



UW

Payroll



HCM Costing Module Upgrade

The HCM Costing Module is now available after an upgrade that allows costing, including costing corrections, to be processed for benefited positions. If you are a DHR, Cost Center Approver, or Project PI who does not currently have access to the Costing Module, please request the training by emailing hr@uwyo.edu.

Quick Reference Guides (QRGs) have been updated and can be found at:
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=23778>

You may access the Zoom training on *Wednesday, April 5th, from 1:00 p.m. – 2:30 p.m.* at
<https://uwyo.zoom.us/j/95704853932>

You may access the Zoom training on *Tuesday, April 11th, from 10:30 a.m. – 12:00 p.m.* at
<https://uwyo.zoom.us/j/93694217440>

Payroll Office staff will be available in ITC 259 for anyone who may have questions or need additional assistance on the following dates:

Monday, 4/10/23	10:00 – 11:00
Thursday, 4/13/23	10:30 – 11:30
Friday, 4/14/23	9:00 – 10:00
Monday, 4/17/23	3:00 – 4:00
Thursday, 4/27/23	3:00 – 4:00

There is limited space in the lab so please email mkmason@uwyo.edu if you would like to attend an in-person session. You are encouraged to bring current costing information or corrections that need processed so you can get assistance with your current workload.