

Txog: Npaj Hloov rau *Workday* Yuav Muaj Los No – Caij thiab Kev Tsis Tuaj Haujlwm

Hnub Xa: 5/7/25

Rau:

Tuaj ntawm: serviceoperations@uwss.wisconsin.edu

Tsab ntawv no yog xa rau tag nrho cov neeg ua haujlwm ntaus caij los siv caij so them nyiaj xuabmoos rau hauv cov tsev kawm ntawv Universities of Wisconsin.

Tam li cov tsev kawm ntawv *Universities of Wisconsin* npaj pauv mus rau qhov *Workday*, peb xav kom tag nrho cov neeg ua haujlwm paub qhov tseem ceeb ntawm cov kev ua ntaus caij thiab siv caij so. Thov saib cov kev qhia hauv qab no kom to taub tias qhov kev hloov no ho yuav raug koj li cas.

Ntaus Caij Ua Haujlwm (*Timesheet Entry*)

Rau cov neeg ua num ntaus caij pib thiab tawm haujlwm, tag nrho cov caij ntaus pib lub Rau Hli tim 28, 2025, los ua ntej yuav tsum xa thiab muab kev pom zoo rau tsis pub dhau lub Rau Hli tim 30, 2025. Cov neeg ua haujlwm yuav siv lawv daim ntawv tuav caij ua haujlwm tam sim no ntxiv rau cov xuabmoos ua num thaum Rau Hli tim 29, 2025, txog Xya Hli xiab 5, 2025. Daim ntawv tuav caij ua haujlwm tam sim no yuav tsuas saib pom lawm nkaus xwb tom qab 11:59 ib tag hmo hnub Xya Hli xiab 5, 2025, thiab cov caij ntaus txij hnub no mus rau tom ntej yuav ntaus rau hauv *Workday*.

Rau cov neeg ua haujlwm tsuas ntaus ib hnub ua haujlwm puas tsawg xuab moos, cov caij ntaus pib Rau Hli tim 28, 2025, los ua ntej yuav tsum xa thiab muab kev pom zoo rau tsis pub dhau lub Rau Hli tim 30, 2025. Cov caij ntaus txij lub Rau Hli tim 29, 2025, los tom qab yuav tuav thiab ntaus rau hauv *Workday* nrog caij pib thiab caij tawm.

- *Nco: Nyob rau hauv Workday, cov neeg them nyiaj hli/xyoo yuav tsis muaj daim ntawv xuabmoos thiab yuav tsis kom qhia cov xuabmoos ua haujlwm.*

Web Clock Entry

Cov neeg ua haujlwm uas ntaus pib thiab tawm yuav siv lawv lub *web clock* ntxiv txog thaum 11:59 ib tag hmo rau lub Xya Hli xiab 5, 2025.

Ntaus Caij So (*Absence Entry*)

Rau cov neeg ua haujlwm tau caij so, tag nrho cov caij so thiab caij ua haujlwm pib hnub Rau Hli tim 28, 2025, los ua ntej yuav tsum xa thiab muab kev pom zoo rau tsis pub dhau Rau Hli tim

30, 2025. Cov caij ntaus txij hnub Rau Hli tim 29, 2025, los tom qab yuav tuav thiab ntaus rau hauv *Workday*.

Yog koj muaj lus nug los xav tau kev pab ntxiv, thov xa ntawv cuag peb rau serviceoperations@uwss.wisconsin.edu.

Ncaj ncee,

UW-Shared Services

UW-Shared Services muab tej yam kev pab tag nrho rau cov neeg ua haujlwm hauv cov tsev kawm ntawv Universities of Wisconsin rau ntau yam, xws li them nyiaj, paj kas phais, khiav haujlwm, thiab yuav khoom si. Mus saib hauv uwservice.wisconsin.edu rau kev qhia ntxiv txog peb qhov chaw ua haujlwm.

Rau koj muaj kev tswj ruaj, tsab email no tsis muaj cov kab nyem qhib tau.