



## NEW COMPENSATION PLAN, MONTH-END CLOSE, REPORTS, AND SYSTEM MAINTENANCE REMINDER

Greetings,

Please see below updates and reminders:

### **New! Non-Benefited Compensation Plan Added**

A new compensation plan for non-benefited employees has been added under Manage Compensation in HCM. This plan allows DHRs and an employee's supervisor to initiate a one-time temporary increase or a one-time lump sum adjustment to a non-benefited employee. This plan is available for use with any type of non-benefited employee (i.e., Graduate Assistants, Hourly Non-Benefited, Temporary Lecturers, etc.).

Note this should only be used for a single compensation change, ongoing salary changes should be initiated from Manage Salary. The Manage Compensation Quick Reference Guides for [DHRs](#) and [Supervisors](#) have been updated with this information.

### **Month-End Close and Reports Available**

The month of August was closed on Wednesday, September 11 in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the [Account Analysis report](#). The Account Analysis report for August has been run for you, by division, and stored on the [UW warehouse](#).

Additionally, the macro file for the Account Analysis report has been updated to be compatible with Mac computers. Please use the updated macro located with the [Quick Reference Guide](#) on the Knowledge Base. If you experience any issues with the new macro, please email [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

The [TouchNet Report](#) for the month of August is also available to view.

### **Regular Monthly Maintenance Reminder**

Reminder, WyoCloud Financial Management & HCM system will be down for monthly maintenance on **Friday, September 20 from 8:00 p.m. – 1:00 a.m.** During this time, the system will be unavailable. Please be sure to log out of the system by **7:30 p.m. on Friday, September 20.**

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

Best,

The WyoCloud Team

### Contact Information

The WyoCloud Team  
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**Need help with WyoCloud?**  
Contact the UW Help Desk  
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