

Good afternoon,

As we approach the WyoCloud Time & Absence Go-Lives, we want to highlight some key dates that will be important to you in this transition. On June 16th we will open HCM time entry for hourly non-benefited (part-time, hourly employees). On, July 1st we will open HCM absence tracking for all benefited employees and time entry for salaried non-exempt benefited employees.

June – July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16 Hourly, Non-Benefited Time Entry Go Live in HCM	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1 Salaried, Non-Exempt Time & Absence Entry Go Live in HCM	2	3	4	5	6

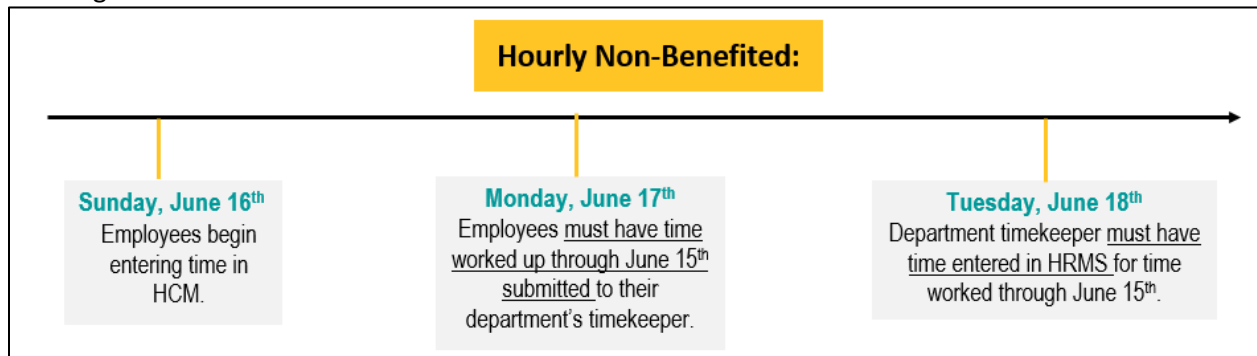
Detailed Timeline for Transition:

Time Entry Transition Dates

For Hourly, Non-Benefited (Part-time, student) employees:*

- **Monday, June 17th:** Employees must have time worked submitted to their department’s timekeeper for the time up through June 15th.
- **Sunday, June 16th:** Employees begin entering time in HCM for June 16th forward.
- **Tuesday, June 18th:** Department timekeepers must have time entered in HRMS for time worked up through June 15th.

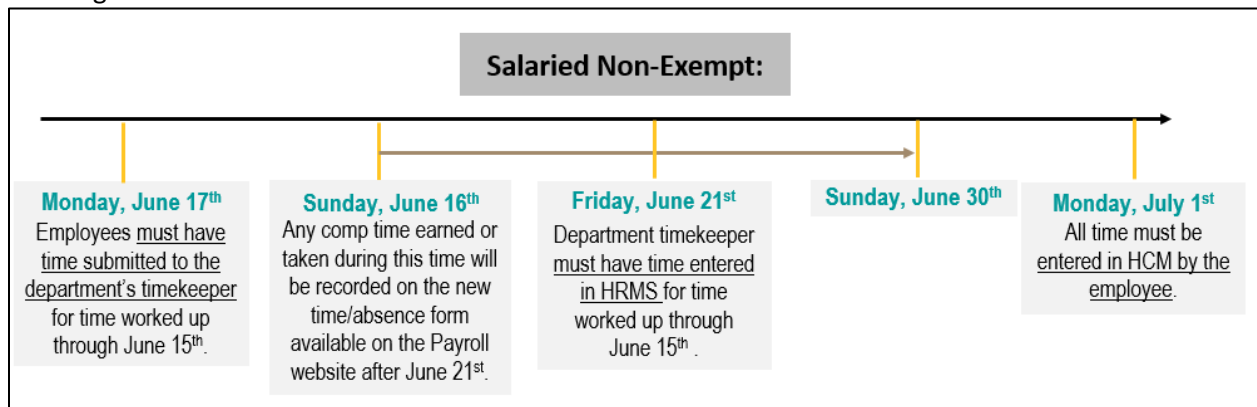
*Please note: Departments currently using Time Clock Plus/AIM will continue their normal process of entering time.



For Salaried Non-Exempt (Benefited employees paid monthly and able to receive overtime compensation):*

- **Monday, June 17th:** Employees must have time worked submitted to the department's timekeeper for time worked up through June 15th.
- **Sunday, June 16th – Sunday, June 30th:** Any comp time earned or taken during this time will be recorded on the new time/absence form available on the [Payroll website](#) available on June 24th. This form will need to be submitted to Payroll by July 15th.
- **Friday, June 21st:** Department timekeepers must have time entered in HRMS for time worked up through June 15th.
- **Monday, July 1st:** Employees begin entering time in HCM for July 1st forward.

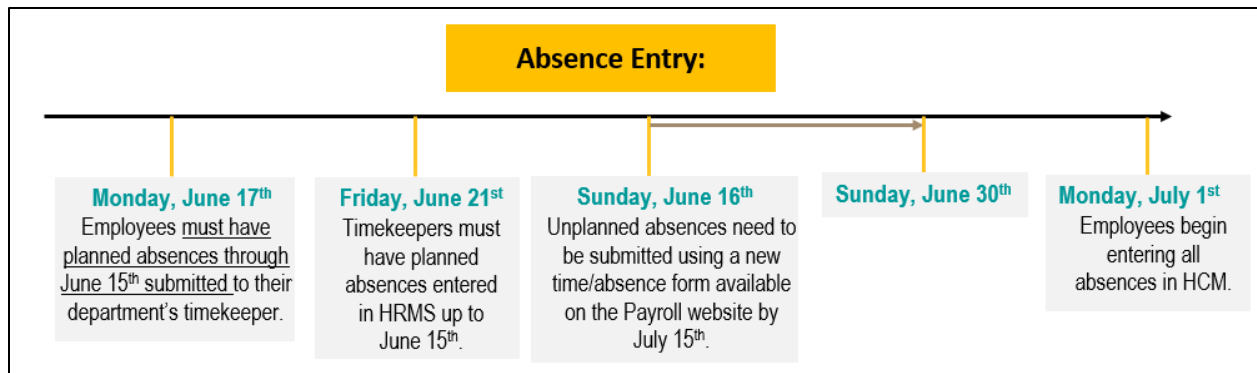
*Please note: Departments currently using Time Clock Plus/AIM will continue their normal process of entering time.



Absence Entry Transition Dates

For Benefited Employees (All employees who receive a benefits package)

- **Monday, June 17th:** Employees must have planned absences through June 15th submitted to their department's timekeeper.
- **Friday, June 21st:** Timekeepers must have planned absences entered in HRMS for absences up to June 15th.
- **Sunday, June 16th – Sunday, June 30th:** Unplanned and planned absences need to be submitted using a new time/absence form on the [Payroll website](#) available on June 24th. This form needs to be submitted to Payroll by July 15th.
- **Monday, July 1st:** All benefited employees shall begin entering their own absences in HCM.



Additionally, thank you to those who viewed or attended yesterday's Timekeeper/Time & Absence Deep Dive presentation. We hope that the information provided was helpful for you in the last phase of transitioning from HRMS to HCM.

If you were unable to view this presentation live or attend, the [WyoCast recording](#) is available and the presentation slides are also available on the WyoCloud webpage under [Communications](#). We will also be having a similar presentation on June 13th with more details to come soon.

We encourage supervisors to review this key document with their teams to ensure they understand these time and absence transition dates.

If you are unsure of your employee type, please contact your supervisor for clarification. If you have additional questions about the timeline for transition from HRMS to HCM, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, Option #1 or Human Resources at 307-766-2377.

Best,

The WyoCloud Team