

Finance & HR Update

November 14,
2019



Agenda

- **Human Resources**
 - General Updates
 - Updated Recruiting Email Notifications
- **Finance**
 - Expense Report Approval Email Enhancement
- **WyoCloud Quarterly System Update**
 - New! Global search on homepage
 - Improvements to Absences: addition of accrual details, etc.

Human Resources: General Updates

- HRMS Sunset: Items to download
 - Past pay slips
 - Previous W-4s (2019 W-4s will be available in HCM)
 - PDQ (if desired)
- Decentralized Human Resources: Area of Responsibility

Current Notifications

- Notification of Candidate Progression
 - “This is a notification indicating that this Requisition: Office Associate, Senior, Requisition ID# 19001236, is progressing. At least one candidate has just been moved to: **Screen (Requires EEO Approval), To be Reviewed by Hiring Manager .**”
- New Step Reached
 - “A new step has been reached in the selection process for your requisition Office Associate, Requisition ID #19001237: **Screen (Requires EEO Approval) , Under Review by Hiring Manager .**”
- FEEDBACK – These messages were too cryptic and unclear as to what action owners needed to take

Updated Notifications

- Notification of Candidate Progression and New Step Reached Notifications
ALL turned OFF – you should no longer receive these.
- Staffing Partners have identified important steps of the process for Hiring Managers and Hiring Manager Assistants to receive notifications that relate to the following:
 - Requisition Process
 - Job Posting
 - Candidate Application
 - Status Changes
 - Job Unposting
 - Offer Process
 - Hire Complete

Requisition Approval Request

Who: Approver(s)

Your approval is requested for the following Requisition:

Requisition Title: **Director**

Requisition ID: **19001240**

Requested by: **Deborah Maria Marutzky**

Comments: **test**

Click "Respond..." to view more details and respond to the approval request as soon as possible.

[Respond...](#)

Requisition Posting Notification

Who: Hiring Manager / Hiring Manager Assistant

Please note that a job advertisement has been posted for the following requisition:
19001240 - Director, by Deborah Maria Marutzky.

Questions regarding this posting can be directed to the Staffing Partner - Deborah Maria Marutzky. Further instructions will be communicated by the Staffing Partner for this position soon.

Best Regards,
UW Talent Acquisition Team

Application Notification

Who: Hiring Manager / Hiring Manager Assistant

Dear Hiring Manager and/or Assistant,

An application has been received for the following requisition: 19001240 - Director.

Candidate information: [Deborah Maria Rulf](#) - You can view the candidate's application and profile by clicking their name or navigating to Recruiting via HCM.

Please direct any questions you may have to the Staffing Partner for this position: Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Job Unposting Notification

Who: Hiring Manager / Hiring Manager Assistant

The posting of the requisition Office Associate, Senior (19001236) has expired and is no longer posted for applicants.

For further information, please contact Deborah Maria Marutzky at the following email address: drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Request Interview Approval

Who: Hiring Manager / Hiring Manager Assistant

Thank you for marking candidate(s) for the 1st Round Interview review/approval process for requisition 19001239 – Lecturer, Asst. Additionally, ensure you've submitted your initial matrix to the Staffing Partner and/or EEO, if required, for review - please allow up to 3 business days for a full review and approval.

Best Regards,
UW Talent Acquisition Team

Updated Recruiting Notifications

1st Round Interviews Approved

Who: Hiring Manager / Hiring Manager
Assistant

Thank you for supplying your initial matrix for review - EEO has reviewed the information you've provided and have approved you to move forward in the search/selection process.

Next Steps:

- Contact candidates to Schedule Interviews. The system will allow for you to track scheduled interviews - please see the [Quick Reference Guide for Scheduling Interviews](#).
- OPTIONAL: Work with your Staffing Partner to create a competency-based interview guide, and provide the guide/questions to your Staffing Partner BEFORE interviews for review and approval.
- Conduct interviews.
- Update your matrix to include interview criteria, notes and justifications for each candidate on the interview list.

Once interviews have been completed and the department has decided on the next course of action (failed search, additional interviews, final candidate selection review process, etc.) please contact your Staffing Partner, and ensure you're following [posted hiring processes](#): Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Request Final Candidate Selection Approval

Who: Hiring Manager / Hiring Manager Assistant

Thank you for marking candidate(s) for the final candidate selection review/approval process for requisition 19001239 – Lecturer, Asst. Additionally, ensure you've submitted your final matrix to your Staffing Partner and/or EEO, if required, for review - please allow up to 3 business days for a full review and approval.

Best Regards,
UW Talent Acquisition Team

Final Candidate Selection Approved

Who: Hiring Manager / Hiring Manager
Assistant

Thank you for supplying your final matrix for review - EEO has reviewed the information you've provided and have approved you to move forward in the search/selection process.

Next Steps:

- Contact the approved final candidate to begin the negotiation process.
 - Obtain candidate's tentative [start date based on our hiring processes](#)
 - Finalize salary - ensure salary is divisible by 12
- Follow the appropriate offer process for the specific type of hire you're completing
 - [Administrative Offer Process](#) - provide Salary and Start date to Staffing Partner to continue
 - [Academic Offer Process](#) - DRAFT offer letter using appropriate Academic Affairs offer letter template to proceed

Contact your Staffing Partner with any questions, and ensure you're following [posted hiring processes](#): Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Offer Approval Request

Who: Approver(s)

Your approval is requested for the following Offer:

Requisition Title: **Director**
Requisition ID: **19001240**
Requested by: **Deborah Maria Marutzky**
Comments: **test**

Click "Respond..." to view more details and respond to the approval request as soon as possible.

[Respond...](#)

Offer Approval Decision Notification

Who: Hiring Manager / Hiring Manager Assistant

An event has occurred in the approval path of the offer prepared for candidate Billy Ray Cyrus related to requisition 19001240 - Director.

Approver Paula M. Lutz

Department Chemistry

Decision Deborah Maria Marutzky Approved on behalf of Paula M. Lutz

Approval Path

Approver	Decision	Date and Time	Comments
Deborah Maria Marutzky	Approved on behalf of David Todd Anderson	Oct 24, 2019, 4:50:18 PM	test
Deborah Maria Marutzky	Approved on behalf of Paula M. Lutz	Oct 24, 2019, 4:50:18 PM	test
Kate Curling Miller	-	-	-

This approval was requested by on October 24, 2019.



Offer to Candidate

Who: Candidate

Plus: Hiring Manager / Hiring Manager
Assistant are cc'ed.

Dear Deborah,

Congratulations on your offer for Office Associate in Chemistry, Requisition ID #19001237!
You are one step closer to your new exciting career with us.

What are your next steps?

To access and review your employment conditions, please click [here](#). Note: Firefox is the preferred browser.

- Your username is: DRULF12
- Your password is the same as your logon for the application. If you forgot your password please click on the "Forgot Password link" when you are presented with the sign-on page. DO NOT CREATE A NEW USER PROFILE.
- A copy of this email and instructions will be presented to you once you login, to review your offer, click Next Task.
- Review your Offer Letter
- Select your response from the drop-down
- Type in your **LAST NAME** in the E-signature box
- Click Submit

We are so excited that you are interested in joining our team! If you have any questions, feel free to contact me or any other UW Talent Acquisition member at any time.

Sincerely,
Deborah Maria Marutzky
drulf@uwyo.edu

A Background Check Has Been Initiated

Who: Hiring Manager / Hiring Manager Assistant

A background check has been requested for Billy Ray Cyrus for 19001240 - Director. Please ensure that the candidate is expecting an electronic invitation (email) from our 3rd party background check vendor, Sterling Talent Solutions, and that they must initiate their background check within 3 business days in order to keep the hire moving smoothly. You will be notified when the background check is complete and clear, and if an issue arises, you will be contacted directly by HR.

For additional information, or if there are questions - please contact the Staffing Partner: Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Updated Recruiting Notifications

2nd Pass Notification

Who: Candidate

Plus: Hiring Manager / Hiring Manager
Assistant are cc'ed.

Welcome to University of Wyoming! We are happy that you have chosen to join our team. At this time you will need to provide further information to complete the application process for Requisition ID #19001240 - Director in Chemistry!

To supply your information and complete the hire - please follow the below instructions:

- [Navigate to the Career Section](#)
- Sign into the Career Section
 - Your username is: jkovacs94
 - Your password is the same as your logon credentials for the application. If you forgot your password, please click on the "Forgot Password" link when you are presented with the sign-on page. Do NOT create a new user profile.
- Find the requisition: 19001240 and click on the view/edit submission link
- Securely provide the requested information: DOB, SSN, Gender

Please direct any questions you may have about this process to the Staffing Partner for this requisition: Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Updated Recruiting Notifications

Hire Submitted for Processing

Who: Candidate

Plus: Hiring Manager / Hiring Manager
Assistant are cc'ed.

Dear Billy Ray Cyrus,

We are very happy to have you join our University of Wyoming Cowboy family. Please note that your hire information for the below position has been submitted for processing:

Director - 19001240, Chemistry

You can expect access to your UW email and account within 3-5 business days of receiving this email. Please see the [IT Login Information Page](#) for your login assignment once sufficient time has passed. Please note that access to the WyoCloud system can only be obtained after required trainings have been taken. Once you've obtained your UW credentials, please login and see the [Employee Learn Center](#) to view information regarding trainings.

Please direct any questions or concerns you may have to the Employment & Staffing Partner for this position - Deborah Maria Marutzky, drulf@uwyo.edu, 307-766-5612.

Best Regards,
UW HR Talent Acquisition Team



Requisition Filled

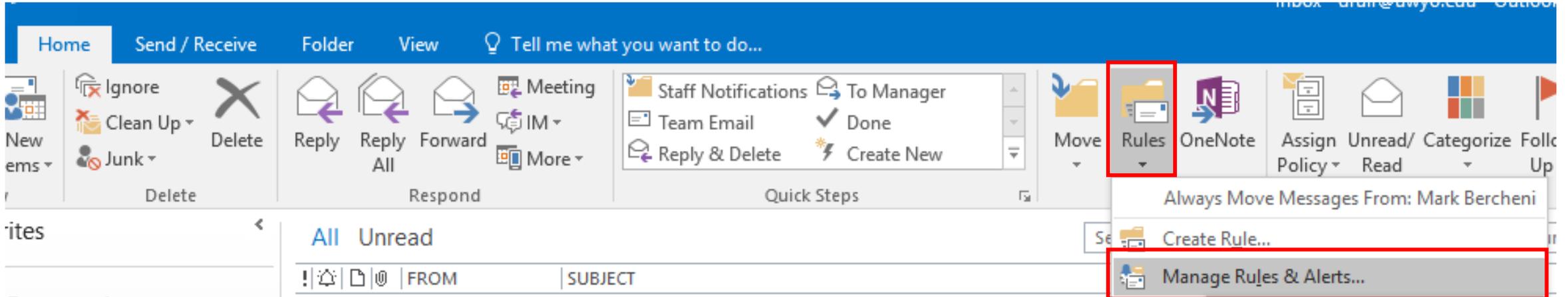
Who: Hiring Manager / Hiring Manager Assistant

The requisition 19001240 - Director for Chemistry has been filled and effectively closed. Questions or concerns about this can be directed to the Staffing Partner for this requisition: Deborah Maria Marutzky, drulf@uwyo.edu.

Best Regards,
UW Talent Acquisition Team

Updated Recruiting Notifications

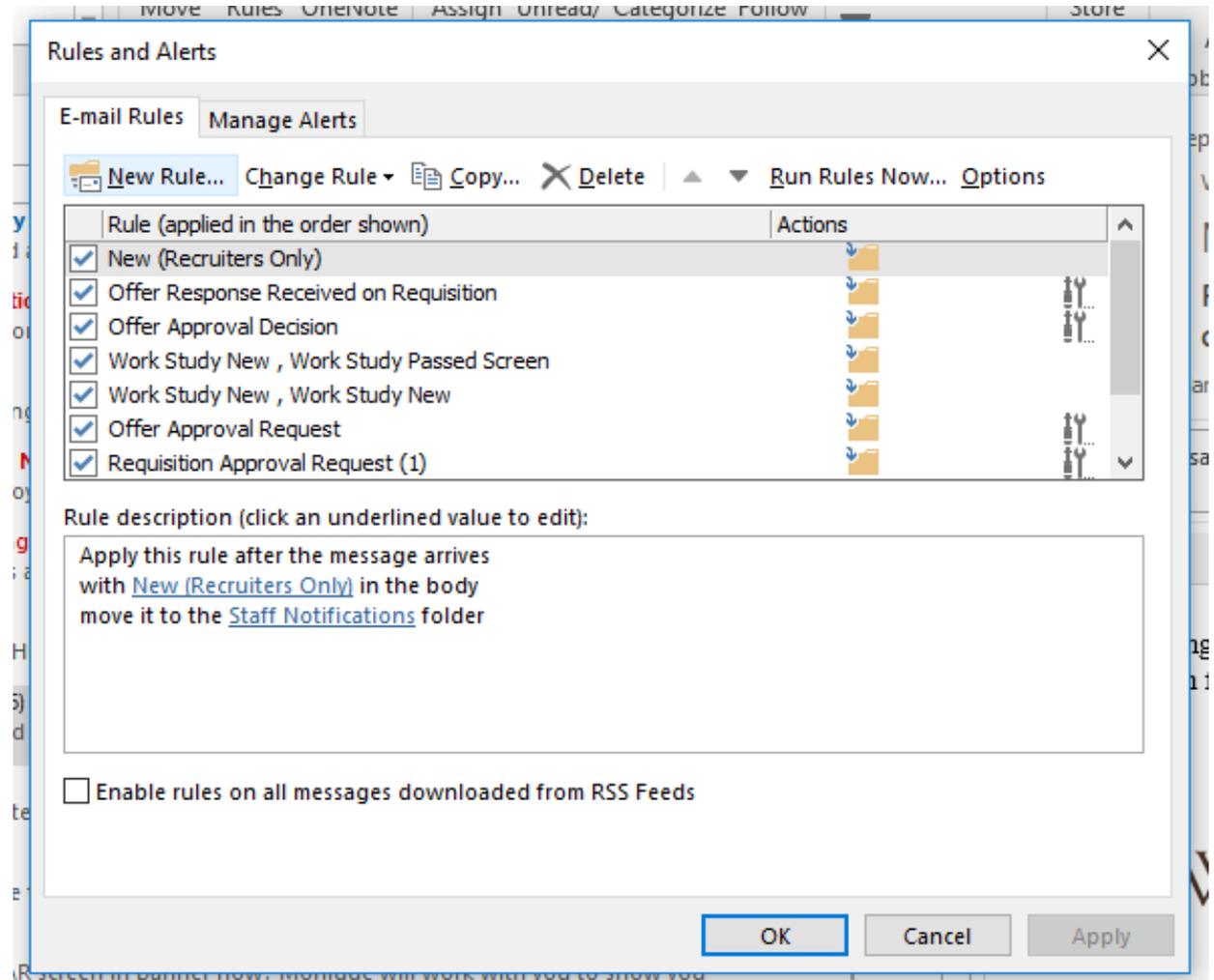
Outlook Rules



Outlook Rules

Step by step directions can be found by searching “Set Outlook Rules” in the Knowledge Base or using this link:

<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=15631>



Updated Recruiting Notifications

- Questions?
- Feedback
 - jobapps@uwyo.edu or 307-766-5612

Update to Expense Report Approval Emails

- Account string or project information for each transaction line is included within the body of all expense report approval emails.

Expense Report Approval

20.00 USD

Paul Kasper

EXP0087331670 submitted on 10/28/2019

Commercial-Scaling

Approve

Reject

Request Info

Expense Items	
10/21/2019 Split Funding	20.00
Hard Rock - Scaling	
Gillette, WY	

10/21/2019	10.00
Other Supplies - Supplies	
POET String: 1004172-School of Energy Resources Directors Office-Other Supplies-1	
Project Name: Commercial-Scale Carbon Storage Complex Feasibility Study at Dry Fork Station, Wyoming	
▲	

10/21/2019	10.00
Other Supplies - Supplies	
Account String: 10-64012-105-000001-21003-200-0000-0000-0	
▲	

WyoCloud Quarterly Update

Timeline:

- November 4-15: Financial Affairs/HR/IT testing
- Nov. 15, 5 pm: All users must be logged out of WyoCloud
- Nov. 15-17: Update applied to WyoCloud
- Nov. 18, 8 am: WyoCloud available to all users, training materials updated

New/Improved Features:

- System wide search bar added to homepage
- Updates to Absences
 - Additional detail added to absence balances – including accrual details!

Demo