



# Daim Qhia Tus Tuaj Koom

## Kev Qhia Workday tim-ntsej-tim-muag asthiv 2

### Nkag rau hauv **Workday**

1. Mus rau hauv *MyUW* (*my.wisc.edu*)
2. Ntaus koj tus *NetID* thiab *Password* rau
3. Ntaus tus lej qhia tias yog koj tseeb (*Duo Authenticate*) siv *Verification Code* los *Duo Mobile passcode*
4. Thaum nkag tau rau hauv *MyUW*, nrhiav daim *Workday app* thiab nyem **Launch full app**

### Kuv ua tau dab tsis hauv **Workday** piv rau qhov **My Insurance Benefits?**

#### **Workday:**

- Saib cov paj kas phais yuav / nkag rau
- Saib cov nqi yuav cov paj kas phais
- Qhiv txuas tau rau qhov *My Insurance Benefits (MIBs)*
- Pauv:
  - *Supplemental Retirement Plan (403b)*
  - *Wisconsin Retirement System (WRS)* Nyiaj Tso Ntxiv

#### **My Insurance Benefits:**

- Nkag rau los pauv tau cov paj kas phais feem ntau
- Sai cov paj kas phais yuav / nkag rau
- Saib cov nqi yuav cov paj kas phais
- Tso rau thiab pauv tus txiv/pojniabm/menyuam tej ntaub ntawv
- Saib cov ntawv qhia txog qhov nyiaj laus (*WRS Statement of Benefits*)

### Saib koj cov tw Them Nyiaj

#### **Siv Computer:**

1. Nyem **Menu**
2. Nyem qhov **Benefits and Pay app**
3. Nyem qhov **Pay icon**
4. Nyem **Payments**
5. Txav rau qhov **All Payslips**
6. Nrhiav daim tw nyiaj koj xav saib (muaj nyob hauv ib sa)
7. Nyem **View**

#### **Siv Xovtooj (Mobile app):**

1. Kov qhov **Apps**
2. Kov qhov **Benefits and Pay app**

3. Kov qhov **Benefits and Pay Hub** (saum toj ntawm sab ntawd)
4. Kov qhov **Payments**
5. Nrhiav qhov **Pay History**
6. Kov daim tw nyiaj them koj xav luam
7. Kov qhov **Get PDF** (hauv qab ntawm sab ntawd)
8. Kov qhov **Open PDF** thaum rub tau daim *PDF* los

Scan (tsom) saib daim *HR Guides for Employees*  
(rau Cov Neeg Ua Haujlwm)



Scan(tsom) saib cov ntawv txhais

