



Participant Guide

Workday in-person training series week 3

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**

Update direct deposit

1. From the **Workday Home Page**, click **Menu**
2. Click **Benefits and Pay app**
3. Click **payment elections**
4. Click **edit** to update your direct deposit

Applying for UW jobs

- **Do not** apply for jobs on the external UW jobs website (jobs.wisc.edu)
- **Do** apply for UW jobs **on Workday** (regardless of campus)

How to apply for jobs

1. From the **Workday home page**, click on the **Menu**
2. Click on **Jobs Hub** under the **Organization tab**
3. The most recently posted jobs will appear first.
4. Use the **right or left arrow icons** to scroll through recently added jobs
5. Click the **magnifying glass icon** (Browse Jobs) to browse all open positions
6. To view the full job posting, click the **Job Title**
7. Once you find a job you want to apply for, click **Apply** to start the application process
8. Upload your application materials and fill out the application questions
9. Before you submit, review the information you entered. When you are ready, click **submit**

Someone might apply for a BCMS transfer to:

- Change shift times
- Change departments 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 will apply for BCMS transfer requests using your **employee Workday account**

How to apply for a Blue Collar Multi-Shift Transfer (BCMS)

1. From the **Workday home page**, click on the **Menu**
2. Click on **Jobs Hub** under the **Organization tab**

3. Click **Browse Jobs**.
4. In the **search bar**, type **BCMS**. Hit **the enter button** on your keyboard
5. A list of open BCMS positions will appear. In the **position title**, it will identify the following details about the job: Title, Unit, Shift. To learn more about the position, click on the **Job Posting Title**
6. Click **Apply**.
7. **Upload** your application materials
8. Before submitting your application, review the information
9. Click **Submit**

Find the BCMS Transfer form here: jobs.wisc.edu/blue-collar-multi-shift

How to get help

- Contact your supervisor or local HR
- Attend Cultural Linguistic Services (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
- HR Guides for Employees: hr.wisc.edu/hr-guides/#for-employees
 - Training resources
 - Answers to common questions
 - Translations

Scan to view HR Guides for employees



Scan to view translated resources

