



Kev cob qhia neeg ua num siv *Workday* tim ntsej tim muag Xya Hli tim 21 – Yim Hlis xiab 8, 2025

Yog koj yog ib tug neeg ua num tsis siv computer ntawm chaw ua haujlwm, thov nrog koj tus thawjsaib los lub HR tham txog los koom qhov kev cob qhia siv *Workday* tseem ceeb no.

UW–Madison muaj qhia peb qho tim ntsej tim muag txog siv *Workday*. Cov neeg ua haujlwm yuav kawm siv *Workday* nyob hauv computer thiab hauv lub *smart phone*.

- Cuab koj zog kom los koom qhov kev cob qhia no lub caij koj ua haujlwm.
- Yuav muab cov neeg ua haujlwm npe tso rau qhov kev cob qhia no. Thov nrog koj tus thawjsaib los lub HR tham txog yam lus koj xav los mloog.
- Koj tsis tas qhia tias koj twb los koom tas lawm.

Cov caij qhia no muaj thaum caij ua haujlwm siv ib, siv ob, thiab siv peb. Lub *Office of Human Resources* yuav khaws cov npe twb los kawm lawm. Tej zaum cov ceg ua haujlwm kuj yuav kom yuav tsum kawm qhov kev cob qhia no.

Cov caij qhia no yuav muaj lus Askiv, *Spanish*, Hmoob, Thaisnpej, Suav, thiab Nespablim.

- **Qhov 1 (Xya Hli tim 21 – 25):** Nkag rau, saib tw them nyiaj thiab caij so tshuav
- **Qhov 2 (Xya Hli tim 28 – Yim Hli xiab 1):** Kho daim W2, W4, thiab tej paj kas phais
- **Qhov 3 (Yim Hli xiab 4 – 8):** Tso npe rau cov haujlwm qhib rau cov neeg sab hauv, txais cov nyiaj them ib pob rau.

Yuav nqa dab tsi los rau txhua qhov caij qhia:

- *Wiscard*
- *NetID login* thiab *password* (cuab zog kom cov neeg sim nkag rau hauv *MyUW* ua ntej los koom cov caij qhia)
- Nyob ntawm yeem: *Smart phone* (yog koj xav siv *Workday mobile app*)

Koj puas xav kom muaj kev pab thiaj los koom tau?

Yog koj xav tau kev siv tes piav txhais lus (ASL) los lwm yam kev pab, xa *email* rau accesscenter@ohr.wisc.edu sai li sai tau. Cov kev thov yuav tsum hais ua ntej tsis pub luv tshaj ob asthiv ntawm lub caij qhia. Peb yuav ua li peb ua tau xyuas raws kev thov tom qab thov tab sis kuj tsis lees tias yuav muaj xwb.

Tas nrho *Universities of Wisconsin* cov xibfwb thiab neeg ua haujlwm yuav siv *Workday* rau tej yam tus neeg ua num nws ua nws. Kev cob qhia online txog *Workday* pib lub Tsib Hlis xiab 6 rau cov thawjsaib thiab neeg ua num siv computer ua haujlwm.