



Important Time Entry & Approval Reminder

As a reminder, there are three deadlines this week for entering and approving time in HCM. We encourage departments to create their own business processes to assist them in meeting these deadlines.

Please Note:

- **Hourly, Non-Benefited Employees:**
 - 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. To continue to make changes to time in the current pay period, please select "Save" until ready to be submitted for approval.
 - Do not enter time in HCM if you are an employee who enters time through TCP or AIM. Supervisors will still approve this time in HCM once it is uploaded.
- **Supervisors:** Any time that your employee has saved in HCM will start being sent on Monday at noon. If additional time is entered by the employee OR if there have been changes to their time card, you will receive additional approval notifications on Tuesday and/or Wednesday.

Time Entry & Approvals

Time for hourly, non-benefited employees paid bi-weekly needs to be entered by tomorrow, July 16th at 5:00 p.m. Supervisors of hourly, non-benefited employees who are compensated bi-weekly have until Wednesday, July 17th at 5:00 p.m. to approve time for their employees. **If employees fail to enter time or supervisors fail to approve all time submitted, the employee will not receive a paycheck on July 24th for time worked prior to July 13th.**

Absences taken and/or compensatory time earned (non-exempt only) for benefited employees entered by the employee by Friday, July 19th by 5:00 p.m. will be reflected on the July 31st monthly payroll if approved by your supervisor by Monday, July 22nd at 5 pm. Absences and compensatory time earned for July which are entered after this date will be reflected on the August payroll.

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
6/30/2019 – 7/13/2019	7/16/2019	7/17/2019	7/24/2019

Benefited Payroll Dates in HCM:			
Pay Period	Deadline for Employee to Enter Time in HCM	Deadline for Supervisor to Approve Time in HCM	Pay Day
7/01/2019 – 7/31/2019	7/19/2019	7/22/2019	7/31/2019

Payroll Spreadsheets Due

Payroll spreadsheets recording any time and/or absences prior to Hourly, Non-Benefited Go-Live on June 16th and Benefited Go-Live on July 1st need to be turned into Payroll by July 15th. These spreadsheets should be filled out by each employee and turned into their supervisor to approve and submit to Payroll.

These are available on the [Payroll website](#):

- Hourly Non-Benefited Hours before June 16th
- Salary Non-Exempt Hours and Absences before July 1st

Please see the [Entering Time in HCM Quick Reference Guide](#) for instructions on entering time. For directions on approving time, please see the [Approving Time Quick Reference Guide](#). If you are a supervisor and will be unavailable to approve time during a time approval period, be sure to set a [Vacation Rule for Approvals Delegation](#). Also note, if you have not yet completed WyoCloud training under My Learning Plans in the [Employee LearnCenter](#), you will not be able to enter or approve time until training is complete.

If you have questions on entering or approving time in HCM, please contact 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

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