



## HCM – Important Information

Please read each of the three sections below regarding updating information in HCM.

### Manage Salary

For benefited employees, the Manage Salary feature is **only** for pay changes that include equity adjustments, counter offers, and official reorganizations. These must comply with policy and be pre-approved by HR and your appointing authority before submitting. All other off-cycle pay adjustments will be denied. The additional options are for the annual merit / market process and for non-benefited employees. Non-benefited pay adjustments may be processed through Manage Salary.

Temporary and other short-term pay adjustments are processed through Manage Compensation. Please see the [QRG](#) for details.

### Hire Dates

When going through the offer process with your new hire, rehire or transfer, you will be asked to provide the employee's start date. Once this date is determined and entered into the system, it creates the employee record in HCM and we cannot shift that date backwards. You **will not** be able to work that hire until that established start date. Please see HR's [Hiring Toolkit](#) for hiring information and [information on determining an employee start date](#).

Please remember that the federal form I-9 for all new employees needs to be finalized within three days of the hire date. This is the same for all employee types.

### Post Docs

All Post-Doctoral Associates must have completed their doctoral degree before candidates may be hired and begin work. Before initiating a requisition involving a direct hire, the department must have official confirmation of the doctoral degree from the degree granting institution. When hiring a University of Wyoming doctoral candidate prior to conferral of the degree, confirmation that all degree requirements have been met and posted can be obtained from the Office of the Registrar. Once the department receives confirmation from the Registrar, please provide confirmation to your HR Employment Partner so that we can proceed with the hire. Contact the Office of Academic Affairs for details.

#### Resources

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#### Contact Information

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