WHERE TO PROCESS HR TRANSACTIONS WITH THE TRANSITION FROM HRMS TO HCM

Greetings,

With the phased approach to HCM go-live, the WyoCloud team wanted to send another reminder about where to process HR-related transactions during the phased go live. Security access in HRMS has been adjusted to accommodate the phased go-live approach, which will help ensure that all data in HRMS is correctly transitioned from HRMS to WyoCloud.

The actions listed below will be unavailable in HCM and HRMS during the blackout period from January 7th through the 21st.

- Add/Update emergency contacts
- Changing assignments
- Pay & Grade changes
- Position number repurposing (no changing positions numbers)
- Job Changes
- Reorganizations
- Audit (paper process moving forward)
- New Hire / Rehire
- Job Title Changes or Additions
- Performance management
- Awards & Honorariums
- Department Code Name Changes

The following actions will continue to be initiated in HRMS on January 7th until Phase II Go Live on April 15th:

Employee/Supervisor	
Payroll (garnishments, deductions)	View your Pay Stub
W-4 changes using the W4 form	Process Terminations using the Termination form (only for Jan 7-Jan 22)

Timekeepers/PARS Entry	
Time Entry	Absence
Leave without pay, FMLA	PAR Data Entry
Expenditure Corrections	

*With payroll being part of a later phase of HCM go live, the payroll deadlines have been updated and posted on the payroll website.

The following actions will take place in HCM starting January 22nd:

Employee	
Biographical information updates	Phone number, home email changes
Marital, veteran, and disability status changes	Address changes
Add/update emergency contacts	Skills and qualifications
Name change	

Decentralized HR / Line Manager	
Pay changes	Changing assignments (hours)
Job changes	Performance and goals
Supervisor/Direct Report changes	Terminations / end assignments
Awards and Honorariums	Department change (w/o a job change)
Supplemental Pay	

The following actions will continue to be initiated outside of HRMS and HCM until April 15th:
- Benefits: use appropriate form from the HR Benefits website or use the EGI Portal
- Direct Deposit Forms: Submit in-person to Payroll
- Funding changes for benefited, non-benefited, GA, etc.: complete the HRMS Funding Form (not a Job Data Change Form), which is found on Payroll's website. Further instructions for this form are found on payroll's website.

The following actions will occur outside of HRMS and HCM:
- I-9s: will be processed using a third-party software (Sterling) effective 1-22-19
- Position audits: Paper process to initiate the audit, repurpose position number, or ask for a new position number. PDQs have been discontinued.

We hope this information helps with the upcoming changes and transition this month. If you have any questions, please contact Human Resources at 307-766-2377.

Thanks,

The WyoCloud Team