Finance & HR Update

January 16, 2020

Agenda

- **Human Resources**
  - Tom Koczara, Associate Vice President of Human Resources
  - Recruiting: Hiring Timelines
  - Elect W-2 Delivery Method
- **Finance**
  - New Training: Account Analysis
- **Human Resources**
  - Performance Evaluation Overview

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Tom Koczara

**Associate Vice President of Human Resources**

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Recruiting: Hiring Timelines

- You cannot change a benefited employee's Hire Date once the offer has been accepted. It causes problems with time off accruals, time collection, pay, I9 federal compliance, and the assignment.

- For hourly non-benefited, once the candidate has been selected and the offer has been fully approved, you cannot change the hire/start date.

- You cannot work someone before their hire date, or assignment start date. There is a [hiring start date guideline](#) in the hiring toolkit.

- Training on Competency/Behavioral based interviewing is coming soon.

- NEO moving to twice a month in March.

- We have also been finding people who are working before a requisition has even been started.

- Terminations: 6800, **7150**, 7566

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Elect Online Delivery for W-2

- Any employee who would like an electronic (online) copy of their W-2 must elect this preference in HCM by end of day **January 17th**.

- Access: My Profile > Pay > Document Delivery Preferences*
  - Default is paper, no action required to maintain paper only delivery.
  - The online copy can also be printed. *Users should NOT select Paper and Online.*

*WyoCloud Basic Employee Access for X Employees training must be completed to have access.
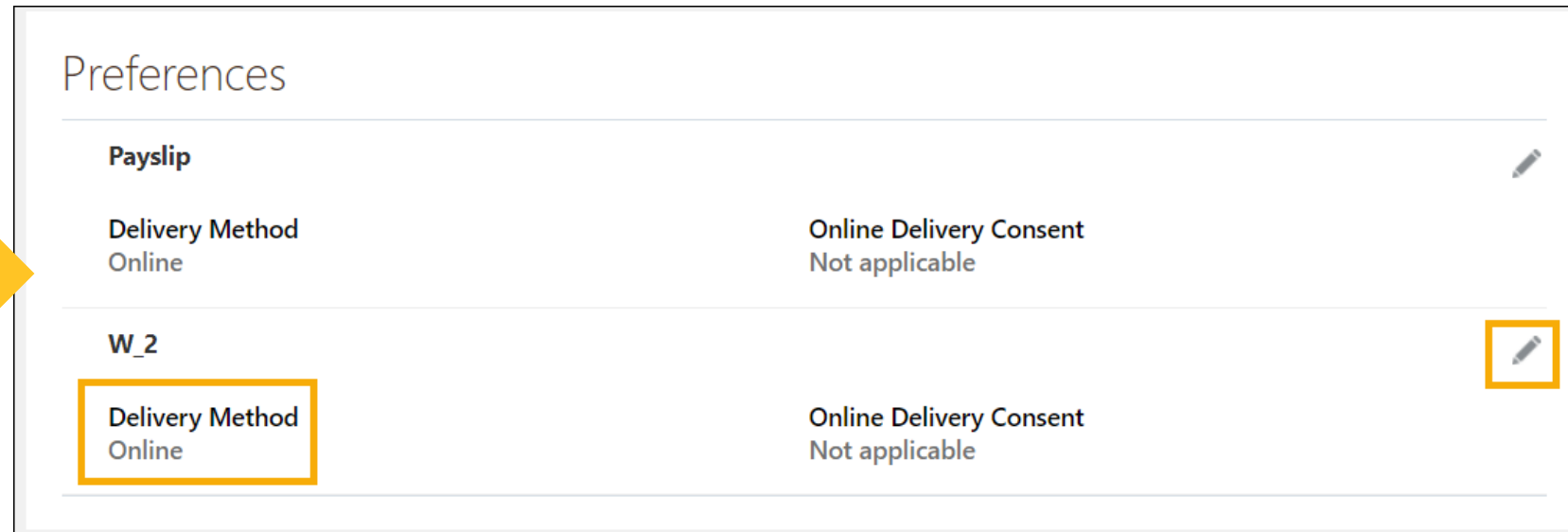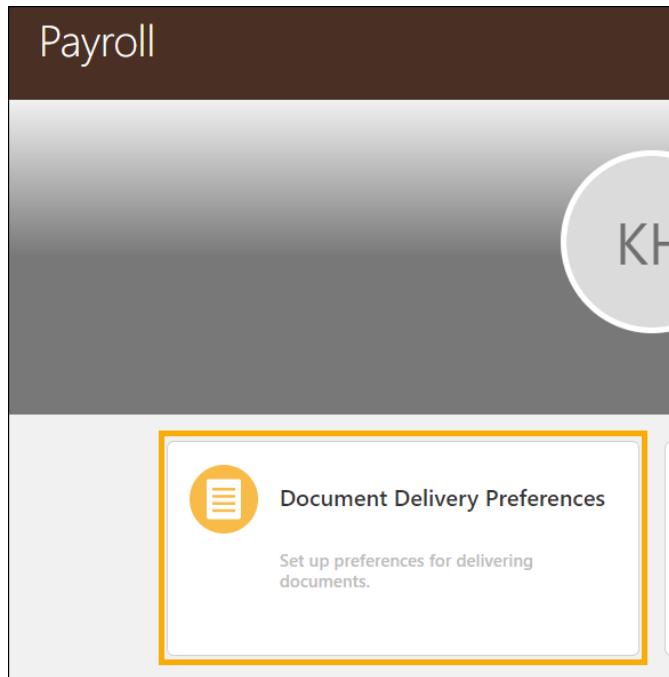
Account Analysis Training

- In-person training
- Understanding the data in the report and tips on finding specific items within the report
- Sign up through the Employee LearnCenter's Course Catalog
  - **Next training – January 24, 10:00am-12:00pm**

- Does not cover pivot tables
- For training on pivot tables attend a workshop from Information Technology by signing up through the UWIT training catalog on WyoLearn: http://uwittraining.uwyo.edu
  - **WyoCloud PivotTables – January 21, 10:00-11:30am**
  - **Excel: PivotTables Basics – January 22, 2:00-4:00pm**

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Staff Performance Evaluations Timeline

- January 6, 2020:
  - 2019 Performance Evaluations for classified and administrative staff available for supervisors to start evaluation.
  - Training materials made available.

- January 6, 2020 – March 27, 2020:
  - Weekly Performance Specific Individual Work Sessions available for questions and support completing evaluation.
  - Sessions available in the Employee LearnCenter.

- January 16, 2020:
  - Live demonstration of evaluation process during Finance/HR Deep Dive.

- March 31, 2020:
  - All staff performance evaluations must be fully completed and approved.

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Performance Evaluation Demo

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