

Subject: Prepare for Upcoming Workday Transition – Time and Absence

Send Date: 5/7/25

Audience:

Send From: serviceoperations@uwss.wisconsin.edu

This communication is being sent to all hourly time reporters or leave eligible Universities of Wisconsin employees.

As the Universities of Wisconsin prepare for the transition to Workday, we want to ensure all employees are aware of important time and absence activities. Please review the information below to understand how this transition may impact you.

Timesheet Entry

For employees who enter their shift in and out times, all entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Employees will continue to use their current timesheet for hours worked from June 29, 2025, to July 5, 2025. The current timesheet will become view only at 11:59pm on July 5, 2025, and time entry from this point will be entered in Workday.

For employees who enter their total hours per day, all entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Entries with an effective date of June 29, 2025, or later must be held and entered in Workday with shift in and out times.

- *Note: In Workday, exempt employees will no longer have a timesheet and will not be required to report hours.*

Web Clock Entry

Employees who punch in and out will continue to utilize their current web clock through 11:59 pm on July 5, 2025.

Absence Entry

For leave eligible employees, all absence and no leave taken entries with an effective date of June 28, 2025, or earlier must be submitted and approved by June 30, 2025. Entries with an effective date of June 29, 2025, or later must be held and entered in Workday.

If you have any questions or need further assistance, please contact us at serviceoperations@uwss.wisconsin.edu.

Sincerely,

UW-Shared Services

UW-Shared Services provides certain centralized support for Universities of Wisconsin employees in a variety of areas, including payroll, benefits, business services, and procurement. Visit uwservice.wisconsin.edu for more information about our organization.

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