



## Important Reminder to All Supervisors of UW Hourly, Non-Benefited Employees

### Notifications / Delegation

As a supervisor, you will receive email notifications as well as bell notifications to let you know when time and/or absence entry is ready for your approval. If you would like to have these emails automatically sent to an outlook folder instead of your main inbox, use the [Quickly Create Rules In Outlook](#) guide. If you will be out of the office during an approval period, please see the [Vacation Delegation Quick Reference Guide](#). The approval period will occur every other week for hourly non-benefited.

### Reported vs Calculated Time

When approving time, you will notice that there are both a Reported Time and a Calculated Time sections of the employee's time card. Reported time is the time per day reported by the employee. Calculated time is the hours as reported plus additional lines to display calculations run on the time. For example, calculated time would show earned compensatory time for salaried non-exempt employees if they work beyond 40 hours a week. For additional questions on reported vs calculated time, please see the [Approving Time Cards in HCM Quick Reference Guide](#).

### Employees with Multiple Assignments

Please note that some employees have multiple assignments and will need to submit time separately for each assignment. Time should only be approved by supervisors for the time employees have worked for the assignment that the supervisor oversees. Please be sure to check that the time submitted matches the correct assignment on which it was submitted, especially for departments where the employee has multiple assignments within that department. If you have questions regarding approving time for employees with multiple assignments, please see the [Approving Time Cards in HCM Quick Reference Guide](#).

For more information on how to [approve time](#), please see the WyoCloud page in WyoWeb under Quick Reference Guides > HCM. These guides will provide step-by-step instructions. If you have additional questions, please contact Human Resources at 307-766-2377 or the Help Desk at [helpdesk@uwyo.edu](mailto:helpdesk@uwyo.edu) or 307-766-4357, select Option #1.