



Greetings,

We are excited to inform you that training for the next phase of HCM is now available. Trainings include time and absence (vacation, sick and other leave) entry and supervisor approval. **Specific web-based training(s) have been assigned based upon your primary assignment with UW and are required for access to phase 2 functionality.** See [My Learning Plans](#) in the Employee LearnCenter to find your assigned training.

It is critical that you take your training in order to have the correct access to the system to enter and approve time and/or absences. If you are a supervisor and neglect to approve time for hourly, non-benefited positions, they will NOT be paid. Likewise, hourly non-benefited employees who do not take training will not have access to the system to enter time and will not be paid. Hourly non-benefited employees will be paid during a future regular payroll after both have occurred.

If you have questions regarding where you enter your time and/or absences, please see the depiction below. Note that the training assigned differs depending on your assignment category.

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	Salaried Exempt	Salaried Non-Exempt Non-Benefited (ie: GAs, Temp Lecturers)
Manage Time Cards or TimeClock Plus /AIM	Manage Time Cards *for time and absence	Manage Time Cards	Manage Time Cards	Manage Time Cards
Absence Records	Absence Records	Manage Absence Records	Manage Absence Records	Absence Records

- **Hourly, non-benefited appointment:** enter time in Time and Labor (select departments use TimeClock Plus or AIM for primary time entry, however any corrections will be made in HCM)
- **Salaried, non-exempt with multiple assignments:** Time and Labor module
- **Benefited, non-exempt with single assignment:** Time & Labor and Absence modules
- **Benefited, salaried, exempt:** Absence module

If you have a second assignment of a different type (ie: primary assignment is benefited exempt plus a secondary hourly non-benefited assignment), you will need to use the [Course Catalog](#) to enroll in training relevant to your secondary assignment.

If you are uncertain of your employee assignment, please see the quick reference guide, "[Reviewing Employment Details](#)".

In addition, registration is now available for optional in person practice sessions in the Employee LearnCenter's [Course Catalog](#) under the WyoCloud HCM category. Quick reference guides will be available on March 18th in the [WyoCloud HCM Knowledge Base](#).

If you have any questions, please contact the Help Desk at 307-766-4357, Option #1 or userhelp@uwyo.edu.

Best,

The WyoCloud Team

Resources

- [HR Website](#)
- [Employee Handbook](#)

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