Updating Working Hours

This guide will cover:

- Changing working hours for select employees. Updating working hours changes the employee’s FTE (Full Time Equivalency).

This guide details the steps for completing this process using Supervisor/Manager WyoCloud access.

Note that updating working hours does not change an individual’s salary, only their FTE. If a salary change is needed in coordination, please be sure to follow the steps to Manage Salary.

Step One

- Navigate to My Team using the Navigator bar.

To find My Team you go to: Navigator > My Team > My Team.
The My Team homepage will display.

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**Step Two**
Select the employee whose working hours need to be changed.

- Click the actions menu (orange down arrow) next to the employee.

- From the drop down, select **Personal and Employment** then **Change Working Hours**.
**Step Three**

Edit working hours. The *Change Working Hours* page will display. Under *Basic Details*, update the following:

- Enter the effective date in the *Change Working Hours Date* field.
- Confirm that *Working Hours Change* is selected in the *Change Working Hours Action* field.
- Select the most appropriate reason from the *Change Working Hours Reason* drop down.

- Edit the working hours in the *Working Hours Details* section.
- Click **Next** in the upper, right-hand corner of the page.

Step Four
Submit the update.
- Review to the *Compensation Details* page to confirm all details are accurate.
- Click **Next** in the upper, right-hand corner of the page.

- After reviewing the *Change Working Hours* page, click **Submit** in the upper, right-hand corner of the page.

- Click **Yes** in the Warning window.

**Warning**
The request will be submitted. Do you want to continue? (HRC-1035163)

You have completed the steps to Updating Working Hours.