



### Important Reminder to All Supervisors of UW Hourly, Non-Benefited and Work Study Employees

As a reminder, today (12/4) is the deadline for supervisors to approve time for their hourly, non-benefited and work study employees in HCM. Hourly, non-benefited and work study employees must have entered their time by 5:00 pm on 12/3 for supervisors to approve their time by 5:00 p.m. today. **If a supervisor fails to approve the time previously entered, hourly, non-benefited and work study employees may not receive a paycheck for the pay period on 12/11.**

Please note that Graduate Assistants, Temporary Lecturers and Salaried Non-Benefitted employees do not enter their time since they receive monthly paychecks.

If additional time is entered by the employee OR if there have been changes made to their time card, you will receive additional approval notifications. Please note that if your employee would like to adjust time that has already been submitted and approved, they will need to contact Payroll to make any changes.

Hourly Bi-Weekly Payroll Dates in HCM:			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
11/17/2019 – 11/30/2019	12/3/2019	12/4/2019	12/11/2019

### Notifications / Delegation

As a supervisor, you will receive email notifications as well as bell notifications to let you know when time and/or absence entry is ready for your approval. If you would like to have these emails automatically sent to an outlook folder instead of your main inbox, use the [Quickly Create Rules In Outlook](#) guide. If you will be out of the office during an approval period, please see the [Vacation Delegation Quick Reference Guide](#). The approval period will occur every other week for hourly non-benefited.

### Employees with Multiple Assignments

Please note that some employees have multiple assignments and will need to submit time separately for each assignment. Time should only be approved by supervisors for the time employees have worked for the assignment that the supervisor oversees. Please be sure to check that the time submitted matches the correct assignment on which it was submitted, especially for departments where the employee has multiple assignments within that department. If you have questions regarding approving time for employees with multiple assignments, please see the [Approving Time Cards in HCM Quick Reference Guide](#).

For more information on how to [approve time](#), please see the WyoCloud page in WyoWeb under Quick Reference Guides > HCM. These guides will provide step-by-step instructions. If you have additional questions, please contact Human Resources at 307-766-2377 or the Help Desk at [helpdesk@uwyo.edu](mailto:helpdesk@uwyo.edu) or 307-766-4357, select Option #1.

Best,

The WyoCloud Team

#### Resources

- [HR Website](#)
- [Employee Handbook](#)
- [WyoCloud Home](#)

#### Contact Information

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