Good afternoon,

WyoCloud HCM Time, Absence and coordinating supervisor required trainings are available in the Employee LearnCenter and assigned based upon your primary employee type under My Learning Plans.

**Hourly Non-Benefited Employees (part-time)** must complete this required online training no later than 3:00 pm June 14th in order to for you to have access when hourly time entry in HCM begins on June 16th.

Please note this training has been available since March. If you previously completed this training, it is not required to complete it again. However, it is highly recommended that you do review it again as the time entry and overall user experience has changed.

**Salaried Non-Exempt Benefited and Salaried Exempt Benefited employees, including supervisors, must complete assigned required training no later than 3:00 p.m. June 28th to obtain access when time and absence entry for benefited employees and supervisor approvals go live on July 1st.**

The chart below outlines the specific training required of each employee type. Please note that if you are unsure of what type of assignment you fall under, please contact your supervisor, your department’s Decentralized Human Resource Representative (DHR) or Human Resources at 307-766-2377. These trainings have been auto assigned in the Employee LearnCenter’s My Learning Plans.

<table>
<thead>
<tr>
<th><strong>WyoCloud Basic Access for Salaried Exempt Employees</strong></th>
<th><strong>WyoCloud Basic Access for Salaried Non-Exempt Employees</strong></th>
<th><strong>WyoCloud Basic Access for Hourly, Non-Benefited Employees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Employee System Access</td>
<td>Basic Employee System Access Learning Plan*</td>
<td>Basic Employee System Access Learning Plan*</td>
</tr>
<tr>
<td>WyoCloud Requesting / Entering an Absence</td>
<td>WyoCloud Requesting / entering an Absence</td>
<td>WyoCloud Time Entry in HCM</td>
</tr>
<tr>
<td>WyoCloud Time Entry in HCM</td>
<td>HCM Time Entry Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>HCM Time Entry Acknowledgement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If already completed trainings for HCM Phase I, these trainings will not need to be completed again.*
Vacation Delegation:

If you are a supervisor who will be away on vacation during an upcoming approval time period, please be sure to set up a vacation delegation prior to leaving for vacation to ensure your employees' time will be approved on time.

*Supervisors must approve time the Monday-Wednesday following each bi-weekly pay period. Any hourly non-benefited time not approved will not be paid on that payroll.*

The Manage Vacation Rule for Delegating Approvals quick reference guide is a great step by step resource. To review the approval deadlines, please see the Payroll Deadlines > Fiscal Year 2019 calendar. Note vacation rules can only be used for true vacations, long term delegation is not permitted.

If you have any additional questions, please contact the Help Desk | 307-766-4357, Option #1.

Best,
The WyoCloud Team

---

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Room 139, Wyoming Hall
Phone: (307) 766-2377
Fax: (307) 766-5607