



Daim Qhia Tus Tuaj Koom

Workday kev qhia tim-ntsej-tim-muaj asthiv 3

Nkag rau hauv **Workday**

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

Kho daim xa nyiaj them ncaj nraim rau (**Update direct deposit**)

1. Nyob ntawm sab **Workday Home Page**, nyem **Menu**
2. Nyem daim **Benefits and Pay app**
3. Nyem qhov **payment elections**
4. Nyem **edit** kho hloov koj daim kom xa nyiaj ncaj nraim rau

Tso npe rau UW cov haujlwm qhib

- **Tsis txhob** tso npe rau cov haujlwm raws tuaj sab nrau tuaj rau hauv UW lub *website* (jobs.wisc.edu)
- **Tso** npe rau UW cov haujlwm nyob hauv **Workday** (tsis hais lub tsev kawm ntawv twg)

Yuav tso npe rau cov haujlwm li cas

1. Nyob ntawm sab **Workday home page**, nyem qhov **Menu**
2. Nyem qhov **Jobs Hub** hauv qhov **Organization tab**
3. Cov haujlwm nyuam qhuav qhib yuav tshwm ua ntej.
4. Siv **ob tug hau xub sab xis los sab lauj** txav nrhiav cov haujlwm nyuam qhuav tso ntxiv
5. Nyem **Browse Jobs (Daim iav tsom rub los)** rau tshawb tag nrho cov haujlwm muaj qhib
6. Rau saib tag nrho txoj haujlwm, nyem qhov **Job Title (Txoj Npe Haujlwm)**
7. Thaum koj nrhiav pom txoj haujlwm koj xav tso npe rau, nyem **Apply** pib teev daim ntawv
8. Lo koj cov ntaub ntawv tso npe rau haujlwm thiab teb cov lus nug
9. Ua ntej xa, xyuas cov ntaub ntawv koj ntaus rau dua. Thaum tiav lawm, nyem **submit**

Tej zaum tej tug kuj yuav tso npe pauv txoj haujlwm raws qhov **BCMS**:

- Pauv lub sij hawm ua haujlwm
- Pauv pawg hauv tib ceg ua haujlwm

Twg tso tau npe pauv raws qhov **BCMS**?

- *Blue Collar Multi-Shift transfers (BCMS)* muaj rau UW-Madison cov neeg ua haujlwm ruaj tam sim no

Kuv tso npe pauv raws qhov **BCMS** li cas?

- Koj yuav tso npe thov pauv haujlwm raws qhov **BCMS** siv koj lub **employee Workday account**

Yuav tso npe pauv haujlwm raws qhov **Blue Collar Multi-Shift Transfer (BCMS)** li cas

1. Nyob ntawm sab **Workday home page**, nyem qhov **Menu**
2. Nyem **Jobs Hub** ntawm qhov **Organization tab**
3. Nyem **Browse Jobs (Tshawb cov haujlwm qhib)**.
4. Nyob ntawm kab **search bar**, ntaus **BCMS**. Nyem lub pob **enter button** ntawm koj daim ntaus ntawv (*keyboard*)
5. Ib daim muaj cov haujlwm pauv tau raws qhov **BCMS** yuav tshwm los. Nyob ntawm qhov **position title (txoj npe haujlwm)**, nws yuav muaj cov qhia nram no txog txoj haujlwm: Txoj npe haujlwm, Ceg ua haujlwm npe, Caij. Rau saib ntxiv txog txoj haujlwm, nyem qhov **Job Posting Title**
6. Nyem **Apply**.
7. **Upload (lo)** koj cov ntawv tso npe rau txoj haujlwm
8. Ua ntej xa koj daim ntawv tso npe, xyuas dua cov koj ntaus rau
9. Nyem **Submit**

Nrhiav daim ntawv tso npe pauv (*BCMS Transfer form*) nov: jobs.wisc.edu/blue-collar-multi-shift

Yuav nrhiav kev pab li cas

- Nrog koj tus thawjsaib los lub HR tham
- Mus koom *Cultural Linguistic Services (CLS)* ib qho *Open Computer Labs*
 - Hnub Zwj Feej (*Wednesday*) thib 3 txhua hli
 - 3:30 – 5 teev tsaus ntuj
 - 21 North Park Street Room 5041 (5th floor)
 - Koj **tsis** tas tso npe los teem caij ua ntej mus koom
- *HR Guides for Employees*: hr.wisc.edu/hr-guides/#for-employees
 - Cov kev cob qhia
 - Cov lus teb cov lus nug txog tas li
 - Ntawv txhais (rau lwm yam lus)

Lus Qhia Tseem Ceeb txog Cov Hnub So Caiv Tshuav nyob hauv **Workday**

Kuv cov hnub so caiv tshuav tshwm li cas nyob hauv **Workday**?

Nyob hauv *Workday*, cov xuab moos so caiv yuav tshwm nyob hauv koj qhov caij so tshuav thaum tau. Cov xuab moos so caiv tau rau hnub so rau cov neeg ua haujlwm, thiab yuav tsis tshwm ua ntej rau ntawm koj qhov caij so tshuav nyob hauv *Workday*. Li ntawd, koj yuav pom tsis muaj cov xuab moos so caiv nyob hauv koj cov caij so tshuav. Tag nrho cov xuab moos so caiv cov neeg ua haujlwm tau rau ib xyos tsis pauv nyob hauv qhov *Workday*; kev qhia txog qhov tau thiab siv cov xuab moos so caiv muaj nyob hauv UW–Madison tus cai, [Personal and Legal Holidays](#) policy.

Kuv siv puas tau cov xuab moos so caiv ua ntej hnuv so caiv?

Tau. Cov neeg ua haujlwm tau cov xuab moos so caiv siv tau txog ob hnuv cov xuab moos ua ntej tau. Siv tau ua ntej yog tus neeg ua num raug ua haujlwm hnuv so caiv, cov caij so caiv yeej yog tus neeg ua num cov caij so. Thov nco tias cov xuab moos so caiv yuav tsis tshwm rau hauv cov caij so tshuav txog thaum hnuv so caiv. Thaum ib tug neeg siv cov xuab moos so caiv ua ntej tau, cov xuab moos yuav tshwm tias tiv thiab yuav nyob rau qhov tiv txog tau hnuv so. Mus saib hauv qhov *HR Guide* rau [qhia txog pauv li cas rau kev siv ua ntej rau cov hnuv so caiv \(verview of what is changing for advance use of legal holidays\)](#).

Scan (tsom) saib daim *HR Guides for employees*



Scan(tsom) saib cov ntawv txhais

