



University of Wyoming -- Jan. 22, 2019

The Next Phase of WyoCloud HCM is Live!

The next phase of the WyoCloud HCM is now live. This phase includes all employees' personal and employment information, Compensation, Performance, and Goals. The WyoCloud Human Capital Management (HCM) system replaces HRMS as UW's human resources system. As the system is now live, **access to all other WyoCloud applications including the Financial Management, Employee LearnCenter, Recruitment, and Business Intelligence are now available directly from [WyoWeb](#). The link on WyoWeb has been updated to read "Financial Management and HCM," to acknowledge the addition of HCM to the system. If you do not see this revised link, please refresh your cache.**

Please note, **only users who completed the new WyoCloud HCM trainings by 4 pm on Friday, January 18th currently have access to HCM.** Training is available in the Employee LearnCenter under [My Learning Plans](#). Upon completion, HCM access will be granted within 3 hours. WyoCloud Financial Management, Recruiting, and Business Intelligence training is also available in the [Course Catalog](#). Access to these systems continues to be granted by close of the following business day after training completion.

Day One Tasks:

A majority of your employment and personal information has been brought into WyoCloud HCM from HRMS. However there are key pieces of information we want all employees to verify and update as soon as they are able to log into the system.

- Review your [employment information](#) such as data regarding your job, department, supervisor, and pay.
- Please add your veteran's status and ethnicity. These are important data for federal reporting purposes. This information is located under [Personal Information](#). You can also update your address and emergency contact information as well as your disability status.
- Update your [Skills and Qualifications](#) to include, licenses, certifications, highest education level, degrees, and additional languages.
- For Classified Staff, please ensure your goals for 2018 that were entered into HRMS have been accurately transcribed into HCM by reviewing them in the Goals module.

Please see the [Add Goals Quick Reference Guide](#) for directions. Performance evaluations will be launched Monday, January 28th.

Training & Support:

If you need assistance or have questions relating to any WyoCloud subject, please contact the UW Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting option #1.

- [Quick Reference Guides](#) (QRG) provide easy to follow, step by step guides on completing transactions in WyoCloud. There are over 22 QRGs available for HCM.
- **Open Labs** are scheduled through March as an opportunity to obtain individual support on WyoCloud HCM in a drop in setting. View a full schedule and register in the Employee LearnCenter [Course Catalog](#), click browse full catalog, then WyoCloud and HCM on the navigator shown on the left side of the page.
- **HCM Employee and Supervisor System Tours:** Thursday, January 31st: Auditorium style live demonstration of the HCM system including Q&A. More details and WyoCast links to come.

Best,

The WyoCloud Team