

Reminder: Online training for HCM is available in the Employee LearnCenter

This communication serves as reminder that you need to complete your required online training to access HCM and how to sign up for recommended in-person training. This training covers key features and functionality of the HCM modules for the January 22nd phase I go-live is now available in the Employee LearnCenter.

Required Online Training

Trainings have been assigned based upon your employee role. **In order to have HCM access to review your employee information and process HR transactions as an employee or supervisor on January 22nd, training must be completed by Friday, January 18th at 4p.m.**

To access, click [My Learning Plans](#) within the Employee LearnCenter:

- **WyoCloud Basic Employee System Access:** *(all employees; estimated time: 1 hour)*
 - Basic Navigation (includes finance and HCM), Managing Your Employment Information, and Financial Basics of WyoCloud.
- **WyoCloud Manager/Supervisor Access:** *(all employees who supervise staff; estimated completion time beyond basic access: 20 minutes)*
 - Employee Basic System Access trainings *plus* My Team Management.
- **WyoCloud Decentralized Human Resources (DHR) Access:** *(anyone assigned the DHR role; estimated completion time beyond basic access: 25 minutes)*
 - Employee Basic System Access trainings *plus* Decentralized Human Resources Basics.

Recommended In Person Training

Additionally, the following training resources are available and highly encouraged:

- **In Person Practice Sessions*:** *Guided sessions to practice key transactions for your role. These are not required but available for users to get acclimated to the new system. **Registration is available in the Employee LearnCenter Course Catalog** for Employee Basics, Supervisor Basics, and Decentralized Human Resources Basics.*
- **Open Labs*:** *Starting January 24th: Drop in sessions for users to obtain 1:1 assistance from the project team*
- **Performance/Goal training and working labs*:** *January 24th through March. Online training and quick reference guides available just in time for performance review cycle. Performance specific working labs will be offered throughout the performance review completion period.*

Quick Reference Guides

These step by step [HCM guides](#) are complete with screenshots for specific human resources processes. These guides are located on the [WyoCloud Knowledge Base](#).

*To register for the In Person Practice Sessions and Open Labs, go to the Employee LearnCenter Course Catalog, click browse the full catalog then click WyoCloud then select Human Capital Management on the left navigation.