NEW RECRUITMENT SYSTEM IS NOW LIVE FOR ALL NON–BENEFITED JOB VACANCIES

Greetings,

We are pleased to share that the **new recruitment system is now live for all non-benefited job vacancies as well as for staff, academics and administrators.** You can access the recruiting system, via WyoCloud.

Additionally, the **Creating a Requisition for New Hire – Non-benefited training** is now live. This can be accessed within the HCM Recruiting Learning Plan in the Employee LearnCenter. These trainings are required to be completed prior to receiving access to complete hires. This Learning Plan includes the following trainings:

- **Hiring Manager / Hiring Manager Assistant Learning Plan**
  - A Diverse Workforce (OFCCP)
  - Creating a Requisition for New Hire – *complete at least one of the following:*
    - Academic hire version: live since October 4th.
    - Staff and Administrative hire version: live since November 19th.
    - Non-benefited hire: **live today**.
  - Managing and Progressing the Applicant Pool
  - Monitoring Onboarding of New Employees as a Supervisor

To locate and enroll in this learning plan, log into the Employee LearnCenter, click on Course Catalog then search for HCM Recruiting. Locate the learning plan titled "HCM Recruiting System Access" and click the blue plus sign to the right to enroll. You can then click on the title and begin completing the training.

Thank you to those who have and continue to attend or view the WyoCloud HCM deep dives. We previously shared the transition timeline for all administrative, staff, and non-benefited recruitment into the new system. Below are some **key dates** to remember:

- **December 10th** (for non-benefited): HCM Recruiting is live to initiate new job requisitions (posted, but not hired until after 1/22/19).

- **December 17th** (for non-benefited): Human Resources will close all currently posted advertisements in HRMS. Hiring Managers will have until **December 21st** to finish the recruitment process and have an offer approved in HRMS and the top candidate informed.
- **December 21st**: Last day for new hires to start in 2018. Please be sure to have all of your paperwork completed and sent to Human Resources and through approvals *no later than December 17th* for 2018 hires.
- **January 22nd**: Human Capital Management (HCM) Production is live.

Due to the HRMS to HCM system conversion in January there can be no processing of new hires or start dates between January 1st – January 22nd. This includes all academic and student positions as well. Campus will be notified ASAP if these dates need to be shifted.

If you have any questions, please contact an HR Employment Partner.

Best,

The WyoCloud Team

Contact Information

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