



Greetings,

Please see the following important updates relating to time card entry and new training resources currently available.

Time Card Approvals

IMPORTANT: To ensure compliance with the Fair Labor Standards Act (FLSA), which requires supervisor approval of an employee's hours worked, **Payroll will not process time that has been submitted by an employee and not approved by the supervisor.**

Any time that is not approved will be paid on a future pay cycle once the approval is completed. The full schedule of time entry and approval deadlines can be found on the [Payroll website](#) under Payroll Deadlines. Supervisors should consult the [Approving Time Cards in HCM Quick Reference Guide](#) for details on completing the time approval process. If you will be out of the office over a time card approval deadline, please ensure you set a [vacation rule for approvals delegation](#).

Creating Time Cards for Previous Pay Periods

Within HCM employees are able to create time cards for the current pay period and the three previous pay periods. If an employee has not created a time card for hours worked more than three pay periods ago, they will need to contact Payroll by emailing payroll1@uwyo.edu.

NEW: On-Call Time Entry Guide

To provide additional guidance to employees who are formally scheduled to be on call for their department, a new Quick Reference Guide has been developed. The [On-Call Time Entry Quick Reference Guide](#) should be utilized by all employees who possess official on call assignments.

If you have additional questions, please contact Human Resources at 766-2377 or for technical and/or training concerns contact the UW Help Desk at userhelp@uwyo.edu or 766-4357, option #1.

Best,

Human Resources and Payroll

Resources

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