



WYOCLOUD OPERATIONAL & HCM TRAINING RELEASED

Greetings,

WyoCloud Financial Management, Planning and Budgeting, Recruiting, Employee LearnCenter, and Business Intelligence are now available for use after the lock out period this weekend. Thank you for your patience as we completed critical steps to prepare for the January 22nd phased go-live of the HCM modules of core HR, profile, compensation, and performance/goals.

Required online training for HCM now available in the Employee LearnCenter. This training provides an introduction to key features and functionality of the HCM modules included in the January 22nd go-live. Trainings have been assigned based upon your employee role, they can be located by clicking [My Learning Plans](#) within the Employee LearnCenter.

- **WyoCloud Basic Employee System Access** (*all employees*):
 - Basic Navigation (includes finance and HCM), Managing Your Employment Information, and Financial Basics of WyoCloud.
- **WyoCloud Manager/Supervisor Access:**
 - Employee Basic System Access trainings *plus* My Team Management.
- **WyoCloud Decentralized Human Resources (DHR) Access** (*employees designated as a DHR. Employees in this category will also be receiving a separate email*):
 - Employee Basic System Access trainings *plus* Decentralized Human Resources Basics.

All required online trainings will need to be completed between January 7th and 17th for individuals to have access on the 22nd. If you currently have access to Financial Management, you will continue to have access to finance related transactions. However, you will not be able to have any access to view/complete human resources transactions/information until you have taken the appropriate training noted above. If you have already completed some of these trainings (such as basic system access) you will not need to complete these trainings again.

Additionally, the following training resources are available and highly encouraged:

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- **Quick Reference Guides:** *Provide step by step guides with screenshots for specific human resources processes.*
 - **Starting Today – February 8th: In Person Practice Sessions*:** *Guided sessions to practice key transactions for your role. **Registration available in the Employee LearnCenter Course Catalog.***
 - *Employee Basics*
 - *Supervisor Basics*
 - *Decentralized Human Resources Basics*
 - **Starting January 24th: Open Labs*:** *Drop in sessions for users to obtain 1:1 assistance from the project team*
 - **January 24th – March: Performance/Goal training and working labs.** *Online training and quick reference guides available just in time for performance review cycle. Performance specific working labs will be offered throughout the performance review completion period.*

Register for in Person Practice Sessions and Open Labs in the [Employee LearnCenter Course Catalog](#) by selecting to view full catalog, then WyoCloud and selecting Human Capital Management on the left navigation.

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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