



## HCM FREQUENTLY ASKED QUESTIONS

Greetings,

Based on feedback from campus, the WyoCloud team has gathered some Frequently Asked Questions for various WyoCloud features.

### Recruitment

- *What is the first rule of troubleshooting HCM Recruiting access?*
  - Ensure you have taken your training within the Employee LearnCenter. Instructions to take the HCM Recruiting System access Learning Plan can be found [here](#).
  
- *Who should be listed as the Recruiter when filling out a requisition?*
  - Please input the Human Resources recruiter that is listed on the page for the position. These are designated by pay grade of the vacant position. The system defaults the recruiter's name to whomever is completing the requisition, so it's important to change this.
  
- *How do I know what the entire recruitment process looks like?*
  - The [Hiring Toolkit](#) is an awesome resource. In addition to [Quick Reference Guides](#), we have At-A-Glance webpages for [Staff](#), [Administrative](#), [Academic](#), [Non-Benefited](#), and [Graduate Assistant](#) hires.

### Records

- *How do I determine the next approver when viewing initiated tasks?*
  - Access your worklist, next to view, click the pencil, locate and highlight 'Assignees', then click the arrow to move assignees from available columns to selected columns and click ok. The Assignee column will now show on the right side of the screen. This is your next approver. It's a nice 'at a glance' feature and only needs to be completed once.
  
- *What needs to be submitted when a **benefited employee** resigns?*
  - Departing employee, [supervisor](#) or [DHR](#) must reassign direct reports if applicable, prior to the termination being entered in HCM.

- If employee will require a terminal leave position number, this should be done prior to submitting the termination in HCM.
  - The [Manager](#) or [DHR](#) initiates the termination in HCM. If the employee submits their own resignation in HCM, the transaction will fail. When entering the dates, the termination date and last working date will be the same. If needed HR Records will modify the termination date when the terminal leave end date is calculated.
  - Attach the [Termination Leave Option Form](#) and resignation letter when submitting the termination in HCM.
  - If the benefited terminating employee will be immediately rehired into a non-benefited assignment, please let HR Records know prior to submitting the termination in HCM and starting the rehire process.
- *What needs to be submitted when terminating a **non-benefited employee**?*
    - Resignation letters are not required but can be uploaded if they are available.
    - When entering dates, the termination date and last working day should be the same.

## Classification/Compensation

- *What is the Manage Salary feature used for in HCM?*
  - The Manage Salary feature in HCM is used to initiate a salary increase for non-benefited employees. It is also used for pre-approved retention offers or equity adjustments for benefited employees. These increases require an approved Salary Authorization Form prior to initiating this action in HCM. See the Manage Salary Quick Reference Guide to process as a [Manager](#) or [DHR](#).
    - Manage Salary is *not* used to initiate a merit or market pay adjustment.
- *What do I do when a supervisor leaves UW?*
  - When a supervisor is leaving UW, please be sure that any direct reports are reassigned to another individual during the termination process. The [manager](#) or [DHR](#) can complete this action.
- *What do I do if my department wants to update a position title as the current incumbent is departing?*
  - When a department needs to refill a position prior to the current incumbent's departure from UW, but needs to modify the job title: 1. You will need to request a terminal leave position number from the Budget Office. 2. Once you have the terminal leave position number, you will need to complete and submit the approved [Position Initiation & Modification Form](#) to HR to start the process.

Additionally, if you were unable to attend yesterday's Employees' Group Insurance (EGI) Portal Deep Dive, we highly encourage you to view the WyoCast recording at this [link](#).

Please remember that Individual Help Sessions are still available for registration. If you would like to utilize this opportunity, registration is accessible in the [Employee LearnCenter](#).

If you have any questions regarding WyoCloud, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or [307-766-4357, Option #1](tel:307-766-4357). WyoCloud Open Labs are also a great resource for individualized assistance from subject matter experts. View the full schedule and sign up for an Open Lab through the [Employee LearnCenter's Course Catalog](#).

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
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**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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