Delay of HCM Implementation

Budget and Finance have started the process of closing out the Fiscal Year 18 budget. For the first time, year-end close will be in the WyoCloud Financial system. To ensure the most stable environment for year-end, the University has delayed the application of an Oracle maintenance pack until later in the month of July. This delay, coupled with other business process scheduling concerns, will impact the original October go-live plan for the HCM module. We are revising the project plan and implementation schedule to address the delay. Once we have made a decision on the new date, we will communicate with campus.

Please Note:
1. **We will still be converting payroll for hourly, non-benefited jobs and student employees from semi-monthly to bi-weekly, effective July 1, 2018.** Be aware of the new dates for time entry in HRMS to ensure that employees are paid accurately and on time. For information purposes only we have included the HRMS processing dates through January, 2019. We will revise once we have established the new HCM go-live date. *Due to the additional time commitment required to move to a bi-weekly payroll, it will be our basic policy to avoid issuing manual checks between payroll periods.*

Hourly Bi-Weekly Payroll:

HRMS				
Payroll Papers*	Time Entered ^	Time Period Start	Time Period End	Pay Day
6/29/2018	7/17/2018	7/1/2018	7/14/2018	7/25/2018
7/13/2018	7/31/2018	7/15/2018	7/28/2018	8/8/2018
7/27/2018	8/14/2018	7/29/2018	8/11/2018	8/22/2018
8/10/2018	8/28/2018	8/12/2018	8/25/2018	9/5/2018
8/24/2018	9/11/2018	8/26/2018	9/8/2018	9/19/2018
9/7/2018	9/25/2018	9/9/2018	9/22/2018	10/3/2018
9/21/2018	10/9/2018	9/23/2018	10/6/2018	10/17/2018
10/5/2018	10/23/2018	10/7/2018	10/20/2018	10/31/2018
10/19/2018	11/6/2018	10/21/2018	11/3/2018	11/14/2018
11/2/2018	*11/19/2018*	11/4/2018	11/17/2018	11/28/2018
11/16/2018	12/4/2018	11/18/2018	12/1/2018	12/12/2018
11/30/2018	12/18/2018	12/2/2018	12/15/2018	12/26/2018
12/14/2018	*1/2/2019*	12/16/2018	12/29/2018	1/9/2019
12/21/2018	1/15/2019	12/30/2018	1/12/2019	1/23/2019

*Payroll Papers due in Human Resources for transactions within the corresponding time period. Examples are Hires or Rehires; Labor Distribution (Costing), Salary/Rate, Position, Title, Department, FTE, or Calendar changes; Leave without Pay. In HCM these transactions will be referred to as "Payroll Actions".

^Date employee time must be loaded in HRMS.

2. In order to accommodate both faculty recruiting and the original October 15, 2018 HCM go-live date, we had scheduled an early roll-out of the Recruitment module. That early roll-out has been postponed, so we will continue to recruit and post positions in HRMS until further notice. Please call our Recruiting Team at 307-766-5654 with any questions.