



## WYOCLOUD SYSTEM ISSUE UPDATE

Greetings,

Per the communication from earlier this morning, select users in the system are unable to approve transactions. We are continuing to work with Oracle on this issue; however, as today is the approval deadline for the July 28-August 10 bi-weekly pay period, our priority is to ensure that all bi-weekly employees are paid.

*Thus, payroll has developed a work around and will approve all submitted hourly time in HCM at 2:00 p.m. today. As select supervisors may not be able to approve time, if you have concerns with what has been entered, please contact payroll immediately (766-2217) so the time can be reviewed.*

You can review time entered by using the Time Card Report available to [Supervisors and DHRs](#) (note you must scroll within the Reports folder to see the Time Card report) or you can call payroll and they will look up an employee's time on your behalf.

Thank you for your patience as we work with Oracle to resolve this issue. If you have additional questions, please contact Human Resources at 307-766-2377 or the Help Desk at [helpdesk@uwyo.edu](mailto:helpdesk@uwyo.edu) or 307-766-4357, select Option #1.

Best,

The WyoCloud Team

Hourly Bi-Weekly Payroll Dates in HCM:			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
7/28/2019 – 8/10/2019	8/13/2019	8/14/2019	8/21/2019

## Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

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

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