Time Entry & Approval Reminder

As a reminder, there are two deadlines this week for entering and approving time in HCM for hourly bi-weekly payroll employees. **Please make sure that your time for the pay period of 6/16 – 6/29 has been entered in HCM by today, Tuesday, July 2nd in order to receive a paycheck on 7/10.** In addition, employee time needs to be approved by supervisors by 5 p.m. on Wednesday, July 3rd.
Please Note: DO NOT enter time in HCM if you are an employee who enters time through TCP or AIM.

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**
6/16/2019 – 6/29/2019	7/2/2019	7/3/2019	7/10/2019

Please see the Entering Time in HCM Quick Reference Guide for instructions on entering time. For directions on approving time, please see the Approving Time Quick Reference Guide. If you will be unavailable during a time approval period, be sure to set a Vacation Rule for Approvals Delegation. Also note, if you have not yet completed WyoCloud training under My Learning Plans in the Employee LearnCenter, you will not be able to enter or approve time until training is complete.

Benefits

Benefits are now available to view in HCM. To view your benefits, go to HCM > My Profile > Personal Information > Benefits. For a step by step guide, please view the Viewing Benefit Elections Quick Reference Guide. Please note that you will still go to the Employees Group Insurance Portal to make changes to your insurance benefits.

Payroll

Payroll is live in HCM, including direct deposit information and viewing payslips for payrolls July 1, 2019 going forward. We have brought over your current direct deposit information from HRMS to HCM, if applicable. If you would like to add or make changes to your current direct deposit information, you can log in to HCM and make those changes. You are able to have up to three different active direct deposits records and elect for different percentages or amounts of your paycheck to be divided out, if desired.   See the Editing Payment Methods for Payroll Quick Reference Guide for details. For assistance in viewing your Payroll Self-Service, please see the Viewing Payslip/Paystub Quick Reference Guide.

If you have questions on entering or approving time in HCM, please contact the Help Desk at helpdesk@uwyo.edu or 307-766-4357, select Option #1.

Best,
The WyoCloud Team

Resources

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

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