



HCM Training Preview & Lock Out January 3–6 Reminder

Greetings,

You are now able to register for HCM In-Person Practice Sessions in the Employee LearnCenter. After winter break, additional online HCM training will be released on **January 7th. This training will be required for system access.** All employees will be assigned HCM Learning Plans in the Employee LearnCenter based on their role at UW and will be required for system access.

- › Employee Basic System Access for January 22nd includes Basic Navigation (includes finance and HCM), Managing Your Employment Information, and Financial Basics of WyoCloud.
- › Supervisor/Manager System Access will require the Employee Basic System Access trainings as well as My Team Management.
- › Decentralized Human Resources System Access will require the Employee Basic System Access trainings as well as Decentralized Human Resources Basics.

All required trainings will need to be completed between January 7th and 17th for individuals to have access on the 22nd. If you currently have access to Financial Management, you will continue to have access to finance related transactions; however, you will not have access to view/complete human resources transactions/information until you have taken the training noted above.

Additionally, the following types of trainings will be available soon and are highly encouraged to attend or review:

- › **January 7th: Quick Reference Guides.** *Provide step by step instructions with screenshots for specific human resources processes.*
- › **January 7th – February 8th: In-Person Practice Sessions.** *Guided sessions to practice key transactions for your role. **Registration available TODAY in the Employee LearnCenter Course Catalog.***
- › *Employee Basics*
- › *Supervisor Basics*
- › *Decentralized Human Resources Basics*
- › **Ongoing after January 24th: Open Labs.** *Drop in sessions for users to obtain 1:1 assistance from the project team.*

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- › **January 24th – March: Performance/Goal Training and Working Labs.** *Online training and quick reference guides available just-in-time for performance review cycle. Performance specific working labs will be offered throughout the performance review completion period.* **You can register for In-Person Practice Sessions and Open Labs by logging into the [LearnCenter](#), clicking on the course catalog, then view full catalog, click on WyoCloud, select Human Capital Management on the left navigation under Categories.**

As a reminder, **between January 3rd and 6th, the following WyoCloud systems will be unavailable** while the project team further prepares for the January 22 HCM Go Live:

- › Financial Management
- › HCM Recruiting
- › Employee LearnCenter
- › Planning and Budgeting
- › Business Intelligence

We apologize for an inconvenience this may cause. Please be sure to log out of the system by 5:00 p.m. on Wednesday, January 2nd.

Best,

The WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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