HCM TIME, LABOR, AND ABSENCE REMINDER

Greetings,
As a reminder, starting on April 7th, the remainder of the HCM system, including Time & Absence and Benefits, will be live for all benefited and non-benefited employees. With this in mind, please make note of the following dates regarding Time and Absence reporting.

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

Hourly, Non-Benefited (HNB) employees **must enter time into HCM (or through an approved time clock system) every biweekly period and by the published deadlines. Supervisors must also approve this time, by the published deadline, for a payment to be processed on the scheduled payroll.** The first bi-weekly pay period in HCM will be for time April 7-April 20 and:

- Enter time each day, but no later than April 23.
- Supervisors approve time no later than April 24.
- Pay day: May 1, 2019

Salaried Benefited, Non-Exempt (SAL) employees **must also enter time into HCM (or through an approved time clock system) every biweekly period and by the published deadlines. Supervisors must also approve this time, by the published deadline.** While it is not required for hours to be entered for a salaried employee to receive pay, it is monitored and departments will be notified if an

employee's time is not entered in a timely manner. Continued lateness of time can lead to corrective action for the employee. The deadlines for submitting the time and approvals are currently the same as hourly employees, but, are subject to change. The payday for salaried employees will continue to be the last working day of month.

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 April 1 and thereafter:*
  - Need to be entered **by the employee in HCM starting on April 7**. This entry includes any time taken after April 1.

All employees must complete the on-line training before you will have access to enter time or absence in HCM. Training can be found in the Employee LearnCenter under My Learning Plans.

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

Contact Information

The WyoCloud Team
Email:wyocloud@uwyo.edu
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
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