



TIMEKEEPERS CUTOVER REMINDER

Good Morning Timekeepers,

Since we are a few days from go-live, we want to provide you with a reminder of upcoming dates that may impact you as we transition from HRMS to HCM.

Date	Hourly Non-Benefited Employees
Friday, June 14 th	Employees need to have training completed by 3:00 p.m. in order to have access to HCM Time entry on June 16 th .
Sunday, June 16 th	Employees begin entering time in HCM.
Monday, June 17 th	All employees must have time worked up through June 15 th submitted to their department's timekeeper.
Tuesday, June 18 th	Department timekeepers must have time entered in HRMS for time worked through June 15 th .
Date	Salaried Benefited Employees
Sunday, June 16 th – Sunday, June 30 th	Any compensatory time earned or taken and planned/unplanned absences during this time will be recorded on the new time/absence form available on the Payroll website after June 24 th .
Monday, June 17 th	Employees must have time / planned absences submitted to the department's timekeeper for time worked up through June 15 th .
Friday, June 21 st	Department timekeepers must have time / planned absences entered in HRMS for time worked through June 15 th .
Friday, June 28 th	Employees need to have training completed by 3:00 p.m. in order to have access to HCM Time &/or Absence entry on July 1 st .
Monday, July 1 st	All time/absences must be entered in HCM by the employee.

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

Contact Information

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

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