



UPCOMING WYOCLOUD TRAINING OPPORTUNITIES, EDITING TIME CARDS, AND MONTHLY MAINTENANCE REMINDER

Greetings,

Please see below information:

Upcoming Available In-Person Training

WyoCloud Pivot Tables Training

Thursday, September 12th from 2:30-4:00p.m., ITC 171

This workshop will cover how to use basic pivot table features to analyze and interpret your data and additional features to further leverage the Account Analysis Report. The session will conclude with a chance to explore your own data and ask questions. You can sign up for this training on [WyoLearn](#).

Individual Working Session

Thursday, September 19th from 9:00 – 10:30a.m., ITC 173

The WyoCloud team has recently transitioned these sessions to include both Finance and HCM in the same session. Working Sessions allow for one-on-one support to answer questions or just be available for reference as you work through WyoCloud related tasks. Employees can register in the [Employee LearnCenter's Course Catalog](#). Search for "In Person Practice Session."

Time Card Editing After Approval

To increase efficiency in running payroll, once a supervisor approves a specific timecard it will be unavailable for editing. This will be the case for all employee types, thus employees should always use "Save and Close" when exiting the time card. All time and/or absence should be entered before a time card is submitted. In the event edits are needed after supervisor approval, employees should contact Payroll at payroll1@uwyo.edu to have the time card unlocked.

Regular Monthly Maintenance

WyoCloud Financial Management & HCM system will be down for monthly maintenance on **Friday, September 20 from 8:00 p.m. – 1:00 a.m.** During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, September 20.**

The maintenance and update schedule can be found [here](#). It is recommended users add these dates to their calendar

Best,

The WyoCloud Team

Contact Information

The WyoCloud Team
Email: wyocloud@uwyo.edu
www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu

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