Multilingual Multishift Manager Preview

Thursday, July 17, 2025, 1-2:30 p.m.

Anna Vembu Julian – Change Management Core Lead

Brianne Capper – Marketing Specialist

Nicole Mootz – Pay & Benefits Assistant Director

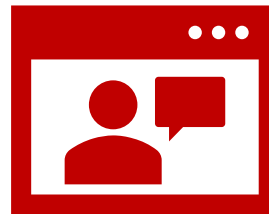**Erica Fini-Marten** – Outreach & Sourcing Specialist

Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Notice:

This meeting is being recorded and will be shared with participants after the session

In-Person Workday Training Overview

The training series is designed for employees who do not use computers in their work and takes the place of the online Workday Employee-Self Service training.

38 total sessions during 1st, 2nd, and 3rd shifts for nearly 700 employees (excluding FP&M Trades/Craft Worker sessions).

- 14 English Sessions

- 12 Spanish Sessions

- 4 Tibetan Sessions

- 3 Hmong Sessions

- 3 Nepali Sessions

- 2 Chinese Sessions

In-Person Workday Training Overview

Participating schools, colleges and divisions:

- Facilities Planning & Management

- University Housing

- Recreation & Wellbeing

- Wisconsin Union

- University Health Services (UHS)

- Athletics

Training Series Overview

- Each session is 2 hours with breaks built in. Content is no more than 100 minutes.

- Each week includes time to present content and time for employees to practice exploring Workday through guided activities.

- Some schools, colleges, and divisions are requiring this training for employees. **Attendance will be taken at each session.**

Training Series Overview

Week 1	Week 2	Week 3
Overview of Workday	Recap of Week 1	Update Direct Deposit
Logging into Workday	Benefits and Pay Hub	View Time Off Balances
Tour of the Homepage	View and Print Payslips	How to Request Time Off
How to Update Personal Information		Overview of Compensation Tab
		Apply for Internal Positions
		Apply for BCMS Transfer
		How to Get Help

Why Now and Why This Content?

Why are we doing this training now?

- The first payroll processed in Workday happens the week of July 21
- Employees can view their own information during the training
- Allows employees just-in-time information

Why are we only covering certain topics?

- Topics focus on what employees can do in Workday as part of their employment at the university

Today's Agenda

- What to expect today

- Training Overview

- Training Preview

- Logistics Review

- Overview of Changes

- Supporting Employee Learning

- Questions and answers

What to Expect Today

✓ **We will...**
- Review materials available, and training day logistics, and some content specific materials
- Share an employee preview of the Workday in-person training series

✗ **We will not...**
- Answer all your division-specific questions
- Review all employee training

Working Agreements

Ask questions!

- Drop questions as you have them in chat
- This session is being recorded

Take care of yourself ☺

- Step away if you need to and come back when you're ready

Training Overview

- Materials and resources

- Before the session

- Technology

- Attendance

Training Materials

hr.wisc.edu/hr-guides/for-employees/workday-in-person-employee-training/in-person-workday-training-materials/

- PowerPoints and Facilitator guides

- Participant handouts

- All materials will be available in CLS supported languages: English, Spanish, Hmong, Tibetan, Chinese, Nepali
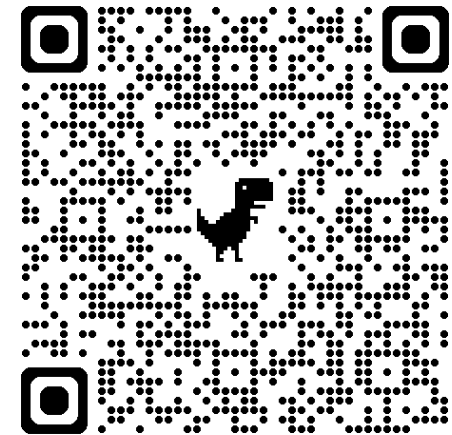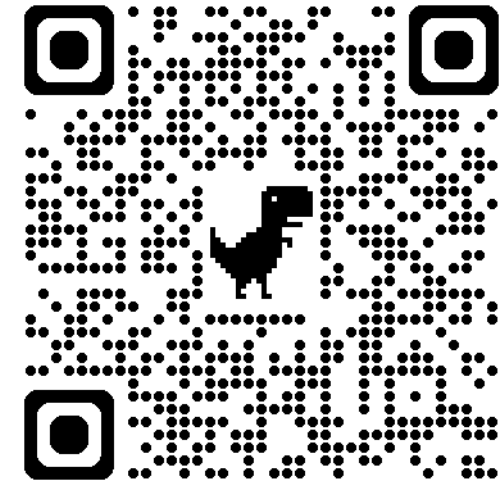
Supervisor Resources

hr.wisc.edu/hr-guides/for-managers-and-supervisors/workday-in-person-training-resources-for-supervisors/

- Key supervisor responsibilities
- School, college, or division point of contact
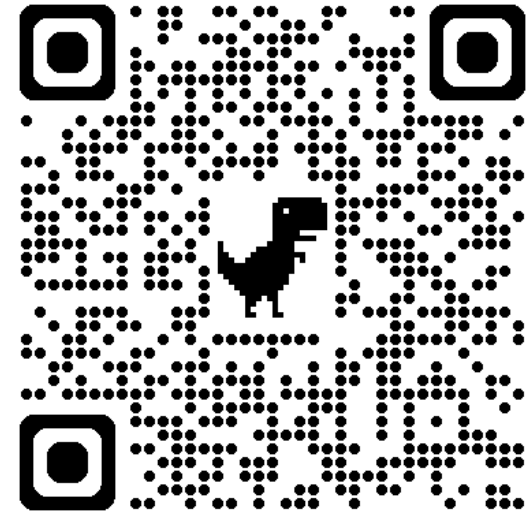- Conversation strategies
- After-training checklist

Employee Resources

hr.wisc.edu/hr-guides/for-employees/workday-in-person-employee-training/

- Session information

- Translated session information posters

- What to bring to each session

- Campus bus route information

- Instructions to log into MyUW on a computer

- Frequently asked questions

Before the employee trainings

Employees must bring:

- Wiscard

- NetID login and password

- Smartphone and smartphone charger or Duo Device (e.g., fob)

Important note: Before the first session, please work with employees to practice logging into MyUW. Employees will not be able to fully participate in the session without their login information.

Technology

- Employees will have the option to use a provided Chromebook or their personal smartphone to explore Workday during the sessions

Attendance

- Trainers will take attendance for each session over all three weeks

- Schools, colleges, and divisions may work with you to coordinate next steps for employees who missed sessions

Training Preview – View and Print your Payslip

Payslips in Workday
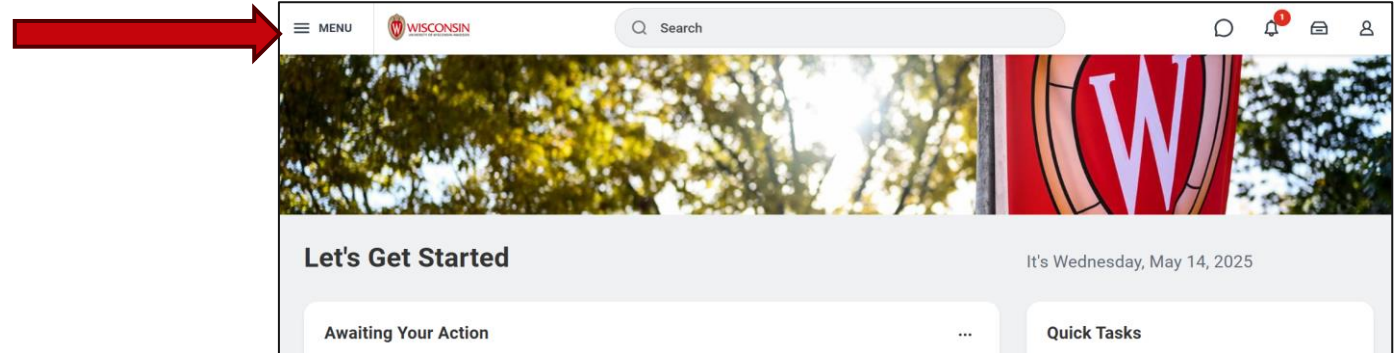
Payslip - earning statement, paycheck, paystub

- Before June 29, 2025 – MyUW, earning statement tile

- After June 29, 2025 –Workday, payslips
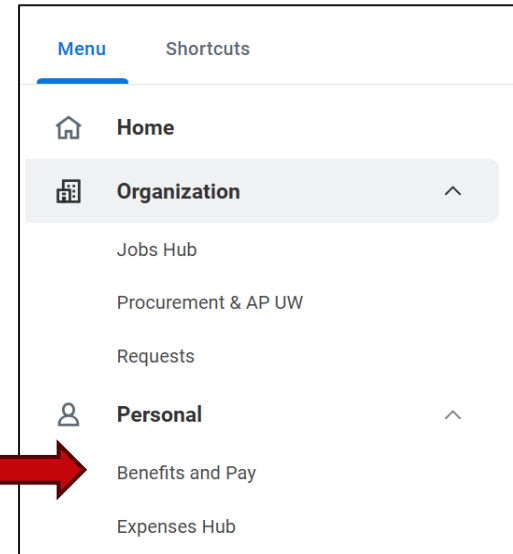
View Your Payslip (Website)
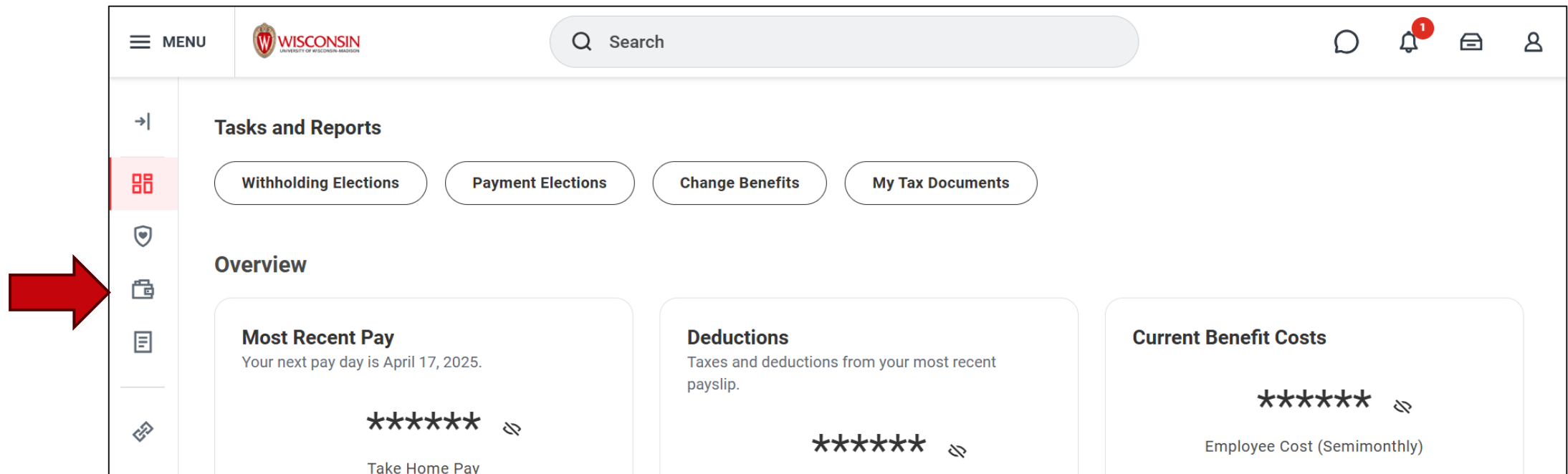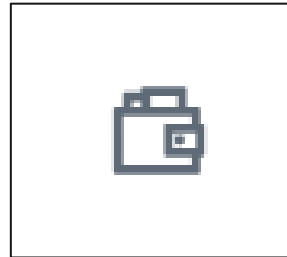
From your Workday home page:

1. Click **Menu**

2. Click **Benefits and Pay** app
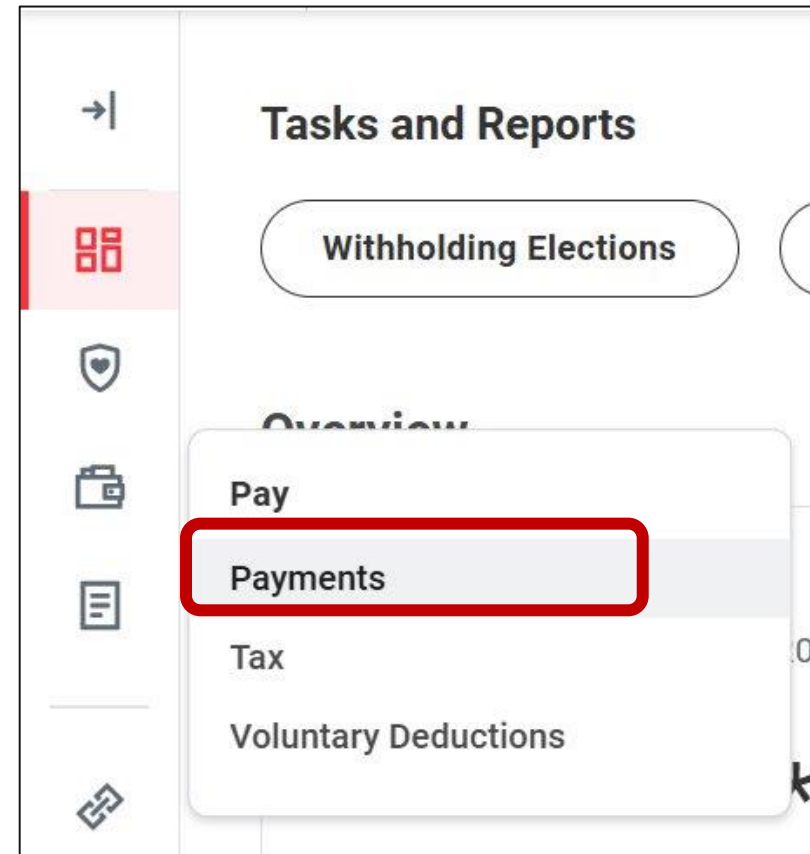
View Your Payslip (Website)

3. Click the **Pay** icon

View Your Payslip (Website)

4. Click **Payments**

View Your Payslip (Website)

5. Scroll to **All Payslips**

6. Find the payslip you want to see (listed in the table)

7. Click **View**

All Payslips

Payslips 2 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/03/2025	03/09/2025	03/22/2025	University of Wisconsin Madison	1,961.54	1,214.52	View	Print
03/20/2025	02/23/2025	03/08/2025	University of Wisconsin Madison	1,961.54	1,214.36	View	Print

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Print Your Payslip

8. Find the payslip you want to print (listed in the table)

9. Click **Print**

All Payslips

Payslips 2 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/03/2025	03/09/2025	03/22/2025	University of Wisconsin Madison			View	Print
03/20/2025	02/23/2025	03/08/2025	University of Wisconsin Madison			View	Print

27

Print Your Payslip

10. **Wait** for a few seconds

A message will pop up: **Your request is being processed**
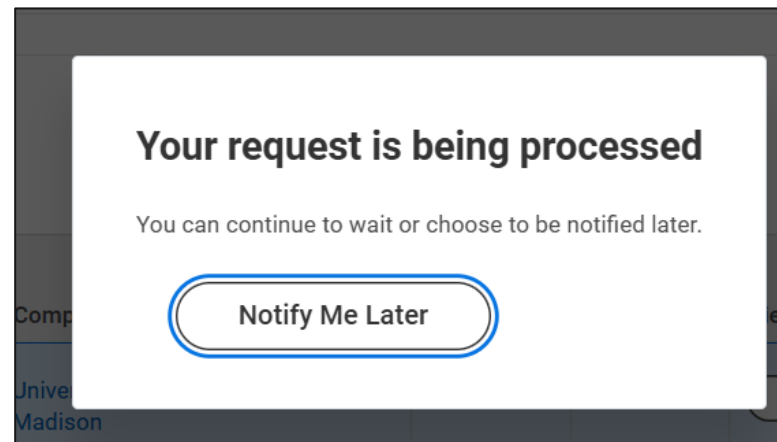
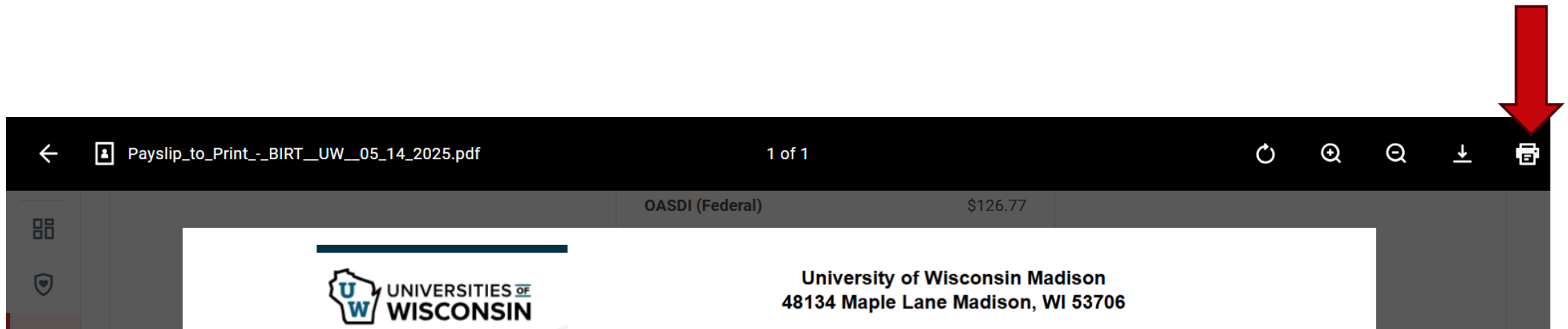# Print Your Payslip

11. Watch for the PDF to pop up on your screen

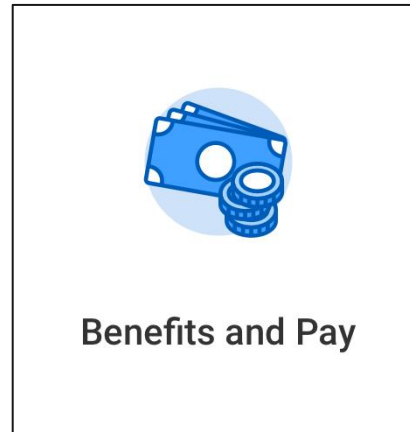12. Click the **print** button (top right corner)

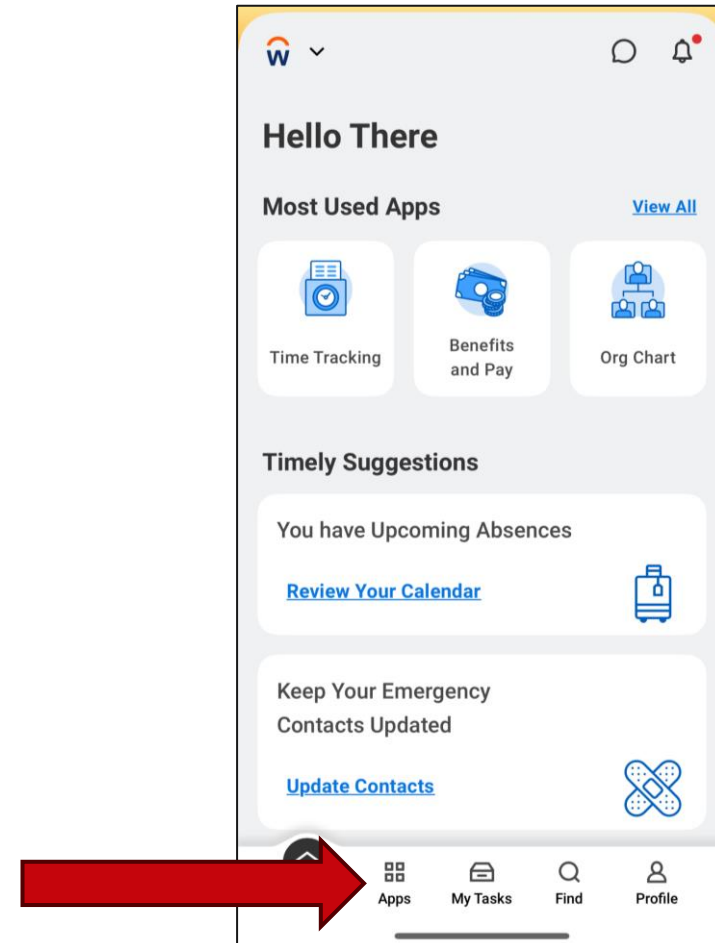Payslip_to_Print_-_BIRT__UW__05_14_2025.pdf   1 of 1

OASDI (Federal) $126.77

UNIVERSITIES OF WISCONSIN

University of Wisconsin Madison
48134 Maple Lane Madison, WI 53706

View Your Payslip (Mobile App)

From your Workday home page:

1. Tap **Apps**

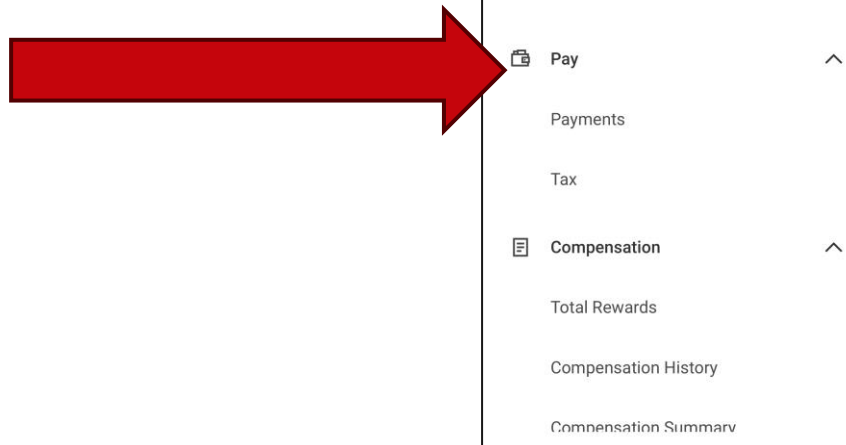2. Tap **Benefits and Pay** app

Benefits and Pay

View Your Payslip (Mobile App)

3. Tap **Benefits and Pay Hub** (top of the screen)
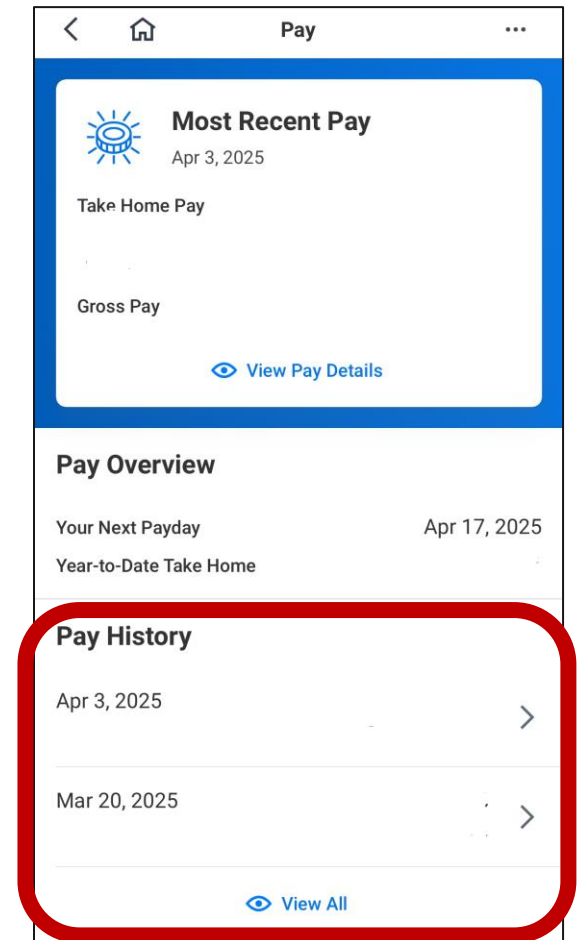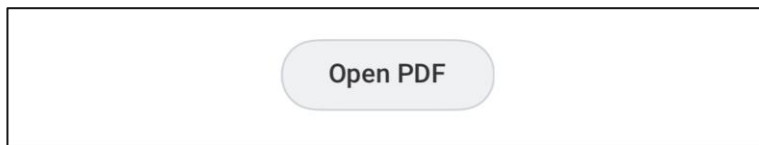
4. Tap **Payments**

View Your Payslip (Mobile App)

5. Find **Pay History**

6. Tap the payslip you want to print

7. Tap **Get PDF** (bottom of screen)

8. Tap **Open PDF** when the PDF loads

Payslip overview

1. Institution name, address
2. Name, employee ID, pay period dates, check date
3. Current and Year to Date (YTD) totals
4. Earnings
5. Employee taxes
6. Pre-tax deductions
7. Employer paid benefits

Company Information

Name	Address
University of Wisconsin Madison	48134 Maple Lane Madison, WI 53706 United States of America

Payslip Information

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		02/23/2025	03/08/2025	03/20/2025	

Current and YTD Totals

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	0.00	0.00	0.00	0.00	0.00
YTD	8,466.05	898.39	1,535.97	0.00	6,031.69

Earnings

Description	YTD Hours	YTD Amount
Legal Holiday	0.00	760.00
Night Differential - Staff	0.00	717.50
Overtime 0.5 Holiday	0.00	137.75
Regular Hours	0.00	6,232.00
Sick Leave	0.00	152.00
Vacation Use	0.00	456.00
Weekend Differential - Staff	0.00	10.80
	Total:	8,466.05

Employee Taxes

Description	YTD
OASDI	505.68
Medicare	118.26
Federal Withholding	616.09
State Tax - WI	295.94
Total:	1,535.97

Pre Tax Deductions

Description	YTD
Quartz UW Health	310.00
Wisconsin Retirement System	588.39
Total:	898.39

Employer Paid Benefits

Description	Amount	YTD
DOA Prior Service General		253.98
Quartz UW Health	405.34	2,503.84
Uniform Dental	16.36	16.36
Wisconsin Retirement System		689.99
Total:	421.70	3,464.17

Taxable Wages

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Payslip overview

8. Tax withholding

9. Absence plans

10. Payment information

Information may look different for each employee.

8

Withholding		
Description	Federal	Work State
Marital Status	Single or Married filing separately	Single
Allowances	0	1
Additional Withholding	20	0

9

Absence Plans			
Description	Accrued	Reduced	Available
Compensatory Time Plan	0.00	0.00	0.00

10

Payment Information			
Bank	Account Name	Account Number	Pay Group Currency
			USD

Practice: View Your Payslip

- Use your **phone** or **computer**

- Practice the **instructions** to print your payslip

- You can't print now – **just practice**

- **Raise your hand** if you need help

- When you finish, you can help others if they agree to it.

(Note: Supervisors may get questions from employees about how to use printer)
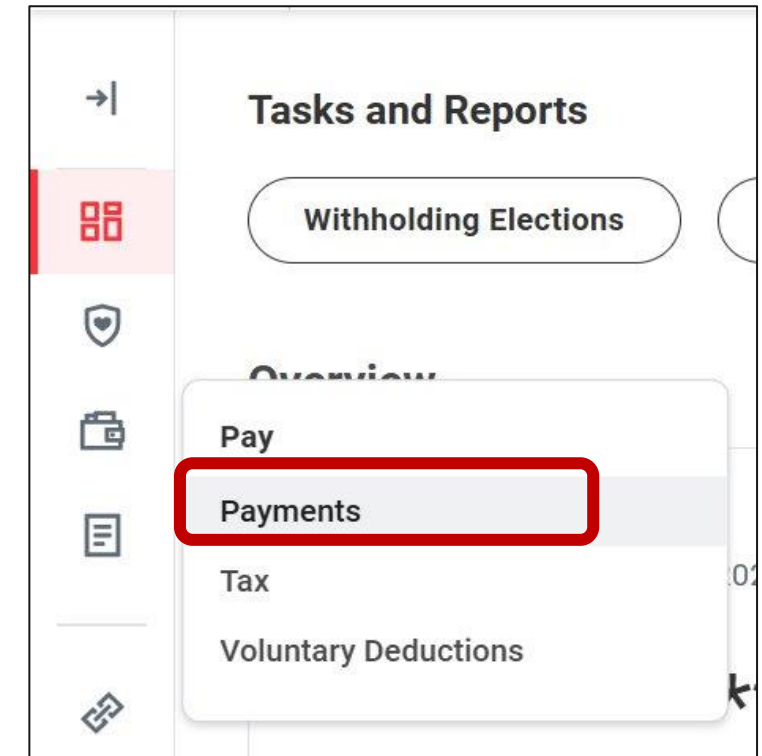
Logistics Review

- Training Locations
- Parking and Bus Information
- ASL Accommodations

Training Locations

- Sterling Hall 2301

- Sterling Hall 2425

- Sterling Hall 3425

- Educational Sciences 212

Employees may use the no-fare campus bus routes to attend the sessions

Bus information available at: hr.wisc.edu/hr-guides/for-employees/workday-in-person-employee-training/

Parking

- Daytime parking
  - Accessible lots:
    - Lot 115 or 116 for Sterling Hall
    - Lot 45 for Educational Sciences
  - Daytime parking not available for employees
- Late-night parking
  - Sterling Hall: Lot 26, Lot 56
  - Educational Sciences: Lot 56, Lot 45
  - Free for employees and trainers
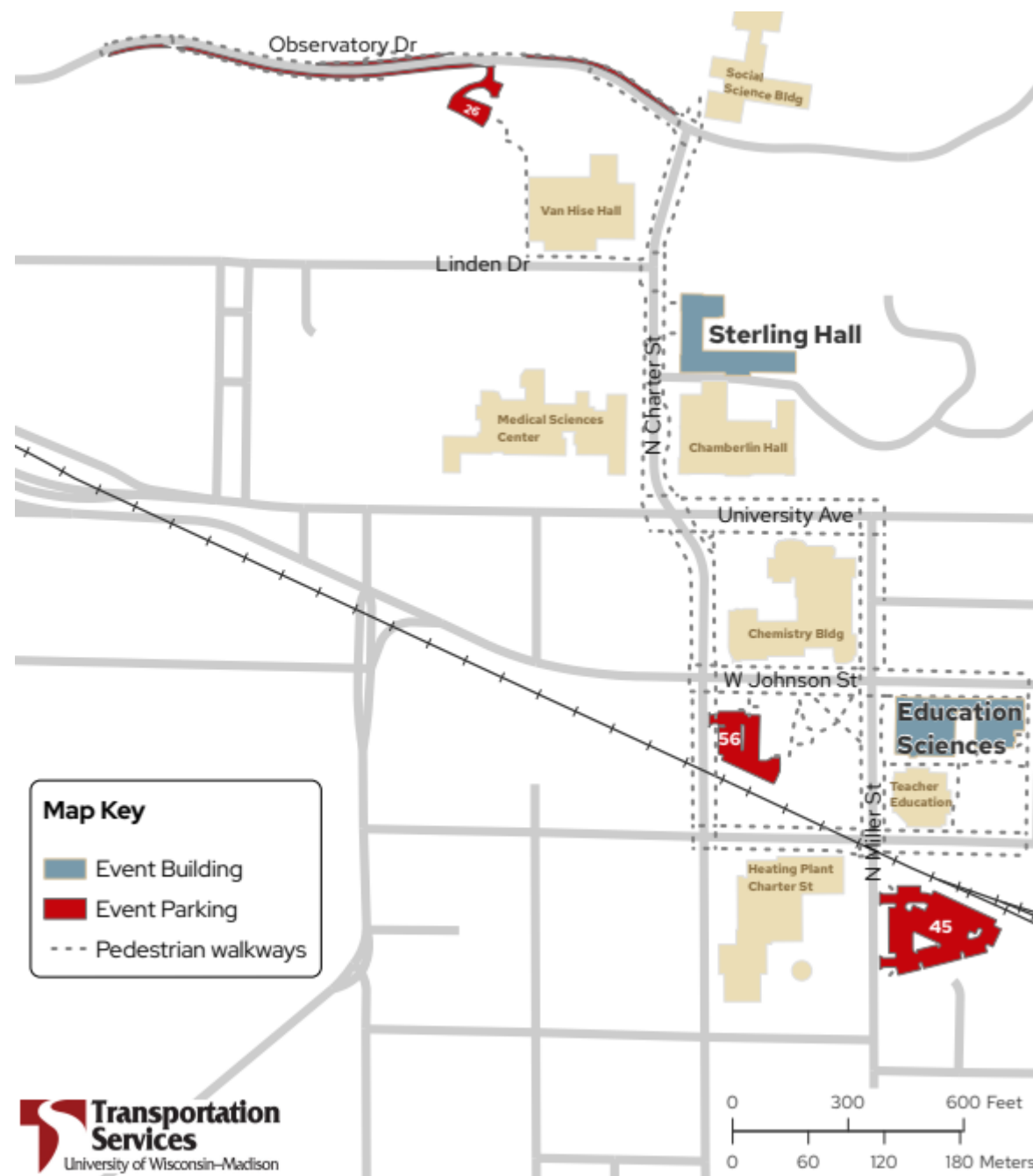
Parking

- Employees with UW-Accessible Permits can park in any UW Accessible stalls

- If an employee does not have a UW-Accessible Permit and needs one for these events, contact Transportation Services Customer Service:

  - customerservice@fpm.wisc.edu

  - (608) 263-6666

Building access – Educational Sciences

W Johnson St.

N Mills St.

Building access – Sterling Hall

N Charter St.

Lathrop Dr.

Building access

- Employees should arrive to their session 10-15 minutes early to make sure they have enough time to find their correct classroom.

- If employees from the same division are attending the same session, they are encouraged to travel to the session in groups.

UWPD best practices for campus

- Safety first:

  o Stay on designated sidewalks and pedestrian walkways

  o Abide by all traffic signals

- Late night reminders:

  o Recommend walking in pairs to sessions

  o Carpool if possible

Safety

- Call 911 in an emergency

- Non-emergency phone number:
  608-264-2677 (direct to UWPD dispatch)

UWPD Support

- Campus is staffed 24/7 by a staffed police department

- Employees that are attending the training sessions will likely see squad cars in the area as officers are conducting their patrols of campus

- UWPD will add notes to the shift briefings requesting that extra patrols be conducted during the heavy traffic times

Employee Needs ASL Accommodation

Problem: Employee shows up and needs ASL accommodation

Solution:

- Tuesday 10:45pm–12:45am session has an ASL interpreter

- We can work with the employee and their division to adjust the employee's training schedule.

- Employees should have already identified if they need an accommodation.

Reminder: If an employee needs ASL interpretation or other accommodation, email accesscenter@ohr.wisc.edu as soon as possible.

- Requests should be made no less than two weeks before the event. We will attempt to fulfill requests made after this date but cannot guarantee that they will be met.

Break

Change that impact supervisors

Overview of Changes

- Logging into the Workday Mobile App
- MyUW Tile Changes
- Fiscal Year Leave Changes
- Floating Holiday and Holiday Use Changes
- New Time Off Request Form
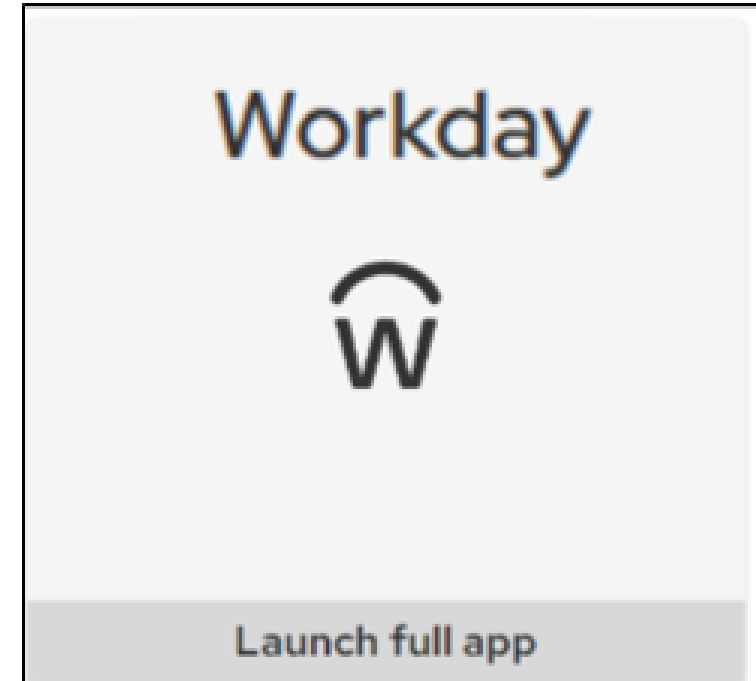- BCMS Transfer Form
- Time Clocks

MyUW Tile Changes

Workday Tile

Employees will be able to access Workday through a new tile in MyUW.

Session Impacted: Week 1 – Logging Into Workday

- Trainers will present this information.

- Instructing employees to navigate to MyUW, then accessing Workday through the Workday tile.
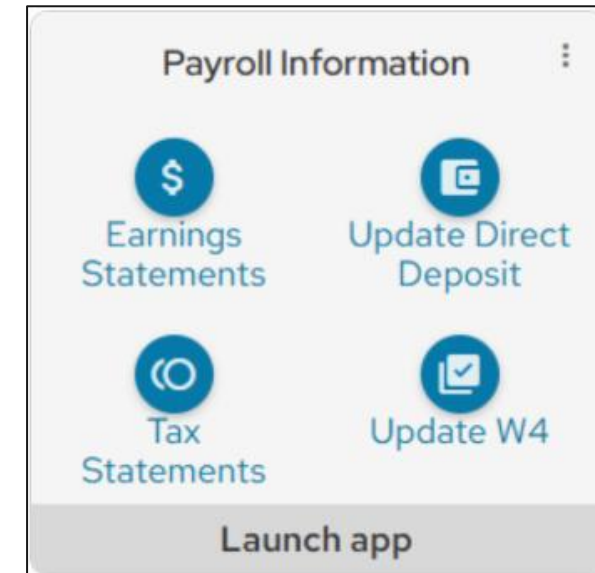
MyUW Tile Changes

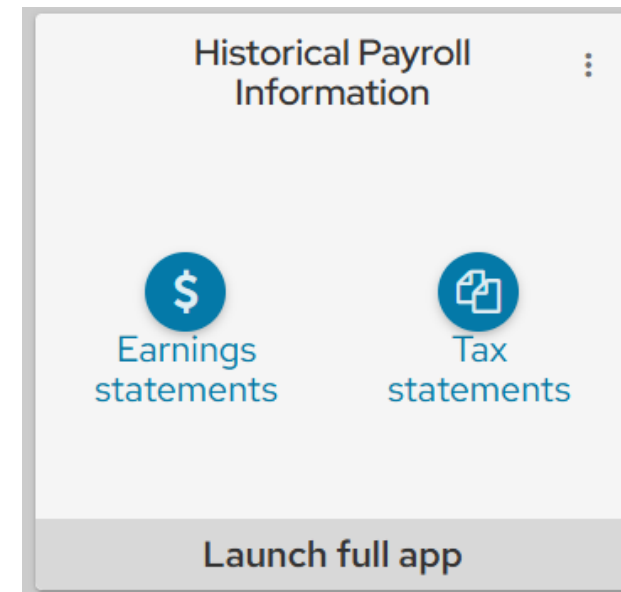**Historical Payroll Information**

Session Impacted: Week 2 – Overview of Benefits and Pay Hub

- Trainers will present this information.
- Tax statements and earning statements from **before June 29, 2025** will be available in the **Historical Payroll tile**.

Historical Benefits information

For benefit documents from before July 7, 2025 contact benefits@ohr.wisc.edu

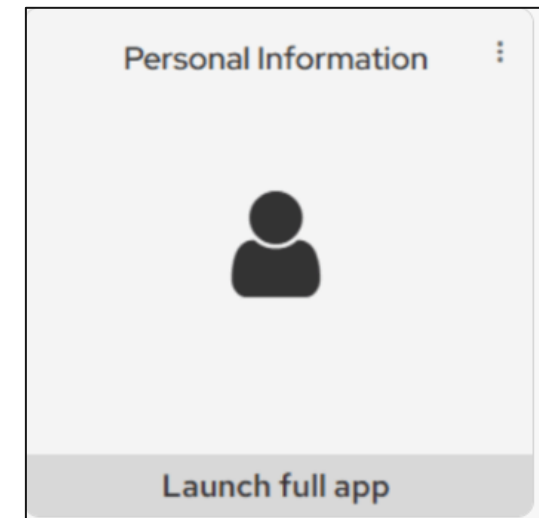# MyUW Tile Changes

Personal information

Session Impacted: Week 1 – Update Personal Information

- Employees previously updated personal information in the Personal Information tile

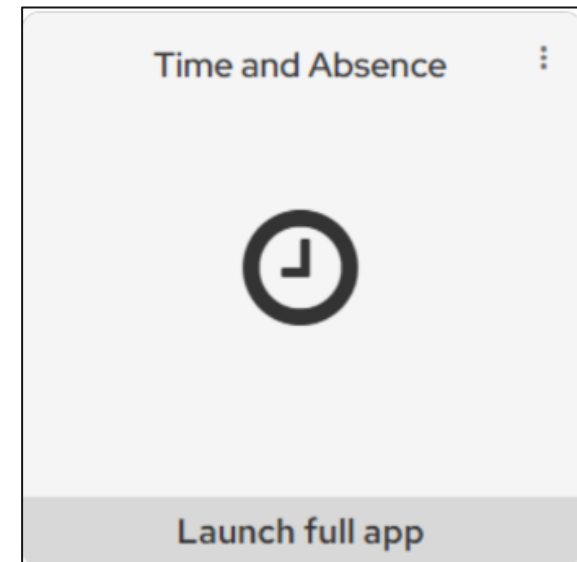- Employees now enter personal information updates into **Workday**

Personal Information

Launch full app

MyUW Tile Changes

Historical Payroll and Benefits Information

Session Impacted: Week 3 – Time and Absence

- Employees previously requested time off using the Time and Absence tile

- Employees will now request time off in Workday or using a paper form
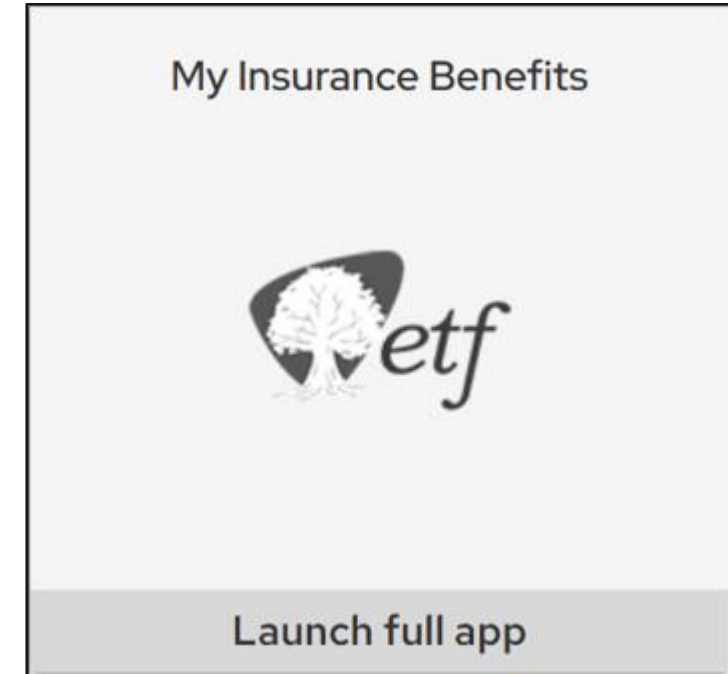
Old

55

MyUW Tile Changes

My Insurance Benefits Tile

Session Impacted: Week 2 – Overview of Benefits and Pay Hub

- Trainers will present this information.

- The new benefits system can be accessed within Workday, or through the new MyUW tile.

MyUW Tile Changes

My Insurance Benefits Tile

• Employees in the in-person Workday trainings communicate employees **do not** need to enroll in My Insurance Benefits before or during the training

• If employees have a life change event or job change, they should contact their local HR. For employees who need language assistance, contact Cultural Linguistic Services (CLS)

My Insurance Benefits

etf

Launch full app
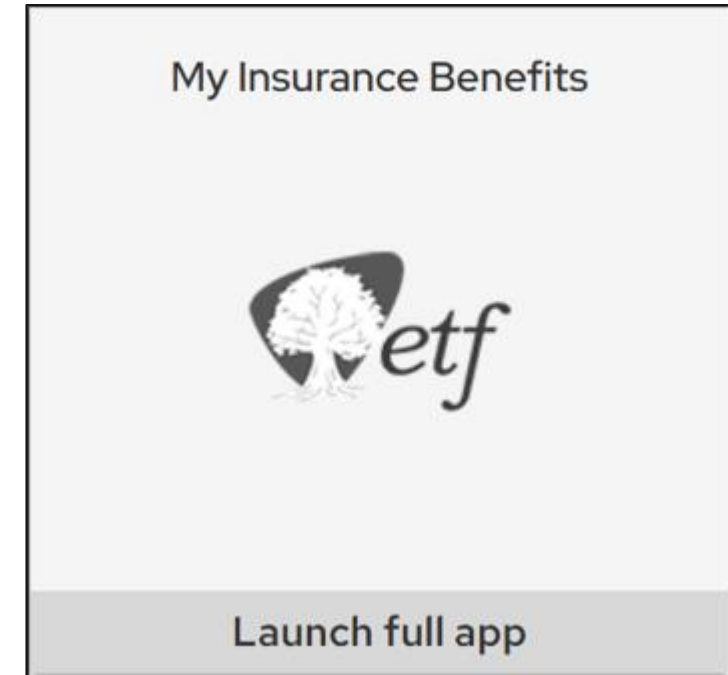
Fiscal Year Leave Changes

Session Impacted: Week 3 – View Time Off Balances

- Trainers will **not** present on this material, but employees may have questions about this.

University Staff employees will receive their leave balances starting on July 1 instead of January 1. Employees will receive:

- Their full vacation allocation (reduced if they received vacation advance)

- 36 hours of personal holiday (prorated if part-time)

- 2 legal holidays in advance

- Any unused vacation hours accumulated during the transition period (January 1, 2025–June 30, 2025)

- Working at UW article shared on July 9

hr.wisc.edu/university-staff-leave-schedule-change/

Floating Holiday and Holiday Use Changes

Session Impacted: Week 3 – View Time Off Balances, How to Request Time Off

- Trainers will **not** present on this material, but employees may have questions about this.

Starting July 2025, employees may only use up to 2 legal holidays in advance of having earned those hours.

Who is impacted

- Employees who work during holidays

- Employees who work to support campus with 24/7 schedules

hr.wisc.edu/hr-guides/for-employees/overview-of-what-is-changing-for-advance-use-of-legal-holidays/

New Request Time Off Paper Form

Session Impacted: Week 3 – How to Request Time Off

Employees will use a **paper form** to submit a time off request.

- **Ask your supervisor** for a paper form

- **Fill out** the paper form

- **Return** the paper form **to your supervisor**

Some schools, colleges, and divisions may begin to phase this form in.

- Previously, divisions used different forms.

- Now, there is one form for all divisions to use. The form will also be translated.

- Preferred method is to use Workday.

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New Request Time Off Paper Form

Some divisions have different guidelines about time off, so if employees have questions, they should reach out to their supervisor for help.

Time Off Request Form

Submit the completed form to your supervisor.

Employee Name: _____ Date: _____

Day(s) / Date(s) Time Off Request	Hours Requested Off	Time Off Type *	Approved? (For supervisors only)
1.			Y N
2.			Y N
3.			Y N
4.			Y N
5.			Y N

*Time off Type	Code to Use
Vacation	V
Sick Leave	SL
Personal Holiday	PH
Holiday or Floating Holiday	H
Comp Time (*Non-Exempt Only)	CT
Banked Leave	BL

*Divisions/Units may have specific guidelines about using or earning comp time. Check with your HR division contact.

_____   _____
Employee Signature   Date Submitted

_____   _____
Supervisor Signature   Date Approved

Next steps for supervisors:

- Enter the time off request within Workday. Review Requesting Time off on Behalf of Employee (kb.wisconsin.edu/workday/internal/144864).
- Once completed by all parties, please submit this form to
- If you need further clarification about Time Off Requests please refer to the UW–Madison Human Resource Policies page (hr.wisc.edu/policies/).

New Blue Collar Multi Shift Transfer Form

Session Impacted: Week 3 – BCMS Transfer Form

- Trainers will present the following information, along with how to view open positions in Workday.

Employees might apply for a BCMS transfer to:

- Change shift times
- Change departments or crews within a division

Who can apply for a BCMS transfer?

- Blue Collar Multi-Shift transfers (BCMS) are only for current, permanent UW-Madison employees.

How can I apply for a BCMS transfer?

- You can apply online or in-person.
  - A completed BCMS transfer form is required for both online or in-person applications.

New Blue Collar Multi Shift Transfer Form

- Find the BCMS Transfer form here: https://jobs.wisc.edu/bcms

- Available in all languages

- Paper forms available

New Blue Collar Multi Shift Transfer Form

Paper applications are available

- Request a paper BCMS Transfer form from your division's HR office or print the form from the BCMS website: jobs.wisc.edu/bcms

- Submit the completed transfer form to your HR office.

Employees should work with their supervisor and/or local HR to access and complete the BCMS Transfer form.

Units that participate in BCMS include:

- University Housing, Wisconsin Union, Facilities Planning & Management

- Athletics (occasionally)

Time Clocks

Select employees to log their working hours by clocking in and out. Employees have already received information about timeclocks (including training materials).

The following four divisions use time clocks:

- Athletics

- FP&M

- Housing

- Rec Well

Resources:

- [Overview of what is changing for Time Clocks](#)

- [How to use the new time clocks](#)

Workday Open Labs with CLS

- Place for employees who use CLS services to practice what they learned

- Provides additional help to employees who need assistance after training is complete

- Contact your local HR to enroll employees (must register)

- Labs begin after makeup sessions (Aug. – Sept.)

Labs held at 21 N. Park Street Room 5041

o Tuesday, Aug 19, 10 p.m. – midnight

o Wednesday, Aug 20, 3:30 – 5 p.m.

o Thursday, Aug 28, 10 a.m. – noon

o Wednesday, Sept 3 ,10 p.m. – midnight

o Tuesday, Sept 9, 1–3 p.m.

o Wednesday, Sept 17, 3:30 – 5 p.m.

Open computer labs (general help)

Employees may attend CLS Open Computer Labs

- 3rd Wednesday of the month

- 3:30 p.m. – 5 p.m.

- 21 North Park Street Room 5041 (5th floor)

- You **do not** need to register or make an appointment to attend

Resources and Next Steps

Resources

- [Training materials](#)
- [Supervisor resources](#)
- [Employee resources](#)

Next steps

- Remind employees about their session dates and times

- Encourage employees to practice signing into MyUW

- Confirm employees have transportation to and from the sessions

- Encourage group travel to sessions

- Work with local HR if you have any questions

- Continue to engage employees outside and after sessions to continue learning

Other Questions?

School, College, Division Representatives

- University Recreation & Wellbeing – Alec Triggiano

- Wisconsin Union – Gabe Clist

- Facilities Planning & Management – Kayla McConville, Jacy Whitehead, Erin Lewerenz

- Athletics – Kayla Weisensel, Sharon Hahne

- University Health Services – Lana Martin

- University Housing – Laurie Teeter

THANK YOU

Office of Human Resources
UNIVERSITY OF WISCONSIN–MADISON