EMPLOYEE TERMINATIONS, ASSIGNMENT CHANGES & P–CARDS

Greetings,

Below please find three updates from the WyoCloud Team.

Employee Terminations, Assignment Changes & P-Cards
When an employee within your unit leaves the university, **it is critical that you contact [Procurement](#) as soon as possible if the employee has a p-card**, so that Procurement can cancel their p-card. If p-card transactions are posted to WyoCloud Financial Management after an employee is terminated, additional effort is required to process these transactions. Notifying Procurement as soon as you know of an employee termination will **save you time when it comes to processing these transactions**.

Additionally, if an employee has a p-card and is simply transitioning to another unit on campus, please also let Procurement know as they can either cancel the employees p-card or reassign the p-card to the employee's new unit if that is the new unit's desire.

HCM Business Process Deep Dive Reminder
Today from 3:00-4:00 p.m. in Classroom Building 310 the WyoCloud team is hosting a campus Deep Dive session to share some how some key business processes will be structured in the new Human Capital Management system. This sessions will share business process maps associated with these key process so you understand how different transactions will be completed in the system. This session will also be available via WyoCast:
https://wyocast.uwyo.edu/WyoCast/Play/1f5b42169c6d455a825c09b9224c9c441d

System Maintenance
WyoCloud Financial Management will be down for regular maintenance beginning **Friday, September 21 at 8:00 p.m. through Saturday, September 22 at 4:00 p.m**. Users will be unable to access the system during this time. Please be sure to log out of the system by 7:30 p.m. on Friday, September 21.

Thanks,

The WyoCloud Team

Contact Information

The WyoCloud Team
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www.uwyo.edu/wyocloud

Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu