



Office of Human Resources  
UNIVERSITY OF WISCONSIN-MADISON

# Kev Qhia Workday Tim Ntsej Tim Muag

Asthib 1

- **Sau npe rau** ntawm daim ntawv nram qhov rooj nkag los
- Zaum ntawm ib lub **computer tsis muaj neeg zaum**

# Yuav Muaj Dabtsi



## Peb yuav...

- qhia koj ua ib yam dab tsi nyob hauv *Workday*
- muab caij rau koj xyaum siv



## Peb yuav tsis...

- teb cov lus koj muaj txog koj tus kheej
- tham txog cov caij rau tej ceg ua haujlwm

# Saib Cov Kev Yuav Qhia

- Nkag rau hauv *Workday*
- Saib cov tw them nyiaj thiab caij so tshuav
- Hloov cov ntawv txiav si (W2, W4) thiab chaw nyob
- Kho cov kev kom xa nyiaj them ncaj nraim rau
- Thov caij so
- Tso npe rau UW cov haujlwm qhib
- Nrhiav kev pab

# Cov Yuav Kawm

Thaum qhov kev qhia hnub no xaus, koj yuav paub:

- Siv xovtooj los *computer* nkag rau hauv *Workday*
- Siv daim *home screen*
- Kho tus kheej cov ntaub ntawv

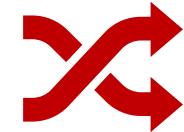
# Kev Pom Zoo los Nco rau Hnub No



**Mloog thiab xyaum** ua cov yuav tau ua tshiab.



**Tsa tes** yog koj muaj **Ius nug** los xav tau kev pab.



**Saib raws** tus piav qhia. Txhob ua mus ua ntej.



**Thov** ua ntej koj saib lwm tus daim screen los computer.

# Koom Kev Sib Tham

**Qhia** koj tus kheej rau tus zaum puab koj

- Npe
- Koj ua haujlwm qhov twg

**Tham txog:**

- Koj hnov li cas txog *Workday*?
- Koj xav tias koj yuav siv *Workday* li cas?



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# Qhia Txog Workday





# Workday yog dab tsi?

Workday yog ib qho kev tuav ntaub ntawv tshiab tag nrho cov  
*Universities of Wisconsin* cov neeg ua haujlwm yuav siv.

Workday muaj ib qho **website** thiab ib qho **mobile app** (nyob ntawm nyiam siv qhov twg).

# Kuv ua tau dab tsis hauv *Workday*?

- Hloov kuv cov ntaub ntawv
- Hloov qhov xa qhov nyiaj them ncaj nraim rau
- Xaiv tso kom txiav se li cas rau nom tswb teb chaws thiab xeev
- Saib thiab luam cov tw them nyiaj
- Saib cov paj kas phais nkag rau

# Workday

Koj ua tau:

- siv qhov *mobile app* (lub xovtooj)
- nrhiav tej yam koj xav tau ceev siv qhov *search bar*
- pauv tus kheej cov ntaub ntawv



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# Nkag rau hauv **Workday**

- Workday mobile app (*xovtooj*)
- Workday website



# Kuv Yuav Tsum Muaj Dab Tsi



- Computer los Smartphone

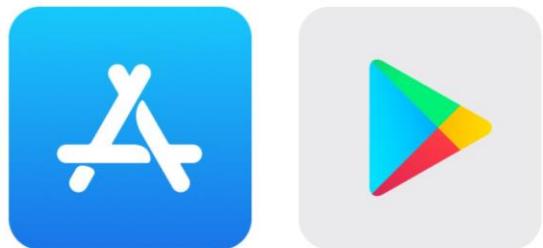


- Koj tus NetID thiab Password



- Smartphone los Duo Device

# Nruab qhov *Workday Mobile App* (rau hauv xovtooj)



- Nyob ntawm koj lub xovtooj (los lwm yam):
1. Mus rau qhov **Apple App Store** los **Google Play Store**
  2. Nrhiav (thiab xaiv) qhov **Workday**
  3. Xaiv **Install** los **Get**
  4. Lees tso cai rau qhov *application (permissions)*, yog yuav tau tso

# Nkag rau hauv qhov **Workday Mobile App**



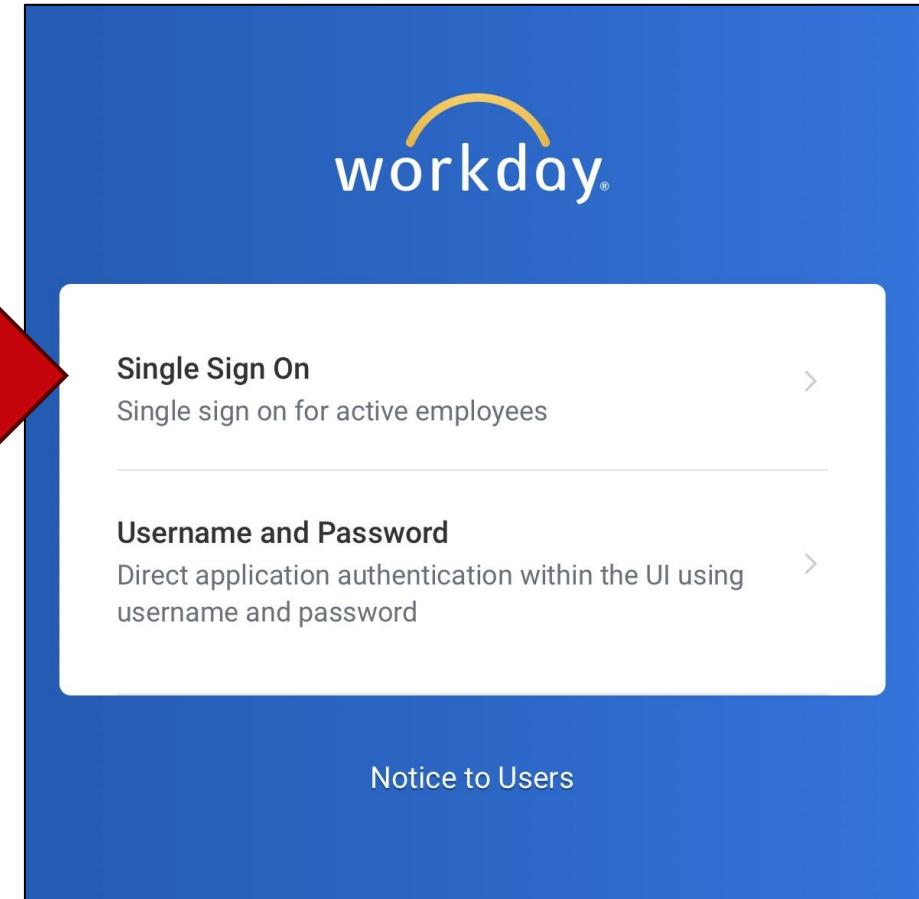
1. Qhib qhov **Workday Mobile** app
2. Kov qhov **Log in**
3. Ntaus **Your Organization ID** (koj qhov chaw ua haujlwm tus lej)  
los scan tus **QR code**
  - **Your Organization ID:** wisconsin



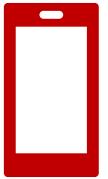
# Nkag rau hauv qhov *Workday Mobile App*



4. Kov qhov **Single Sign On** (hauv qhov app)

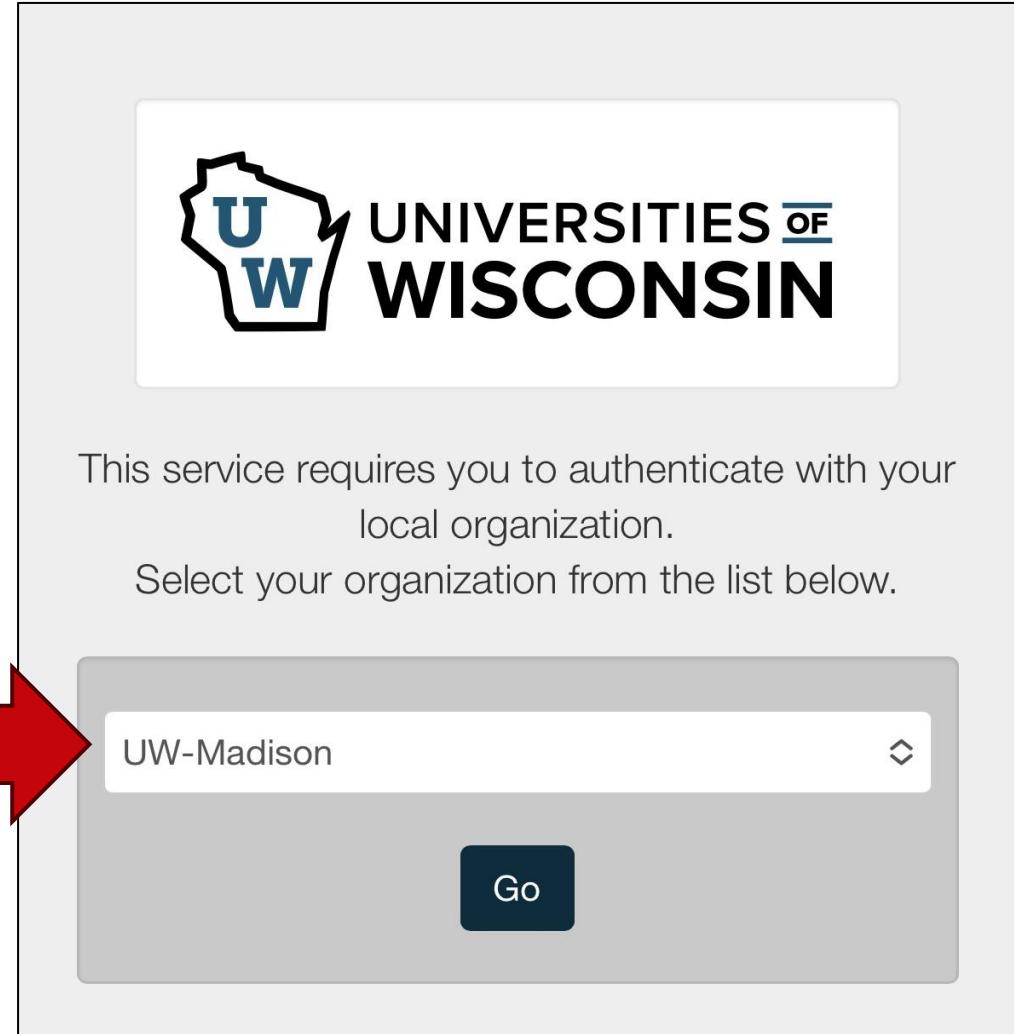


# Nkag rau hauv qhov *Workday Mobile App*



5. Xaiv ***UW-Madison***

6. Kov qhov **Go**

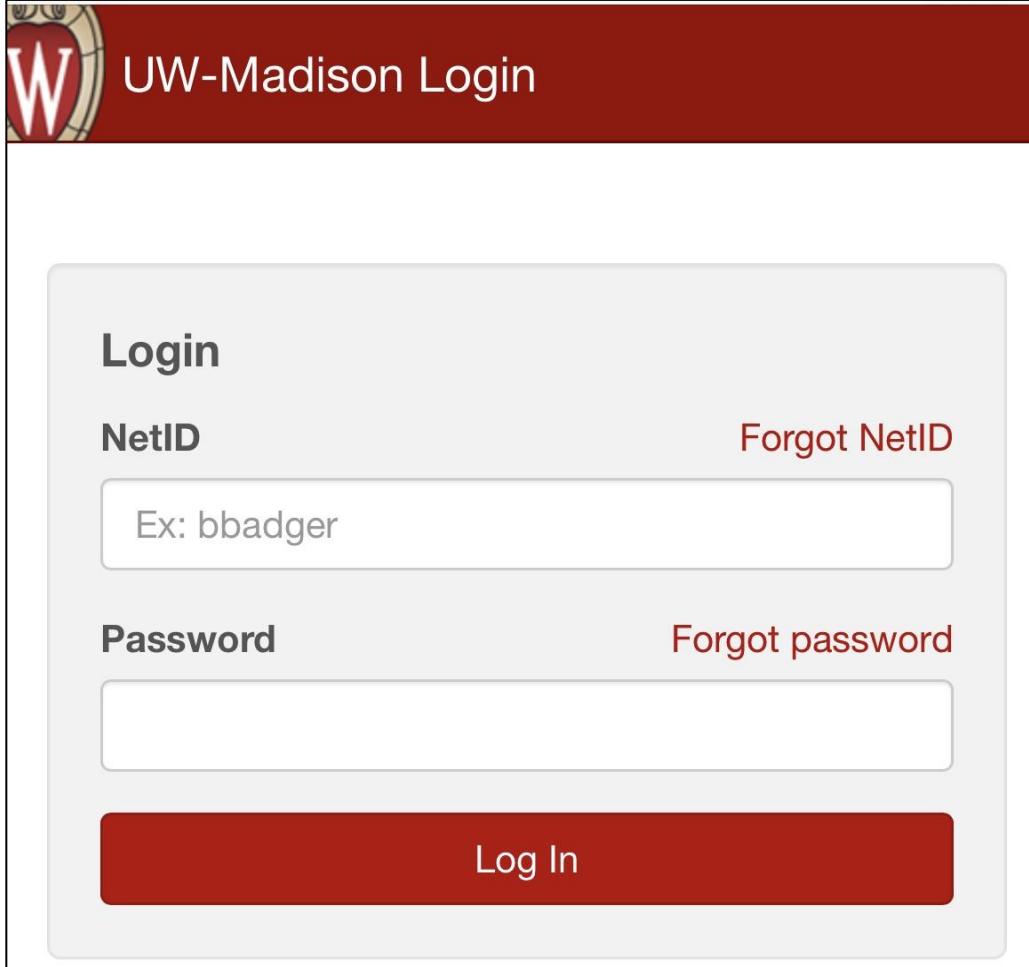


# Ntaus koj cov ntawv tias yog koj hauv UW rau



7. Ntaus koj tus **NetID** thiab **password**

8. Kov qhov **Log In**



The image shows the UW-Madison login page. At the top, there is a red header bar with the UW logo on the left and the text "UW-Madison Login" in white. Below the header is a light gray login form. The form has two input fields: "NetID" and "Password". To the right of each input field is a "Forgot" link ("Forgot NetID" for NetID and "Forgot password" for Password). Below the input fields is a large red "Log In" button.

UW-Madison Login

Login

NetID [Forgot NetID](#)

Ex: bbadger

Password [Forgot password](#)

Log In

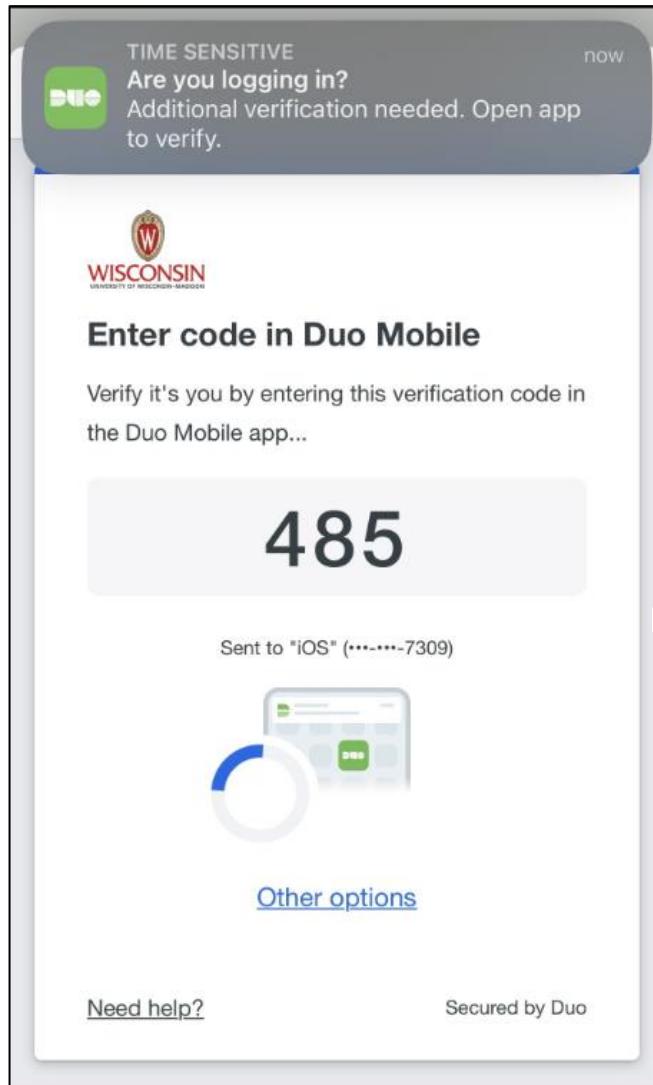
# Qhia Tseeb Tias Yog Koj Lub Account



## 9. Siv qhov **Duo Mobile** qhia:

- Ntaus tus **Verification Code (lej)** rau los
- Kov qhov **Other options** thiab ntaus koj tus **Duo Mobile passcode (lej)** rau

Koj nkag tau rau hauv qhov Workday app lawm!



< Back

### Other options to log in

- Duo Push**  
Send to "iOS" (\*\*\*\*\*-7309) >
- Duo Mobile passcode**  
Enter a code from the Duo Mobile app >
- Bypass code**  
Enter a code from your IT help desk >

Need help?

# Nkag rau hauv lub Workday Website



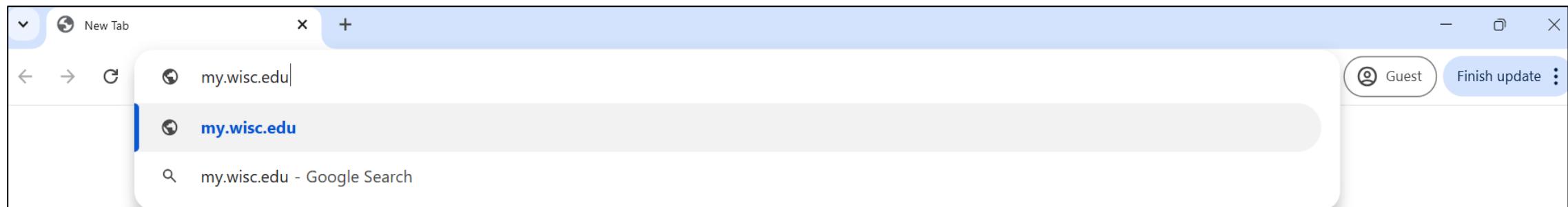
Cov *Internet browsers*





# Mus rau hauv *MyUW* website

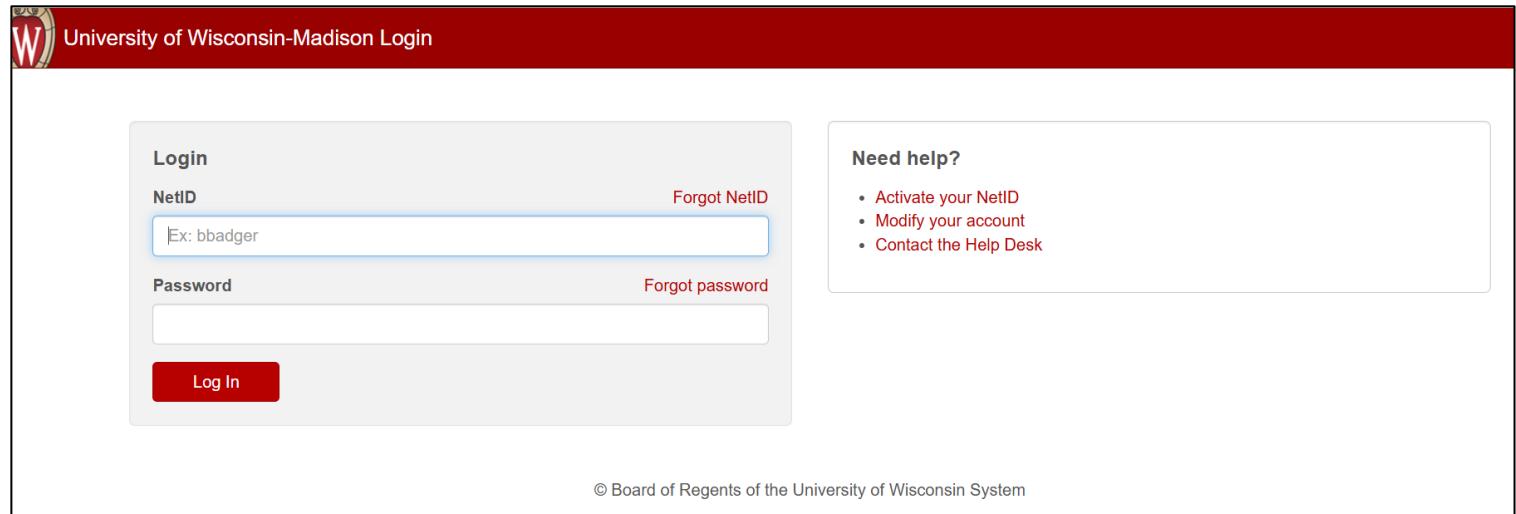
1. Qhib ib qho *internet browser*
2. Nrhiav kab address bar
3. Ntaus **my.wisc.edu** rau ntawm kab address bar
4. Nias lub pob **enter** ntawm koj daim keyboard (ntaus ntawv)





# Nkag rau hauv *MyUW*

1. Ntaus koj tus **NetID** rau
2. Ntaus koj tus **Password** rau
3. Nyem qhov **Log In**



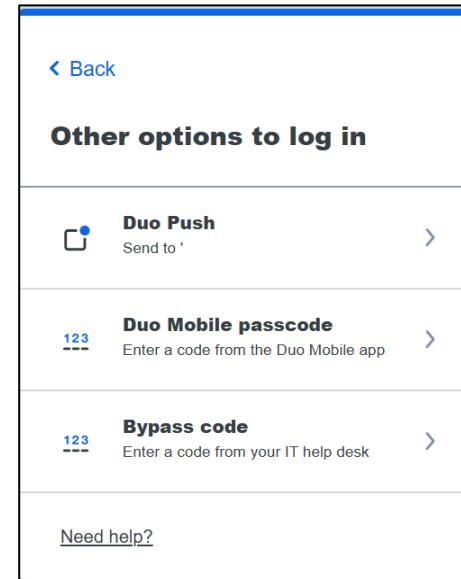
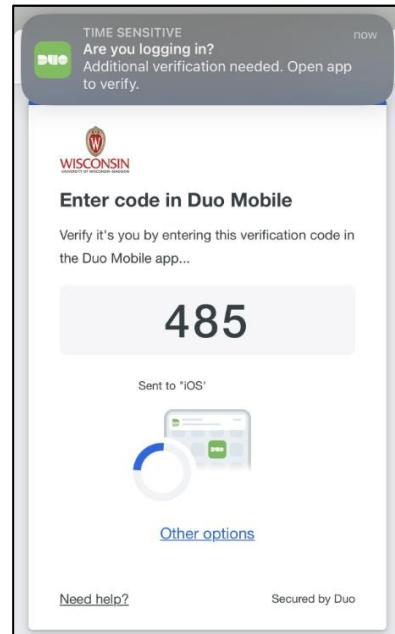
The image shows the University of Wisconsin-Madison login page. The header reads "University of Wisconsin-Madison Login". The main form is titled "Login" and contains fields for "NetID" (with placeholder "Ex: bbadger") and "Password" (with placeholder "Enter password"). To the right of the form is a "Need help?" section with links to "Activate your NetID", "Modify your account", and "Contact the Help Desk". At the bottom of the page is a copyright notice: "© Board of Regents of the University of Wisconsin System".



# Duo Authentication (Qhia Tseeb Tias Yog koj)

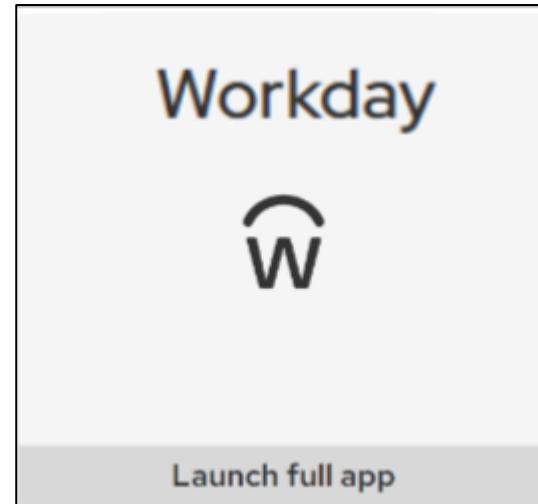
4. Ntaus tus **Verification Code (lej)** nrau koj lub smartphone  
LOS

Kov qhov **Other options** thiab ntaus koj tus **Duo Mobile passcode (lej)** rau





5. Nrhiav qhov **Workday app**
6. Nyem **Launch full app**



The screenshot shows the MyUW dashboard with a grid of app cards. The Workday app card is highlighted with a large red arrow pointing to its 'Launch full app' button. Other visible app cards include Time and Absence, LinkedIn Learning, Wiscard Balance, Email (with address pregmi@wisc.edu), Employee Resources, Learning and Talent Development, Performance Management, WiscAlerts, CareerLocker, UW System Career Opportunities, and Student Center.

# Sim Siv: Nkag rau hauv *Workday*

## Nkag rau hauv *Workday*

- Siv 15 nas this xyaus
- Siv koj lub **xovtooj** los **computer**
- Txo qhov *Workday mobile app* (yog siv xovtooj)
- Tsa tes yog koj xav tau kev pab
- Yog koj ua tas ua ntej, koj pab lwm tus tau

### Mobile App

Organization ID:  
XXXXXXXXXXXX

QR Code



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# So Ib Pliag



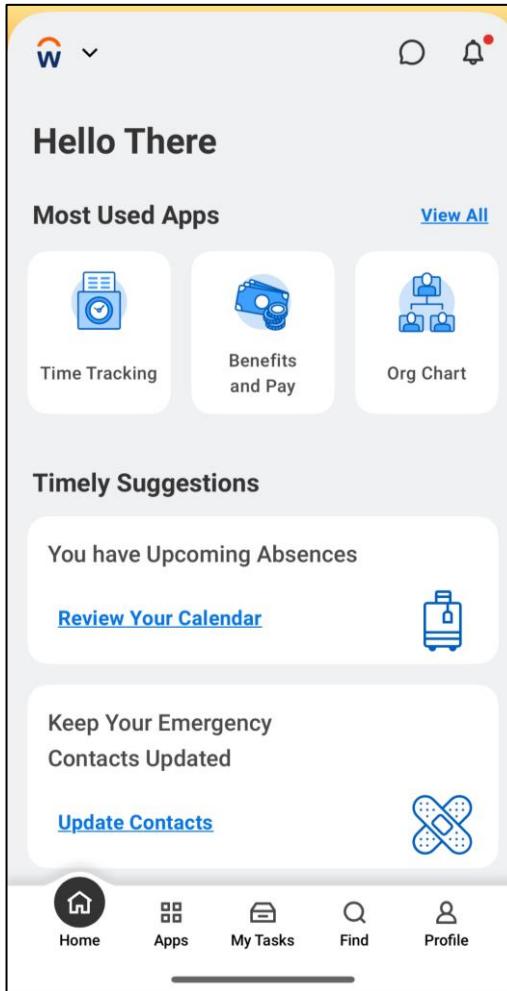
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## **Qhib Saib Sab Home Page**

- Saib dua sab *home page*
- Xyaum siv sab *home page*

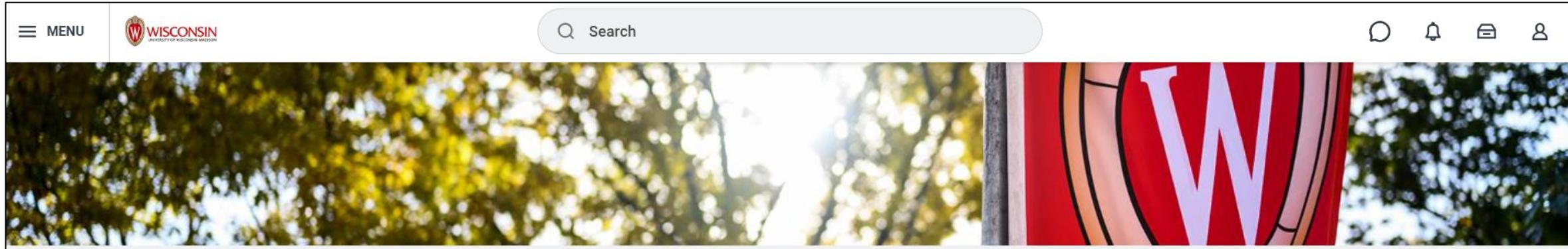


# Workday Home Page (hauv xovtooj)



A screenshot of the Workday mobile home page. At the top, it says "Hello There" with a dropdown arrow and notification icons. Below that is a section titled "Most Used Apps" with three cards: "Time Tracking" (calendar icon), "Benefits and Pay" (pocket icon), and "Org Chart" (organization chart icon). Underneath is a "Timely Suggestions" section with two items: "You have Upcoming Absences" with a "Review Your Calendar" link and a briefcase icon, and "Keep Your Emergency Contacts Updated" with an "Update Contacts" link and a bandage icon. At the bottom is a navigation bar with five icons: Home (house), Apps (grid), My Tasks (document), Find (magnifying glass), and Profile (person).

# Workday Home Page (Website)



The image shows the homepage of the University of Wisconsin-Madison's Workday system. At the top left is the 'MENU' button and the 'WISCONSIN UNIVERSITY OF WISCONSIN-MADISON' logo. A search bar is centered at the top. To the right are icons for messaging, notifications, email, and user profile. The main header features a large, blurred photograph of a red 'W' on a building with trees in the background. Below the header, the text 'Good Afternoon,' is displayed on the left, and 'It's Monday, May 12, 2025' is on the right. The page is divided into several sections: 'Awaiting Your Action' (with a message about being caught up), 'Timely Suggestions' (with a reminder to update emergency contacts), 'Quick Tasks' (links to My Payslips, Time Off Balance, and View Printable Employee Review), and 'Your Top Apps' (which is currently empty). A small red icon of a person with a red cross on their chest is located next to the 'Keep Your Emergency Contacts Updated' section.

Good Afternoon,

It's Monday, May 12, 2025

Awaiting Your Action

You're all caught up on your tasks.

...

Timely Suggestions

Keep Your Emergency Contacts Updated

We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

Quick Tasks

My Payslips

Time Off Balance

View Printable Employee Review

Your Top Apps

29



# Menu thiab Home (Website)

Nrhiav 2 qho no hauv saum ces kaum sab lauj ntawm sab ntawd

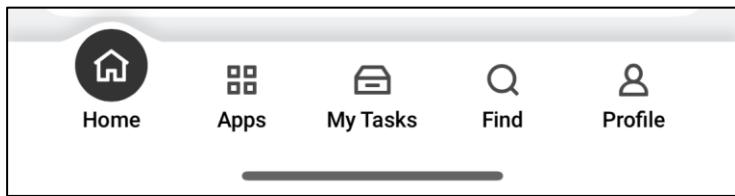


Nyem lub **Wisconsin logo** mus rov qab rau ntawm sab *Workday home page*.



Nyem qhov **Global Navigation Menu** rau nrhiav lwm sab nyob hauv lub website.

# Menu thiab Home (hauv Xovtooj)



Cov **menu** (muaj rau) xaiv nyob hauv qab ntawm sab screen.

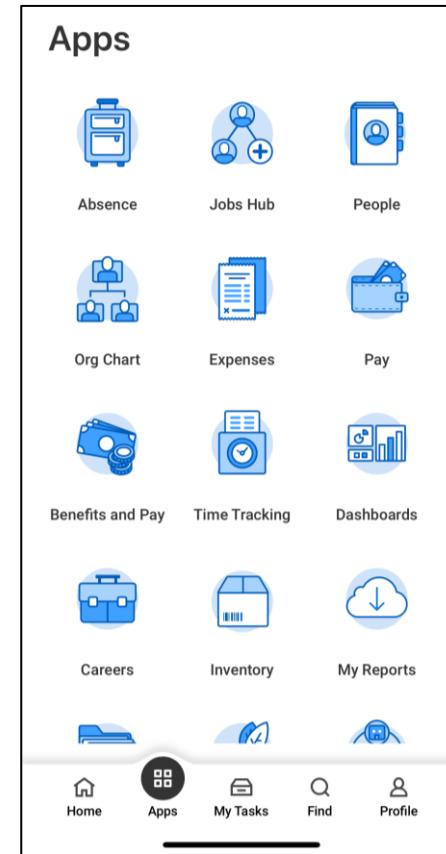
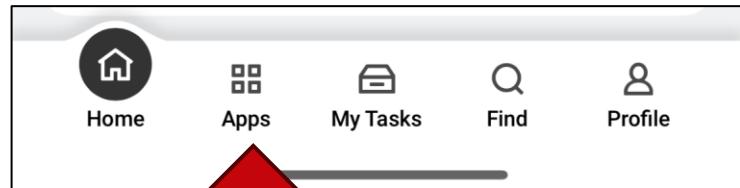


Kov qhov **home icon** (hauv qab ces kaum sab lauj ntawm txhua sab) rov qab mus rau ntawm sab *home page*.

# **Global Navigation (hauv Xovtooj)**



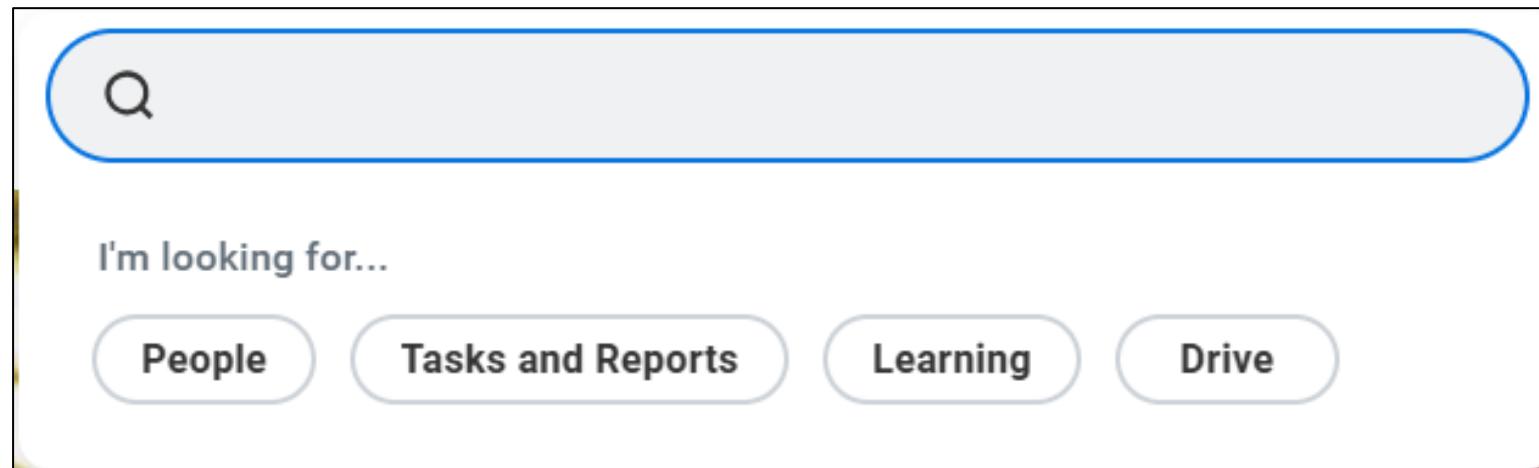
Kov qhov **Apps** rau qhib qhov **Global Navigation Menu.**





# Kab Search Bar (nrhiav) [hauv Website]

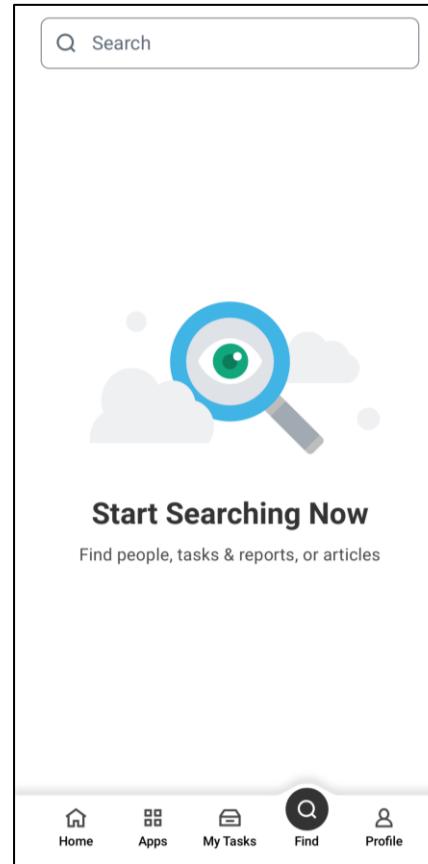
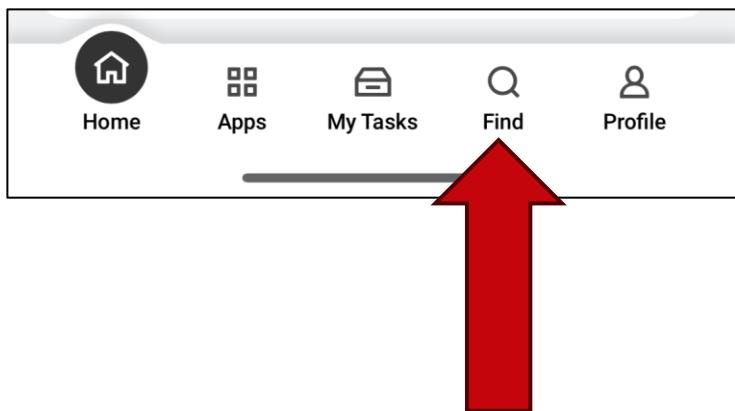
Siv kab **search bar** rau nrhiav tib neeg, cov dej num, ntawv tshaj qhia, thiab lwm yam.



# Search Bar (hauv xovtooj)



Kab search bar (nrhiav) nyob hauv qhov **Find** (hauv qab ntawm sab screen).



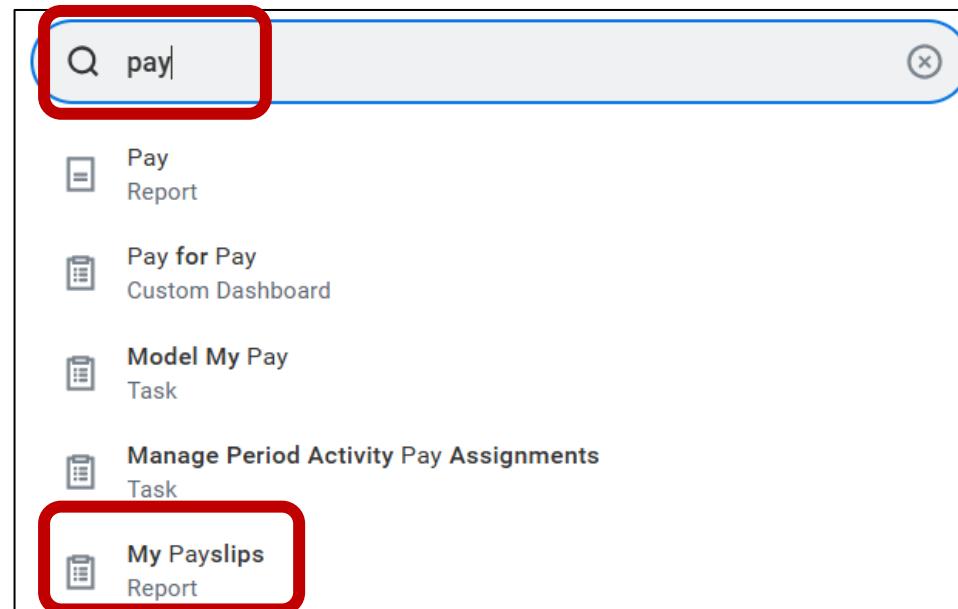
# Piv txwv: Kab Search Bar



Nrhiav koj cov tw them nyiaj:

1. Ntaus **pay** rau ntawm kab **search bar**.
2. Nrhiav **My Payslips** siv qhov nyem kom muaj cov

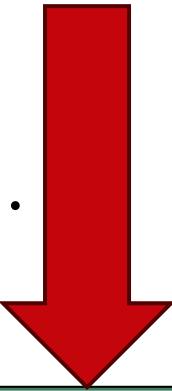
qhib los xaiv.



# Cov Kev Qhia (hauv Website)



Nyem lub **bell icon (lub tswb)** twm cov lus xav qhia koj.



The screenshot shows a university website interface. At the top, there is a navigation bar with a 'MENU' button, the 'WISCONSIN UNIVERSITY OF WISCONSIN-MADISON' logo, a search bar, and several user icons. A large red arrow points down to the 'Notifications' section. The 'Notifications' section has a red header and displays a list of items. The first item is titled 'Document Available' and includes a file download link: 'Payslip\_to\_Print\_-BIRT\_UW\_05\_12\_2025.pdf'. There are also buttons for 'Viewing: All', 'Sort By: Newest', and 'From Last 30 Days'.

**Notifications**

Viewing: All Sort By: Newest From Last 30 Days

**Document Available**

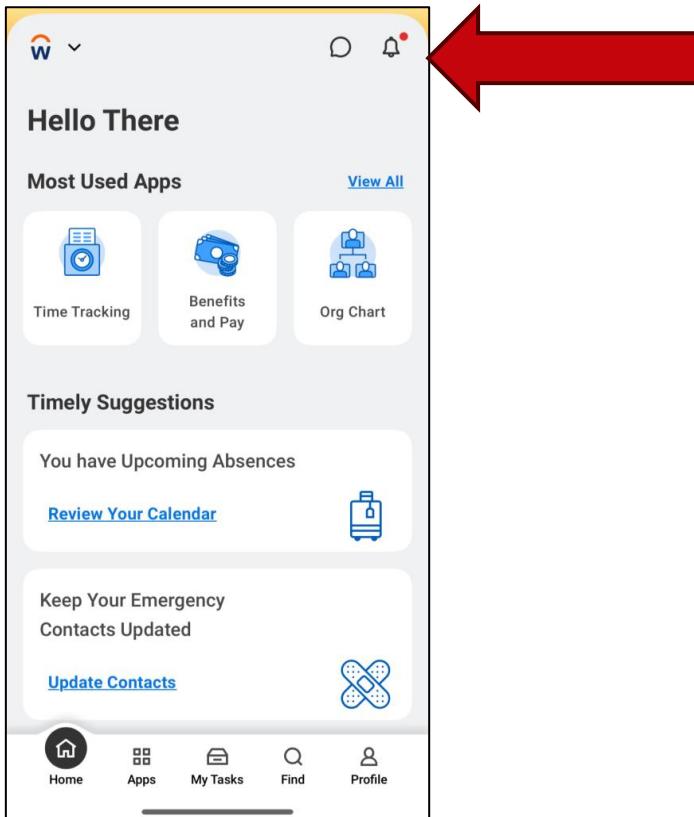
1 day(s) ago  
Payslip\_to\_Print\_-BIRT\_UW\_05\_12\_2025.pdf is now available in My Reports

Details Payslip\_to\_Print\_-BIRT\_UW\_05\_12\_2025.pdf

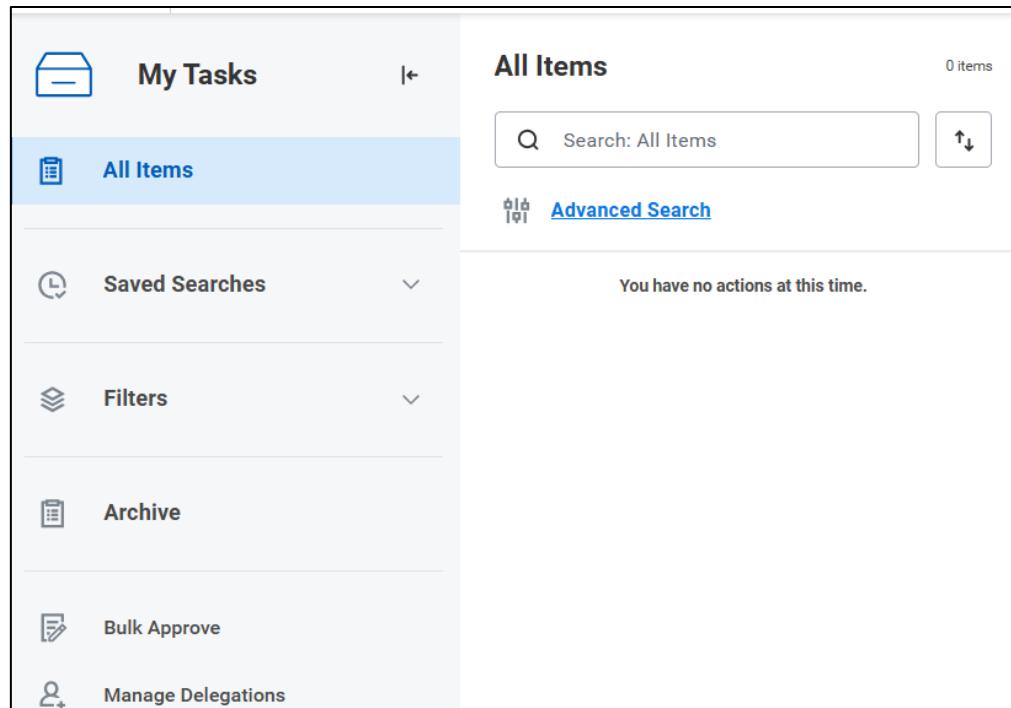
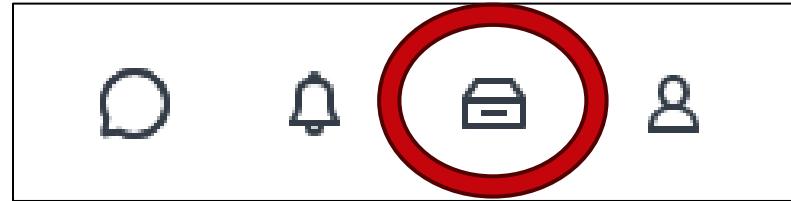
# Cov Kev Qhia (hauv Xovtooj)



Kov lub ***bell icon*** (lub tswb) twm cov ntawv xa qhia koj.



# My Tasks – kuv cov dej num (hauv Website)



The screenshot shows the 'My Tasks' page in a web browser. The left sidebar has a blue header 'My Tasks' and a list of options: 'All Items' (selected), 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main content area has a header 'All Items' with a search bar and an 'Advanced Search' link. It displays a message: 'You have no actions at this time.'

Nyem lub **drawer** icon (lub tub).

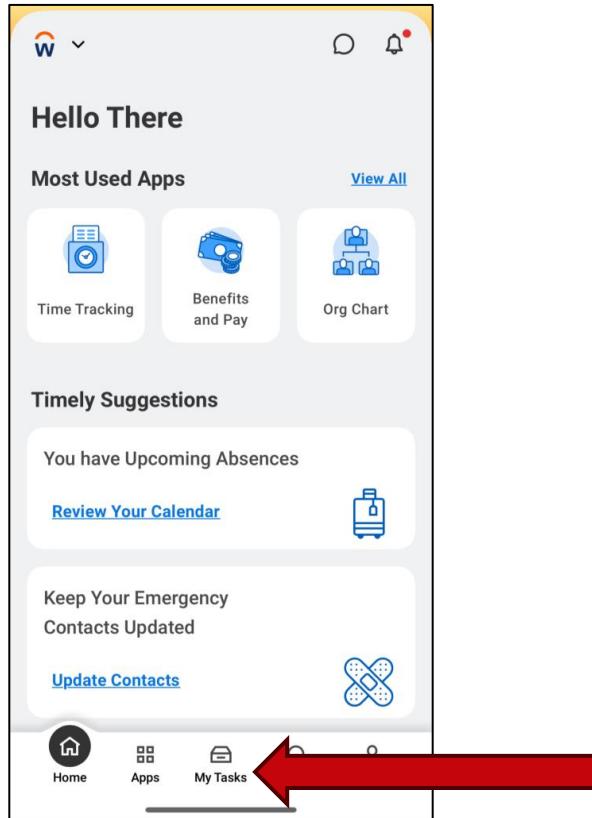
Mus rau qhov **My tasks** saib cov koj yuav tau ua.

Tus lej nyob hauv lub vaj voog liab qhia tias muaj tsawg qhov koj yauv tau ua.

# **My Tasks**-kuv cov dej num (hauv Xovtooj)

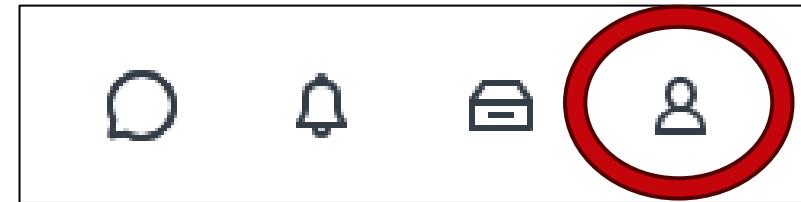


Kov qhov **My Tasks** saib cov koj yuav tau ua.





# Qhov *Profile* (hauv Website)

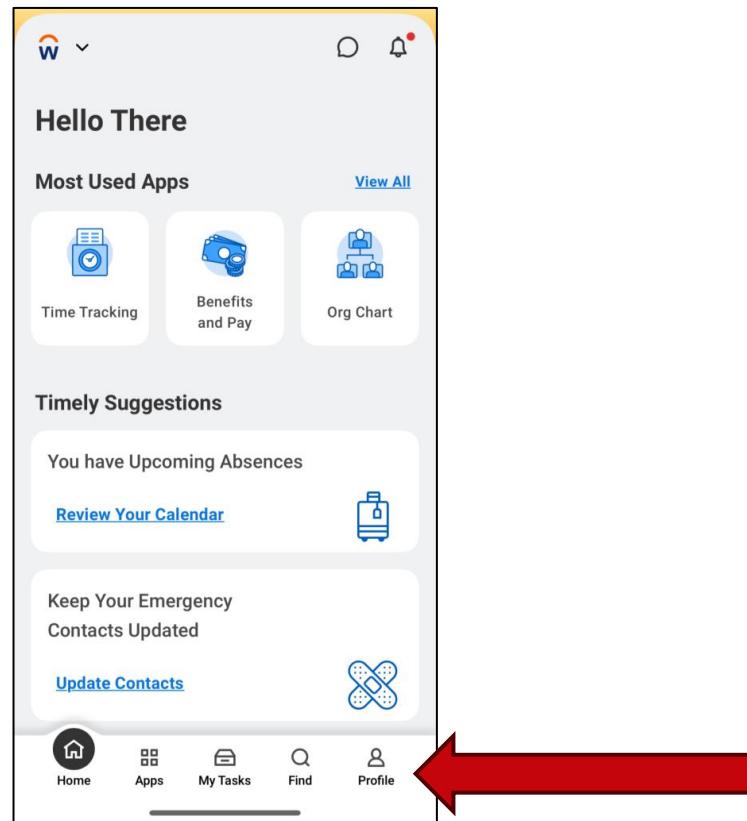


Qhov **profile** icon (saum ces kaum sab xis ntawm txhua sab) qhib tus neeg ua haujlwm cov ntaub ntawv.

# Qhov Profile (hauv Xovtooj)



Qhov **profile icon** nyob hauv qab ces kaum sab xis.



# *Awaiting Your Action (Cov Tos Koj Ua)*



**Qhov awaiting your action (Tos Koj Ua)** qhia 3 qho tshiab koj yuav tau ua.

Awaiting Your Action

...  
You're all caught up on your tasks.

# Kev Qhia Kom Ua Sai



**Kev qhia kom ua sai** muaj cov yuav kom koj ua thiab yuav tau qhia.

**Timely Suggestions**

 **Keep Your Emergency Contacts Updated**

We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

# Kev Qhia Kom Ua Sai (Hauv Xovtooj)



Koj kuj yuav pom **cov kev qhia kom ua sai** hauv xovtooj.

**Timely Suggestions**

You have Upcoming Absences

[Review Your Calendar](#)

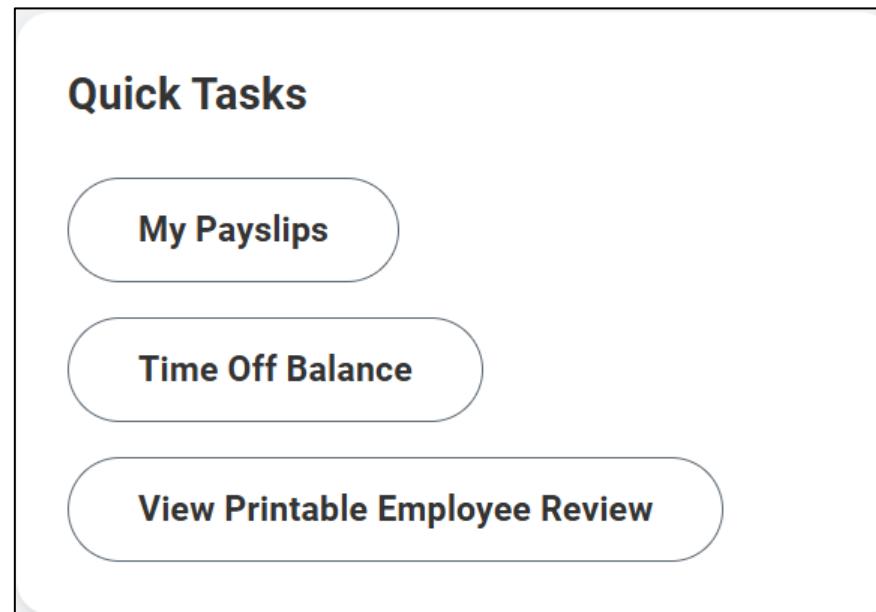
Keep Your Emergency  
Contacts Updated

[Update Contacts](#)



# Quick Tasks (Cov Ua Tau Ceev)

Qhov **quick tasks** pab koj pib qhib tau ceev 3 yam koj siv heev tshaj.





# Your Top Apps (Cov Apps koj siv tshaj)

Your Top Apps

-  Jobs Hub
-  Procurement & AP UW
-  Requests
-  Benefits and Pay

 [View All Apps](#)

**Cov apps koj siv tshaj muab 4 qhov app icons rau saum toj.**

# Puas muaj lus nug?





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# Hloov Tus Kheej Cov Ntaub Ntawv

Chaw nyob, lej xovtooj, thiab tus kheej tus *email address*





# Hloov Tus Kheej Cov Ntaub Ntawv

1. Nyob ntawm sab *Workday Home Page*, nyem qhov **Person icon (tus neeg)** saum ces kaum sab xis  
Nov yog tus neeg qhov **Worker Profile (cov ntaub ntawv)**.

The screenshot shows the Workday Home Page for the University of Wisconsin. At the top, there is a banner featuring a green 'W' logo and a background of trees. Below the banner, the page displays a 'Good Morning,' greeting and the date 'It's Monday, May 12, 2025'. On the left, a box titled 'Awaiting Your Action' contains the message 'You're all caught up on your tasks.' On the right, a box titled 'Quick Tasks' includes links for 'My Payslips', 'Time Off Balance', and 'View Printable Employee Review'. A red arrow points to the person icon in the top right corner of the page header.

# Hloov Tus Kheej Cov Ntaub Ntawv



## 2. Nyem qhov **view profile (saib cov ntaub ntawv)**

The screenshot shows the Wisconsin University of Wisconsin-Madison employee portal. At the top, there's a navigation bar with a 'MENU' button, the 'WISCONSIN' logo, a search bar, and user icons. A large red arrow points down to the 'View Profile' button in the top right corner of the header area. The main content area features a 'Let's Get Started' section with 'Awaiting Your Action' and 'Timely Suggestions'. On the right side, there's a 'Quick Tasks' sidebar with links like 'My Payslips', 'Time Off Balance', and 'View Printable Employee Rev...'. The bottom right corner has a 'Sign Out' button.

Let's Get Started

Awaiting Your Action

You're all caught up on your tasks.

It's Monday, May 12, 2025

Quick Tasks

- My Payslips
- Time Off Balance
- View Printable Employee Rev...

Timely Suggestions

Keep Your Emergency Contacts Updated

Update Contacts

View Profile

My Account

Sitemap

Favorites

Drive

My Reports

Documentation

Help

Sign Out



# Hloov Tus Kheej Cov Ntaub Ntawv

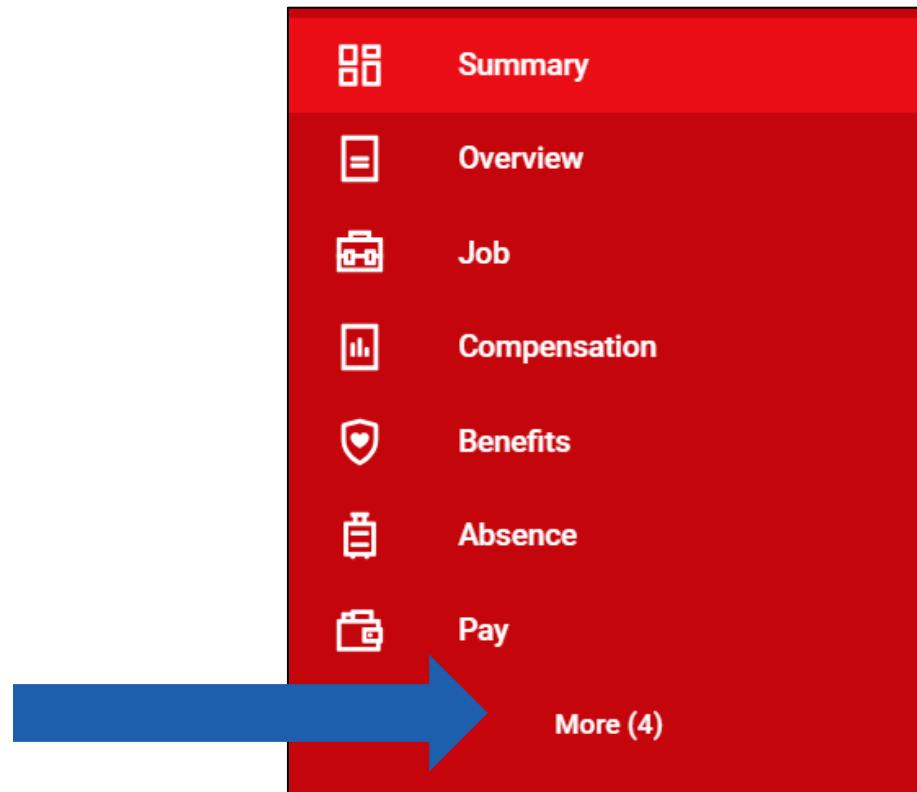
3. Nyem qhov **Contact** ntawm koog liab nyob sab lauj ntawm sab screen

The screenshot shows a HR management system interface. On the left, a red sidebar lists employee details: Brianne Capper, Marketing Specialist, with an Actions button, Email, and Team icons. Below this is a navigation menu with tabs: Summary (selected), Overview, Job, Compensation, Benefits, Absence, Pay, Contact (highlighted with a blue arrow), and Personal. At the bottom of the sidebar is a 'More (2)' link. The main content area has three sections: 'Personal Details' (Location: Park St N 21-1078, Manager: Manager), 'Job Details' (Employee ID: 00980784, Supervisory Organization: [redacted]), and 'Contact Information - Public' (Employee Type: Full time, FTE: 100.00%, Location: Park St N 21-1078, Hire Date: 07/05/2023, Original Hire Date: 09/24/2020, Contract End Date: 12/31/2025, Time in Position: 1 year(s), 10 month(s), 7 day(s), Time in Job Profile: 1 year(s), 10 month(s), 7 day(s)).

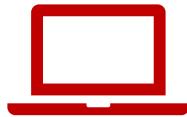
# Hloov Tus Kheej Cov Ntaub Ntawv



Yog koj tsis pom qhov **Contact**, nyem qhov **More**  
qhib ntxiv



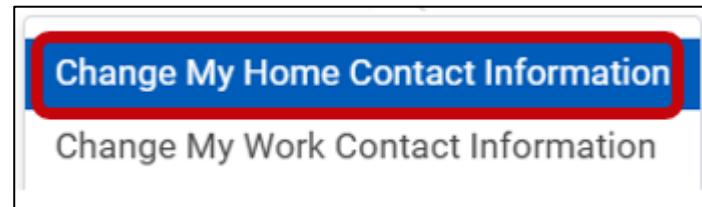
# Hloov Tus Kheej Cov Ntaub Ntawv



4. Nyem **Edit**



5. Nyem **Change My Home Contact Information**



# Hloov Tus Kheej Cov Ntaub Ntawv



6. Nyem **Add** rau ntaus qhov chaw nyob, lej xovtooj, los *email* tshiab Nyem **Edit** (tus xaum) kho qhov chaw nyob, lej xovtooj, los *email* tam sim no.

**Address**

Primary  
Yes

X 

**Address**  
60055 Maple Lane, Menasha, WI 54952-9768

**Usage**  
Mailing  
Permanent

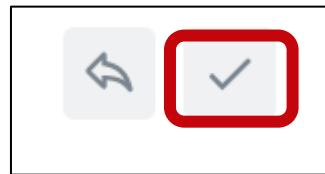
**Visibility**  
Private

**Add**

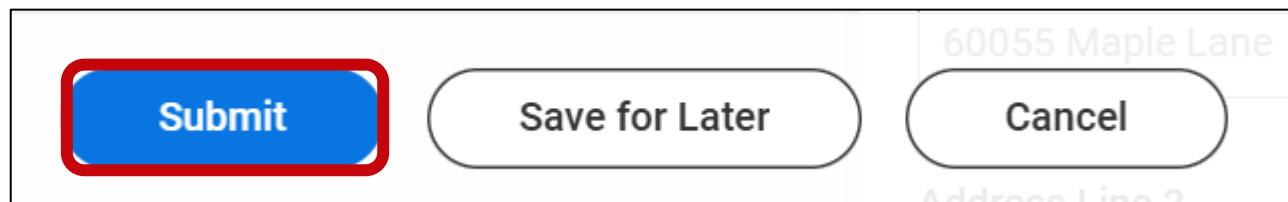


# Hloov Tus Kheej Cov Ntaub Ntawv

7. Nyem tus **Checkmark** khaws cia



8. Nyem **Submit**



# Hloov Tus Kheej Cov Ntaub Ntawv



Ib qho yuav tshwm los hais tias: **You have submitted  
(koj tau muab cov ntaub ntawv tshiab lawm)**

**You have submitted**

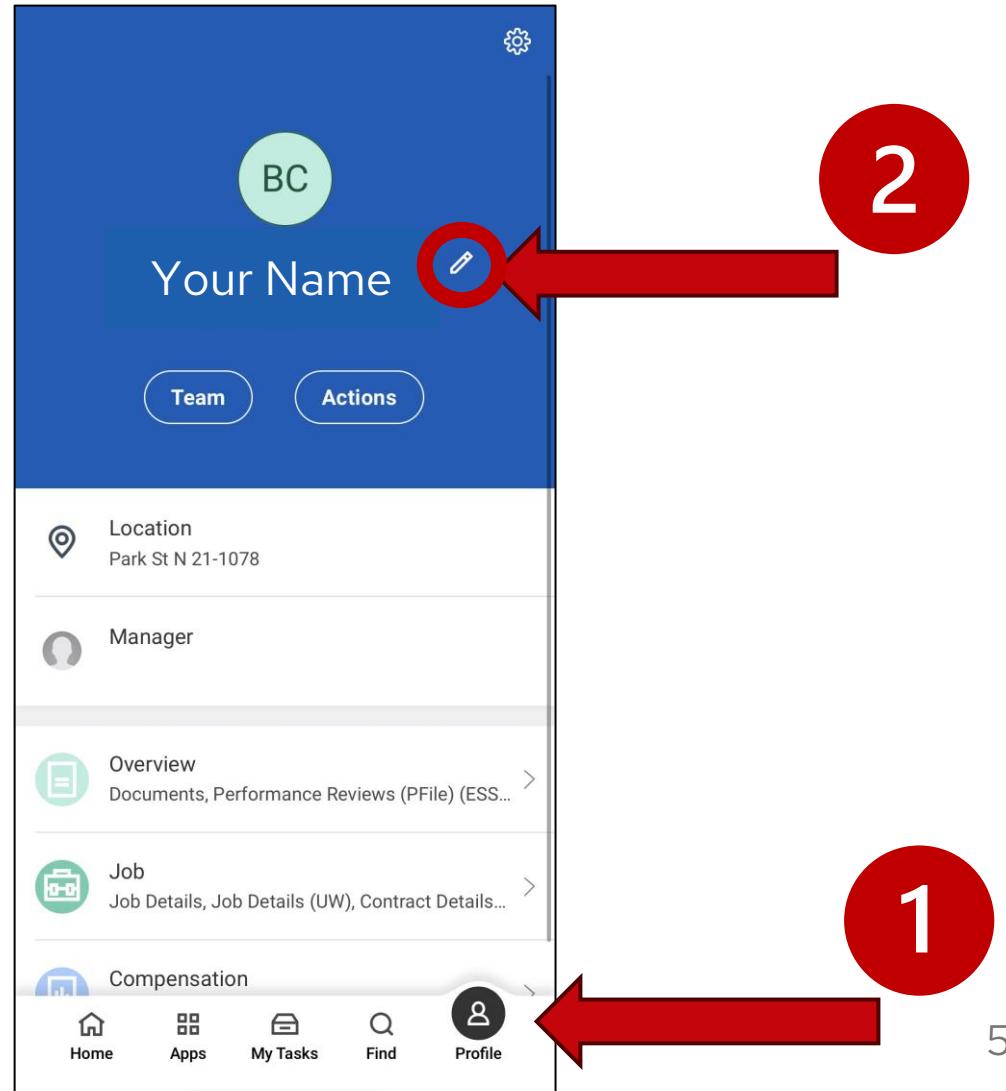
[View Details](#)

X

# Kho Tus Kheej Cov Ntaub Ntawv (Hauv xovtooj)



1. Kov qhov **Profile** hauv qab ces kaum sab xis.
2. Kov tus **pencil icon (xaum)** puab koj lub npe (your name).



# Kho Tus Kheej Cov Ntaub Ntawv (Hauv xovtooj)



3. Kov qhov ***Change My Home Contact Information.***
4. Kov tus xaum (**pencil icon**) kho koj cov ntaub ntawv

< Actions

- Change My Legal Name
- Change My Personal Information
- Change My Photo
- Change My Preferred Name
- Change My Work Contact Information
- Change My Home Contact Information**



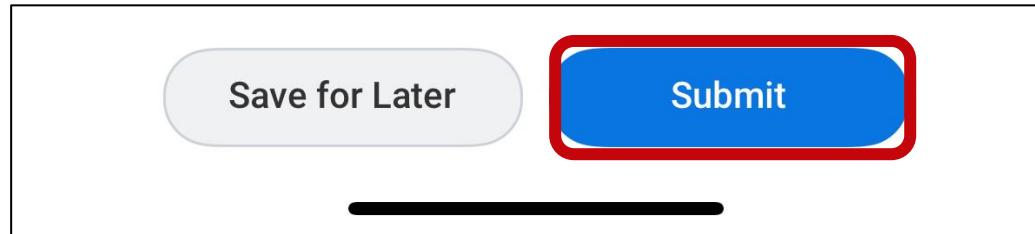
**Change Home Contact Information**

<b>Address</b>
<input checked="" type="radio"/> Primary
Yes
Address
Usage
Permanent
Visibility
Private

# Kho Tus Kheej Cov Ntaub Ntawv (Hauv xovtooj)



5. Thaum koj kho pauv tas lawm, kov **Submit**.



# Sim: Saib tus kheej cov ntaub ntawv

1. Mus rau koj qhov **Profile** thiab nyem **Contact** xyuas kom koj qhov **Home Contact Information** yog:
  - Chaw nyob, Lej xovtooj, *Email Address*
  - Cov neeg hu tau rau thaum muaj xwm txheej ceev



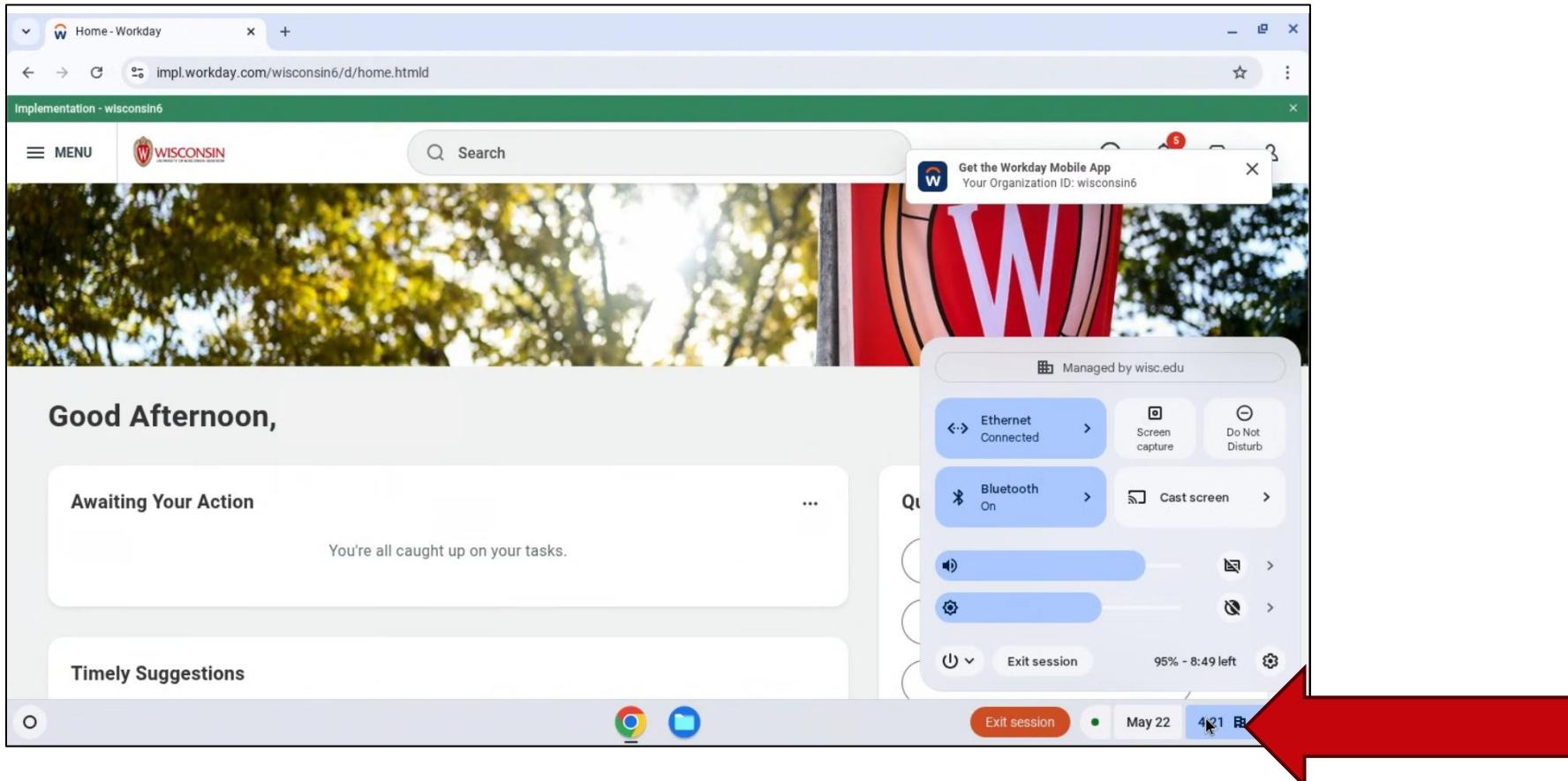
Office of Human Resources  
UNIVERSITY OF WISCONSIN-MADISON

**Cov Kev Pab thiab  
Kauj Ruam Tom Ntej**

# Kaw Tawm (Log off)

Ua ntej koj mus, thov ***restart your computer.***

1. Nyem lub **caij** (**time**) hauv qab ces kaum sab xis.

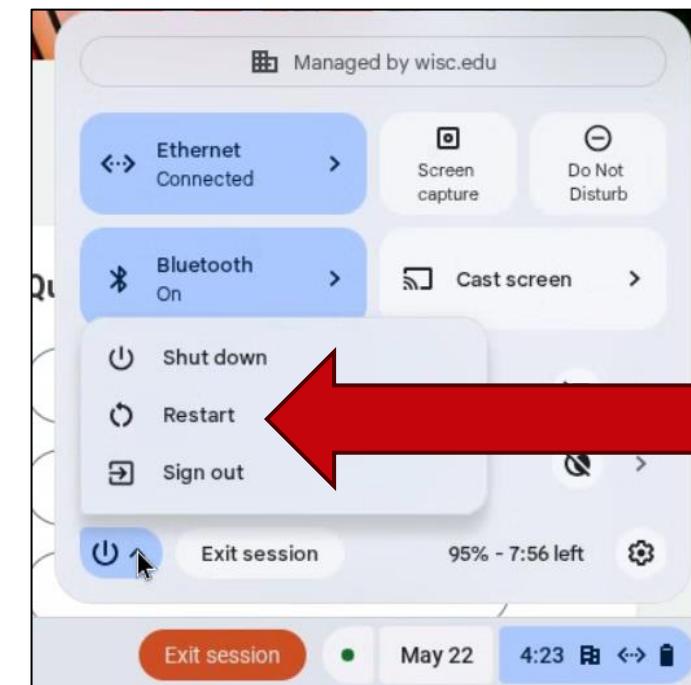
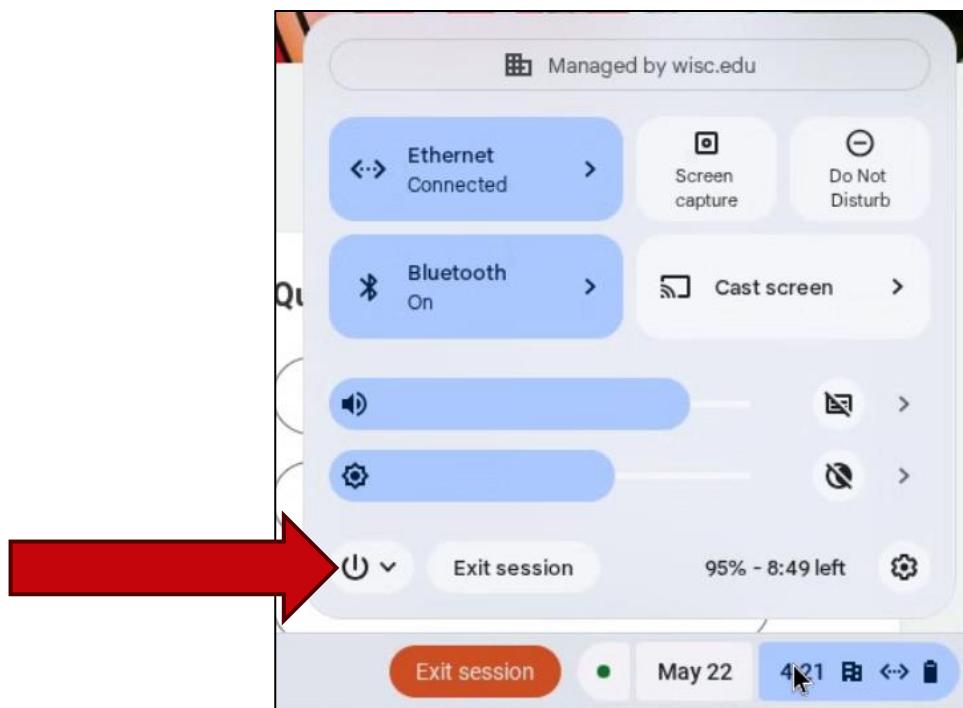


# Kaw Tawm (Log off)

2. Nyem qhov **power icon**.

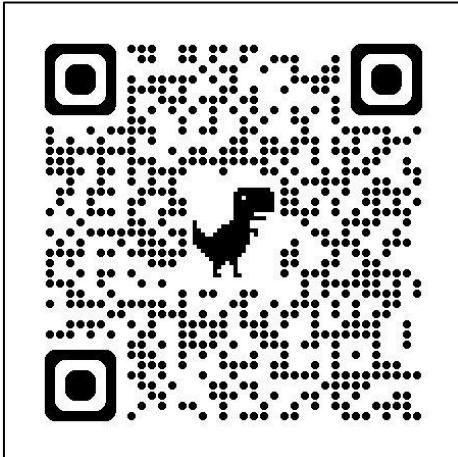
3. Xaiv **Restart**.

Sab ntawd yuav hloov dawb ces mam tua kaw thiab taws dua.



# **HR Guides (Cov Kev Qhia) rau Cov Neeg Ua Num**

- [hr.wisc.edu/hr-guides/#for-employees](http://hr.wisc.edu/hr-guides/#for-employees)
- Ntawv qhia
- Cov lus teb txog cov lus nug tas li



## HR Guides for Employees

All Universities of Wisconsin faculty and staff, including UW-Madison, will use Workday for self-service tasks beginning July 7. This includes submitting time off, managing employee information, accessing job-related training, and more.

[Overview of What Is Changing for MyUW >](#)

### Topics for employees

<a href="#">Workday Training &gt;</a>	<a href="#">Personal Information &gt;</a>
<a href="#">Benefits &gt;</a>	<a href="#">Remote Work Agreement &gt;</a>
<a href="#">Career Profile &gt;</a>	<a href="#">Reporting &gt;</a>
<a href="#">Employment &gt;</a>	<a href="#">Time and Time Off &gt;</a>
<a href="#">Overview and Settings &gt;</a>	<a href="#">Time Clocks &gt;</a>
<a href="#">Payroll &gt;</a>	<a href="#">Workday Learning &gt;</a>
<a href="#">Performance &gt;</a>	<a href="#">Workday Mobile &gt;</a>

# Cov Kauj Ruam Tom Ntej

- Sau npe rau pem qhov rooj nkag los (yog tsis tau sau)
- Nco hnub koj yuav rov los kawm tom ntej (hnub, caij, thiab nyob qhov twg)
- Nug koj tus thawjsaib yog koj xav tau kev pab
- Sim nkag rau hauv *Workday*



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# Ua tsaug!

Nug koj tus thawjsaib yog koj muaj lus nug