



Greetings,

With the Salaried Employee Time and/or Absence Deadline approaching tomorrow, July 19th, we want to provide clarification for what is due.

Time Frame	Salaried Exempt	Salaried Non-Exempt
July 1 – 19	Absences entered and approved by July 22 nd will be reflected in your payslip on July 31 st .	Compensatory Time and Absences entered and approved by July 22 nd will be reflected in your payslip on July 31 st .
July 19 – 31	Absences entered and approved from July 19 through August 20 th will be reflected in your payslip on August 31 st .	Compensatory Time and Absences entered and approved by August 20 th will be reflected in your payslip on August 31 st .

Please note that only having time entered through July 19th will not affect your compensation on July 31st. Salaried, Benefited Non-Exempt employees are paid their salary amount no matter when time/absences are recorded. The requirement is only that they be entered within 30 days. The advantage to having your time (including compensatory time) and/or absences entered and approved is that you will be able to have this reflected on the same month's payslip rather than on the following month's payslip.

Please do not future date any time entry in HCM.

Compensatory time earned is available for use only after time has been submitted and approved by your supervisor.

Holiday Hours

Additionally, we would like to provide clarification of holiday hours from [Wednesday's communication](#). If you are entering time on a holiday and did not work at all that day, be sure to select holiday hours. If you are entering time on a holiday and did work, be sure to select 8 hours of holiday hours and then complete a second entry as regular hours for any additional time worked.

If you have additional questions, please contact the Help Desk at userhelp@uwyo.edu or 307-766-4357, Option #1.

Best,

The WyoCloud Team

Resources

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

Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Room 139, Wyoming Hall
Phone: (307) 766-2377
Fax: (307) 766-5607