



## 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, May 15<sup>th</sup> at 5:00 p.m. through Monday, May 18<sup>th</sup> at 8:00 a.m.** During this time the system will be unavailable. We will send a communication when users are able to access the system again.

*Please be sure to log out of the system by 5:00 p.m. on Friday, May 15<sup>th</sup>.*

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 small updated changes in the system. These changes were presented during the Deep Dive Presentation on Thursday, May 14<sup>th</sup>. The recording of this presentation and slide deck can be found on the WyoCloud website under [Communications](#) at the bottom of the page or for your convenience follow this link for the recording: [Deep Dive Session Recording May 15, 2020](#)

#### Finance

- An Oracle bug has been identified for expenses that require itemization. This bug will be fixed by June 1<sup>st</sup>. It only affects expense reimbursements that require itemization and **does not** affect p-card transactions that require itemization.
- A workaround to the issue has been identified and the steps are outlined in the **attached document**. This process will not delay reimbursements.
- A communication will be sent to campus when the bug has been fixed and users can resume completing expense items that require itemization as normal.

#### HCM

- When adding an absence, the absence end date will default to match the start date. For multiple day absences, this end date will need to be updated to the final working day you plan to be gone.
- An enhancement to My Team page for supervisors has added the ability for supervisors to toggle between assignments on the compensation screen should any of their reports have more than one assignment.
- The Skills and Qualifications page has received an update. All the page functionality to add skills, education, degrees, etc. remains available. However users will notice the page has move to a new mobile responsive look and feel.

All changes will be reflected in the corresponding [Quick Reference Guides](#) on Monday.

Best,

The WyoCloud Team

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

© University of Wyoming