



# HCM Online Training Requirements for System Access

All employees will be assigned the HCM Learning Plans in the Employee LearnCenter that coordinate with their role at UW. These trainings will be required for system access relating to this role.

Employee Basic System Access
Basic Navigation (updated to include both finance and HCM)
Managing Your Employment Information (Employee Self-Service)
Time & Labor*
Absence*
WyoCloud Financial Management Basics (Condensed Expenses and Requisition training)

Supervisor/Manager System Access
Employee Basic System Access trainings

Decentralized Human Resources System Access
Employee Basic System Access trainings



My Team Management (Manager Self-Service)
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Decentralized Human Resources Basics
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**Online training will be available January 3, 2019.**

\*Please note that theses trainings will be released in March and are not required for the January 22<sup>nd</sup> Phase 1 Go Live.



# Finance Online Training Requirements for System Access

Finance additional access trainings will be available in the course catalog. Will also be in the Accountant and Business Manager Finance Learning Plans in the future (projected mid-2019).

Elevated Financial Access
Employee Basic System Access trainings

Contracts Access
Employee Basic System Access trainings

Additional Finance Process Trainings (no additional access)
Manage Supplier Returns Training
Modify Requisition Training
Approvals Process Training*
Receive Goods & Services Training



Entering Expense Report
Create Non-Catalog Requisition
Create Catalog Requisition
Create Non-PO Invoice

Create Services Contract
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\*This training is relevant to both finance and HCM so will be available outside the finance learning plan as well.