



Cov Lus Nug Tas Li Txog Moos Ntaus Caij

Cov Lus Nug Tas Li - *Dormakaba* Cov Moos Ntaus Caij

Cov moos ntaus caij (*time clocks*) yog dab tsi?

Cov moos ntaus caij tuav cov xuab moos ua haujlwm. Koj yuav siv *Dormakaba* cov moos ntaus caij tshiab ntaus caij thaum koj tuaj pib thiab ntaus tawm caij ua haujlwm.

Leej twg yuav siv cov moos ntau caij tshiab?

Ib co *University Staff* thiab mejyig ua haujlwm nyob hauv cov ceg ua num nram no yuav siv cov moos ntaus caij:

- *Recreation & Wellbeing*
- *Facilities Planning & Management*
- *University Housing*
- *UW Athletics*

Lub moos ntau caij tshiab nyob rau qhov twg?

Peb tau nruab li 60 lus moos ntaus caij nyob hauv thaj chaw tsev kawm ntawv.

Kuv yuav pib siv cov moos ntaus caij tshiab thaum twg?

Koj yuav pib lub Rau Hli tim 29, 2025.

Kuv yuav ua tau dab tsi rau ntawm lub moos ntaus caij?

Koj ua tau:

- ntaus pib thiab tawm caij ua haujlwm.
- saib tau cov caij koj ntaus pib thiab tawm thaum twg yav tas.

Lub moos ntaus caij tshiab yuav pab kuv li cas?

- xaiv tau ntawm 6 yam ntawv los lus (*Askiv, Spanish, Hmoob, Thaisnpej, Suav, thiab Nespablim*).
- siv koj daim *Wiscard* ntaus pib thiab tawm caij ua haujlwm.
- saib koj cov caij ntaus rau hauv *Workday*.

Yog kuv ho tsis siv lub moos ntaus caij ne?

Koj tso tau koj cov xuab moos ua haujlwm nyob hauv *Workday*.

***Dormakaba* yog dab tsi?**

Dormakaba yog ib qho chaw muaj ntaub ntawv pom zoo rau tuav qhov *Workday*. Peb yuav cov moos ntaus caij ntawm *Dormakaba*.

Yuav muaj kev qhia tuaj ntiv!

Kuv yuav nrhiav kev pab siv lub moos ntaus caij tau qhov twg?

Nrhiav tau kev qhiav ntiv hauv *HR Guides* lub website (<https://hr.wisc.edu/hr-guides/>).

Kuv cov caij muab nkag rau hauv *Workday* li cas?

Dormakaba cov moos ntaus caij xa cov caij ntaus no rau *Workday* txhua 5 nas this.

Kuv yuav ua li cas kuv thiaj pauv tau rau lwm yam ntawv hauv lub moos ntaus caij?

Thov kom koj tus *HR Partner* tso yam ntawv koj xav kom muaj rau hauv *Workday* (Askiv, *Spanish*, Suav, Nespablim, Thaisnpej, los Hmoob.) Qhov hloov no siv li ob peb xuab moos xwb.

Kuv yuav nrhiav tau kuv cov caij ntaus rau nyob qhov twg?

Koj saib pom tag nrho koj cov caij ntaus rau nyob hauv *Workday*.

Kuv yuav pom kuv cov caij laij nyiaj ua xuabmoos tshaj los nyiaj tsaug zog los caij so tshuav nyob qhov twg?

Koj saib pom lawv nyob hauv *Workday*.

Yog kuv ntaus caij pib yuam kev ne?

Nrog koj tus thawjsaib tham. Nws kho tau koj lub caij nyob hauv *Workday* los hais qhia tias pub muaj qhov yuam kev.

Qhov ua yuam kev no yog dab tsi?

- **Invalid Badge Error:** Koj daim *Wiscard* tsis tau muab tso rau hauv *Workday*, koj daim *Wiscard* tas lawm, los tsis pub koj siv lub moos ntaus caij.
- **Error: Cannot Use Clock Event again until XX:** Koj sim ua lwm yam sai dhau lawm. Tom qab ua ib yam tas, koj yuav tsum tos li 1 nasthis thiaj ua tau lwm yam.

Kuv ua tshaj ib txoj haujlwm. Kuv yuav ntaus pauv txoj haujlwm tshiab li cas rau lub caij kuv ua num?

Yog koj ob txoj haujlwm siv lub moos ntaus caij:

- Siv qhov "*Transfer*" hauv lub moos pauv caij ntawm ib txoj haujlwm mus rau lwm txoj.

Yog 1 txoj haujlwm siv lub moos ntaus caij thiab lwm txoj siv qhov *Workday's Time Entry Calendar*:

- Siv lub moos ntaus caij tawm rau 1 txoj haujlwm.
- Ntaus nkag rau txoj haujlwm thib ob siv *Workday Time Entry Calendar*.

Yog 1 txoj haujlwm siv lub moos ntaus caij thiab lwm txoj siv *Workday Web Time Clock*:

- Txhob siv lub moos ntaus caij tawm.
- Ntaus caij nkag txoj haujlwm thib ob siv *Workday Web Time Clock*. (Qhov no yuav cia li ntaus koj tawm ntawm thawj txoj haujlwm.)