Updating Working Hours

This guide will cover:

- Changing working hours for select employees.

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

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.

**Step Two**
Select the employee whose working hours needs 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.

You have completed the steps to Updating Working Hours.