



Greetings to All UW Supervisors,

As a reminder, today is the deadline for supervisors to approve time for their hourly, non-benefited employees in HCM. Hourly, non-benefited employees must have entered their time by 5:00 p.m. on 7/2 for supervisors to approve their time by 5:00 p.m. today. **If a supervisor fails to approve the time previously entered, hourly, non-benefited employees may not receive a paycheck for the pay period on 7/10.** Additionally, absence entry is available for benefited employees. If you supervise a benefited employee, please be sure to review and approve absence requests from your employees.

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

As a supervisor, you will receive email notifications as well as bell notifications to let you know when time and/or absence entry is ready for your approval. If you would like to have these emails automatically sent to an outlook folder instead of your main inbox, use the [Quickly Create Rules In Outlook](#) guide. If you will be out of the office during an approval period, please see the [Vacation Delegation Quick Reference Guide](#). The approval period will occur every other week for hourly non-benefited.

When approving time, you will notice that there are both a Reported Time and a Calculated Time section of the employee's time card. Reported time is the time per day reported by the employee. Calculated time is the hours as reported plus additional lines to display calculations run on the time. For example, calculated time would show earned compensatory time for salaried non-exempt employees if they work beyond 40 hours a week. For additional questions on reported vs calculated time, please see the [Approving Time Cards in HCM Quick Reference Guide](#).

Please note that some employees have multiple assignments and will need to submit time separately for each assignment. Time should only be approved by supervisors for the time employees have worked for the assignment that the supervisor oversees them. Please be sure to check that the time submitted matches the correct assignment it was submitted on, especially for departments that the employee has multiple assignments within that same department. If you have questions regarding approving time for employees with multiple assignments, please see the [Approving Time Cards in HCM Quick Reference Guide](#).

For more information on how to [approve time](#), please see the WyoCloud page in WyoWeb under Quick Reference Guides > HCM. These guides will provide step-by-step instructions. If you have additional

questions, please contact Human Resources at 307-766-2377 or 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](#)

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