



QUARTERLY SYSTEM UPDATE & CHANGES COMING WITH UPDATE

Greetings,

Please see the below updates and reminders:

Quarterly System Update

WyoCloud Financial Management & HCM will be down for a quarterly system update beginning Friday, February 21 at 5:00 p.m. through Monday, February 24 at 8:00 a.m. During this time the system will be unavailable.

Please be sure to log out of the system by 5:00 p.m. on Friday, February 21st.

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

System Changes Coming with the Update

After the system update this weekend, users will notice a few updated features in the system.

Approval Chain for Terminations Updated

Human Resources has simplified the approval workflow required to process terminations. Upon submission by a [supervisor](#) or [DHR](#), terminations will immediately route to Human Resources and Payroll. This will increase efficiency as supervisors will no longer be required to approve. Remember a letter of resignation (when available) as well as the [Termination Leave Option Form](#) (benefited employees only) should be attached.

In addition there are some small changes to how transactions are labeled in HCM. All associated functionality remains the same, action names have just been updated.

- Manage Salary will now be Change Salary
- Manage Compensation will now be Individual Compensation
- Manage Direct Reports (Manager Change as a DHR) will now be Direct Reports

All quick reference guides associated with these changes will be updated by Monday.

Best,

WyoCloud Team

Contact Information

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Need help with WyoCloud?
Contact the UW Help Desk
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