WyoCloud Update:

Time, Absence, & Effort

June 14, 2019

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Agenda

- **Important Business Process Changes**

- **HRMS to HCM Timeline for Transition**

  - HRMS to HCM

  - Time Entry Transition from HRMS

  - Absence Transition from HRMS

- **Effort Reporting**

Agenda

- **Updated User Interface Orientation**

- **Time & Absence**

  - Time & Absence Module

  - Requesting Absence in HCM

  - Entering Time in HCM

  - Approving & Entering Time in HCM for Hourly Employees

  - Bi-Weekly Approvals – One Pay Period

  - Bi-Weekly Approvals – Full Month Cycle

  - Time & Absence Training and Resources

Important Business Process Changes

1. **Hourly, Non-Benefited Employees Transferring to a Salaried Position**

   - With the new HCM Time & Absence system, if an hourly, non-benefited employee is transferring to a salaried position, they will need to have an end date of the end of the bi-weekly pay period. Their start date can be effective the first day of the next pay period or any time afterwards. These transfers will not be able to happen mid-pay period for the employee to be compensated correctly.

2. **Employees Moving from a Benefited Position to Hourly, Non-Benefited**

   - When someone transfers from a benefited to hourly, non-benefited position, the original benefited assignment should be terminated *after* the employee is fully hired into the hourly, non-benefited position.

3. **Hourly, Non-Benefited Termination Dates**

   - When an hourly, non-benefited employee is terminated or has an assignment end, the termination date will need to be last day of the pay period for which the person worked. The Last Day worked field can be entered as their final working day.

To print and post these business process changes, please go to:
WyoCloud > Communications > Human Capital Management > June 14, 2019

WyoCloud

4. Backdated / Delayed Hiring

- In order to get new hires processed and in the Payroll system correctly, they need to be fully approved through the recruitment system no later than their processed start date.

- For example, if an employee is set to start working July 1st, they need to be hired on or before July 1st. Once a start date has been approved and entered into the system, the person cannot start working before that date.

5. Salaried Non-Exempt Employee Absence Entry

- As an employee, if you have earned compensatory time available, you must use compensatory time prior to using sick and/or vacation time for your absences. Additionally, compensatory time can only be used in months after it was earned.

- For example, if you earned 5 hours of compensatory time in May, and you took a day off in June, you would select 5 hours of compensatory time and 3 hours of vacation to cover the full 8 hours of work you took off.

6. Awards

- **HCM is a chronology-based system**. If you need to provide a monetary award to someone, it needs to be submitted and approved before you submit their termination.

To print and post these business process changes, please go to:
WyoCloud > Communications > Human Capital Management > June 14, 2019

HRMS to HCM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14	15
16 Hourly, Non-Benefited Time Entry Go Live in HCM	17	18	19	20	21	22
23	24	25	26 Last biweekly pay check from HRMS	27	28 Final monthly pay check from HRMS	29
30	1 Salaried, Non-Exempt Time & Absence Entry Go Live in HCM	2	3	4	5	6

Time Entry Transition from HRMS

Hourly Non-Benefited:

Sunday, June 16th
Employees begin entering time in HCM.

Monday, June 17th
Employees must have time worked up through June 15th submitted to their department's timekeeper.

Tuesday, June 18th
Department timekeeper must have time entered in HRMS for time worked through June 15th.

Salaried Non-Exempt:

Monday, June 17th
Employees must have time submitted to the department's timekeeper for time worked up through June 15th.

Sunday, June 16th
Any comp time earned or taken during this time will be recorded on the new time/absence form available on the Payroll website after June 21st.

Friday, June 21st
Department timekeeper must have time entered in HRMS for time worked up through June 15th .

Sunday, June 30th
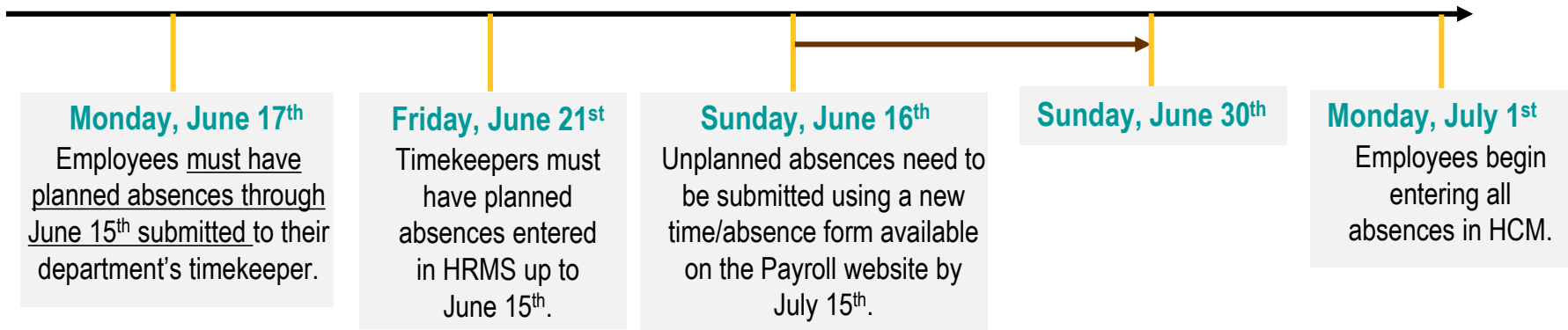
Monday, July 1st
All time must be entered in HCM by the employee.

*Employees on third party systems (AIM / TCP) will continue to record time in those systems.

Absence Transition from HRMS

For absence (leave) balances to be correctly transferred into HCM for the July 1 absence go-live, all absences up to **June 15th** **MUST** be entered in HRMS by the department timekeeper prior to **June 21st.**

Absence Entry:

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 up to June 15th.

Sunday, June 16th
Unplanned absences need to be submitted using a new time/absence form available on the Payroll website by July 15th.

Sunday, June 30th

Monday, July 1st
Employees begin entering all absences in HCM.

*Employees on third party systems (AIM / TCP) will continue to record time in those systems.

Effort Reporting

- **HRMS Effort Reporting Ends 6/30/2019**

- **New System: ECC**

- **Changes to Effort Reporting**

  - Time frame for reporting changes from monthly to quarterly

  - No longer certifying individual, certifying the project/grant

  - No longer paper, all reviews and certification is electronic

  - Department Acct. reviews and PI certifies

- **Due to timing of Payroll Go Live, the 1st certification will be in September or October**

Updated User Interface Orientation

Pros:

Improved user experience when entering time and requesting absence, including a decrease in number of steps needed to complete actions.

Works better on mobile devices. This is very important for Approvals and for Time entry.

Only trained once on Time & Absence, not learn one way just to be changed in couple months.

News feed announcements focused within WyoCloud. Topics such as Payroll deadline reminders, financial closings, and new tips and tricks are effectively communicated.

How to Set Favorites

How to locate:

- Contracts
- Expenses
- Invoices
- Procurement
- Reports & Analytics
- Employee LearnCenter
- Quick Reference Guides (QRGs)
- Employee Self-Service
- My Team
- Recruiting
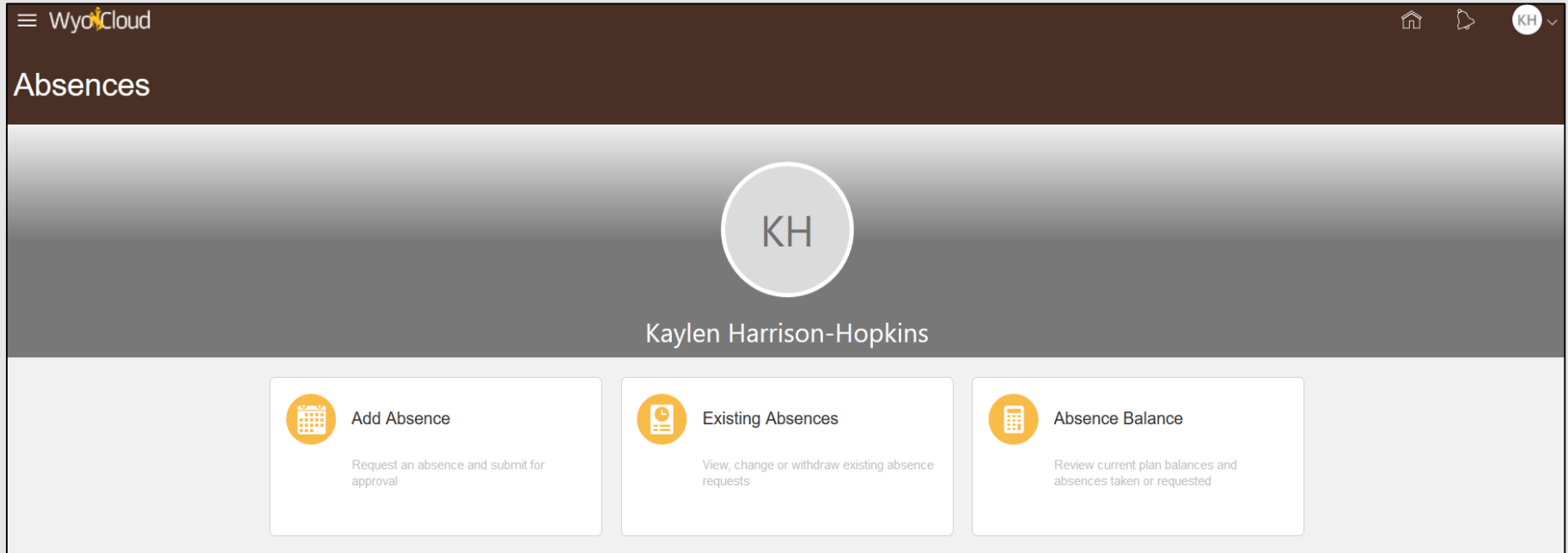
DEMO

Your use of this module will depend on your employee assignment(s):

Hourly Non-Benefited (*with or without multiple assignments)	Salaried Non-Exempt with multiple assignments	Salaried Non-Exempt with single assignments	Benefited Salaried Exempt	Salaried Exempt Non-Benefited (ie: GAs, Temp. Lecturers)
Manage Time Cards or TimeClock Plus/AIM	**Manage Time Cards *for time and absence**	**Manage Time Cards**	~~Manage Time Cards~~	~~Manage Time Cards~~
~~Manage Absence Records~~	~~Manage Absence Records~~	**Manage Absence Records**	**Manage Absence Records**	~~Manage Absence Records~~

*If you are unsure of your employee type, please contact your supervisor, decentralized human resource representative, or Human Resources.

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Requesting Absence in HCM

Hourly employees must enter their time (either in HCM or via TimeClock Plus/AIM) and **SUPERVISORS** must approve time **in HCM** or **EMPLOYEES WILL NOT BE PAID.**

Bi-Weekly Approvals – One Pay Period

Bi-weekly payroll runs Sunday through Saturday. There are **3 days** available to approve your employee's time the week prior to pay day.

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

*Please Note: Any employee that is salaried, non-exempt and has 2 assignments, will not receive approval on both assignments at the same time.

Bi-Weekly Approvals – Full Month Cycle

Bi-weekly payroll runs Sunday through Saturday. There are **3 days** available to approve your employee's time the week prior to pay day.

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						

Time & Absence Training

Phase II online training: updated June 6, 2019**

The following trainings will be **required** to obtain access to features included in phase II: time entry/approval, absences, benefits and payroll. All will be automatically assigned in **My Learning Plans of the Employee LearnCenter**, based upon each employee's primary assignment.

- Employees with multiple assignments may need to search the Course Catalog for training relevant to their second assignment.

WyoCloud Basic Access for Salaried Exempt Employees	WyoCloud Basic Access for Salaried Non-Exempt Employees	WyoCloud Basic Access for Hourly Non-Benefited Employees	WyoCloud Access for Salaried Exempt Non-Benefited Employees
Basic Employee System Access Learning* Plan	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*
WyoCloud Requesting/Entering an Absence	WyoCloud Time Entry in HCM	WyoCloud Time Entry	
	WyoCloud Requesting/Entering an Absence	HCM Time Entry Acknowledgement	
	HCM Time Entry Acknowledgement		

Supervisors
Manager/Supervisor Access Learning Plan*
Approving Absence and Time
HCM Absence and Time Approval Acknowledgement (with electronic signature)

**NOT required to take again if completed prior to June 6th, <u>but recommended</u>.

*Existing trainings. If already completed for HCM Phase I, will **not** need to be completed again.

Time & Absence Training

In addition to online trainings, Quick Reference Guides and In-Person practice sessions will be available.

What?	Description	When available?
Quick Reference Guides	Step by step guides on how to complete transactions. Available on the WyoCloud Knowledge Base.	**June 6**
In-Person Practice Sessions	Opportunity for practice of common transactions guided by SMEs. *Audience*: Sessions divided by employee type (exempt, benefited non-exempt, hourly).	*Registration: LIVE Sessions: June 5 - July*
In-Person Practice Sessions - Targeted	Opportunity for practice of common transactions guided by SMEs. *Audience*: Targeted to specific departments with large number of individuals who record time in HCM. Will be tailored to department needs.	*Sessions: June 5 - July*

Time & Absence Training

If you have additional questions, please contact:

Help Desk: **userhelp@uwyo.edu** or **766-4357, Option #1**

WyoCloud: **wyocloud@uwyo.edu**

Human Resources: **307-766-2377**