



UW

Human Resources



HCM Costing Module Upgrade

The WyoCloud HCM Costing Module will be upgraded on Wednesday, March 29, 2023 at 12:00 pm. An email will be sent once it is available, and is expected by 4:00 pm. The upgrade will allow departments to submit costing, including costing corrections, for benefited positions. Graduate Assistant (GA) transactions in process will not be affected provided they have been saved (with a ticket number) before noon.

All DHRs, Cost Center Approvers, and Project PIs who currently do **not** have access to the Costing Module for GA transactions, should request the required training by emailing hr@uwyo.edu. The current costing training is geared towards GAs only and doesn't specifically address the costing for benefited employees. However, due to the needed training to be moved to a different platform and time constraints, we will not be able to get Benefited Position Costing specific training prior to the upgrade next week. The current GA training will provide a basic understanding of how costing changes work within the module.

Updated QRGs should be available by the 29th, and the Payroll Office will provide Zoom trainings, as well as in-person computer lab sessions, to further assist anyone with questions. Additionally, the Payroll Office will accept costing changes for benefited positions via the Costing Module or on the HCM Funding Form for the month of April. We hope this will allow departments who are new to the Costing Module a chance to complete the required online training and attend the Zoom and in-person sessions prior to May 1, 2023, when paper forms will no longer be utilized.

Additional emails will be sent out when the dates for the training sessions are finalized.