Greetings and Request for Your Assistance!

Time and Absence Entry for Benefited Employees

We are now fully live with HCM Time and Absence entry in HCM for all employee types. Starting today, salaried exempt employees will enter their absences in HCM for July 1st forward. Salaried non-exempt employees will enter both their time and absence in HCM for July 1st forward. Employees in departments using TimeClock Plus (TCP) or AIM will continue to use these systems for time entry and will NOT enter their time in HCM. Hourly employees have been entering time in HCM since June 16th.

Updated User Interface

My Team is a module within HCM that now utilizes an updated user interface. This updated interface brings improved functionality and features including the ability of supervisors to view all employees, including those with multiple assignments. Quick Reference Guides have been updated and can be viewed on the WyoCloud Knowledge Base under Human Capital Management > Supervisor/Manager.

Training

In order to view and enter time in HCM, all employees must complete required WyoCloud online training located in the Employee LearnCenter > My Learning Plans. If you have not completed all assigned WyoCloud trainings, you will not see the new time and absence features nor be able to view time on approvals.

Additional Training Resources:
- *Quick Reference Guides:* Accessed through WyoCloud > Help & Training
- *In-Person Training:* Registration available in the Employee LearnCenter > Course Catalog.

Vacation Delegations

If you are a supervisor who will be away on vacation during an upcoming approval time period, to ensure your employee's time will be approved on time, please be sure to set up a vacation delegation prior to leaving for vacation.

The Manage Vacation Rule for Delegating Approvals quick reference guide is a great step by step resource. To review the approval deadlines, please see the Payroll Deadlines > Fiscal Year 2019 calendar. Note vacation rules can *only* be used for true vacations, long term delegation is not permitted.

To view the full calendar of upcoming time and/or absence deadlines, please go to Payroll > Payroll Deadlines > Fiscal Year 2020. The first approval deadline for Hourly Non-Benefited time cards is Wednesday, July 3rd at 5 pm.

If you need assistance regarding time and/or absence entry, training, access, or any other items related to Go-Live, please contact the Help Desk at 307-766-4357, Option 1 or userhelp@uwyo.edu.

Best,

The WyoCloud Team

Resources

- HR Website
- Employee Handbook
- WyoCloud Home

Contact Information

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