



Time Entry Due 8/11 for Hourly, Non-Benefited and Work Study Employees

As a reminder, today (8/11) is the deadline for hourly, non-benefited and work study employees to enter time in HCM by 5:00 p.m. **For paychecks to be created, the employee needs to key in the time and the supervisor needs to approve it by tomorrow (8/12).** If an employee is unable to enter their time, please check the Employee LearnCenter to confirm that training has been completed.

Graduate Assistants, Temporary Lecturers and Salaried Non-Benefitted employees do not enter their time since they receive monthly paychecks.

Please note that if you are an employee with multiple assignments, the notification that your supervisor has approved your time will come from your primary assignment supervisor and is auto generated. If you need to change the time that was previously approved, please contact Payroll to make this change. All time that has been approved by supervisors cannot be changed, unless Payroll is contacted.

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
7/26/20 – 8/8/20	8/11/2020	8/12/2020	8/19/2020

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

Important Reminder to All Supervisors of UW Hourly, Non-Benefited and Work Study Employees to approve time by 8/12

Notifications / Delegation

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.

If a supervisor fails to approve the time previously entered, hourly, non-benefited and work study employees may not receive a paycheck for the next pay period.

If additional time is entered by the employee OR if there have been changes made to their time card, you will receive additional approval notifications. Please note that if your employee would like to adjust time that has already been submitted and approved, they will need to contact Payroll to make any changes.

Employees with Multiple Assignments

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. Please be sure to check that the time submitted matches the correct assignment on which it was submitted, especially for departments where the employee has multiple assignments within that 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.

Resources

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

Contact Information

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