

Quick Facts


- Replaces HRMS as UW's Human Resources system on **October 8th, 2018**
- Impacts all employees who receive a paycheck from UW including student workers, graduate assistants and work study

Core HR

Employees

- Update personal information

Managers

- Update employee assignment information 

Payroll

Employees


- View payslip
- Update W-4
- View W-2

Taleo Learn

Employees

- Enroll in training
- View transcript

Managers

- Assign and monitor employee training 
- Approve employee training request

Time & Labor

Non-Exempt Employees


- Submit electronic time card

Managers


- Approve electronic time card

Absence Management

Benefited Employees

- View leave balance 
- Request leave

Managers

- Approve leave request 

Goal Management

Employees

- Set goals and update progress year-round

Managers

- Assign goals to employee and/or team
- Track employee/team ongoing progress to goal

Benefits

Benefited Employees

- Select and make changes to supplemental retirement plans
- View Benefits and submit changes online

Compensation

Employees

- View total compensation statement

Managers

- Submit employee salary retention request

Taleo Recruiting and Onboarding

Hiring Manager

- Create hire requisition
- Receive notifications when candidates apply to job posting
- Create/send offer and rejection letters



Departments

- Approve hire requisition

Candidate

- Apply to job posting with multiple attachments
- Accept and sign offer
- Access new hire checklist

What will WyoCloud HCM do? Who will do it?

- Look for the  to identify **new features and functionality**
- Additional information on reverse side 

Core HR

Now: Manager completes and submits Job Data Change and Termination forms to HR

WyoCloud: With Manager Self-Service, select employee from team and submit action to HR through workflow

Taleo Learn

Now: Manager calls campus trainers to confirm employee completed training

WyoCloud: Manager can log into Taleo Learn and view employee's complete/incomplete status for assigned trainings

Benefits

Now: Employee views Benefits enrollments through employee self-service and submits form to change

WyoCloud: Employee logs into EGI website to view insurance and initiate changes

Time & Labor

Now: Employee submits paper time card to manager for signature approval based on varied department processes

WyoCloud: Manager will approve employee time cards through WyoCloud HCM

Absence Management

Now: Employee requests leave and manager approves leave differently based on department process

WyoCloud: Employee submits leave request through WyoCloud HCM routed to manager or HR for approval

Compensation

Now: Manager submits Salary Authorization form to HR to retain employee with outside job offer

WyoCloud: With Manager Self-Service, select employee to retain and submit salary increase to HR for approval

Performance Management

Now: Manager completes annual evaluation and shares completed form with employee

WyoCloud: Employee is able to complete self-evaluation before manager evaluates. Manager has option to add another appropriate supervisor to evaluate employee if employee recently transferred to new unit

Goal Management

Now: Manager adds goals for employee during annual performance evaluations

WyoCloud: Manager can assign employee goals anytime and track ongoing progress. Employee can also set their own goals and update progress year-round.

Taleo Recruiting and Onboarding

Now: Hiring manager must login to HRMS and locate the job opening to check for applicants

WyoCloud: Hiring manager will receive a notification when a candidate submits an application to their job posting

WyoCloud HCM

New Features and Functionality Overview

Module

Now:



WyoCloud:



Additional **details will be shared as finalized** through policy development and system testing. Stay tuned for upcoming **campus events and communications to learn more!**