



University of Wyoming - March 27, 2019

Reminder on HCM Time and Absence Training

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Greetings:

As a reminder, HCM Time and Absence Training is available and mandatory for all UW employees through the Employee LearnCenter.

Based on your primary UW assignment, this web-based training has been assigned into your learning plans. To find your assigned training, please access your [My Learning Plans](#) section in the Employee LearnCenter. These trainings are fast and easy to complete.

If you are a supervisor and will need to approve time, additional training is also in your learning plan.

Additionally, in-person practice session registration is available in the Employee LearnCenter's [Course Catalog](#) under the WyoCloud HCM category. Quick reference guides on how to key in and approve time are also available in the [WyoCloud HCM Knowledge Base](#).

Best,

The WyoCloud Team