



WYOCLOUD OPERATIONAL AFTER SYSTEM UPDATE

Greetings,

WyoCloud Financial Management and HCM are now operational after this weekend's upgrade.

As previously [communicated](#), a number of feature updates were made to the system as part of this update. All [Quick Reference Guides](#) and online trainings have been updated to reflect these changes. The changes were also shared during the Finance & HCM Update Deep Dive last Thursday, November 14th. Click [here](#) to view a recording of the presentation. Below is a summary of the changes:

System Wide Search Feature Added to Homepage

You can now search for specific pages and/or transactions. In addition supervisors can search for employee details on employees they supervise, Decentralized Human Resources Representatives (DHRs) can do the same for employees within their area of responsibility. To maximize the effectiveness of this search, it is highly recommended employees adjust their individual search preferences. See this [Quick Reference Guide \(QRG\)](#) for steps and recommended preferences.

Additional Details Added to Absence Balances

Additional details have been added to the Absence Balances page. This includes the ability to drill into leave balances to see details of leave taken and monthly accrual additions. In addition functionality to project potential future balances has been enhanced, making it easier for employees to project potential future available balances. All [absences related QRGs](#) have been updated, in addition, a new QRG has been added specific to the new [Absence Balances](#) features. Supervisors can also see these details for their employees under My Team.

Individual Working Session

The Financial Affairs and HR team offers Individual Working Sessions available to all employees to receive 1:1 support. These sessions offer support for both Finance and HCM within the same session. The next session is Thursday, November 21 from 9:00-10:30 a.m. in ITC 173. Registration is available in the Employee LearnCenter's [Course Catalog](#). Search WyoCloud Individual Working Session.

Best,

WyoCloud Team

Contact Information

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Need help with WyoCloud?
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