# UPCOMING WYOCLOUD TRAINING OPPORTUNITIES, ABSENCE/PAYROLL FAQS, AND MONTHLY MAINTENANCE REMINDER

Greetings,

Please see below information:

**Upcoming Available In-Person Training**

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| **WyoCloud Pivot Tables Training** |
| *Wednesday, October 16th from 9:00-10:30a.m., ITC 173* |
| This workshop will cover how to use basic pivot table features to analyze and interpret your data and additional features to further leverage the Account Analysis Report.  The session will conclude with a chance to explore your own data and ask questions.  You can sign up for this training on WyoLearn. |
| **Individual Working Session** |
| *Thursday, October 17th from 3:00 – 4:30p.m., ITC 173* |
| The WyoCloud team has recently transitioned these sessions to include both Finance and HCM in the same session.  Working Sessions allow for one-on-one support to answer questions or just be available for reference as you work through WyoCloud related tasks.  Employees can register in the Employee LearnCenter's Course Catalog.  Search for "In Person Practice Session." |

**New Absence/Time Entry and Payroll FAQs**

The HCM Employee section of the WyoCloud Knowledge Base has been reorganized to make finding absence and time entry as well as payroll related Quick Reference Guides easier.  The new Time/Absences Entry & Payroll Guides subcategory under the Employee category provides one central place to find all guides such as setting payroll direct deposit and entering time/absences.

Also a new Frequently Asked Questions page has been added to this section.  Included are all tips that have been sent via email since the time/absence/payroll go-live this summer.

**Regular Monthly Maintenance**

WyoCloud Financial Management & HCM system will be down for monthly maintenance on **Friday, October 18 from 7:00 p.m. – Saturday, October 19 7:00 a.m.** During this time, the system will be unavailable. Please be sure to log out of the system by **6:30 p.m. on Friday, October 18.**

The maintenance and update schedule can be found here. It is recommended users add these dates to their calendar

Best,

The WyoCloud Team

**Contact Information**

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