Workday in-person employee training

July 21 – August 8, 2025

If you are an employee who does not use a computer at work, please check with your supervisor or local HR office to attend this important Workday training.

UW–Madison is offering a three-part in-person Workday training series. Employees will learn how to use Workday on a computer and smart phone.

- You are encouraged to attend this event during working hours.
- Employees will be enrolled in the training. Please communicate your language preference with your supervisor or local HR.
- You do not need to report leave time if you attend.

Sessions will be held for daytime, second, and third shifts. Attendance will be tracked by the Office of Human Resources. Divisions may require this training.

Sessions will be available in English, Spanish, Hmong, Tibetan, Nepali, and Chinese.

- **Session 1 (July 21 – 25):** Log in, view pay slips and leave balances
- **Session 2 (July 28 – August 1):** Update W2, W4, and benefits
- **Session 3 (August 4 – 8):** Apply for internal positions, accept lump sums

What to bring to each session:

- Wiscard
- NetID login and password (employees are encouraged to practice logging into MyUW before attending the sessions)
- Optional: Smart phone (if you want to use the Workday mobile app)

Do you need an accommodation to attend?

If you need ASL interpretation or other accommodations, 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 they will be met.

All Universities of Wisconsin faculty and staff will use Workday for employee self-service tasks. Online Workday training begins May 6 for supervisors and employees who use a computer.