

Greetings,

The remaining parts of the HCM system (Time & Absence and Benefits) are scheduled to Go-Live for all employees on April 7. The first payrolls process in HCM will be at the end of April. With this transition, it is critical to follow the dates outlined below.

This communication provides information that will impact both benefited and non-benefited employees, as well as information regarding required training. Listed below are the key dates for ensuring vacation and sick balances are correct and the schedule for upcoming training.

Absence: For Exempt Benefited Employees

With the transition to HCM, absences for the month of March will be submitted and processed slightly differently than a normal month. Details of this plan are outlined below.

- *All Absences Prior to March 21:*
 - **MUST be entered in HRMS by the department's timekeeper by March 21.** We suggest that employees have their absences submitted to their timekeeper on the morning of March 21 to provide timekeepers ample time to have these entered by the deadline.
 - This includes absences from months that your timekeeper has not entered (December, January, Feb, etc.)
- *Absences between March 21 and 31:*
 - **Planned:** Need to be entered by timekeepers in **HRMS by March 21.**
 - **Unplanned:** Need to be submitted to Payroll at (payroll1@uwyo.edu). A spreadsheet will be made available online at the payroll website. An employee will need to complete this spreadsheet and then email it to their supervisor for approval. Once approved, the spreadsheet should be emailed to Payroll. More information on this process will be forthcoming.
- *Absences after April 1:*
 - Need to be entered **by the employee in HCM starting after Go-Live on April 7.** This entry includes any time taken after April 1.

If you do not complete the steps noted above, your absence balance will be incorrect in the new system.

Time: For Hourly Non-Benefited Employees and Non-Exempt, Benefited Employees

Hourly, non-benefited employees and non-exempt, benefited employees **must enter time into HCM or they will not be paid.** Supervisors must also approve this time by the deadline for a payment to be processed. The first bi-weekly pay period in HCM will be April 7-April 20, and employees will need to use the below schedule:

- HNB Employees enter time no later than April 23.
- Supervisors approve time no later than April 24.
- Pay date: May 1

Where do I enter my time and absences?

To understand where you enter your time and/or absences, please see the depiction below.

Any **salaried/non-benefited/exempt** employee like GA or Temporary Lecturer do not need to enter time or absence. Some units are also using, and will continue to use, Time Clock Plus or AIM to enter time, which then feeds into HCM.

Your use of these modules will depend on your employee assignment(s)

| Hourly Non-Benefited (*with or without multiple assignments) | Salaried Non-Exempt with multiple assignments | Salaried Non-Exempt with single assignment | Benefited Salaried Exempt | Salaried Non-Exempt Non-Benefited (i.e. GAs, Temp Lecturers) |
|--|--|---|---------------------------|--|
| Manage Time Cards or TimeClock Plus /AIM | Manage Time Cards *for time and absence | Manage Time Cards | Ma. Time | Ma. Time |
| Abs. Records | Abs. Records | Manage Absence Records | Manage Absence Records | Abs. Records |

Required Training for System Access

Prior to employees receiving access to enter their time and absences in HCM, they are **required** to complete the online training. This training will become available mid-March and will be accessible in the [Employee LearnCenter](#) under 'My Learning Plans.'

Again, if hourly non-benefited employees do not enter their time, they will not be paid. Supervisors must approve all time, or the hourly non-benefited employee will not be paid (this includes units using AIM and TimeClock Plus, all time approvals must be made in HCM). Thus, completing training is critical.

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.

Best,

The WyoCloud Team

