



Greetings,

We are now live with HCM Time Entry! Time for hourly, non-benefited employees must now be entered in HCM. Departments using Time Clock Plus (TCP) / AIM will continue to use these systems.

If you are a supervisor and neglect to approve time for hourly-non-benefited employees by the payroll deadline each pay period, they will NOT be paid. These approvals will occur every two weeks.

In order to view and enter time in HCM, all employees will need to complete their required on-line training located in the Employee LearnCenter. Below is information regarding the modes of training available, as well as additional resources.

Resources & Training Available:

- Online Training: Required for all employees and tailored to your employee type. Available in the [Employee LearnCenter](#) > My Learning Plans.
- Quick Reference Guides: Accessed through HCM > [Help & Training](#)
- In-Person Training: Registration available in the [Employee LearnCenter](#) > Course Catalog.

As a supervisor, you will receive email notifications as well as bell notifications to let you know when time entry approvals are to occur. If you would like to have these emails automatically sent to an outlook folder, here is a link to the [Quickly Create Rules In Outlook](#) quick reference guide. If you will be out of the office during the approval week, please see the Vacation Delegation process below.

Updated User Interface & Newsfeed are Live

We are excited about this new user interface and all the benefits this will provide users. As part of the updated user interface going live today, announcements are a new feature on the front page of WyoCloud. We encourage you to open WyoCloud and view your Announcements regularly for important updates such as approval deadlines, system maintenance, and tips and tricks.

With this new user interface, all of the same features are still accessible, however, they might be in a slightly different location. An [instructional video](#) is linked in the Announcements section of the WyoCloud homepage. If you would like to customize your homepage view, see the [Customizing Your WyoCloud Dashboard](#) Quick Reference Guide.

Vacation Delegations

If you are a supervisor who will be away on vacation during an upcoming approval time period, please be sure to set up a vacation delegation prior to leaving for vacation to ensure your employees' time will be approved on time for them to get paid.

Supervisors must approve time the Monday-Wednesday following each bi-weekly pay period.

The [Manage Vacation Rule for Delegating Approvals](#) quick reference guide is a great step by step resource. To review the approval deadlines, please see the [Payroll Deadlines](#) > Fiscal Year 2019 calendar. Note vacation rules can *only* be used for true vacations, long term delegation is not permitted.

If you need assistance regarding time entry, training, access, or any other items related to Go-Live, assistance will be available tomorrow. Please contact the Help Desk at 307-766-4357, Option 1 or userhelp@uwyo.edu.

Best,

The WyoCloud Team

Resources

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

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