



Finance & HR Update

August 15, 2019

- **Finance**
 - Project Portfolio Management Reports
- **Human Resources**
 - Talent Acquisition Support
 - LinkedIn Learning
- **August System Upgrade**
 - Changes to HCM Interface



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](#)
- [General Ledger Balances](#)
- [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](#)

Project Portfolio Management

- [Grants Budget to Actual Summary](#)
- [Grants Budget to Actual Detail](#)
- [Project Financial Summary](#)
- [Project Expenditure Summary](#)
- [Project Expenditure Details](#)
- [Project Committed Cost Details](#)

Expenses and P-Card

- [P-Card Transactions](#)

- [Access the Table of Contents Dashboard](#)
- [Project Financial Summary Report](#)
- [Project Expenditure Summary Report](#)
- [Project Expenditure Details Report](#)
- [Project Committee Costs Detailed Report](#)

In order to provide improved support, Human Resources' Staffing Partners responsibilities have been reallocated. Staffing Partners will now support specific departments vs. only select employee types/pay grades.

Changes effective for new requisitions starting on or before Monday, August 19th.

Academic Affairs:

Jourdan Kovacs:

- College of Agriculture & Natural Resources
- College of Arts & Sciences
- College of Business
- College of Education

Cyndi St. Clair:

- College of Engineering & Applied Sciences
- College of Health Sciences
- College of Law
- Haub School of Environment & Natural Resources
- Honors College
- Provost Subdivision
- School of Energy Resources

Marqui Moss:

Division of Administration:

- Finance, Budget & Institutional Planning
- Human Resources
- University Operations
- University Police
- Parking & Transit Services

Other Areas:

- General Counsel
- Information Technology
- Institutional Advancement/Foundation
- Athletics
- Public Relations & Institutional Marketing
- Research & Economic Development

Deb Marutzky:

Office of the President

Student Affairs:

- ASUW
- Dean of Students
- Student Life & Support Services
- VP of Student Affairs



- Course Catalog >
- Did you know?
Departments/units can assign a Department Training Coordinator? This coordinator role gives access to view training completions and run reports for the department/unit. The role has been assigned to a number of individuals across campus, click [here](#) to view the current list and training resources.
Need someone assigned for your area? Contact userhelp@uwyo.edu.
Supervisors can also view training completed by any employee in their line of supervision by using the My Team tab.
- My Current Learning >
- My Learning Plans >
- My Transcript >
- LinkedIn Learning >**
- My Team >



Welcome to the Employee LearnCenter Kaylen!

This will be your go to location for all required employee training and professional development learning.

Getting Started

In the Employee LearnCenter, you can sign up for both in-person and online training all in one place. To the left, click on the link to the Course Catalog to begin browsing all our training options. For more step by step breakdown of how the site works, check out our overview video to the right. If you have any questions, please reference the LearnCenter Knowledge Base linked in the top right navigation.

LearnCenter 101 Video

New to the Employee LearnCenter? No problem! Check out this video to get started.

Click [here](#) to view the transcript of this training video.



WyoCloud Financial Management Training

Looking to brush up on your WyoCloud skills or complete the training for the first time to gain access? Check out the full line up of WyoCloud trainings and Open Labs by clicking on the Course Catalog at the left.

HCM Recruiting Training **NOW LIVE!**

The new HCM Recruiting System Access Learning Plan is now available in the Course Catalog under WyoCloud. Trainings in this learning plan detail how to create a requisition, managing and progressing the candidate pool and monitoring onboarding. A NEW enhanced version of UW - A Diverse Workforce (OFCCP) is also included.

Human Resources Training Office

Opportunities to continue to learn, grow, and personally develop are critical in today's ever changing high paced environment. Human Resources offers training on a broad array of topics that will assist employees in their continued development. To see what courses are available, click on the Course Catalog.

Changes to HCM Interface

Oracle is transitioning all HCM pages to a new responsive interface by early 2020. UW has prepared WyoCloud for this transition beginning with the implementation of the new homepage earlier this summer.

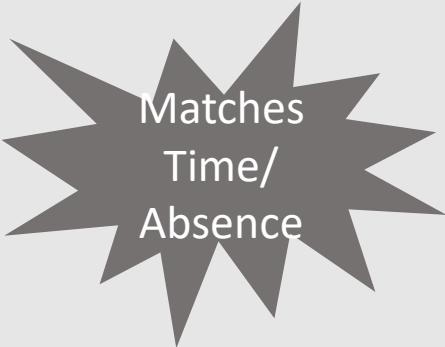
With the August upgrade additional interface changes have been delivered by Oracle. Beginning **Monday, August 19th** updates to all **My Team** transaction pages as well as the **Personal Information** pages will updated.

A yellow rounded rectangular box containing the text "Advantages to Responsive Interface" in white, bold, sans-serif font.

Advantages to Responsive Interface

A grey, multi-pointed starburst shape containing the text "Walks user step by step" in white, sans-serif font.

Walks user
step by
step

A grey, multi-pointed starburst shape containing the text "Matches Time/Absence" in white, sans-serif font.

Matches
Time/
Absence

A grey, multi-pointed starburst shape containing the text "Mobile Friendly" in white, sans-serif font.

Mobile
Friendly



Changes to HCM Interface: My Team (Supervisor)

My Team pages receiving updates:

- Change Manager / Manage Direct Reports
- Change Working Hours (FTE)
- Manage Compensation
- Manage Salary
- Termination

The screenshot shows the 'My Team' interface. On the left, there is a list of team members with their roles and status. On the right, a dropdown menu is open, listing various actions that can be performed on a team member. The following table summarizes the data shown in the screenshot:

Role	Status
LM	Pooled Position Limited Tempor
RD	Office Associate, Senior
EL	Pooled Position Limited Tempor
ML	Pooled Position Limited Tempor
LM	Pooled Position Limited Tempor
RP	Accounting Associate, Senior

Action
Absence Balance
Add Absence
Add Anytime Document
Add Assignment
Add Performance Goal
Change Location
Change Manager
Change Salary
Change Working Hours
Create Vacancy
Document Delivery Preferences
Employment Info
Existing Absences
Find Best Fit Job
Find Best Fit Person
Information Sharing
Manage Allocated Checklists
Manage Compensation



Changes to HCM Interface: Personal Information

Updates to the **Personal Information** page allow for easier review and update of personal information. In addition, users will now be able to see **Employment Information** for *all* assignments.

The screenshot displays the HCM interface with the following elements:

- Navigation Tabs:** My Profile (highlighted), My Team, My Workforce, Help & Training, Contract Management, Payables, Projects, Grants Manage >
- QUICK ACTIONS:** Document Records, My Organization Chart, My Public Info, Information Sharing
- APPS:** Time and Absences, Career and Performance, Pay, Personal Information (highlighted)
- Sidebar Menu:** Home, My Profile (highlighted), Time and Absences, Career and Performance, Directory, Expenses, Personal Information (highlighted), Roles and Delegations, My Team, My Workforce, Help & Training

Personal Information is now subdivided into several pages, making it more similar to other sections of HCM.



Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.



Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.



Identification Info

View and edit your passport, driver license, visa, and citizenship info.



Contact Info

Add or update ways you can be reached, such as phone, email, and address.



Family and Emergency Contacts

Add family and friends to contact in case of emergency.



Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.



My Compensation

View your compensation details, such as salary and personal contributions.

Personal Details

Name

Start Date
12/15/2005

Last Name
Joe

First Name

Cowboy

Middle Name



Demographic Info

Country
United States

Marital Status

Start Date
1/7/2019

Gender
Female

Highest Education Level

Veteran Self-Identification Status

Disabled Veteran

—

Active Duty Wartime or Campaign Badge Veterans

—

Armed Forces Service Medal Veteran

—

Recently Separated Veteran

—

Newly Separated Veteran Discharge Date



Ethnicity and Disability self identification located lower on page.



Changes to HCM Interface: Personal Information

Contact Info

Communication

+ Add

Campus
1-307-766-



Home



Campus
@uwyo.edu

Primary Contact Info indicated with blue check mark.

Address

+ Add

Home Address
Laramie, WY 82070
Albany
United States

Start Date
5/1/2015



Mailing Address

Start Date
5/1/2015



Laramie, WY 82070
Albany
United States

Resident Tax Address
Information Technology Ctr

Start Date
10/20/2014



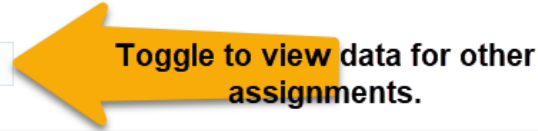


Changes to HCM Interface: Personal Information

Employment Info

Business Title

Pooled Position Limited Tempor



Assignment

Assignment Number

E121711

Business Unit

UWYO

Job

Pooled Position Limited Tempor

Department

Campus Recreation

Grade

NB1

Location

Half Acre Gym

Position

Pooled Position Limited Tempor

Worker Category

Unclassified

Full Time or Part Time

Part time

Primary Indicator

Yes

Info such as **Assignment Number, Department and Manager** allow employees to more easily identify assignments.

Managers



Jennifer Heupel

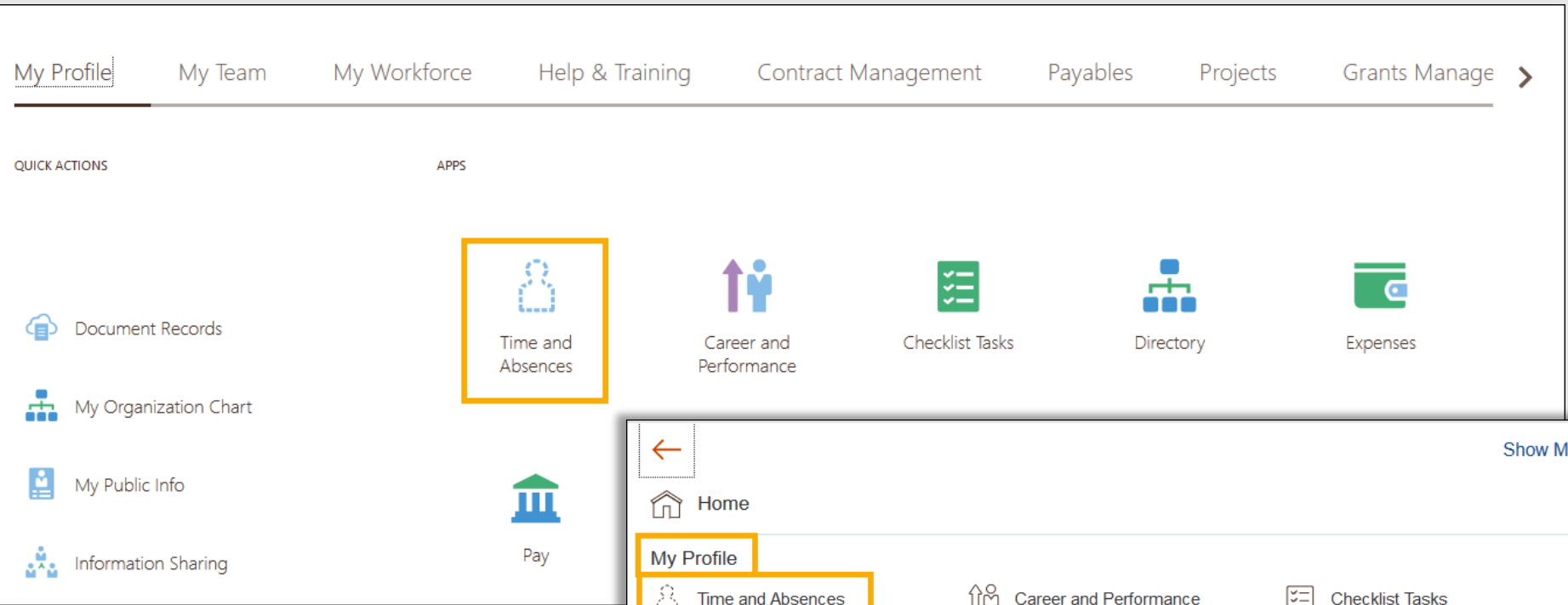
Accounting Associate, Senior

Line manager

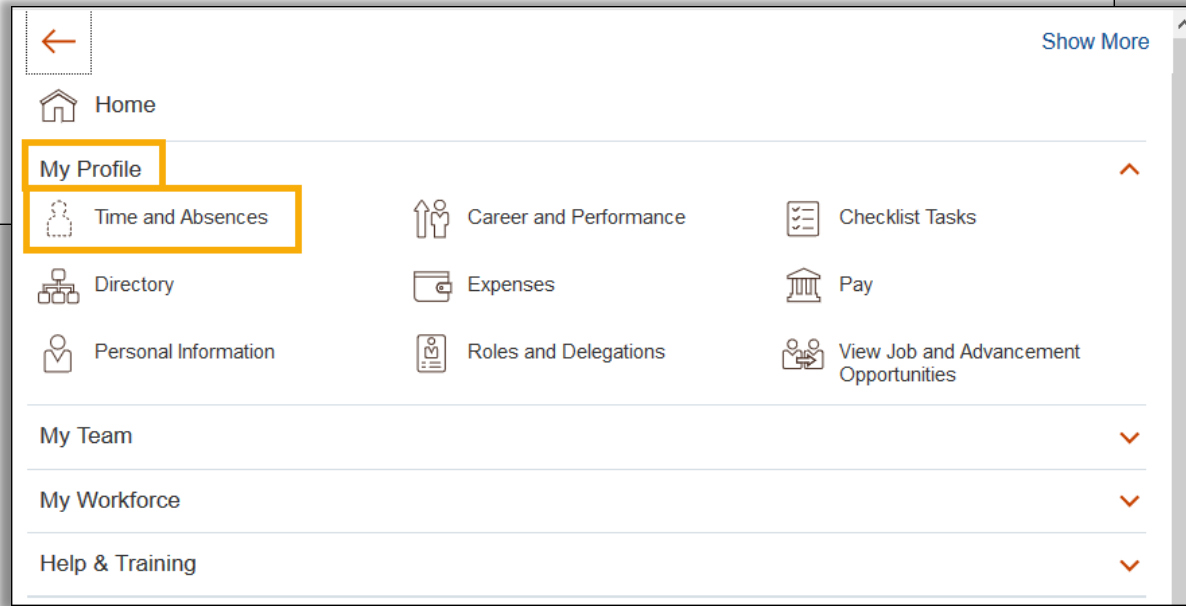


Changes to HCM Interface: Time and Absences

New combined Time and Absences tile under My Profile.



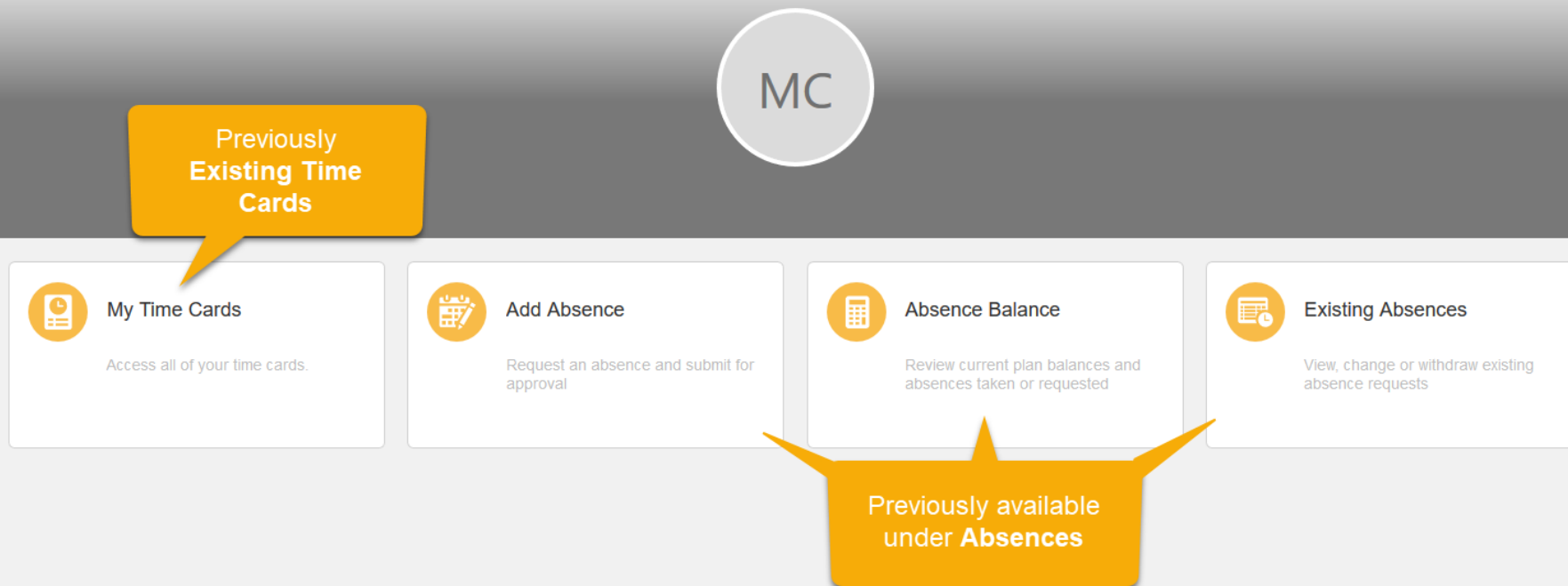
Allows for time card access from the homepage OR navigator.



New **Time and Absences** page includes all areas previously available under Absences as well as access to time cards.

Transaction pages remain the same.

Time and Absences





Changes to HCM Interface: DHR

Pages utilized by Decentralized Human Resources Representatives (DHRs) will have a less significant face lift. A brown header has been added to all pages.

Search Person

Person Management: Search

Search Advanced Saved Search All People ▼

**** Name** **** Keywords**

**** Person Number** Include terminated work relationships

**** National ID** ***Effective As-of Date**

* Required
** At least one is required

Search Reset Save...

Search Results

Actions ▼ View ▼ Format ▼

Name	Person Number	National ID	Department	Location
------	---------------	-------------	------------	----------

A number of the action buttons have been moved into the brown header.

As you scroll down the page, the brown header remains at the top. This allows for easier access to action buttons from anywhere on the page.

Edit Employment: Manager Change

Review

Save

Submit

Cancel

Assignment Category

Regular or Temporary

Full Time or Part Time

Working as a Manager

Hourly Paid or Salaried

Working Hours Frequency

Standard Working Hours

FTE

Manager Details

*Name

E91448

Active - Payroll Eligible

*Type



Assignment EIT Information EFF: Assignment Extra Information

Administration Period Start Date

Administration Period End Date

Stability Period Start Date

Stability Period End Date

Safe Harbor Override

Worker's Comp Code

People Group



Changes to HCM Interface: Training

All **Quick Reference Guides** and **online trainings** will be updated to the new interface by Monday, August 19th.

Individual Working Sessions:

Monthly sessions for 1:1 support on any area of WyoCloud (Finance, HCM, Recruiting, Employee LearnCenter). Third Thursday of each month.

- **August 22nd**: 3 – 4:30 pm
- **September 19th**: 9 – 10:30 am
- **October 17th**: 3 – 4:30 pm

Registration available in the [Employee LearnCenter's Course Catalog](#), search WyoCloud Working Session.