



## **Frequently Asked Questions – Workday in-person training**

### **Why do I need to learn to use Workday?**

On July 7, all Universities of Wisconsin – including UW–Madison – will use Workday. Learning how to use Workday on a computer or smartphone empowers employees to access critical information about their employment. This includes viewing and printing payslips, benefits information, managing tax withholdings, and much more.

### **Where can I find more information about the online Employee Self-Service and Manager-Self Service Workday training?**

Online Employee Self Service and Manager Self Service Workday training for employees who regularly use a computer at work begins May 6. Employees will receive instructions via email from UW–Shared Services when training is live.

### **Why do the trainings start on July 21 if Workday is available on July 7?**

These sessions will be held after the first payroll is processed in Workday to ensure greater data accuracy. This will empower employees to see their actual data in the system such as a payslip or earning statement. Prior to July 21, this information may not be available in Workday. This will ensure employees receive information just in time to apply what they have learned.

### **Can my school, college, or division make this training required?**

Yes. Schools, colleges and divisions may have additional requirements. If you have any questions contact your HR professional.

## **Which divisions are enrolling employees in this training?**

Athletics, Facilities Planning & Management (FP&M), University Housing, Recreation & Wellbeing, Wisconsin Union, University Health Services (UHS).

## **How do I sign up for in-person Workday training?**

Contact your HR professional/supervisor to sign up. They will help you determine the date, time, language, and location of which session you will attend.

## **Can Trades/Craft Workers attend these training sessions?**

Yes, the training is designed to help employees learn how to use Workday on a computer and smartphone. This includes Craft Workers/Trades employees as the training series is designed for employees who do not use a computer in their work. If you have any questions, contact your local HR professional.

## **When and where will the training sessions be held?**

To find out the date, time, language, and location of your session, contact your supervisor or local HR representative. They will help you determine which session you should attend.

## **Am I required to complete both the in-person and online training?**

No. If you attend the in-person training series, you do not need to complete the online Workday training.

## **Can I choose to attend the training in the language that best meets my needs?**

Yes. Please work with your HR professional/supervisor to inform them of your language preference to meet your learning needs.