



Participant Guide

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Workday in-person training series week 2

Log into Workday

1. Visit MyUW (my.wisc.edu)
2. Enter your NetID and Password
3. Duo Authenticate using the Verification Code or Due Mobile passcode
4. Once logged into MyUW, find the Workday app and click **Launch full app**

What can I do in Workday vs. My Insurance Benefits?

Workday:

- Replaces Human Resource System (HRS)
- View benefits elections
- View benefits costs
- Link to My Insurance Benefits (MIBs)
- Update:
 - Supplemental Retirement Plan (403b)
 - Wisconsin Retirement System (WRS) Additional Contributions

My Insurance Benefits:

- Elect or make changes to most benefits
- View benefits elections
- View benefits costs
- Enter and update spouse/dependent information
- View WRS Statement of Benefits

View your Payslip

Computer:

1. Click **Menu**
2. Click **Benefits and Pay** app
3. Click the **Pay** icon
4. Click **Payments**
5. Scroll to **All Payslips**
6. Find the payslip you want to see (listed in the table)
7. Click **View**

Mobile app:

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

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