



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Workday In-Person Training Series

Week 1

- **Sign in** at the front of the room
- Sit at an **open computer**

What to Expect



We will...

- show you how to do tasks in Workday
- give you time to practice



We can not...

- answer your personal questions
- talk about policies for specific departments

Training Series Overview

- Log into Workday
- View payslips and leave balances
- Update tax forms (W4) and address
- Update direct deposit
- Request time off
- Apply for UW jobs
- Find help

Learning Objectives

By the end of today's session, you will know how to:

- Log into Workday on a phone or computer
- Navigate the home screen
- Update personal information

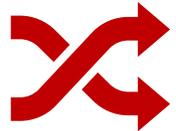
Agreements for Today



Listen and **practice** doing new tasks.



Raise your hand if you have a **question** or need help.



Follow the presenter. Don't work ahead.



Ask permission before you look at someone's screen.

Partner Discussion

Introduce yourself to the person next to you

- Name
- Where you work

Discuss:

- What have you heard about Workday?
- How do you think you will use Workday?



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Overview of Workday



What is Workday?

Workday is a new system all Universities of Wisconsin employees will use.

Workday has a **website** and a **mobile app** (optional).

What can I do in Workday?

- Update contact information
- Update direct deposit
- Choose your federal and state tax elections
- View and print paystips
- View benefits information

Workday

You can:

- use the mobile app
- find what you need with the search bar
- change your personal information



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Logging into Workday

- Workday mobile app
- Workday website



What You Will Need



- Computer or Smartphone



- Personal NetID and Password



- Smartphone or Duo Device

Install the Workday Mobile App



On your device:

1. Go to **Apple App Store** or **Google Play Store**
2. Search for (and select) **Workday**
3. Select **Install** or **Get**
4. Accept application permissions, if necessary



Log into the Workday Mobile App



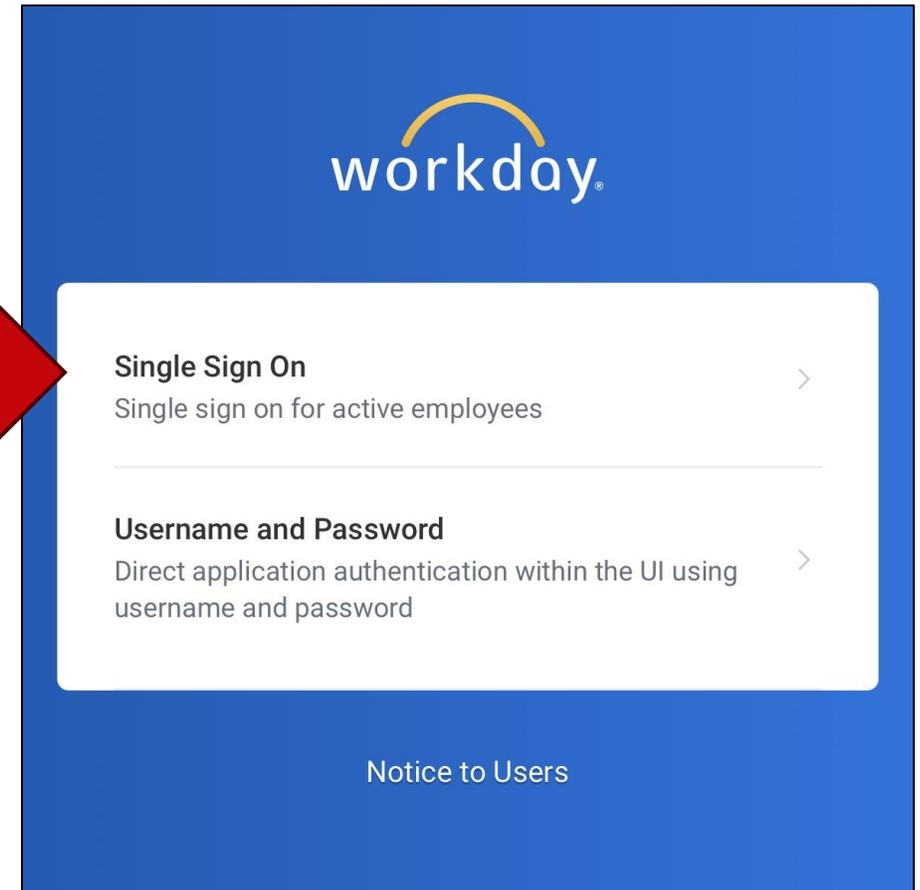
1. Open the **Workday Mobile** app
2. Tap **Log in**
3. Enter **Your Organization ID** or scan the **QR code**
 - **Your Organization ID: XXXXXXXXXX**

QR Code

Log in to the Workday Mobile App



4. Tap **Single Sign On** (in the app)



Log in to the Workday Mobile App



5. Select **UW-Madison**

6. Tap **Go**



 **UNIVERSITIES OF WISCONSIN**

This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Madison

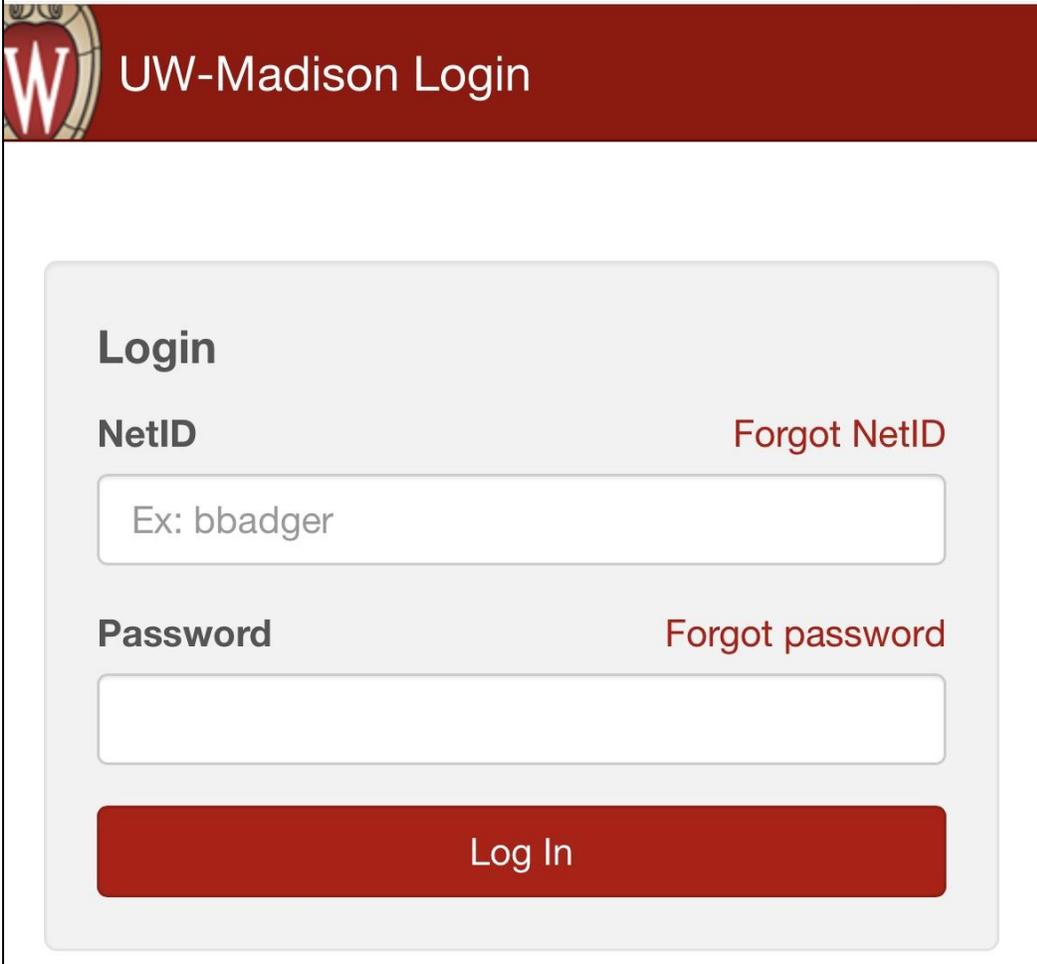
Go

Enter Your UW Credentials



7. Type your **NetID** and **password**

8. Tap **Log In**

A screenshot of the UW-Madison mobile login interface. At the top, there is a dark red header with the UW-Madison logo (a 'W' in a shield) on the left and the text 'UW-Madison Login' on the right. Below the header is a light gray rounded rectangle containing the login form. The form has two main sections: 'Login' and 'Password'. Under 'Login', there is a text input field with the placeholder text 'Ex: bbadger' and a link 'Forgot NetID' in red text to its right. Under 'Password', there is an empty text input field and a link 'Forgot password' in red text to its right. At the bottom of the form is a large, dark red button with the text 'Log In' in white.

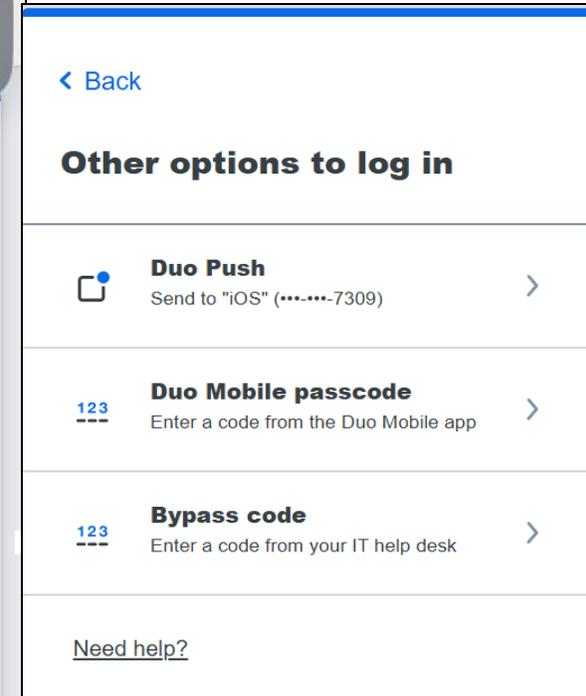
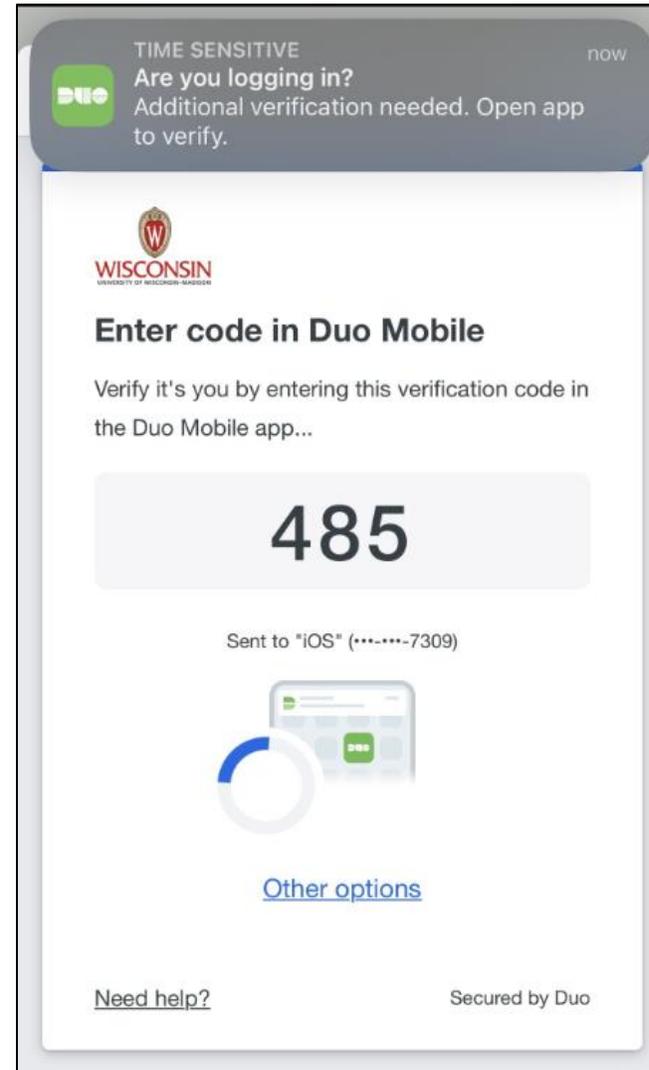
Verify Your Account



9. Verify with **Duo Mobile**:

- Enter the **Verification Code**
or
- Tap **Other options** and enter your **Duo Mobile passcode**

You are logged into the Workday app!





Log in to Workday Website

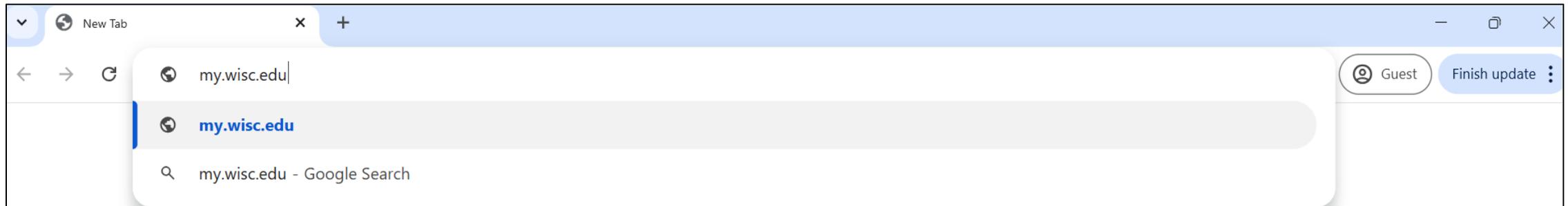
Internet browsers





Go to the MyUW website

1. Open an internet browser
2. Find the address bar
3. Type **my.wisc.edu** into the address bar
4. Hit the **enter** key on your keyboard





Log in to MyUW

1. Type in your **NetID**
2. Type in your **Password**
3. Click **Log In**

The screenshot shows the University of Wisconsin-Madison Login page. At the top, there is a dark red header with the University of Wisconsin-Madison logo and the text "University of Wisconsin-Madison Login". Below the header, the page is divided into two main sections. On the left, there is a "Login" form with a "NetID" field containing the example "bbadger" and a "Password" field. To the right of the "NetID" field is a link for "Forgot NetID", and to the right of the "Password" field is a link for "Forgot password". Below the password field is a red "Log In" button. On the right side of the page, there is a "Need help?" section with a list of links: "Activate your NetID", "Modify your account", and "Contact the Help Desk". At the bottom of the page, there is a copyright notice: "© Board of Regents of the University of Wisconsin System".

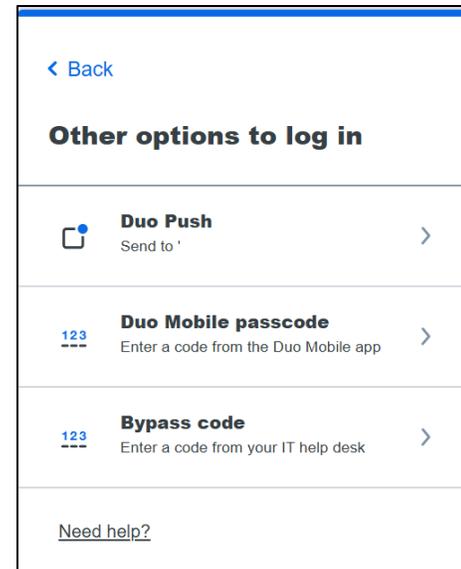
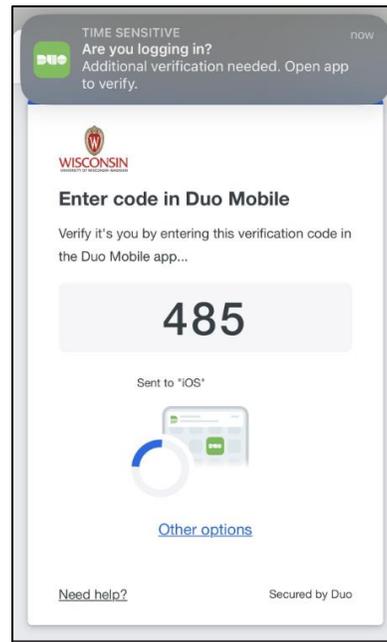
Duo Authentication



4. Enter the **Verification Code** on your smartphone

OR

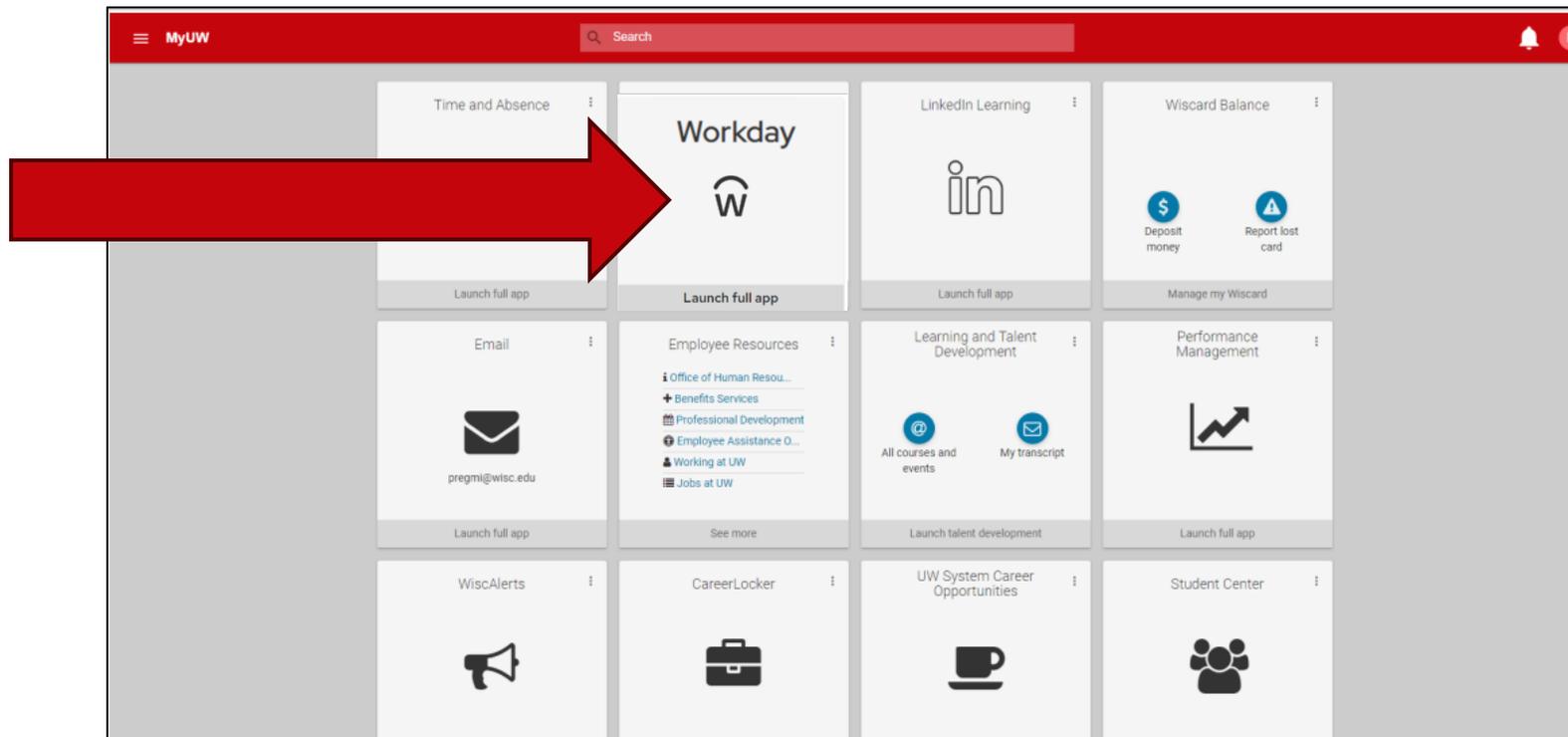
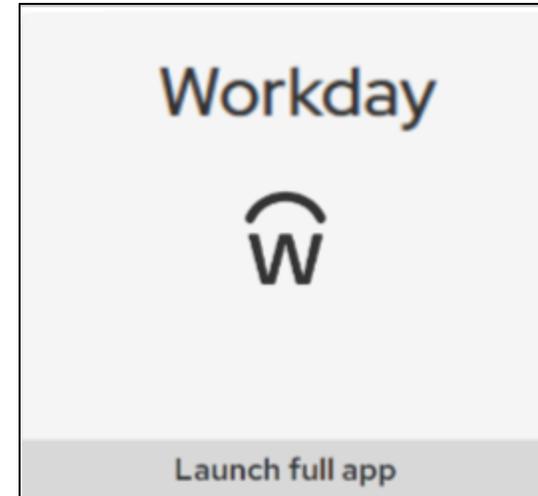
Tap **Other options** and enter your **Duo Mobile passcode**



MyUW



5. Find the **Workday** app
6. Click **Launch full app**



Practice: Log into Workday

Log into Workday

- Practice for 15 minutes
- Use your **phone** or **computer**
- Download the Workday mobile app (if you want)
- Raise your hand if you need help
- If you finish early, you can help others

Mobile App

Organization ID:
XXXXXXXXXX

QR Code



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Break Time



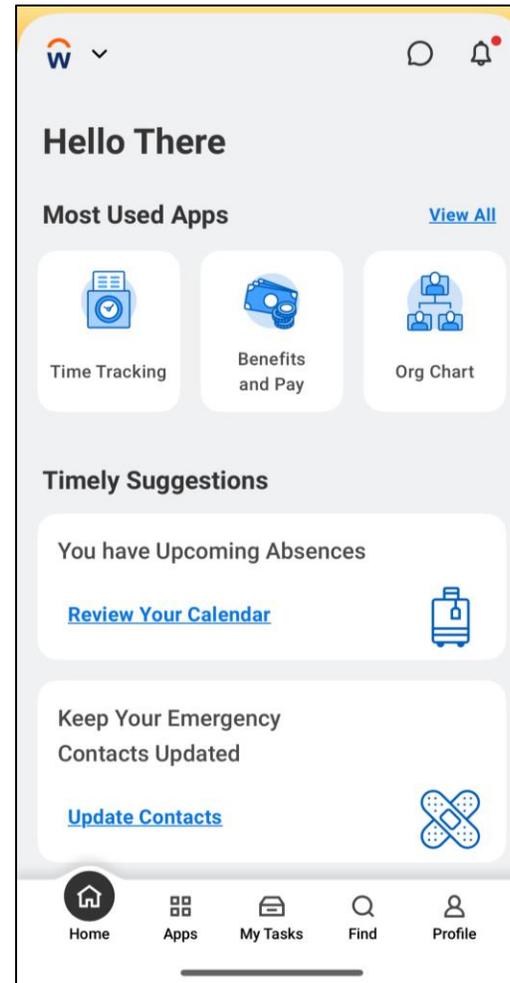
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Tour of the Home Page

- Review the home page
- Practice using the home page



Workday Home Page (Mobile App)



Workday Home Page (Website)



MENU  Search    



Good Afternoon, It's Monday, May 12, 2025

Awaiting Your Action ...

You're all caught up on your tasks.

Quick Tasks

- My Payslips
- Time Off Balance
- View Printable Employee Review

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](#)

Your Top Apps



Menu and Home (Website)

Find these 2 icons in the top left corner of every page

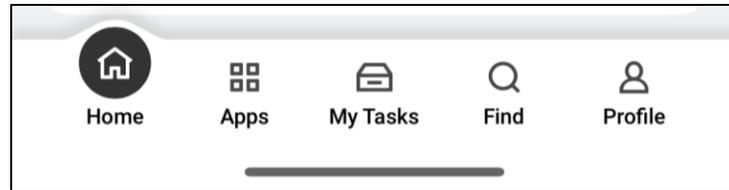


Click the **Wisconsin logo** to go back to the Workday home page.

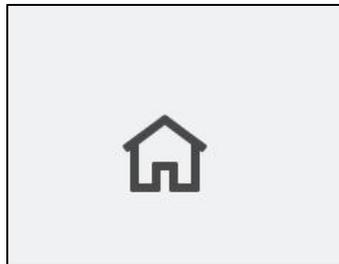


Click the **Global Navigation Menu** to find different apps (pages) in the website.

Menu and Home (Mobile App)



The **menu** options are on the bottom of the screen.

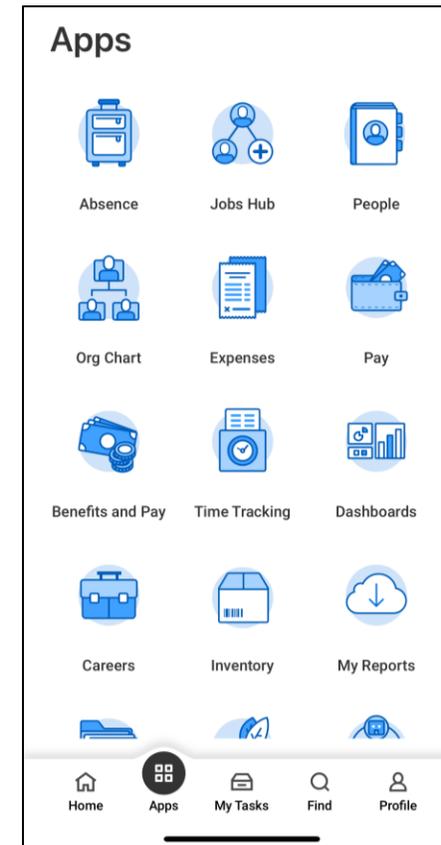
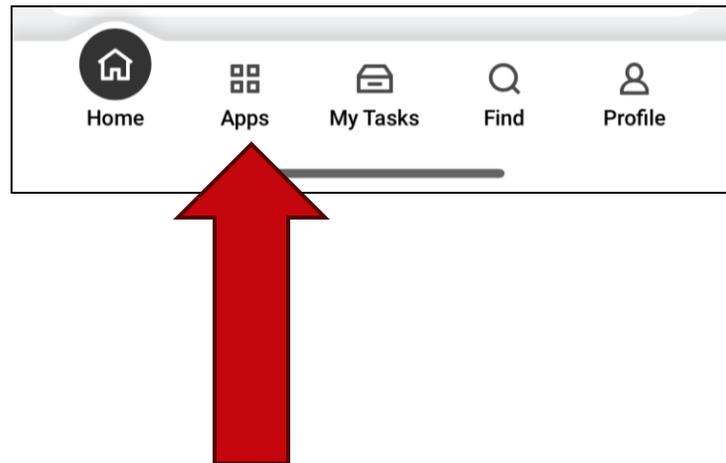


Tap the **home icon** (top left side of all pages) to go back to the home page.

Global Navigation (Mobile App)



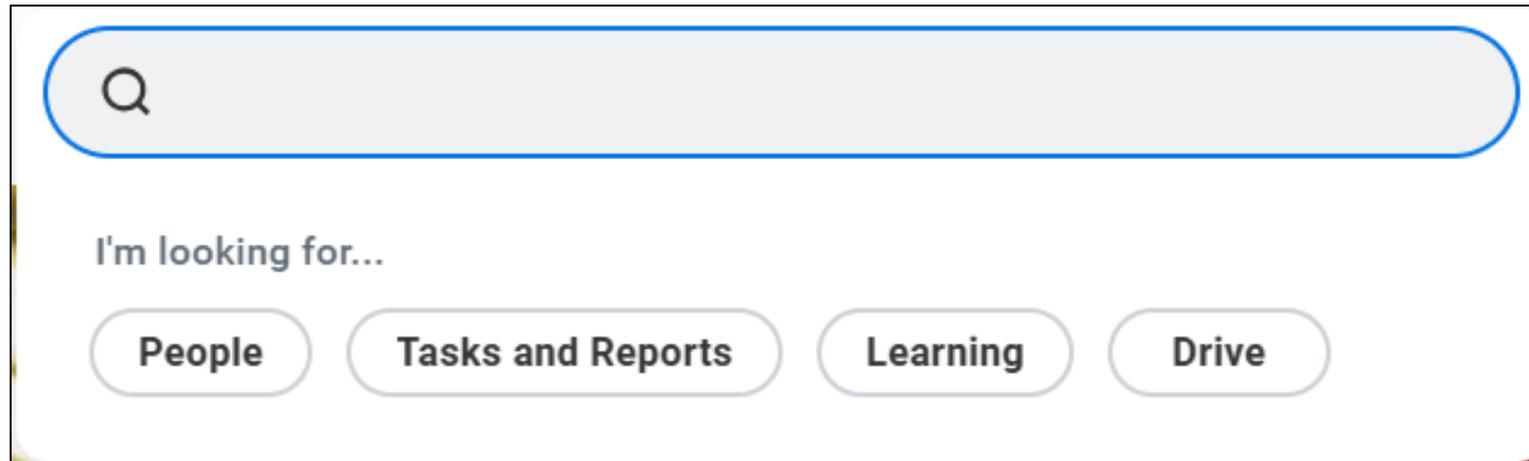
Tap **Apps** to open the **Global Navigation Menu**.





Search Bar (Website)

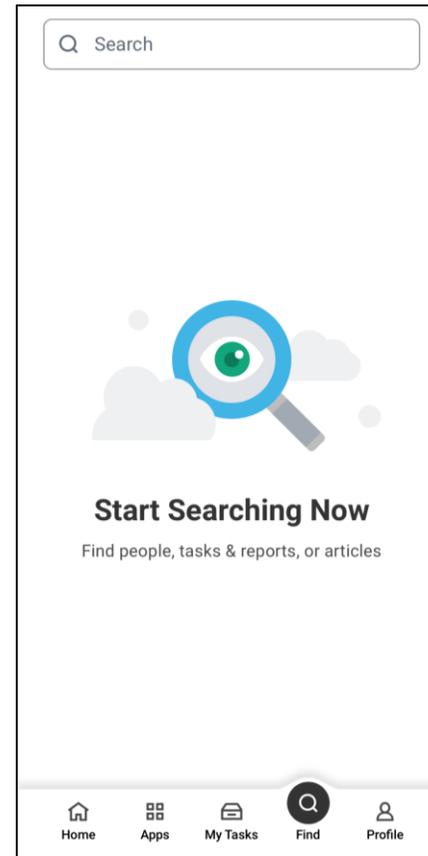
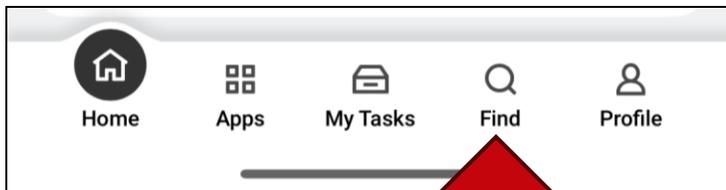
Use the **search bar** to find people, tasks, reports, and more.



Search Bar (Mobile App)



The search bar is under **Find** (bottom of the screen).

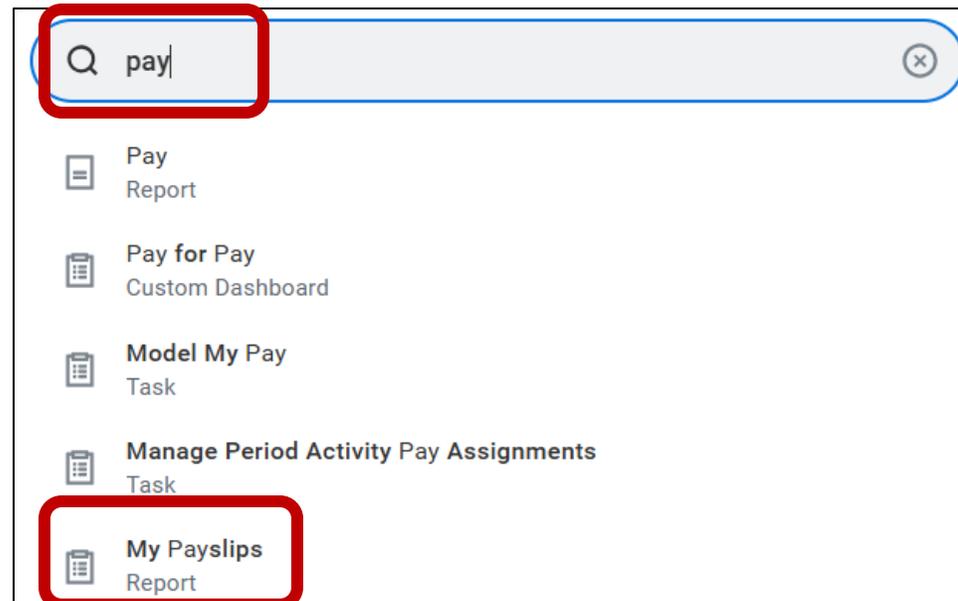




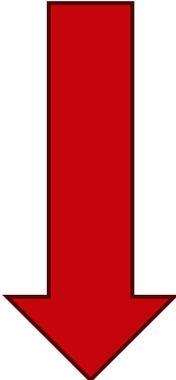
Example: Search Bar

Find your payslips:

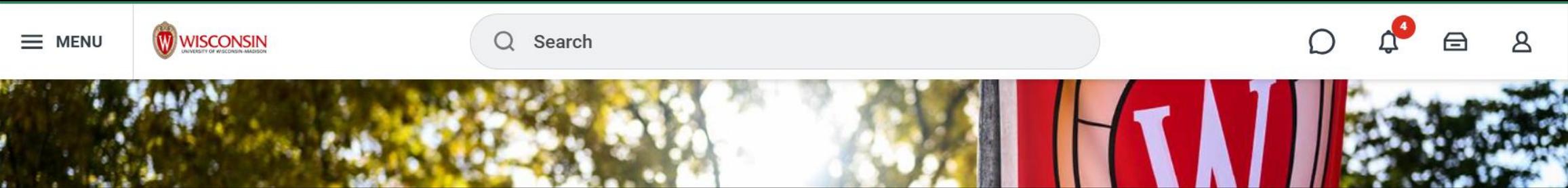
1. Type **pay** in the **search bar**.
2. Find **My Payslips** from the dropdown options.



Notifications (Website)



Click the **bell icon** to read your notifications.



Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Document Available

1 day(s) ago

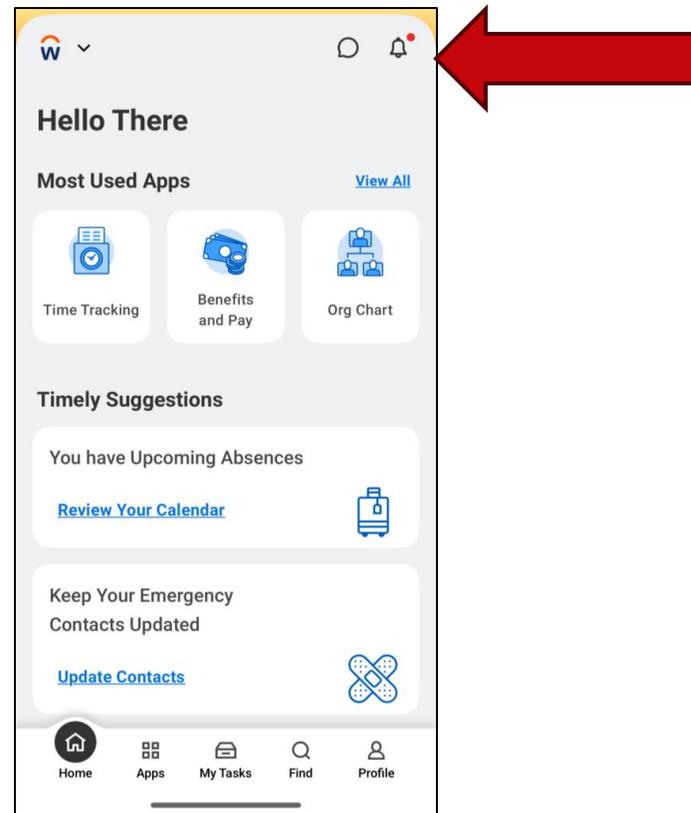
Payslip_to_Print_-_BIRT_UW_05_12_2025.pdf is now available in My Reports

[Details](#) Payslip_to_Print_-_BIRT_UW_05_12_2025.pdf

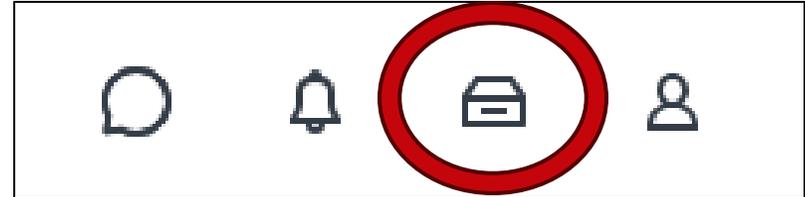
Notifications (Mobile App)



Tap the **bell icon** to read your notifications.



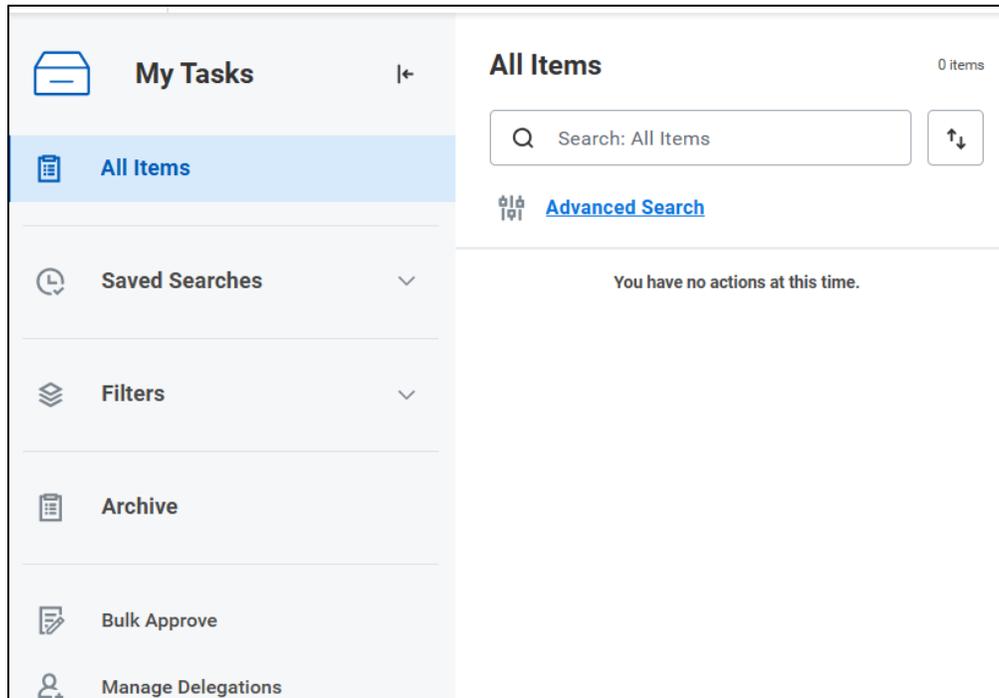
My Tasks (Website)



Click the **drawer** icon.

Go to **My tasks** to see your tasks.

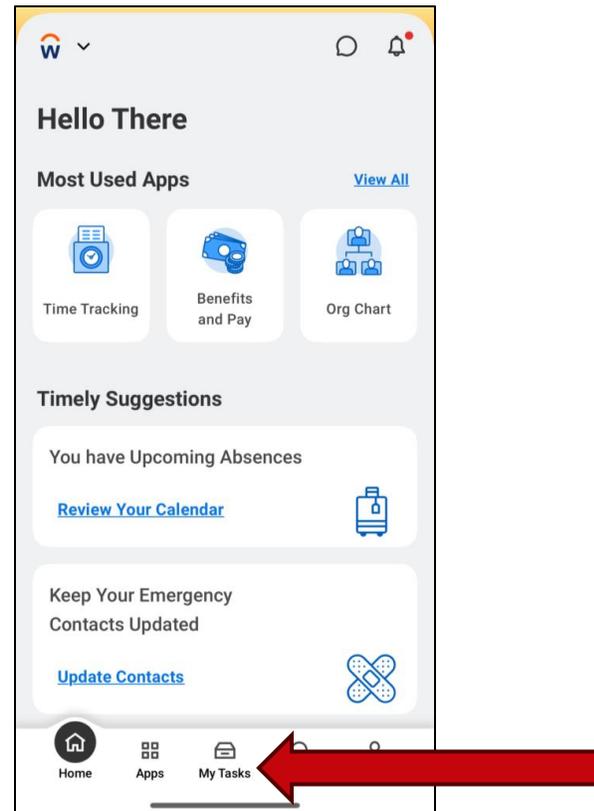
The number in the red circle tells how many tasks you have.



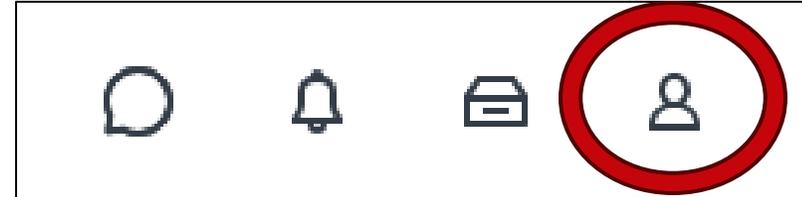
My Tasks (Mobile App)



Tap **My Tasks** to see your tasks.



Profile (Website)

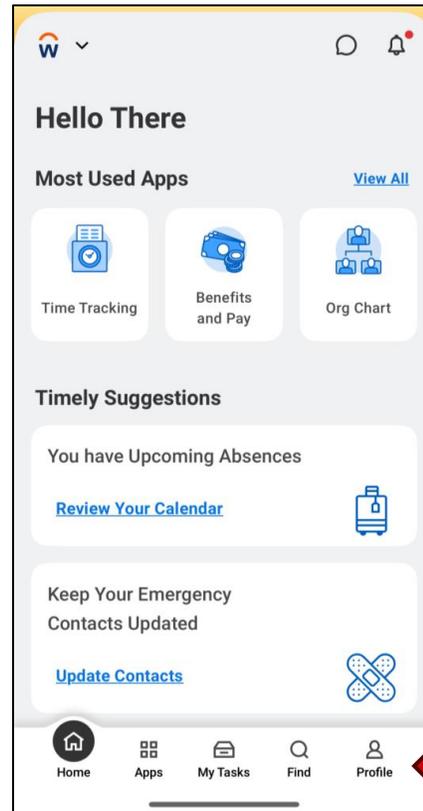


The **profile** icon (top right corner of all pages) opens your employee information.

Profile (Mobile App)



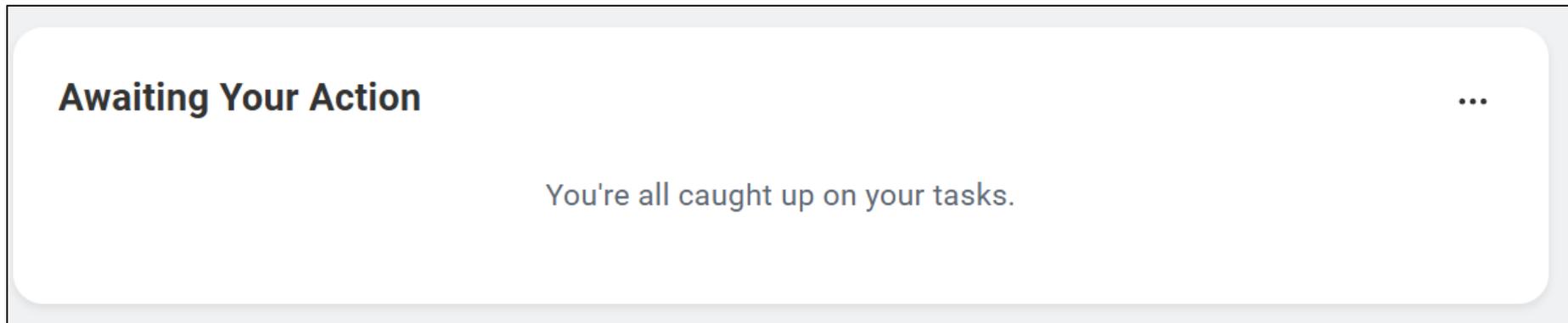
The **profile icon** is in the bottom right corner.



Awaiting Your Action



Awaiting your action shows your 3 newest tasks.





Timely Suggestions

Timely suggestions shows your recommended tasks and reports.

Timely Suggestions



Keep Your Emergency Contacts Updated

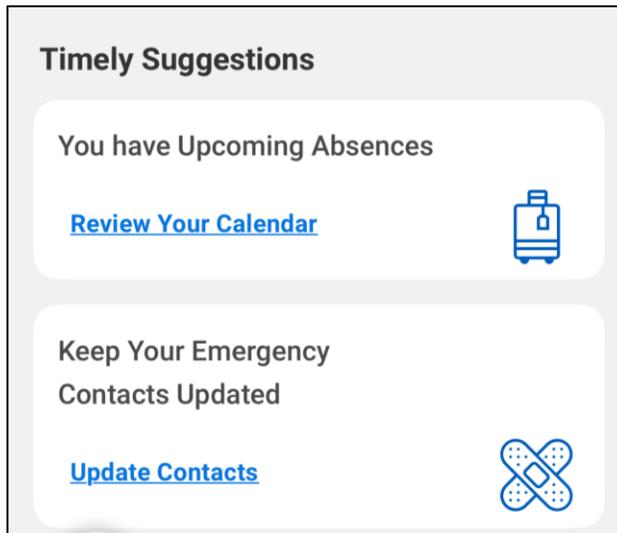
We would like you to review your Emergency Contact Information and ensure it's up to date

[Update Contacts](#)

Timely Suggestions (Mobile App)



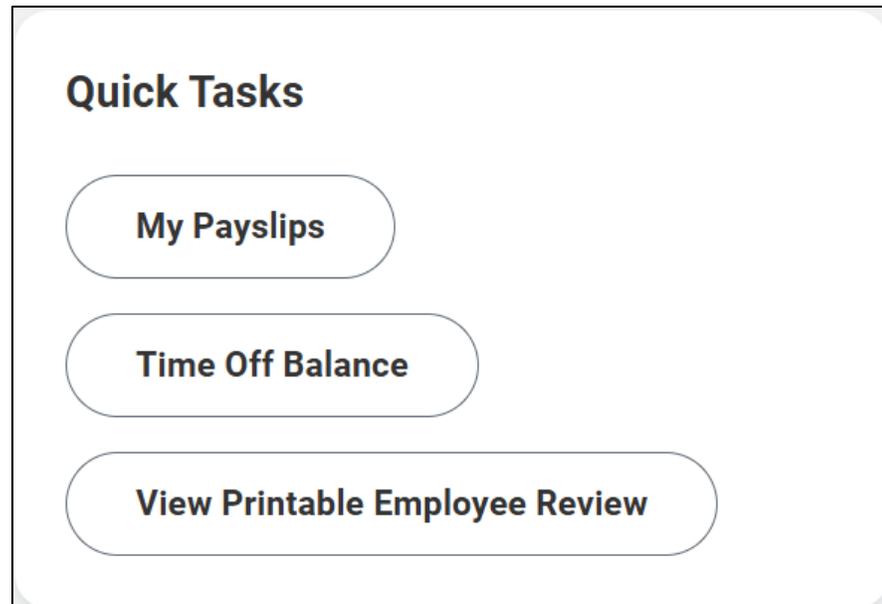
You will also see **timely suggestions** in the mobile app.





Quick Tasks

Quick tasks helps you quickly start the 3 activities you do most often.





Your Top Apps

Your Top Apps

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

 [View All Apps](#)

Your top apps shows 4 default app icons.

Questions?





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How to Update Personal Information

Home address, phone number, personal email address

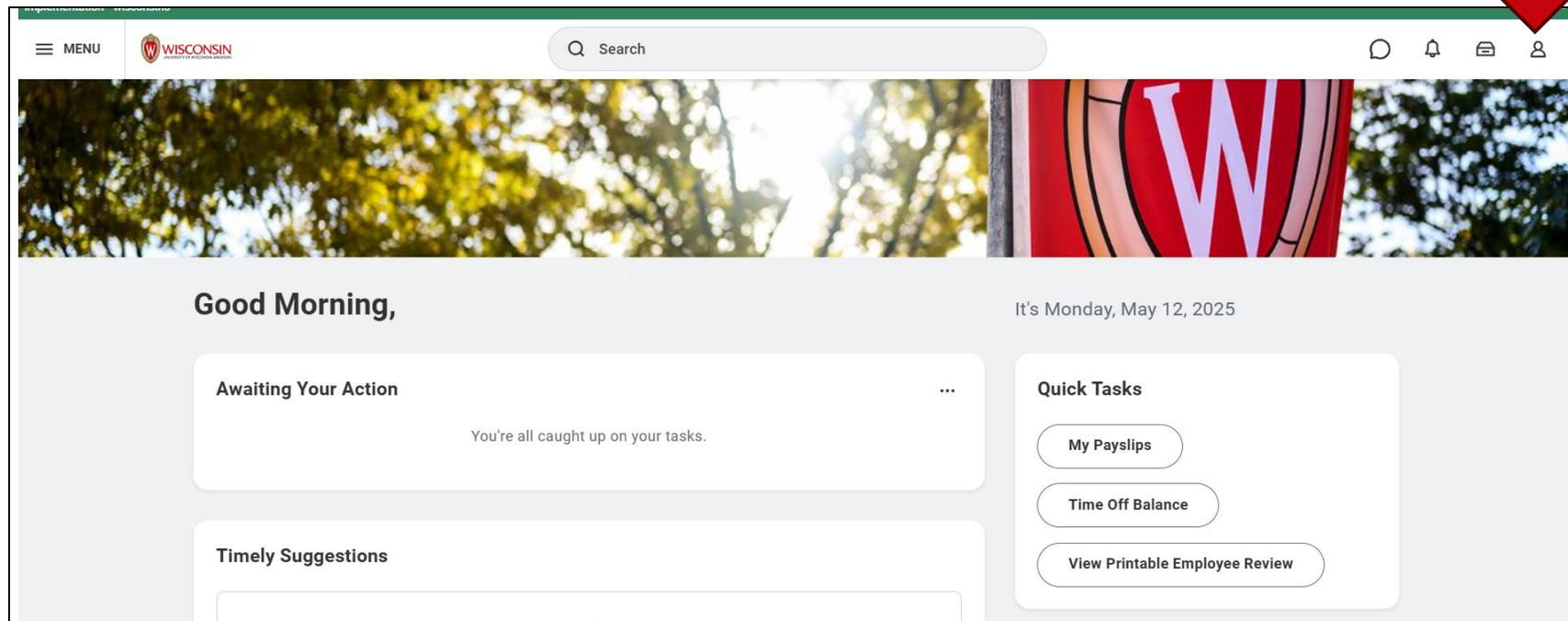




Update personal information

1. From the Workday **Home Page**, click **Person icon** in the top right corner

This is the **Worker Profile**.





Update personal information

2. Click **view profile**

The screenshot shows a web portal interface. At the top left, there is a 'MENU' button and the 'WISCONSIN UNIVERSITY OF EXTENSION' logo. A search bar is located at the top center. On the right side of the header, there are icons for notifications, a mailbox, and a user profile. A dropdown menu is open from the user profile icon, showing options: 'Your name' (with a 'View Profile' button), 'My Account', 'Sitemap', 'Favorites', 'Drive', 'My Reports', 'Documentation', and 'Help'. A large red arrow points down to the 'View Profile' button. Below the header, the main content area is titled 'Let's Get Started' and includes a date 'It's Monday, May 12, 2025'. There are sections for 'Awaiting Your Action' (stating 'You're all caught up on your tasks.'), 'Timely Suggestions' (with a 'Keep Your Emergency Contacts Updated' notification), and 'Quick Tasks' (listing 'My Payslips', 'Time Off Balance', and 'View Printable Employee Rev').



Update personal information

3. Click **Contact** from the red bar on the left side of the screen

Brianne Capper
Marketing Specialist

Actions

Email Team

Summary
Overview
Job
Compensation
Benefits
Absence
Pay
Contact
Personal

More (2)

Location: Park St N 21-1078
Manager

Personal Details
Military Status: Not a Veteran (United States of America)

Job Details

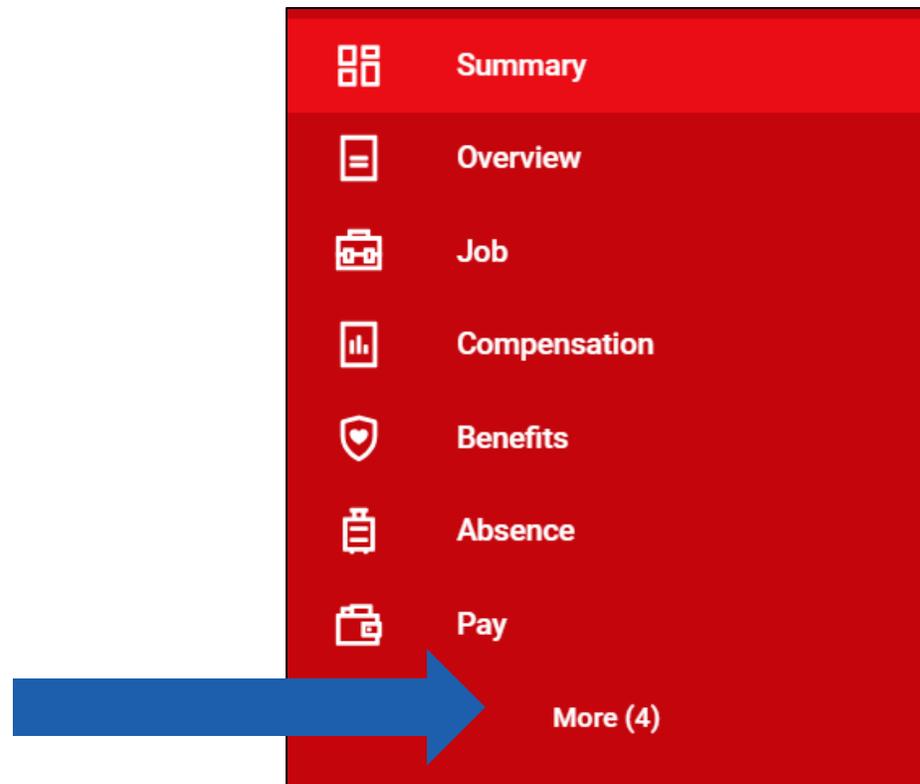
Employee ID	00980784
Supervisory Organization	
Position	
Business Title	
Job Profile	
Employee Type	
Time Type	Full time
FTE	100.00%
Location	Park St N 21-1078
Hire Date	07/05/2023
Original Hire Date	09/24/2020
Contract End Date	12/31/2025
Time in Position	1 year(s), 10 month(s), 7 day(s)
Time in Job Profile	1 year(s), 10 month(s), 7 day(s)

Contact Information - Public



Update personal information

If you cannot find **Contact**, click **More**



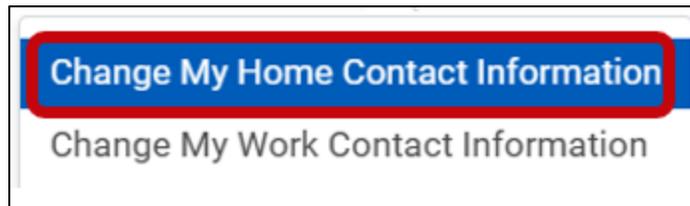


Update personal information

4. Click **Edit**



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





Update personal information

6. Click **Add** to enter a new address, phone number, or email

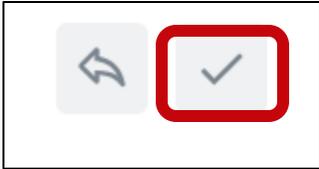
Click **Edit** (pencil icon) to edit the existing address, phone number, or email.

The screenshot shows a user interface for managing addresses. At the top, the word "Address" is displayed. Below it, a card represents a primary address. The card includes a "Primary" status with "Yes" below it, a close button (an 'x' in a square), and an edit button (a pencil icon in a square). The edit button is circled in red. The address text is "60055 Maple Lane, Menasha, WI 54952-9768". Below the address, the "Usage" is listed as "Mailing" and "Permanent". The "Visibility" is listed as "Private". At the bottom of the interface, there is a rounded rectangular button labeled "Add", which is also circled in red.



Update personal information

7. Click the **Checkmark** to save



8. Click **Submit**



Update personal information



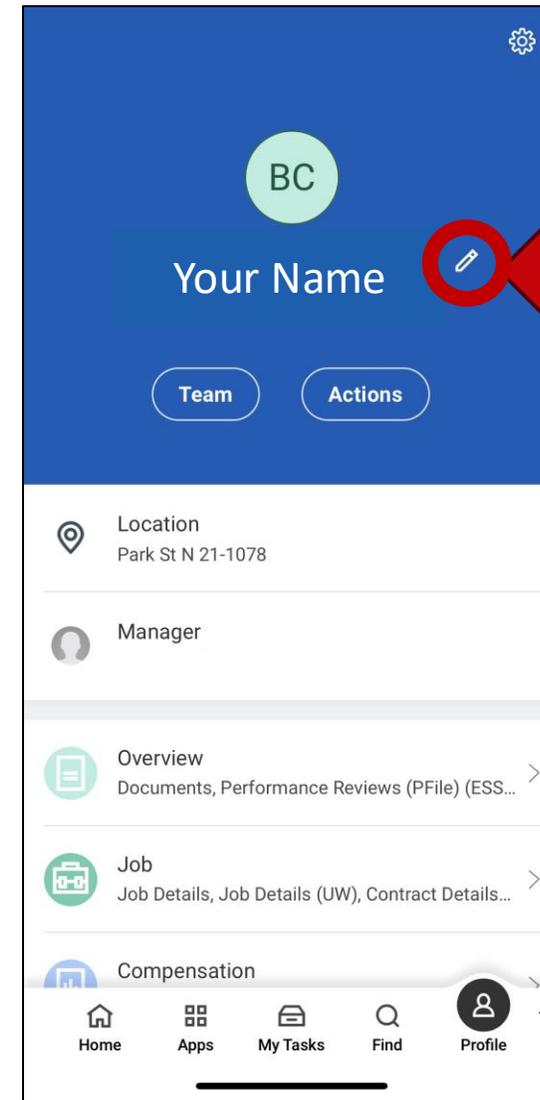
A popup will appear: **You have submitted**



Update personal information (Mobile app)



1. Tap **Profile** in the bottom right corner of the screen.
2. Tap the **pencil icon** next to your name.

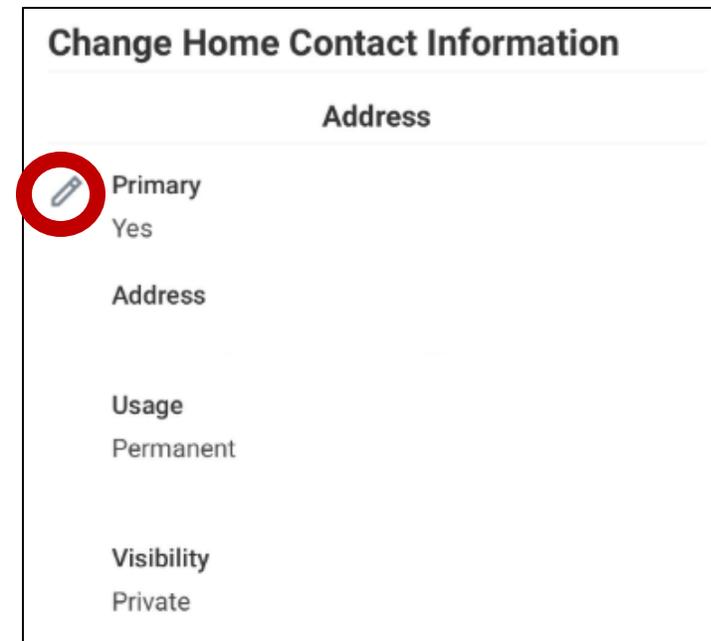
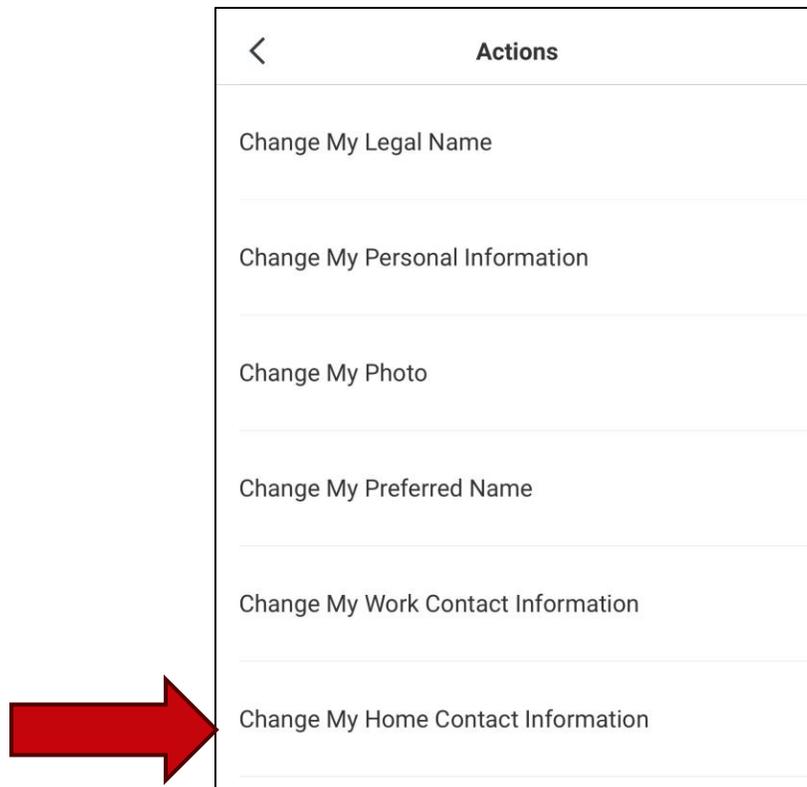


Update personal information (Mobile app)



3. Tap **Change My Home Contact Information**.

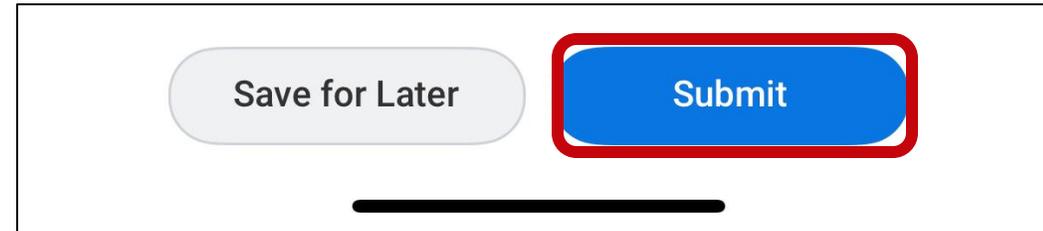
4. Tap the **pencil icon** to edit your personal information



Update personal information (Mobile app)



5. Once you have made changes, tap **Submit**.



Practice: Review personal information

1. Go to your **Profile** and click **Contact** to make sure your **Home Contact Information** is correct:
 - Address, Phone Number, Email Address
 - Emergency Contacts



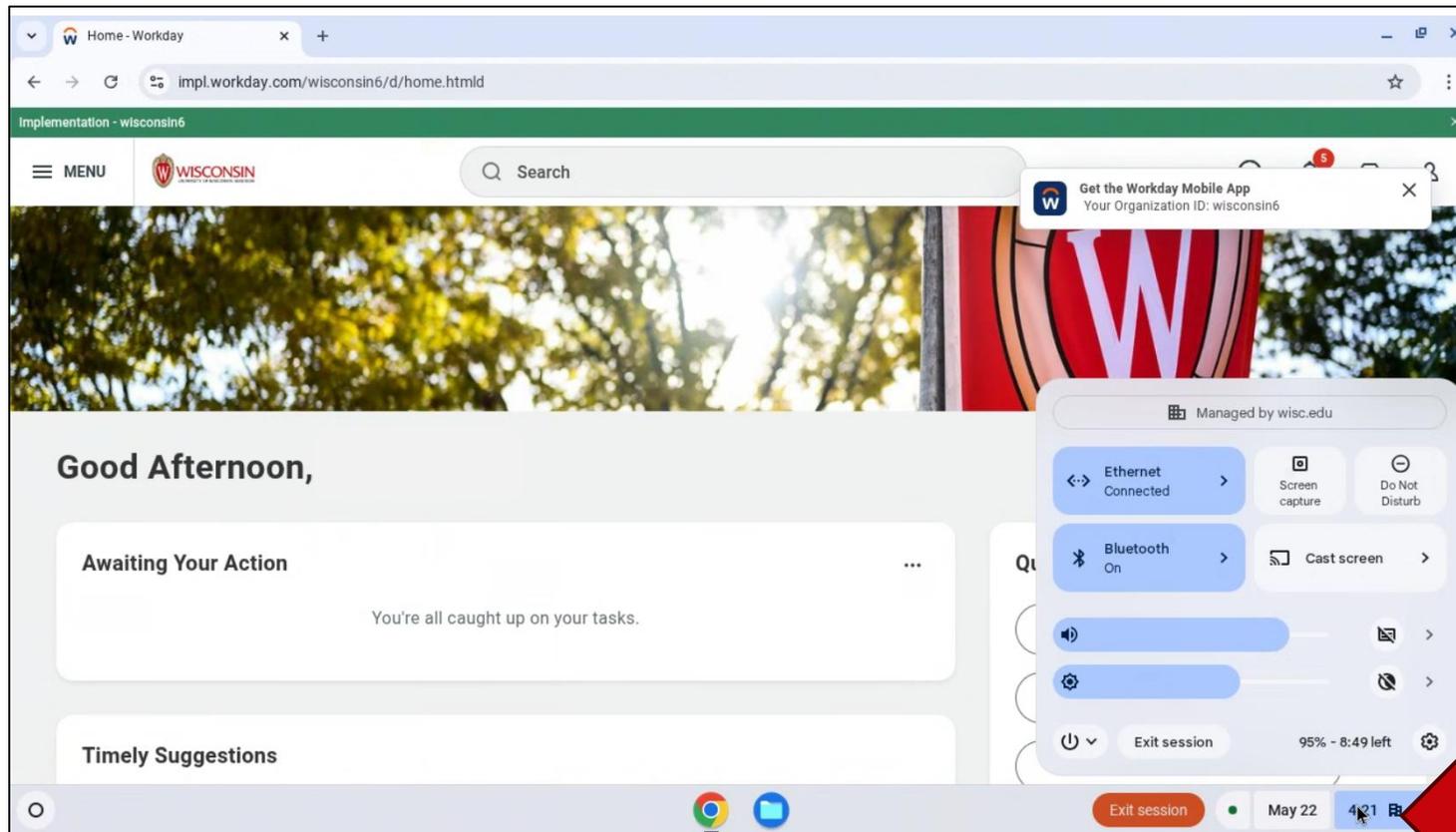
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Resources and Next Steps

Log off

Before you leave, please **restart your computer**.

1. Click on the **time** at the bottom right corner of your screen.

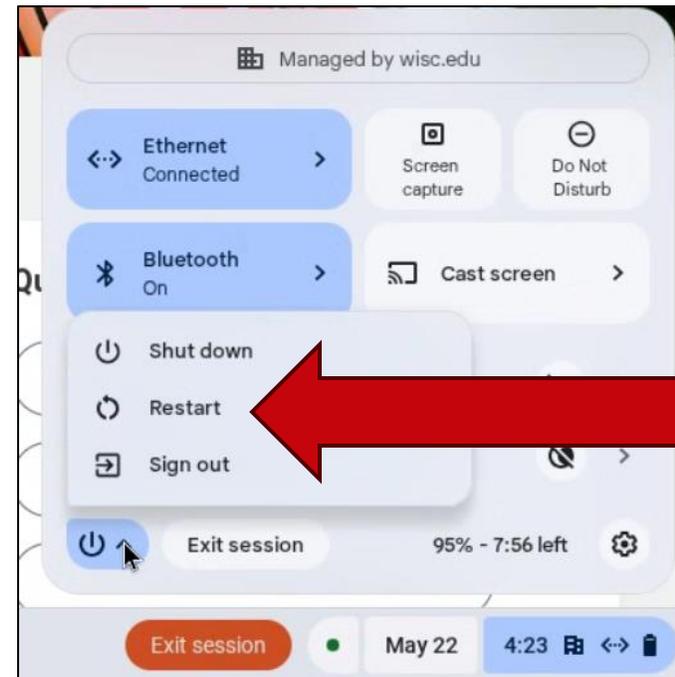
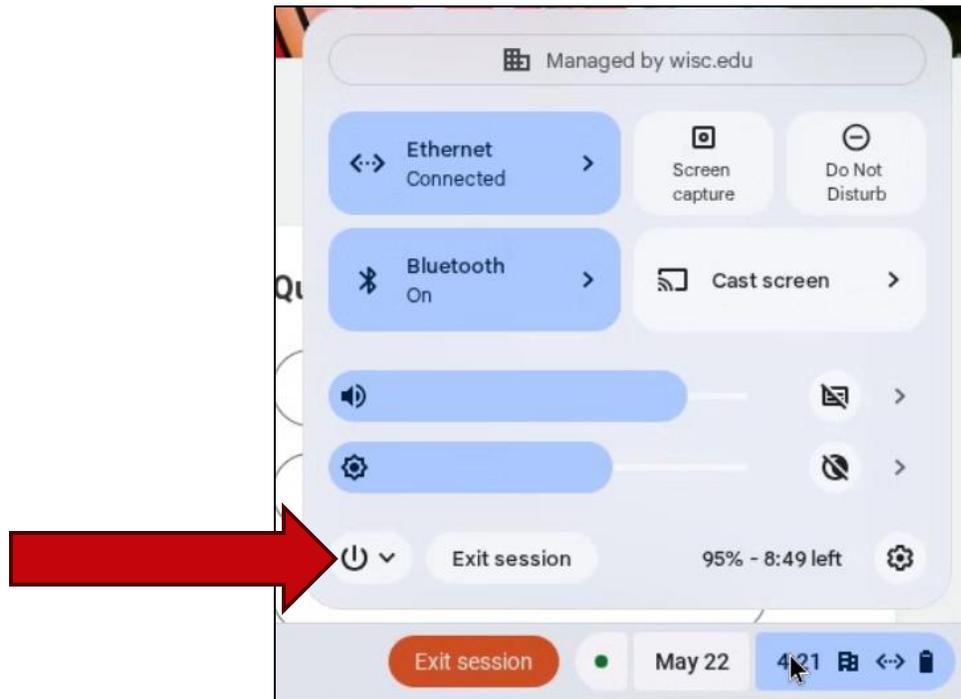


Log off

2. Click on the **power icon**.

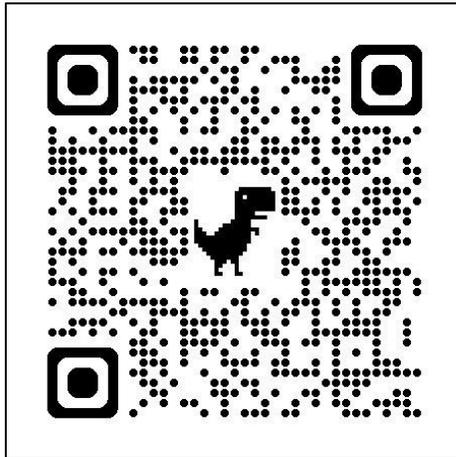
3. Select **Restart**.

The screen will turn white and then turn off.



HR Guides for Employees

- hr.wisc.edu/hr-guides/#for-employees
- Training resources
- Answers to common questions



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

Workday Training >	Personal Information >
Benefits >	Remote Work Agreement >
Career Profile >	Reporting >
Employment >	Time and Time Off >
Overview and Settings >	Time Clocks >
Payroll >	Workday Learning >
Performance >	Workday Mobile >

Next Steps

- Sign in at the front of the room (if you didn't already)
- Confirm your next training (date, time, and location)
- Ask your supervisor if you need help
- Practice logging into Workday



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Thank you!

Ask your supervisor if you have questions