



Greetings,

As a reminder, today (7/2) is the deadline for hourly, non-benefited employees to enter time in HCM by 5:00 p.m. **If an employee fails to enter their time, they will not receive a paycheck on 7/10.** If an employee is unable to enter their time, please check the Employee LearnCenter to confirm that training has been completed. Please note that if you are an employee with multiple assignments, the notification that your supervisor has approved will come from your primary assignment supervisor and it auto generated.

Hourly Bi-Weekly Payroll Dates in HCM:			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
6/16/2019 – 6/29/2019	7/2/2019	7/3/2019	7/10/2019

If a supervisor is gone on the approval deadline and has yet to approve their employees' time, they must designate another individual to approve that time.

For more information on how to approve time or how to designate an approver, please see the WyoCloud page in WyoWeb under Quick Reference Guides > [WyoCloud](#). These guides will provide step-by-step instructions.

If you have additional questions, please contact the Help Desk at helpdesk@uwyo.edu or 307-766-4357, select Option #1.

Best,

The WyoCloud Team

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

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