



Greetings,

As we are three days away from the HCM Time & Absence Go-Live, we want to provide you with a reminder regarding Time Entry changes. The following changes will take effect on Sunday, June 16:

- Time Entry for Hourly, Non-Benefited Employees:** Hourly, non-benefited employees will need to start entering and approving time in HCM. If you use TCP / AIM for time entry, please continue the same process.

Remember, if hourly, non-benefited employees do not enter time, they will not be paid. Likewise, if supervisors then do not approve that time, employees will also not be paid. A schedule of time entry and approval periods is below.

Resources & Training Available:

- Quick Reference Guides: Accessed through HCM > [Help & Training](#)
- In-Person Training: Registration available in the [Employee LearnCenter](#) > Course Catalog.
- Online Training: Required for all employees and available in the Employee LearnCenter > My Learning Plans
 - If the online training is completed by Friday at 3:00 p.m., employees will receive access to Phase 2 Modules starting Sunday morning.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Supervisors: Approve Time in HCM	Last Day to Enter Time in HCM Approve Time in HCM	Supervisors: Last Day to Approve Time in HCM			
Days Worked to Be Compensated on Upcoming Pay Day						
			Pay Day			
Days Worked to Be Compensated on Upcoming Pay Day						
	Supervisors: Approve Time in HCM	Last Day to Enter Time in HCM Approve Time in HCM	Supervisors: Last Day to Approve Time in HCM			
Days Worked to Be Compensated on Upcoming Pay Day						
			Pay Day			
Days Worked to Be Compensated on Upcoming Pay Day						

If you have additional questions regarding changes occurring with the HCM Time & Absence Go-Live, 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](#)

Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Room 139, Wyoming Hall
Phone: (307) 766-2377
Fax: (307) 766-5607