



## WYOCLOUD IS OPERATIONAL AFTER UPGRADE

Greetings,

WyoCloud Financial Management and HCM are now operational after this weekend's upgrade.

As previously communicated, a number of updates were made to the system as part of this upgrade. All Quick Reference Guides and online trainings have been updated to reflect these changes. The changes were also shared during the Finance & HCM Update last Thursday, August 15<sup>th</sup>. Click [here](#) to review a recording of the presentation. Please look within WyoCloud to familiarize yourself with the summary of the changes listed below:

### **My Team Transaction Pages**

Manager/Supervisor transactional pages within My Team have been transitioned to a mobile friendly look and feel. This update allows supervisors to process transactions in more of a step by step format decreasing confusion from excess information on the page. View the [Supervisor/Manager Quick Reference Guides](#) for full details.

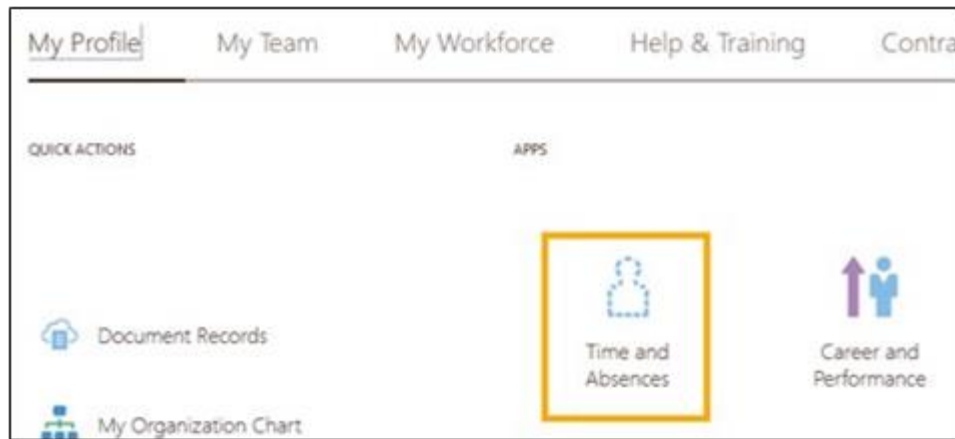
### **Personal Information Page**

The Personal Information section of My Profile has been updated for improved access to information. The quick reference guides related to your contact information, self-identification, and employment information can be accessed [here](#).

Within the Personal Information page is the Employment Information page. This has been improved for all employees, especially those with multiple assignments to see information related to each of their jobs, including assignment number. For additional reference, please see the [quick reference guide](#).

### **Time & Absence Access**

With the updated interface, access to Time & Absences has been combined into one portal tile within HCM called Time and Absence. This tile is available under My Profile. When you click this tile, a new page appears with separate time card and absence selections. To view the related quick reference guides, please see this [link](#).



### Decentralized Human Resources (DHR) page facelift

The Decentralized Human Resource pages have received a slight update to how they look. Actions such as save and submit are located in a new brown bar action bar.

### Budgetary Control Dashboard

The budgetary control budget monitor is currently experiencing issues where users cannot switch between budget years. A service request to Oracle has been opened and an update will be sent when it's back up and running correctly. It is recommended that in the interim, you use the [Account Analysis Report](#) or the [General Reporting Dashboard](#) to check the status of your accounts.

### Individual Working Session

The WyoCloud team offers Individual Working Sessions available to all employees to receive 1:1 support. The WyoCloud team has recently transitioned these sessions to include both Finance and HCM in the same session. The next session is Thursday, August 22<sup>nd</sup> from 3:00 – 4:30p.m. Registration is available in the Employee LearnCenter's [Course Catalog](#). Search WyoCloud Individual Working Session.

Best,

The WyoCloud Team

### Contact Information

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**Need help with WyoCloud?**  
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