



Good Afternoon,

*As a reminder, trainings for salaried employees for the final phase of WyoCloud HCM Go Live are due by Friday, June 28<sup>th</sup> at 3:00 p.m.*

These web-based trainings are available in the Employee LearnCenter > [My Learning Plans](#). This is a required training for all employees based on their assignment type, such as salaried, non-benefited, benefited, and non-exempt. Taking the training will trigger your access to these new modules. If you are uncertain of your assignment type, please see the quick reference guide, [Reviewing Employment Details](#).

Please note this training has been available since March. If you previously completed this training, it is not required to complete it again. However, it is *highly recommended* that you do review it again as the time entry and overall user experience has changed.

Below shows the assigned trainings to be completed prior to receiving access to enter time and/or absences in HCM.

WyoCloud Basic Access for Salaried Exempt Employees	WyoCloud Basic Access for Salaried Non-Exempt Employees	WyoCloud Basic Access for Salaried Exempt Non-Benefited Employees	Supervisors
Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Basic Employee System Access Learning Plan*	Manager/Supervisor Access Learning Plan*
WyoCloud Requesting / Entering Absence	WyoCloud Time Entry in HCM	WyoCloud Time Entry	Approving Absence and Time
	WyoCloud Requesting / Entering Absence	HCM Time Entry Acknowledgement	HCM Absence and Time Approval Acknowledgement (with electronic signature)
	HCM Time Entry Acknowledgement		

Additionally, in-person trainings and quick reference guides are optional resources available to all employees. To register for an in-person session, please visit the [Employee LearnCenter](#) > Course

Catalog. Quick Reference Guides can be accessed in WyoCloud by selecting Help & Training > Quick Reference Guides > Human Capital Management (HCM).

If you have any questions, please contact the Help Desk at 307-766-4357, Option #1 or [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

Best,

The WyoCloud Team

#### Resources

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

#### Contact Information

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