



Good Morning,

Clarification & Correction Regarding Compensatory Time*

Salaried Non-Exempt Employee Absence Entry

*As an employee, if you have earned compensatory time available, you must use compensatory time prior to using vacation time for your absences, unless your vacation time has reached its maximum. Additionally, compensatory time can only be used in months after it was earned. For example, if you earned 5 hours of compensatory time in May, and you took a day off in June, you would select 5 hours of compensatory time and 3 hours of vacation to cover the full 8 hours of work you took off.

**Please note: We had initially communicated, in error, that neither sick nor vacation could be taken when compensatory time is available.*

Important Business Process Changes

Additionally, with Time & Absence entry transitioning to HCM, there are a few policy adjustments managers and decentralized human resource representatives need to know.

- 1) **Hourly, Non-Benefited Employees Transferring to a Salaried position**
With the new HCM Time & Absence system, if an hourly non-benefited employee is transferring to a salaried position, they will need to have an end date of the end of the biweekly pay period. Their start date can be effective the first day of the next pay period or any time afterwards. These transfers will not be able to happen mid-pay period for the employee to be compensated correctly.
- 2) **Employees Moving from a Benefited Position to Hourly, Non-Benefited**
When someone transfers from a benefited to hourly, non-benefited position, the original benefited assignment should be terminated *after* the employee is fully hired into the hourly, non-benefited position.
- 3) **Hourly, Non-Benefited Termination Dates**
When an hourly, non-benefited employee is terminated or has an assignment end, the termination date will need to be last day of the pay period for which the person worked. The last day worked field can be entered as their final working day.
- 4) **Backdated/Delayed Hiring**

In order to get new hires processed and in the payroll system correctly, they need to be fully approved through the recruitment system no later than their processed start date. For example, if an employee is set to start working July 1st, they need to be hired on or before July 1st. Once a start date has been approved and entered into the system, the person cannot start working before that date.

5) **Salaried Non-Exempt Employee Absence Entry**

***As an employee, if you have earned compensatory time available, you must use compensatory time prior to using vacation time for your absences, unless your vacation time has reached its maximum.** Additionally, compensatory time can only be used in months after it was earned. For example, if you earned 5 hours of compensatory time in May, and you took a day off in June, you would select 5 hours of compensatory time and 3 hours of vacation to cover the full 8 hours of work you took off.

6) **Awards**

HCM is a chronology-based system. If you need to provide a monetary award to someone, it needs to be submitted and approved before you submit their termination.

All related quick reference guides have been updated regarding these business process changes and can be accessed in the [Knowledge Base](#). If you have questions regarding these policies, please contact the Help Desk at 307-766-4357, Option 1 or userhelp@uwyo.edu or Human Resources at 307-766-2377.

Best,

The WyoCloud Team

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

Contact Information

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