



## RECRUITMENT CUTOVER

Good afternoon,

Thank you to those of you who attended or viewed the deep dive yesterday afternoon where we shared key dates for regarding the transition timeline for administrative, staff, and non-benefited recruitment.

If you were unable to attend the deep dive, it can be viewed on [WyoCast](#). It is recommended you note these important dates either on your calendar or keep this email or attached document close at hand for continued reference.

**Remember, there can be no processing of new hires or start dates between Jan. 1-Jan.22. This includes all academic and student positions as well. Please ensure to have all your completed paper work to HR and through approvals no later than December 17<sup>th</sup>.**

### Key Dates for Campus Recruitment:

- **Nov 2<sup>nd</sup> / Dec 4<sup>th</sup>**: Last day to initiate a requisition in HRMS.
- **Dec 1<sup>st</sup> / Dec 17<sup>th</sup>**: Close all advertisements in HRMS and no longer accepting applications in HRMS.
- **Dec 3<sup>rd</sup> / Dec 10<sup>th</sup>**: HCM recruitment live to initiate new job requisitions (posted, but not hired until after 1/21/19).
- **Dec 14<sup>th</sup> / N/A**: Final matrix sent for review/approval in HRMS.
- **Dec 17<sup>th</sup>**: Recommended last day to initiate an offer in HRMS (allowing time to route through approvals).
- **Dec 21<sup>st</sup>**: Last day for HR/Payroll to process hires in HRMS (**including Spring GA's**).
- **Jan 1<sup>st</sup>-22<sup>nd</sup>**: No processing of any hires/rehires and no new start dates.
- **Jan 22<sup>nd</sup>**: HCM Production is live.

**Admin. & Staff | Non-Benefited | Both**

We have also attached a slide with this information for you to use as a continual reference. There will be other employee change items that will need to be frozen during the January 1 through 22 time period. These items and highlights of the complete HCM cutover plan will be shared in the next WyoCloud announcement.

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Best,  
The WyoCloud Team

## Contact Information

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**Need help with WyoCloud?**  
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