



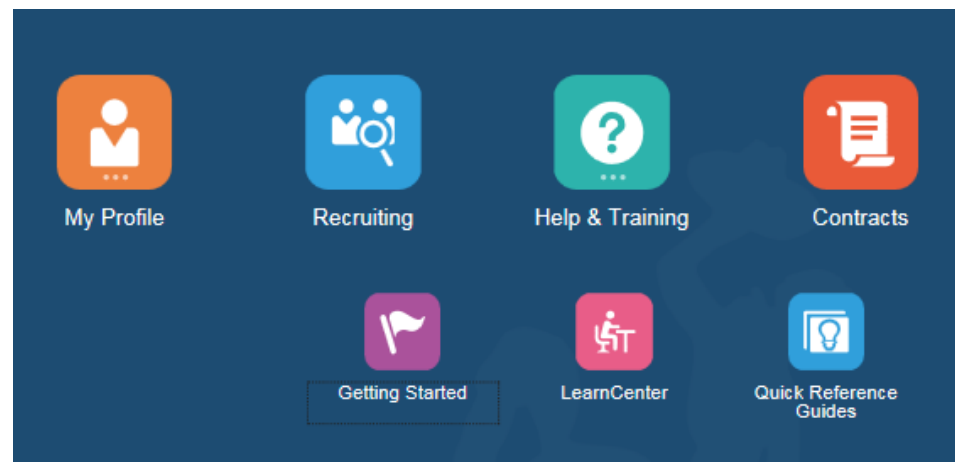
HCM TIPS & TRICKS

Greetings,

Based on feedback around campus, the WyoCloud team has gathered some tips and tricks to assist you while using the Human Capital Management (HCM) features within WyoCloud.

Where can I access the Quick Reference Guides?

There are several ways to access the quick reference guides; however, the suggested way is to access them through the WyoCloud system directly. Once you have logged in and entered the WyoCloud home page, select "Help & Training" on the main screen dashboard. Three icons will appear below and you should select the third icon, "Quick Reference Guides." The WyoCloud Quick Reference Guides on the Knowledge Base will then open in a new tab. You can also get to the Employee LearnCenter under the Help & Training info tile, selecting "LearnCenter."



Additional Resources for DHRs relating to Graduate Assistants (GA)

Quick Reference Guides relating to common GA employment processes are available on the [WyoCloud DHR Knowledge Base](#). Included are how to extend GAs mid-school year (also applies to temporary lecturers and other salaried non-benefited employees paid on a monthly basis), changing assignment (between GTA, GRA, and GAA), and GA hiring. Also, the [employee termination QRG](#) has been updated with GA specific information.

Managing team members with multiple assignments

When an employee has multiple jobs on campus, HCM will only display the primary assignment (job) under My Team. If as a supervisor you cannot see one of your employees under My Team, you can go to the Directory under My Profile and see all their assignment(s) that report to you. You can also initiate changes to employees from the directory view. For details see this [Quick Reference Guide](#).

Tips when terminating employees

- **Change Employee(s)' Manager:** HCM approval workflow requires employees to have a current active line manager (supervisor) at all times. When a supervisor leaves their position, it is critical to reassign the employees under them either *prior* to the supervisor leaving their position or during the termination process itself. There are three ways reassigning can be done, which are outlined below with details included in the Quick Reference Guides linked below.
 - The [supervisor](#) who is leaving can reassign employees under them prior to their departure. This route has the fewest approval steps.
 - The [manager](#) or [Decentralized Human Resources Representative](#) (DHR) keying in a termination of a supervisor can reassign the subordinates during the termination process.
 - [Decentralized Human Resources Representatives](#) (DHR) can update managers if the reassignment occurs prior to the line manager departing. This route has several approval steps.
- **Repurposing a position while previous employee is on terminal leave:**

If a department is refilling a vacant position and needs to change the job title and grade of the position, while the previous employee in the position is still on terminal leave, a terminal leave position number must be requested. This can be done using the **Position Initiation and Modification Form** found on the [HR Classification and Compensation](#) website.

If you have any questions regarding WyoCloud, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, [Option #1](#). WyoCloud Open Labs are also a great resource for individualized assistance from subject matter experts. View the full schedule and sign up for an Open Lab through the [Employee LearnCenter's Course Catalog](#).

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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