



We are excited to announce a couple new features, reports, and updates to quick reference guides available for WyoCloud users.

## Employee Time Card Status Report

There is now a report available for line managers and Decentralized Human Resources Representatives (DHR) to view the status (saved, submitted, approved) of time for employees managed or within their area of responsibility. To view this report, along with other reports, go to *WyoCloud > Tools > Reports and Analytics > Shared Folders > Custom > Human Capital Management > Decentralized HR > Reports > Dashboards > Time Card*. Please see the [Accessing Decentralized Human Resources Reporting](#) or [Accessing Supervisor HCM Reports](#) Quick Reference Guide for a step by step guide to locating this report.

If this is a report you plan to use frequently, we recommend selecting the star icon to the left of the report to add it as a favorite. The next time you return to the *Reports and Analytics* page, you will see this report on the main page.

## Appendix for Entering Time Quick Reference Guide

Based on campus feedback, the Entering Time Quick Reference Guide was recently updated with an appendix to provide additional terminology reference. To view the updated quick reference guide, go to *WyoCloud > Help & Training > Human Capital Management > Employee > [Entering Time in HCM](#)*.

Additionally, for a quick way to share this and other quick reference guides with other users via email, sign in to the Knowledge Base at the top-right of the page. Once you are signed in, navigate to a quick reference guide and select *Share* to the right of the quick reference guide. You will then be prompted to add the recipient(s) email address and then select *Send*.

## View Your Employee's Absences

If you are a line manager, you can view your employee's requested absences that are approved, pending, and rejected, individually in WyoCloud. Go to *WyoCloud > My Team >* and select the three dots icon to the right of your employee's name. From the employee's drop down, select Existing Absences.

Managers are also able to view their employees Absence Balances and Add Absences. See the [Entering an Absence on Behalf of Your Employee](#) Quick Reference Guide.

The screenshot shows a 'Workers' list with the following entries:

Initials	Name	Position
ML	Jessica	Pooler Position Limited Tempor
RD	Davis	Pooler Position Limited Tempor
EL	Elle	Pooler Position Limited Tempor
ML	Mia	Pooler Position Limited Tempor
LM	Lindsay	Pooler Position Limited Tempor

A dropdown menu is open for the first employee, listing the following options:

- Absence Balance
- Add Absence
- Add Anytime Document
- Add Performance Goal
- Change Location
- Change Manager
- Change Salary
- Change Working Hours
- Existing Absences

The 'Existing Absences' option is highlighted with a yellow box. The three dots icon that opens the menu is also highlighted with a yellow box.

