Updating Working Hours

This guide will cover:

- Changing working hours for select employees. Updating working hours changes the employee’s FTE (Full Time Equivalency).
- Updating working hours and salary for benefited employees partaking in voluntary reduction in hours for summer.

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, a separate salary change must be completed. This can be done immediately after submitting the working hours change.

**Step One**

- Upon logging into WyoCloud from WyoWeb, navigate to **My Team** using the **Navigator** bar.

First click **My Team** to expand, then click **My Team** within the navigator.
The *My Team* homepage will display.

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

- Click the **three dots** to the right of the employee the working hours change is needed.

- From the drop down, select **Change Working Hours**.
**Step Three**

Edit working hours. The *Change Working Hours* page will display. In step one update the following:

- Enter the effective date in the *Change Working Hours Date* field.
- Select the most appropriate reason from the *Change Working Hours Reason* drop down (if available).
- Click **Continue**.

> If you are making the working hours change due to reduction of hours for benefited employees, note the reduction must be in full months. Thus the effective date should be the first of a month. The working hours will also be moved to 32 hours (from 40).

- In step two update the **Working Hours**. This will automatically recalculate the FTE. No other items should be updated.
- Click **Continue**.
- Add appropriate Comments and/or Attachments in step three.
- Return to the top of the page and click Submit.

You have completed the steps to Updating Working Hours.