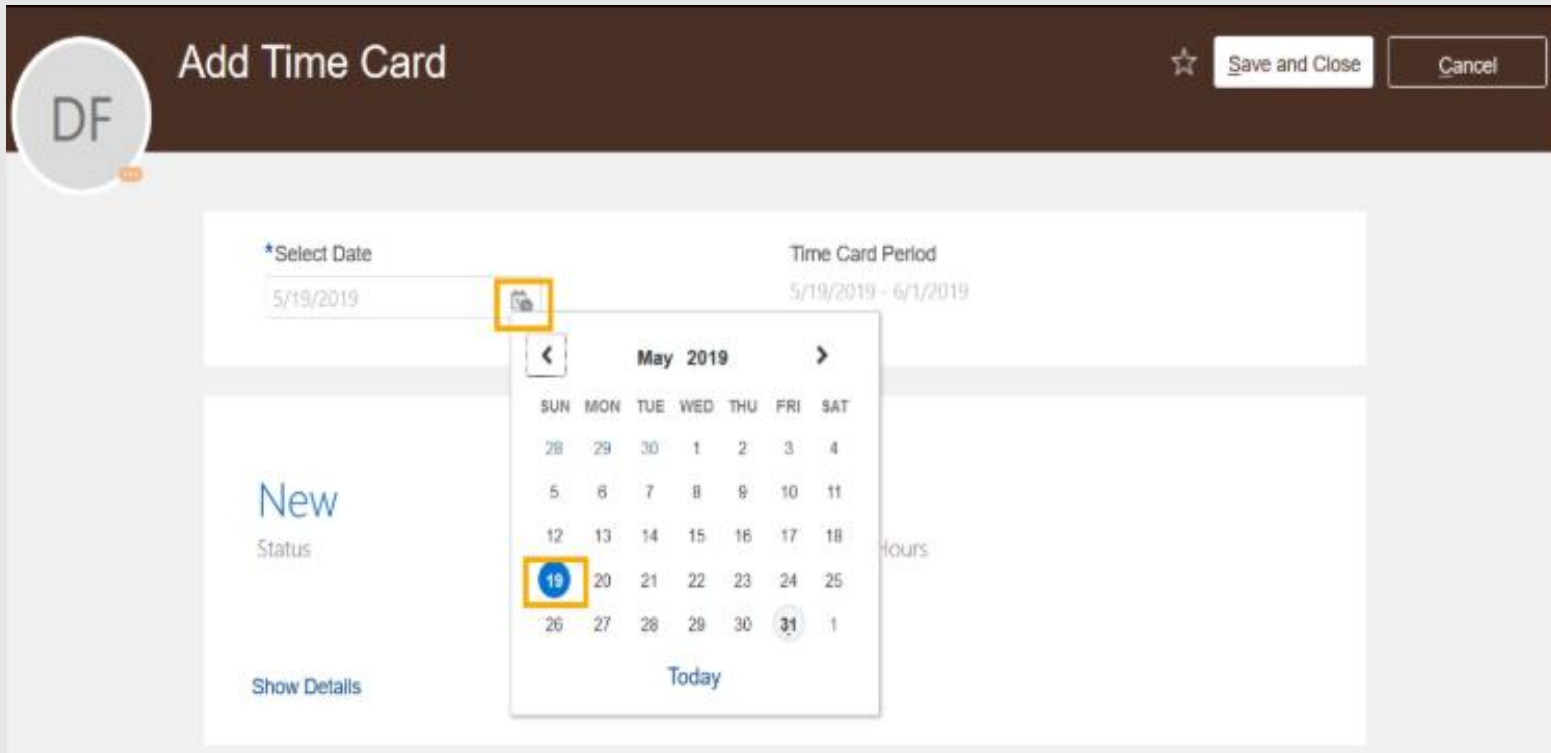
Actions ▾ View ▾ Format ▾  Freeze  Detach  Wrap

	* Assignment Number	* Time Reporting Code	Department Name	Unit of Measure	Sunday, June 16	Monday, June 17	Tuesday, June 18	Wednesday, June 19	Thursday, June 20	Friday, June 21
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1	E119421	Hourly Hours	Campus Recre...	Hours		1.00	1.00	1.00		
2	E119421-4	Hourly Hours	Campus Recre...	Hours		4.00	4.00	4.00		
3	E119421-3	Hourly Hours	Sports Medicine	Hours		3.00	3.00	3.00		
Daily Totals						Hours:8.00	Hours:8.00	Hours:8.00		

WyoCloud FAQ: Time Entry/Approval

How do I enter additional time after a pay period has ended?

- If you need to enter time for a period other than the current time period:



The screenshot shows the 'Add Time Card' interface. At the top left is a circular profile icon with the initials 'DF'. The title 'Add Time Card' is centered at the top. On the right, there are buttons for 'Save and Close' and 'Cancel'. Below the title bar, there is a form with two main sections. The first section is labeled '*Select Date' and contains a date input field with '5/19/2019' and a calendar icon. The second section is labeled 'Time Card Period' and contains the text '5/19/2019 - 6/1/2019'. A calendar for May 2019 is displayed in the center, with the date '19' highlighted. Below the calendar, there is a 'New' status field and a 'Show Details' button.

What should an employee do if they can't enter time prior to a specific time period?

- Contact your supervisor to confirm your start date, time cannot be entered prior to your start date.

Upcoming Time Entry & Approval Deadlines:

Hourly, Non-Benefited

- *Tuesday, July 16th*: Time Entry Due
- *Wednesday, July 17th*: Supervisor Approval Due

Benefited

- *Friday, July 19th*: Time and/or Absence Entry Due
- *Monday, July 22nd*: Supervisor Approval Due

Payroll Reminder:

- Time worked prior to July 1st (Benefited) or June 16th (Non-benefited) needs to be entered by the employee on the spreadsheet on the [Payroll website](#) and submitted to Payroll by July 15th, if possible.

If you have additional questions, please contact:

Help Desk: userhelp@uwyo.edu or 307-766-4357, Option #1

WyoCloud: wyocloud@uwyo.edu

Human Resources: 307-766-2377

