



## UPCOMING DEEP DIVE PRESENTATION AND QUARTERLY SYSTEM UPDATE

Greetings,

Please see upcoming events below:

### **Deep Dive Presentation**

We would like to invite all employees to attend the May Deep Dive with Financial Affairs and Human Resources.

*The deep dive presentation will be Thursday, May 20<sup>th</sup> from 1:00 p.m. to 3:00 p.m.*

The presentation will cover:

- **HR:** Summer Voluntary Reduction of Hours
- **HR:** Important DHR Updates and Reminders
- **Finance:** Quarterly System Update Changes
- **Finance:** Year-End Reminders
- **Finance:** Finance-Specific Training Updates

This presentation will be held via Zoom and employees can access the presentation by following this Zoom meeting link: <https://uwyo.zoom.us/j/4109873665>. Audio is available via computer or by phone at 669-900-6833, meeting ID 410 987 3665.

**Attachment:** A calendar invitation is attached to this communication for users to add the tentative schedule for Deep Dive presentations throughout the rest of the calendar year. Please note, the date/location/zoom link of these presentations may change from time to time and users will need to obtain that information each month from these communications.

For those that cannot attend, the presentation and PowerPoint will be available afterward on the WyoCloud website under [Communications](#).

### **Quarterly System Update**

WyoCloud Financial Management & HCM will be down for a quarterly system update beginning Friday, May 21<sup>st</sup> at 5:00 p.m. through Monday, May 24<sup>th</sup> at 8:00 a.m. During this time the system will be unavailable.

*Please be sure to log out of the system by 5:00 p.m. on Friday, May 21<sup>st</sup>.*

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  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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