



To: All Hourly, Non-Benefited and Work Study Employees

Due to the upcoming holiday the time entry deadline is shortened. Today (12/16) is the deadline for hourly, non-benefited and work study employees to enter time in HCM by 5:00 p.m. **For paychecks to be created, the employee needs to key in the time and the supervisor needs to approve it.** If an employee is unable to enter their time, please check the Employee LearnCenter to confirm that training has been completed.

Graduate Assistants, Temporary Lecturers and Salaried Non-Benefitted employees do not enter their time since they receive monthly paychecks.

Please note that if you are an employee with multiple assignments, the notification that your supervisor has approved your time will come from your primary assignment supervisor and is auto generated. If you need to change the time that was previously approved, please contact Payroll to make this change. All time that has been approved by supervisors cannot be changed, unless Payroll is contacted.

Hourly Bi-Weekly Payroll Dates in HCM:			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
12/1/2019 – 12/14/2019	12/16/2019	12/17/2019	12/24/2019

If you have additional questions, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, select Option #1.

Best,
The WyoCloud Team

Resources

- [HR Website](#)

Contact Information

Human Resources
Department 3422

- [Employee Handbook](#)

- [WyoCloud Home](#)

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