



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Kev Qhia *Workday* Tim-Ntsej-Tim-Muag

Asthiv 2

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

Yuav Muaj Ua Dab Tsi



Peb yuav...

- qhia koj ua tej yam nyob hauv *Workday*
- muab caij rau koj xyaum siv



Peb yuav tsis...

- teb koj cov lub nug txog koj tus kheej
- tham txog cov cai rau tej ceg ua haujlwm

Cov Homphiaj rau Kev Kawm

Hnub nag tas, koj yuav paub:

- Saib cov paj kas phais koj nkag / yuav
- Hloov ntaub ntawv rau koj cov *accounts* nyiaj laus
- Hloov daim W4 (txiav se)
- Hloov daim ntawm kom xa nyiaj ncaj nraim rau (*direct deposit*)
- Saib thiab luam daim tw them nyiaj

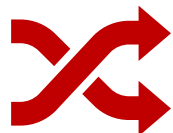
Cov Kev Pom Zoo rau Hnub No



Mloog thiab **xyaum** kawm cov kev ua tshiab.



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



Raws tus piav qhia. Txhob ua ua ntej.



Nug saib puas kam ua ntej saib lwm tus daim screen.

Kev Nrog Lwm Tus Tham

Qhia koj tus kheej rau tus neeg zaum puab koj

- Npe
- Ua num nyob qhov twg

Teb: Yog los Tsis Yog

1. Koj siv tau ib lub computer nkag rau hauv *Workday* nkaus xwb.
2. Koj yuav tsum muaj koj tus *NetID* thaib *Password* nkag rau hauv *Workday*.
3. Rau rov qab mus rau ntawm sab *homepage* ntawm txhua qhov hauv *Workday*, koj tsuas nyem qhov muaj lub *Wisconsin logo* xwb
4. Rau pauv koj cov ntaub ntawv, xws li koj tus lej xovtooj, koj yuav tau nrog koj tus thawjsaib tham.





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UNIVERSITY OF WISCONSIN-MADISON

Rov Hais Txog Asthiv 1

- *Workday* yog dab tsi?
- Yuav nkag rau hauv *Workday* li cas



Tham Nrog Lwm Tus – Rov Xyuas txog *Workday*

Ib cov zoo txog *Workday* yog dab tsi?

- Qhib nkag tau rau hauv siv lub xovtooj, *mobile app*
- Kab *search bar* pab koj nrhiav qhov koj xav tau
- Hloov koj cov ntaub ntawv tau sai

Tej yam koj ua tau hauv *Workday* yog dab tsi?

- Hloov kho koj cov ntaub ntawv, daim xa nyiaj rau tom (*bank*)tsev tuav nyiaj, pauv txiav se rau tsoom fwv thiab xeev
- Saib thiab luam tw them nyiaj
- Saib cov paj kas phais

Nkag rau hauv *Workday*

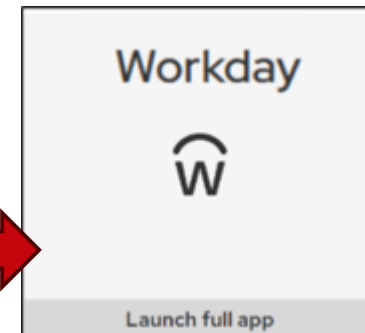


Nkag rau hauv Workday siv computer li cas.



1. Mus rau hauv *MyUW* (*my.wisc.edu*)
2. Ntaus koj tus *NetID* thiab *Password*
3. Ntaus Qhia Tseeb Tias Yog Koj (*Duo Authenticate*) siv tus lej *Verification Code* los *Due Mobile passcode*
4. Thaum koj nkag rau hauv *MyUW* lawm, nrhiav qhov *Workday app* thiab nyem **Launch full app**

Workday Mobile App





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Saib Qhov *Benefits and Pay Hub*



Qhov *Benefits and Pay Hub* yog dab tsi?

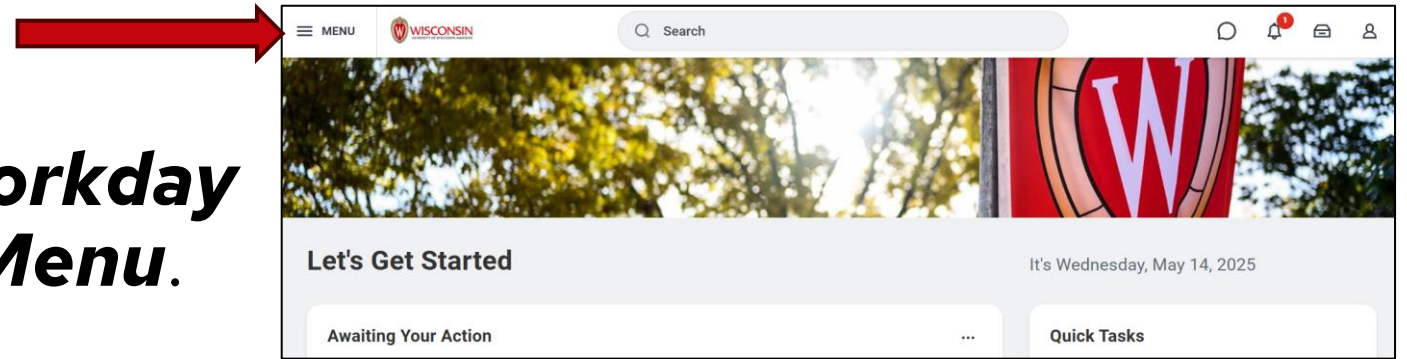
Qhov *Benefits and Pay Hub* yog qhov koj yuav:

- Saib tau koj cov paj kas phais
- Pom cov ntaub ntawv se
- Hloov daim W2 thiab W4 (txiav cov se)
- Saib thiab luam cov tw them nyiaj

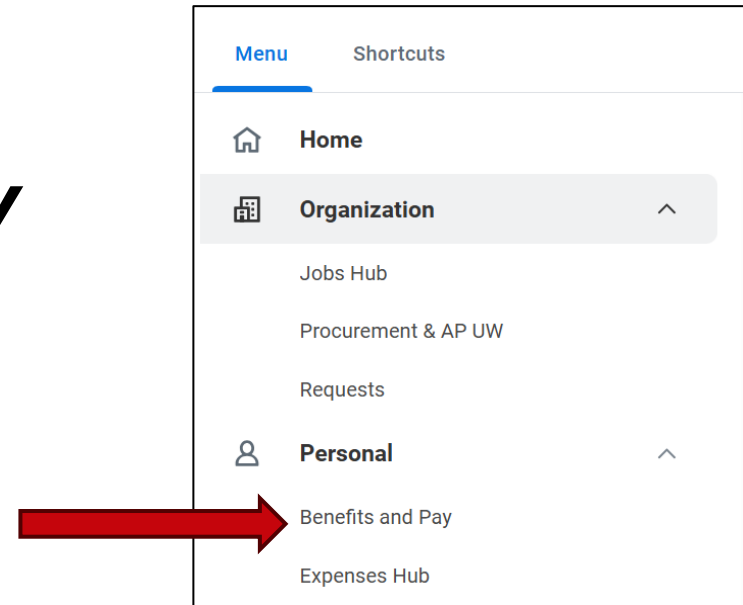
Benefits and Pay Hub



1. Nyob ntawm sab **Workday home page**, them **Menu**.



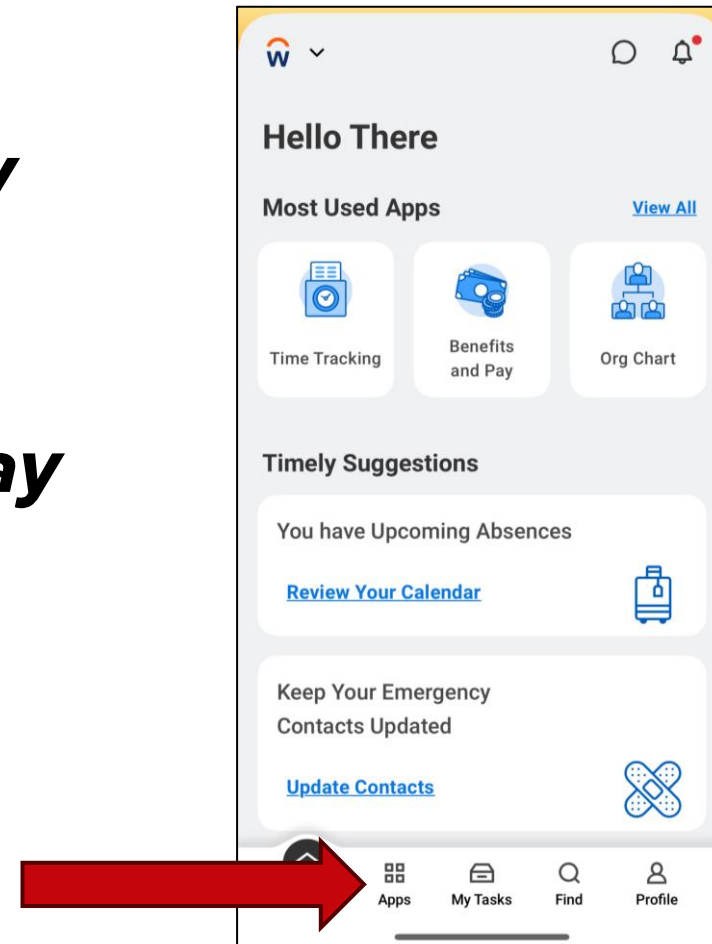
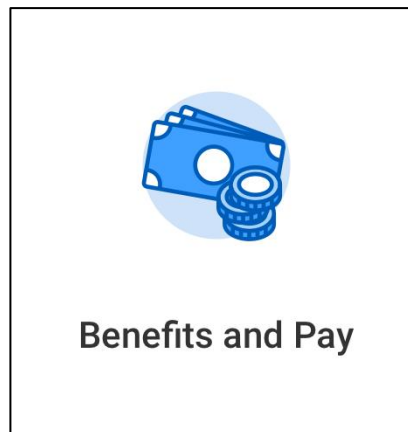
2. Nyem qhov **Benefits and Pay app**.



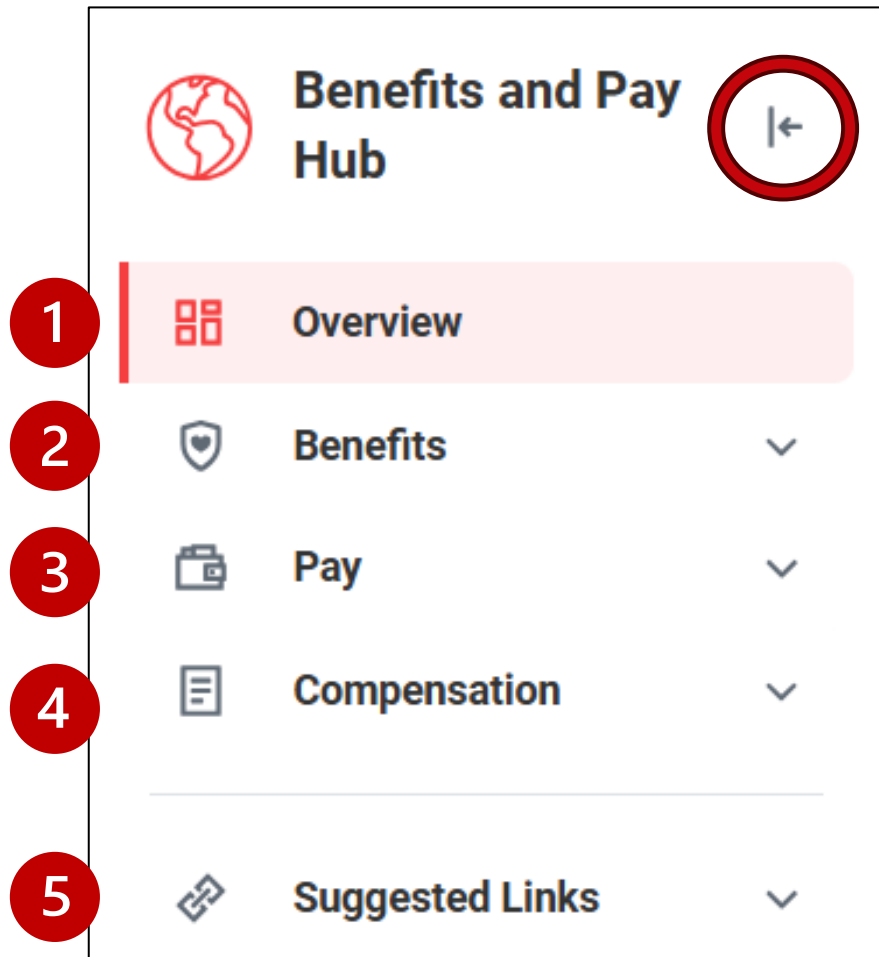
Benefits and Pay Hub (Hauv Xovtooj)



1. Nyob ntawm sab **Workday home page**, kov **Apps**.
2. Kov qhov **Benefits and Pay app**.

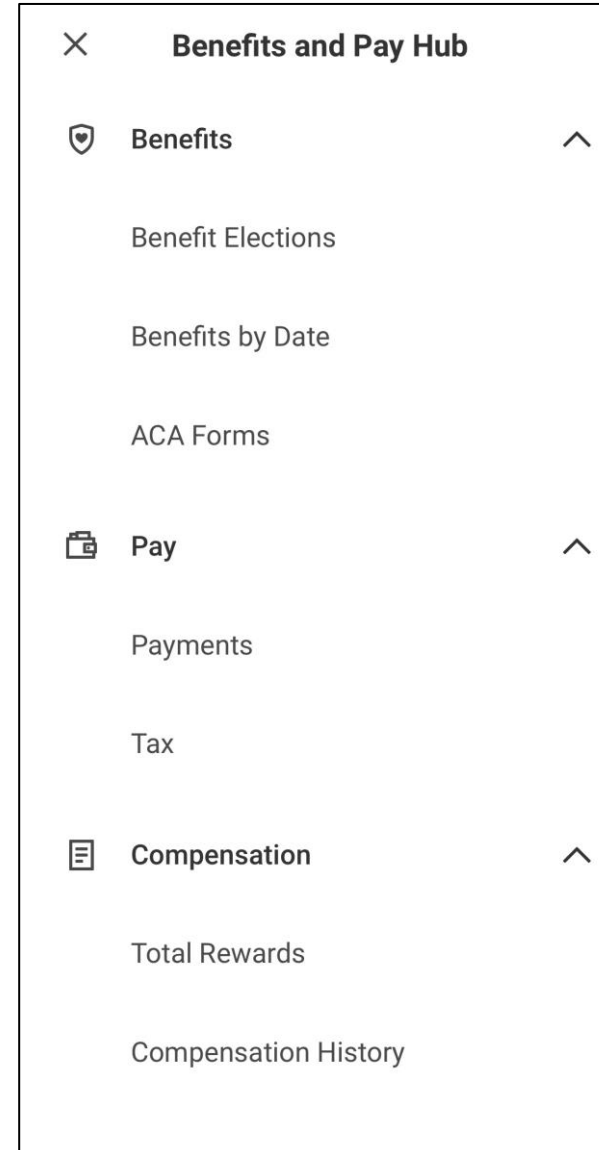


Saib daim *Benefits and Pay Hub*



1. Saib
2. Cov Paj Kas Phais
3. Them Nyiaj
4. Kev Them muaj pab rau
5. Cov Kab Qhib qhia

Benefits and Pay Hub (hauv Xovtooj (Mobile app))



Sab saib tag nrho



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Tasks and Reports

Withholding Elections

Payment Elections

Change Benefits

My Tax Documents

Overview

Most Recent Pay

Your next pay day is April 17, 2025.

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Take Home Pay

Deductions

Taxes and deductions from your most recent payslip.

***** 💰

Current Benefit Costs

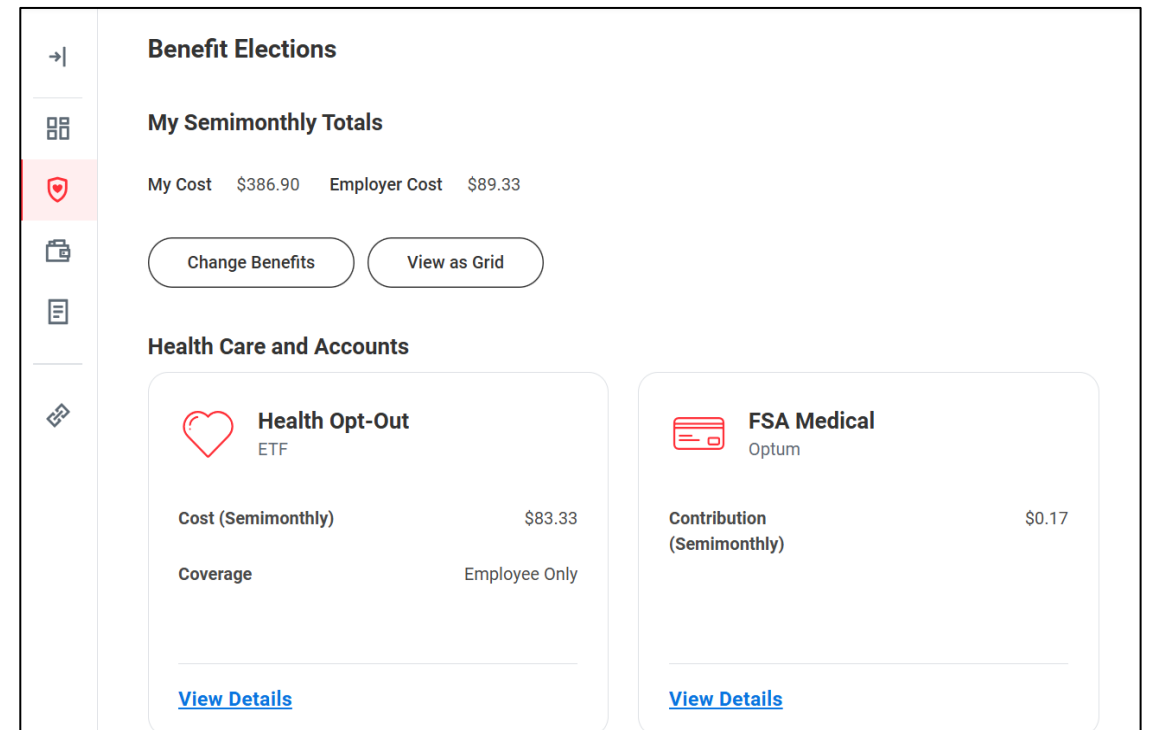
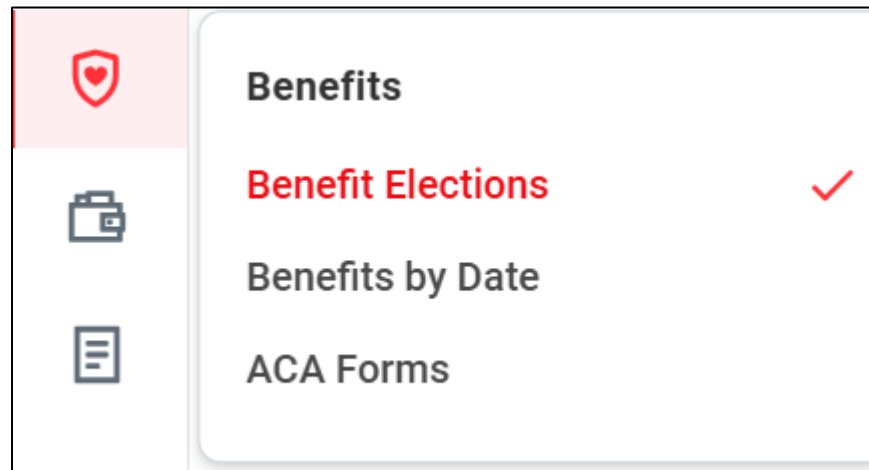
***** 💰

Employee Cost (Semimonthly)

16

Saib cov paj kas phais nkag rau li cas

1. Nyob rau sab lauj, nyem qhov **Benefits tab**.
 2. Nyem **Benefits Elections** ntawm cov tshwm los.
- Nov, koj saib tau cov paj kas phais koj nkag rau.



Daim *Benefits* tab

Koj nkag tau rau los pauv koj qhov **Nyiaj Laus Tso Ib Cag** (***Supplemental Retirement Plan 403(b)***) hauv *Workday*.

Rau hloov **nkag rau tag nrho lwm yam paj kas phais**, koj yuav tsum nkag mus rau hauv qhov ***My Insurance Benefits*** yem kab qhib nyob hauv ***Instructions*** haun *Workday*.

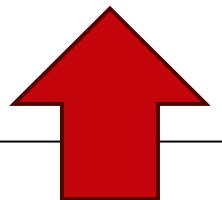
Change Reason *  Supplemental Retirement Change

Benefit Event Date * MM/DD/YYYY 

Submit Elections By (empty)

▼ Instructions

Supplemental Retirement Plans are the only benefit elections that can be changed within Workday. To update other benefit enrollments, please log in to My Insurance Benefits (<https://apps.etf.wi.gov/MemberPortalWeb/>).

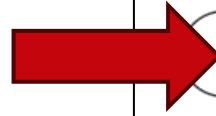


Kho pauv nyiaj tso rau nyiaj laus ib cag li cas

Rau hloov koj qhov paj kas phais, nyem ***Change Benefits***.

My Semimonthly Totals

My Cost	\$386.90	Employer Cost	\$89.33
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Change BenefitsView as Grid

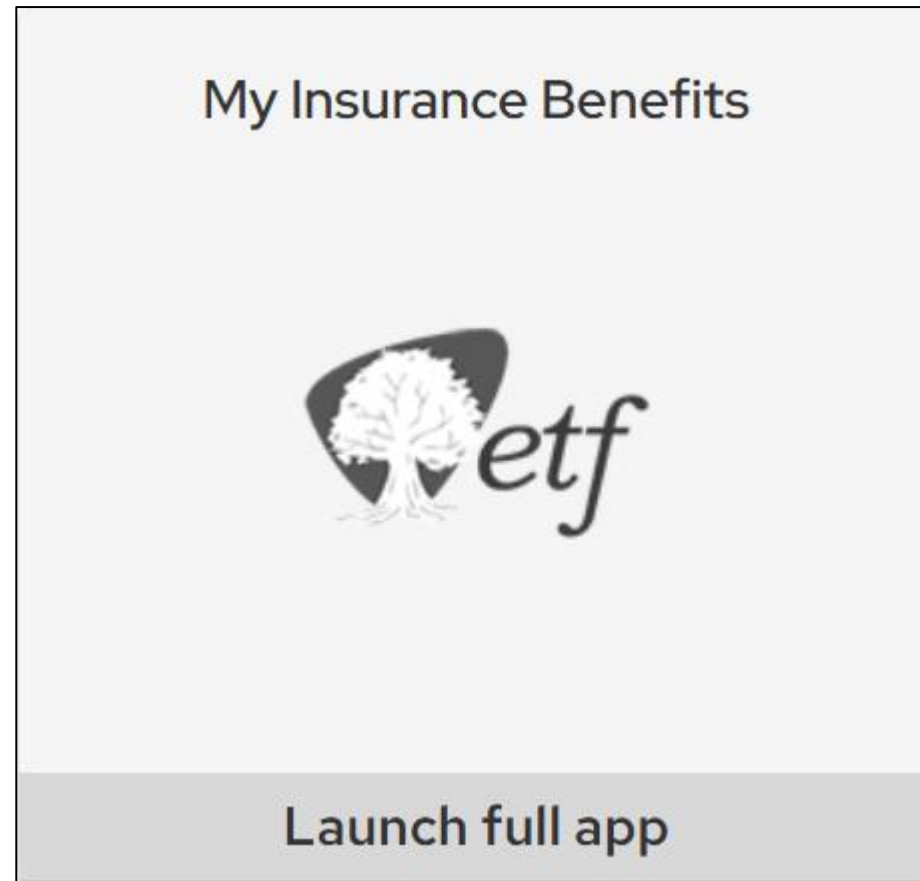
Change Benefits

Change Reason * ☐ Supplemental Retirement Change

Instructions

Supplemental Retirement Plans are the only benefit elections that can be changed within Workday. To update other benefit enrollments, please log in to My Insurance Benefits (<https://apps.etf.wi.gov/MemberPortalWeb/>).

Daim *New Benefits* hauv *MyUW*



Kuv ua tau dab tsis hauv *Workday* piv rau hauv *My Insurance Benefits*?



- *Workday* hloov qhov kev tuav ntaub ntawm tam sim no, *Human Resource System (HRS)*
- Saib cov paj kas phais nkag rau
- Saib cov nqi yuav cov paj kas phais
- Kab qhib mus rau qhov *My Insurance Benefits*
- Paus:
 - *Supplemental Retirement Plan (403b)*
 - *Wisconsin Retirement System (WRS) Additional Contributions*



- *My Insurance Benefits; Employee Trust Funds (ETF)* yog qhov tuav qhov kev tshiab
- Xaiv nkag los pauv cov paj kas phais feem ntau
- Saib cov paj kas phais nkag rau
- Saib cov nqi yuav cov paj kas phais
- Ntaus thiab kho tus txiv/niam/cov menyuam cov ntaub ntawv
- Saib Cov Ntawv Qhia Cov Nyiaj Laus (*WRS Statement of Benefits*)

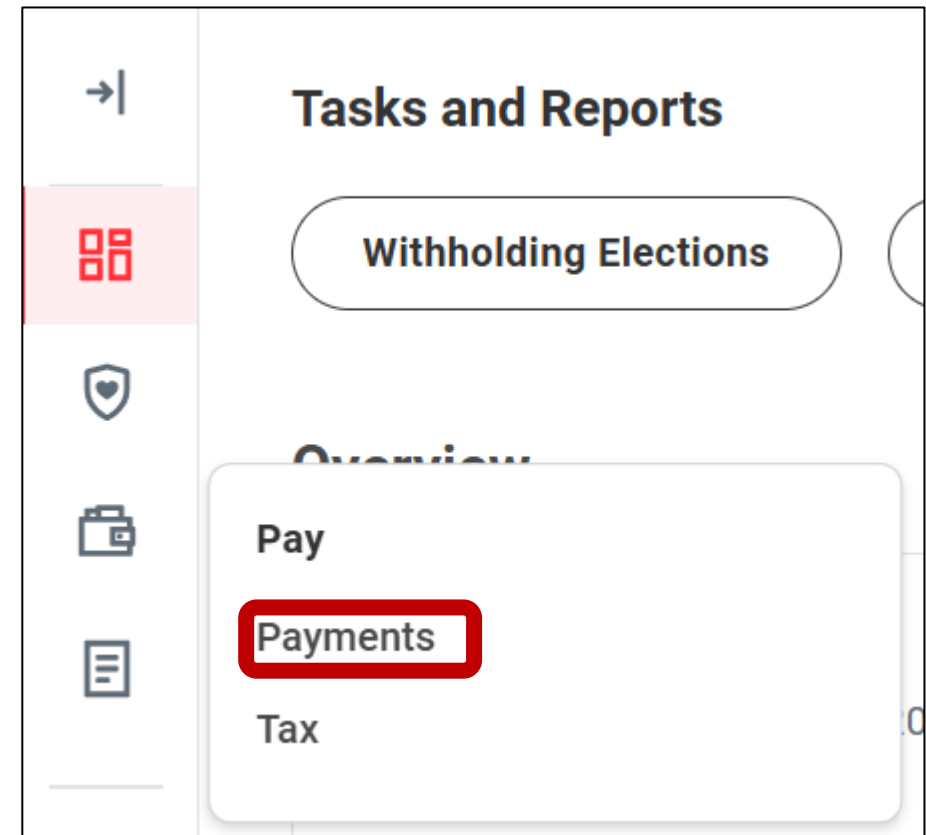
Tam sim no kuv yuav tau ua dab tsi?

Koj **tsis tau** ua dab tsi li tam sim no.

Yog koj muaj ib qho pauv loj hauv tsev neeg los pauv haujlwm uas tshuam koj cov paj kas phais thiab yuav to hloov koj cov paj kas phais, nrog koj lub HR tham.

Saib cov tw them nyiaj thiab kev them nyiaj yav tas

- Nyob rau sab lauj, nyem daim ***Pay tab***.
- Nyem ***Payments*** ntawm cov tshwm los.



Saib sab cov kev them nyiaj

Koj saib tau koj cov **tw them nyiaj, daim them zaum kawg tas, thiab cov them yav tas.**

Payroll Hub - Worker Payments Information

[Compare Period](#)[Pay History](#)[Earnings/Deductions History](#)[Model My Pay](#)

Recent Pay

Most Recent Pay

Your next pay day is April 17, 2025.

***** \$

Take Home Pay

Deductions

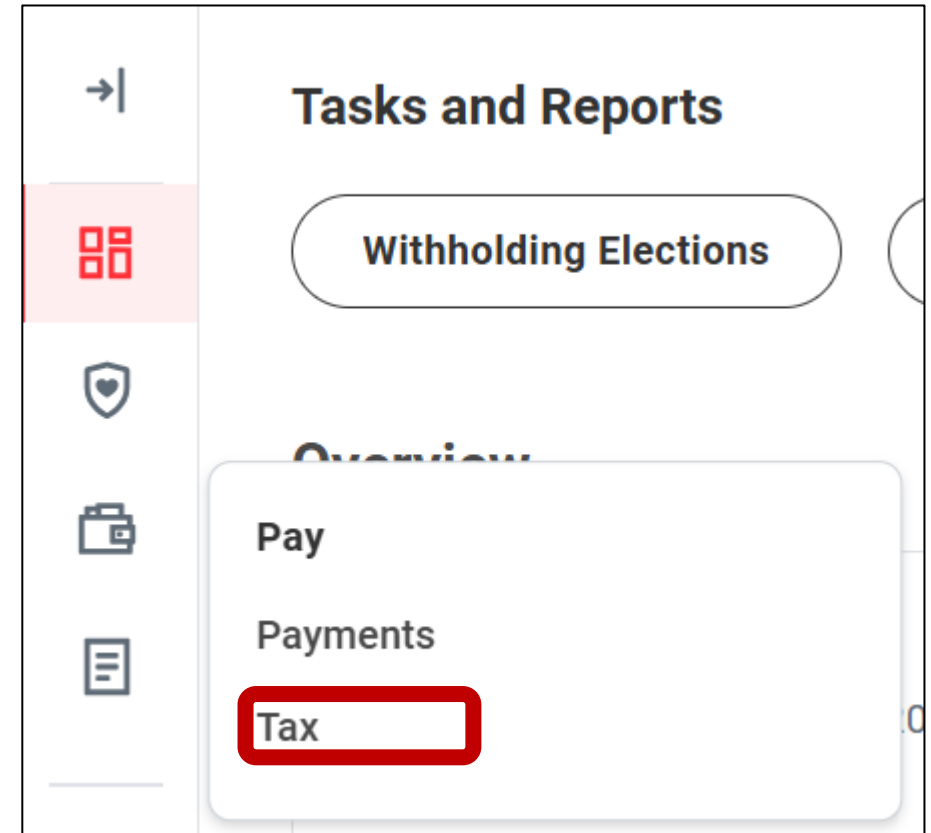
Taxes and deductions from your most recent payslip.

***** \$

Total

Saib thiab pauv cov ntawv txiaiv se

- Nyob rau sab lauj, nyem **Pay tab.**
- Nyem **Tax (Se)** ntawm cov tshwm los.



Saib sab cov kev txiav se

Koj saib tau thiab pauv cov ntaub ntawv hauv koj daim **W4** thiab **saib koj cov ntawv txiav se txij thaum Rau Hli tim 29, 2025** thiab tom qab.

Payroll Hub - Worker Tax Information

[Federal Withholding Elections](#)[State/Local Withholding Elections](#)

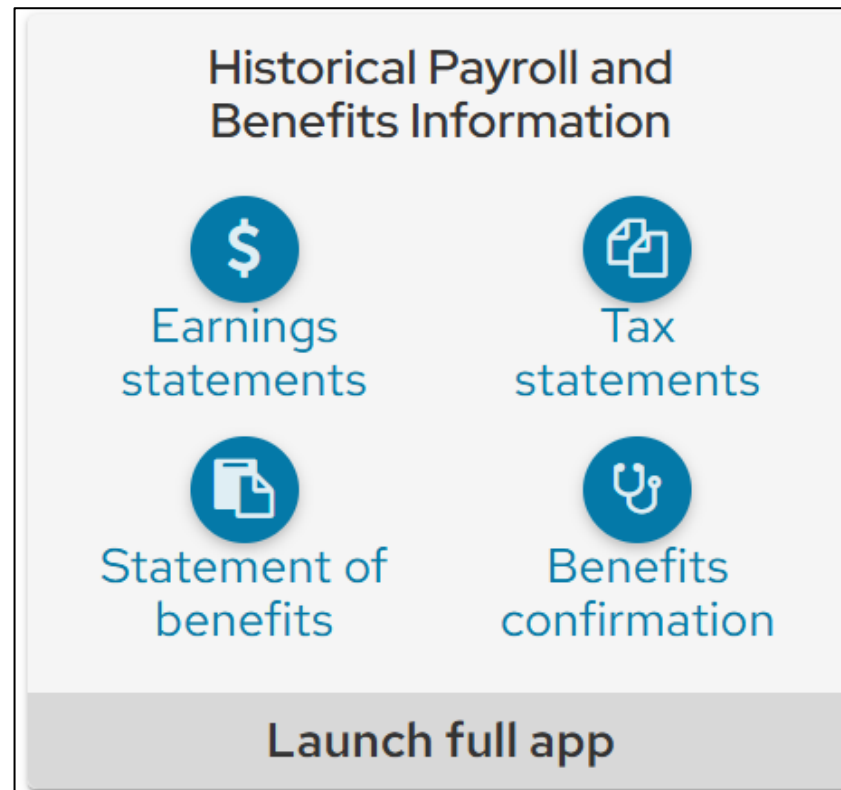
Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
UWMSN University of Wisconsin Madison	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

Se thiab cov ntawv qhia tau nyiaj li cas

Cov se thiab tw qhia tau nyiaj li cas **ua ntej Rau Hli tim 29, 2025** muaj nyob hauv daim *Historical Payroll* hauv *MyUW*.



Yuav pauv koj daim W4 li cas

1. Nyem qhov ***Federal Withholding Elections*** los ***State/Local Withholding Elections*** ntawm sab *Worker Tax Information*.
2. Pauv koj cov ntaub ntawv. Nyem lub pob ***I Agree*** ua ntej xa.
3. Nyem ***OK*** xa.

Payroll Hub - Worker Tax Information

Federal Withholding Elections

State/Local Withholding Elections

Tax Forms Printing Elections

1 item

Company

UWMSN University of Wisconsin Madison

Current Year End Tax Document Printing Election

You are currently not receiving a paper copy of your Year End Tax Documents.

Printing Election

Edit

Kev qhia tau txais daim pauv W4

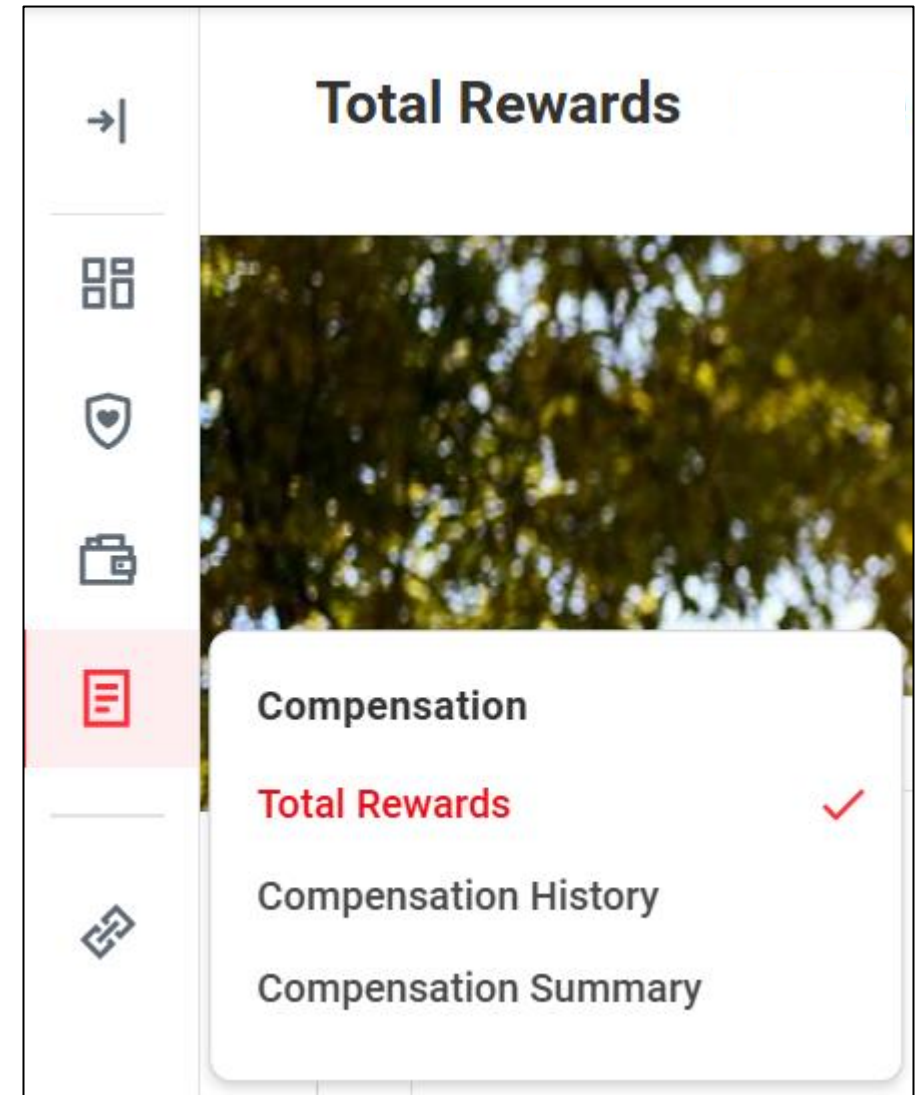
4. Ib qhov tshwm los, ***You Have Submitted***, qhia tias tau pauv cov koj kho lawm.



Daim Compensation tab

- Nyob rau sab lauj, nyem daim **Compensation tab**.

Nov, koj saib tau **cov kev them tag nrho, kev them yav tas**, thiab **daim lwm cov kev them (*total rewards, compensation history, and compensation summary*)**.



Xyaum siv: Sim saib daim *Benefits and Pay Hub*

1. Saib sab **Overview Page**

- Nrhiav koj qhov Nyiaj Tau Nqa Mus Tsev zaum tas no (tej zaum koj yuav tau nyem kom txhob zais cov ntaub ntawv)

2. Xyuas **Cov Paj Kas Phais Yuav (Benefit Elections)**

- Saib seb koj muaj qhov paj kas phais kuaj mob (*Health Care*) twg thiab cov *Accounts* koj muaj.
- Saib Tus Nqi Kuv Them, "*My Cost*," thiab Chaw Ua Haujlwm Them, "*Employer Cost*"

3. Saib daim **Compensation** tabs

- Saib qhov them rau koj (Daim lwg *Total Rewards and Compensation*)



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So Ib Pliag



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UNIVERSITY OF WISCONSIN-MADISON

Saib thiab Luam koj daim Tw Them Nyiaj



Cov Tw Them Nyiaj hauv *Workday*

Tw Them Nyiaj – kuj hu ua *earning statement, paycheck, paystub*

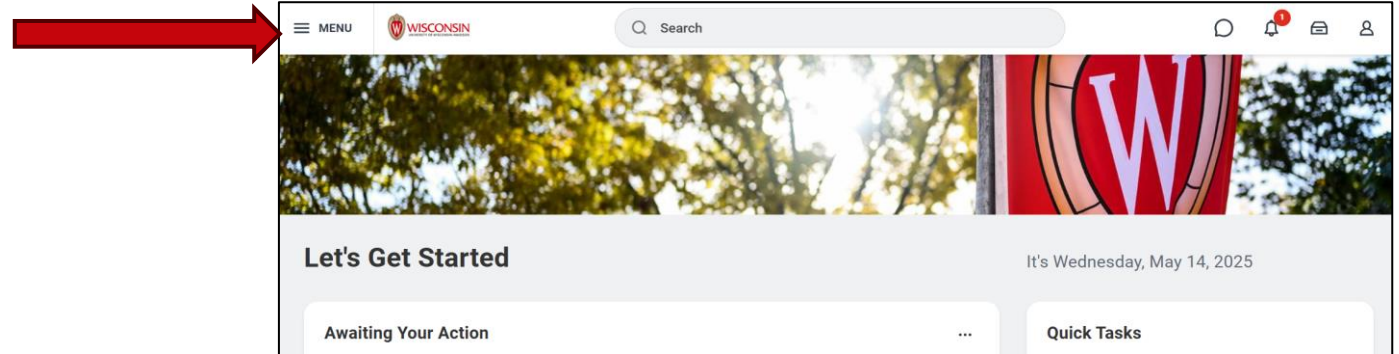
- Ua ntej Rau Hli tim 29, 2025 – Nyob hauv *MyUW*, daim *earning statement*
- Tom qab Rau Hli tim 29, 2025 –Nyob hauv *Workday*, daim *payslips*

Saib Koj Daim Tw Them Nyiaj (hauv *Website*)

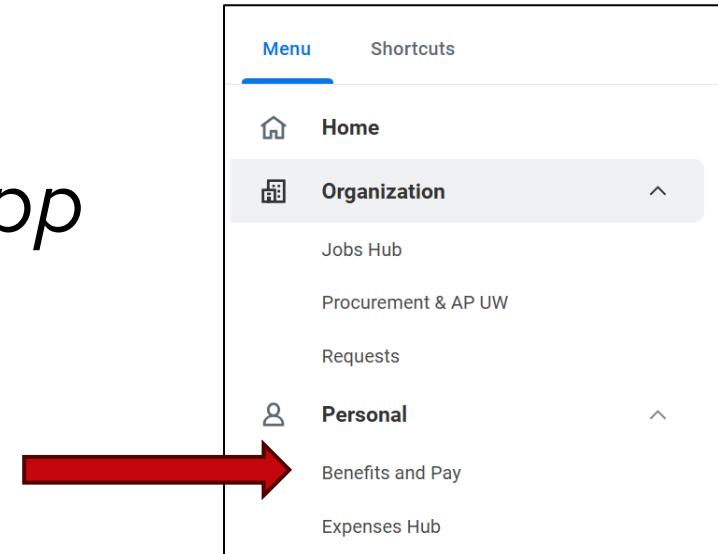


Nyob ntawm koj sab *Workday* home page:

1. Nyem **Menu**



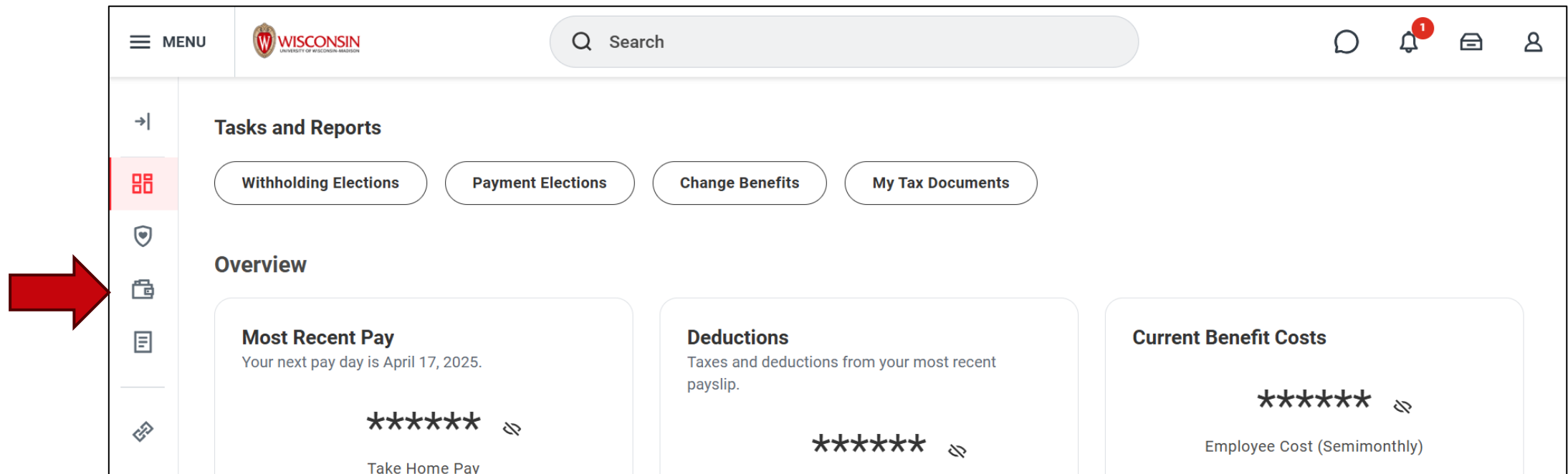
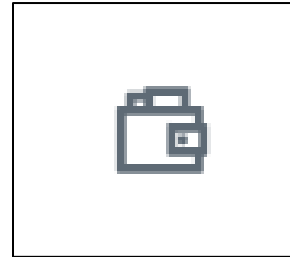
2. Nyem **Benefits and Pay** app



Saib Koj Daim Tw Them Nyiaj (hauv *Website*)



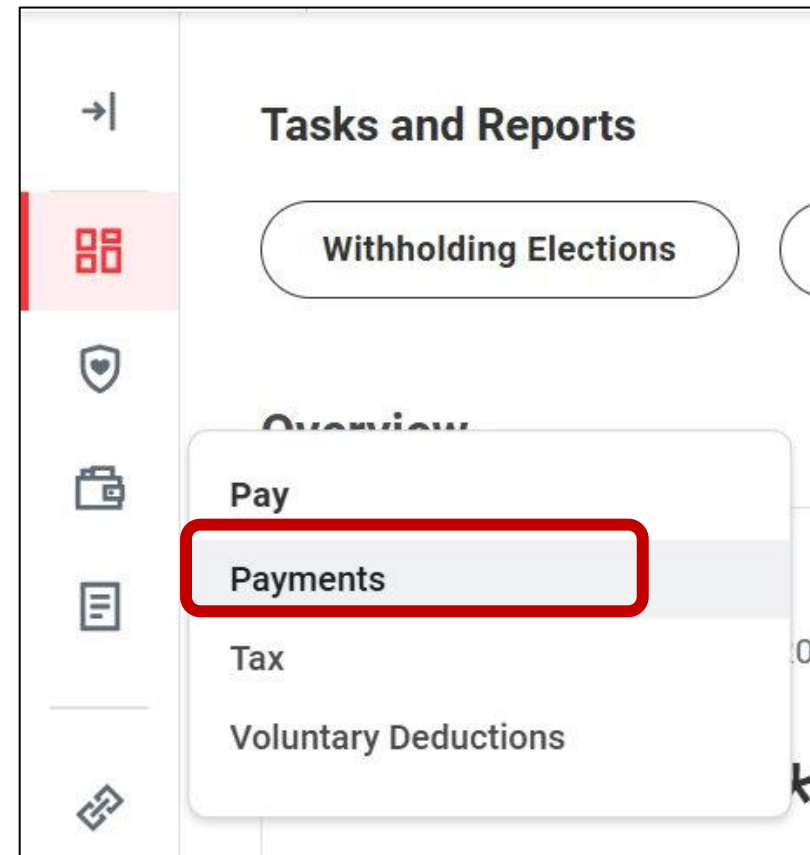
3. Nyem qhov **Pay** icon



Saib Koj Daim Tw Them Nyiaj (hauv *Website*)



4. Nyem ***Payments***



Saib Koj Daim Tw Them Nyiaj (hauv *Website*)



5. Txav mus rau qhov pom Tag Nrho cov Tw Them (***All Payslips***)
6. Nrhiav daim tw them koj xav saib (muaj nyob ntawv sab ntawd)
7. Nyem ***View***

All Payslips

Payslips 2 items



Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/03/2025	03/09/2025	03/22/2025	University of Wisconsin Madison	1,961.54	1,214.52	View	Print
03/20/2025	02/23/2025	03/08/2025	University of Wisconsin Madison	1,961.54	1,214.36	View	Print

Luam Koj Daim Tw Them Nyiaj



8. Nrhiav daim tw them nyiaj koj xav luam (muaj nyob ntawm sab ntawd)

9. Nvem ***Print***

All Payslips

Payslips 2 items

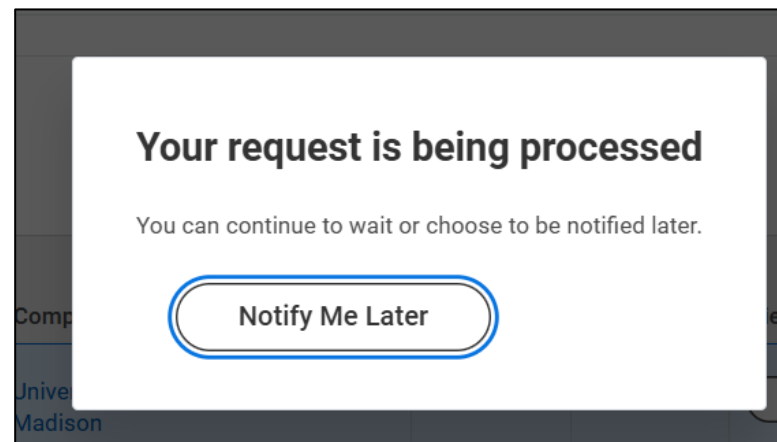
Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/03/2025	03/09/2025	03/22/2025	University of Wisconsin Madison			View	Print
03/20/2025	02/23/2025	03/08/2025	University of Wisconsin Madison			View	Print

Luam Koj Daim Tw Them Nyiaj



10. **Tos** li fiab puav (*seconds*)

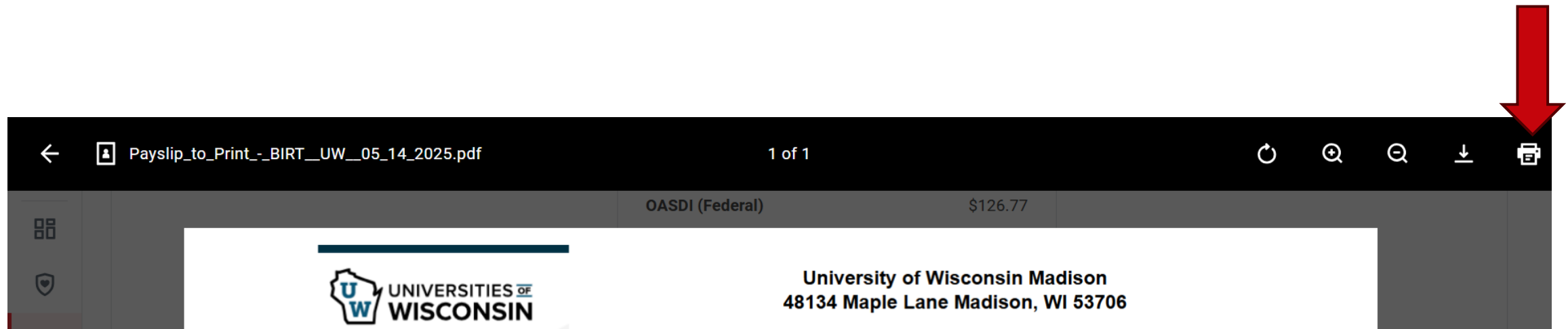
Ib qho ntawm yuav tshwm hais tias: ***Your request is being processed*** (**Tau ua qhov koj thov lawm**)



Luam Koj Daim Twg Them Nyiaj



11. Saib yuav pom daim *PDF* tshwm ntawm koj sab screen
12. Nyem lub pob ***print*** (saum ces kaum sab xis)

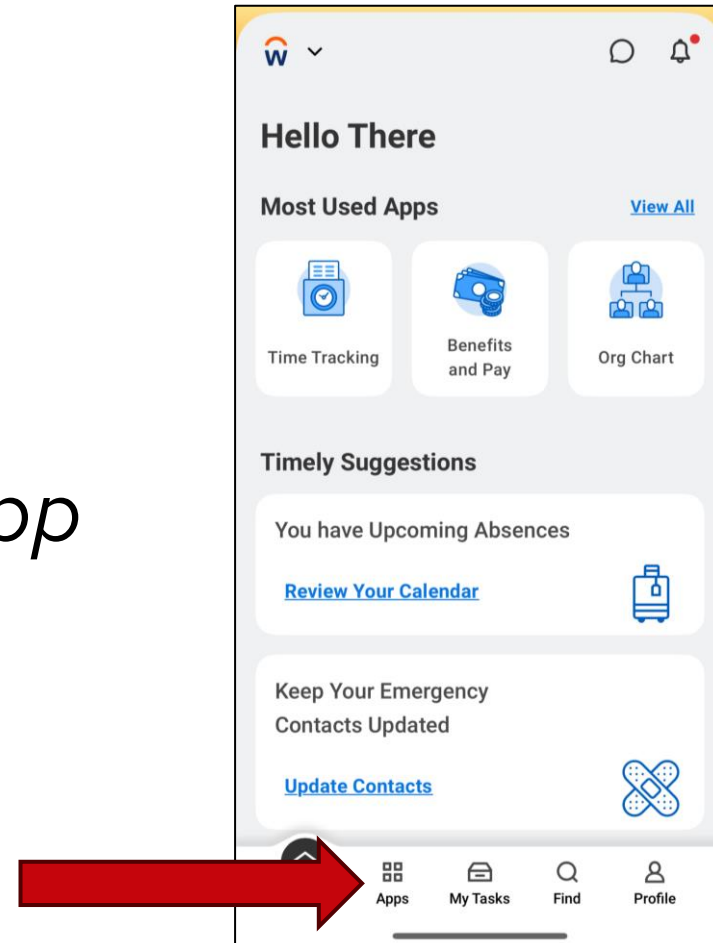
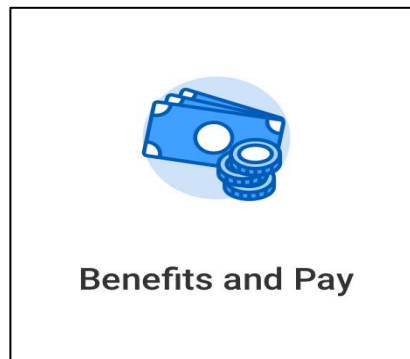


Saib Koj Daim Tw Them Nyiaj(hauv Xovtoo)



Nyob ntawm sab *Workday home page*:

1. Kov qhov ***Apps***
2. Kov qhov ***Benefits and Pay*** app

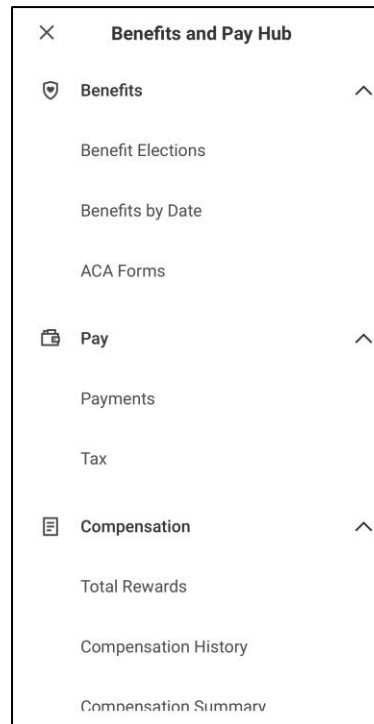


Saib Koj Daim Tw Them Nyiaj(hauv Xovtooj)



3. Kov qhov **Benefits and Pay Hub** (saum toj ntawm daim screen)

4. Kov qhov **Payments**



Saib Koj Daim Tw Them Nyiaj(hauv Xovtooj)

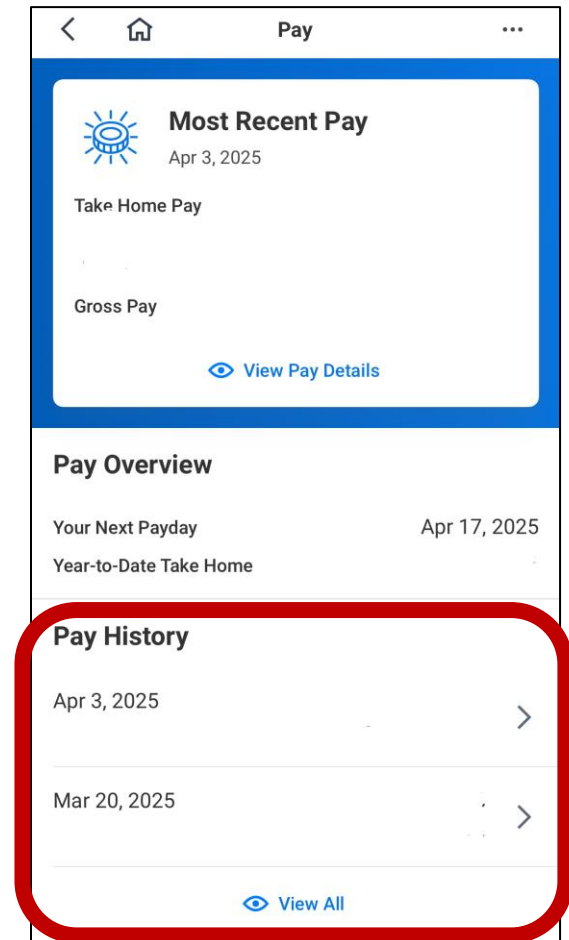
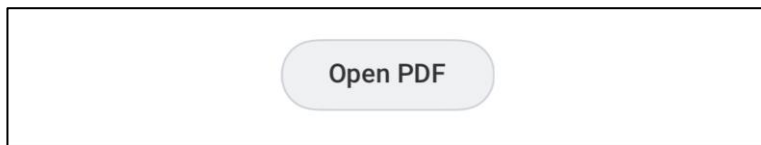
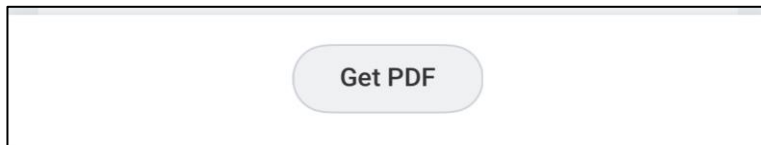


5. Nrhiav qhov ***Pay History***

6. Kov daim tw them koj xav luam

7. Kov qhov ***Get PDF*** (nyob hauv qab)

8. Kov qhov ***Open PDF*** thaum rub tau
daim *PDF*.



Saib daim tw them nyiai

1. Tsev kawm ntawv npe, chaw nyob
2. Koj npe, *employee ID*, cov hnub ua haujlwm them, hnub them
3. Qhov tag nrho rau daim no thiab Xyoo txog Tam Sim no
4. Tau npaum li cas
5. Tus ua num cov se txiav
6. Cov txiav ua ntej txiav se
7. Cov nqi chaw ua haujlwm them

Company Information					
Name			Address		
University of Wisconsin Madison			48134 Maple Lane Madison, WI 53706 United States of America		

Payslip Information					
Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		02/23/2025	03/08/2025	03/20/2025	

Current and YTD Totals					
Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	0.00	0.00	0.00	0.00	0.00
YTD	8,466.05	898.39	1,535.97	0.00	6,031.69

Earnings		
Description	YTD Hours	YTD Amount
Legal Holiday	0.00	760.00
Night Differential - Staff	0.00	717.50
Overtime 0.5 Holiday	0.00	137.75
Regular Hours	0.00	6,232.00
Sick Leave	0.00	152.00
Vacation Use	0.00	456.00
Weekend Differential - Staff	0.00	10.80
Total:		8,466.05

Employee Taxes	
Description	YTD
OASDI	505.68
Medicare	118.26
Federal Withholding	616.09
State Tax - WI	295.94
Total:	1,535.97

Pre Tax Deductions	
Description	YTD
Quartz UW Health	310.00
Wisconsin Retirement System	588.39
Total:	898.39

Employer Paid Benefits		
Description	Amount	YTD
DOA Prior Service General		253.98
Quartz UW Health	405.34	2,503.84
Uniform Dental	16.36	16.36
Wisconsin Retirement System		689.99
Total:	421.70	3,464.17

Taxable Wages	

Saib Daim Tw Nyiaj Them

8. Se txiav

9. Cov caij npaj yuav so

10. Kev them los xa qhov nyiaj rau

Tej zaum cov ntawv no kuj yuav txawv rau txhua tus neeg ua haujlwm.

8

Withholding		
Description	Federal	Work State
Marital Status	Single or Married filing separately	Single
Allowances	0	1
Additional Withholding	20	0

9

Absence Plans			
Description	Accrued	Reduced	Available
Compensatory Time Plan	0.00	0.00	0.00

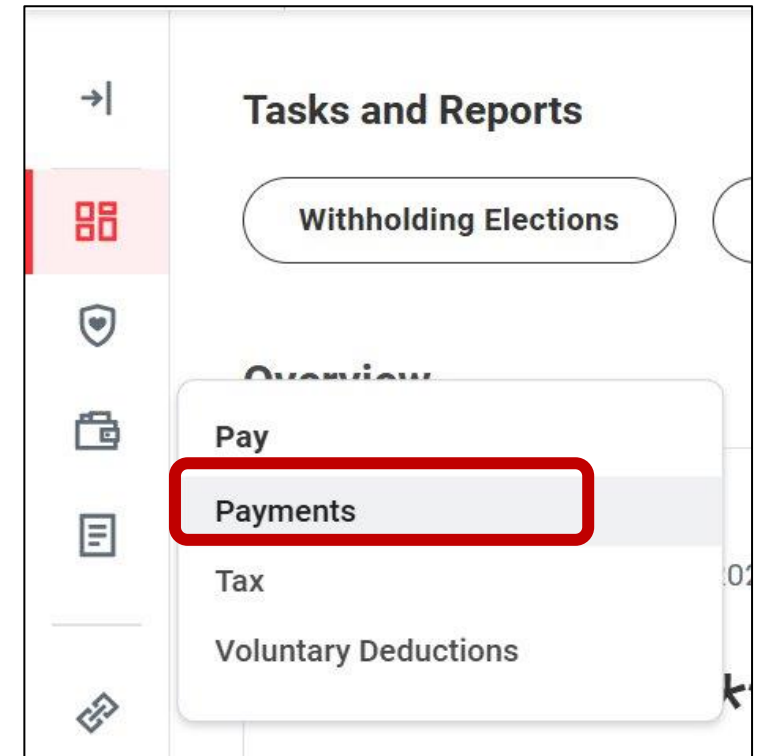
10

Payment Information			
Bank	Account Name	Account Number	Pay Group Currency
			USD

Xyaum: Saib Koj Daim Tw Nyiaj Them



- Siv koj lub **xovtooj** los **computer**
- Sim ua raws **cov kev qhia** luam koj daim tw nyiaj them
- Koj luam tsis tau tam sim no – **tsuas xyaum xwb**
- **Tsa tes** yog koj xav tau kev pab
- Thaum koj ua tas, koj pab tau lwm tus yog nws kam.





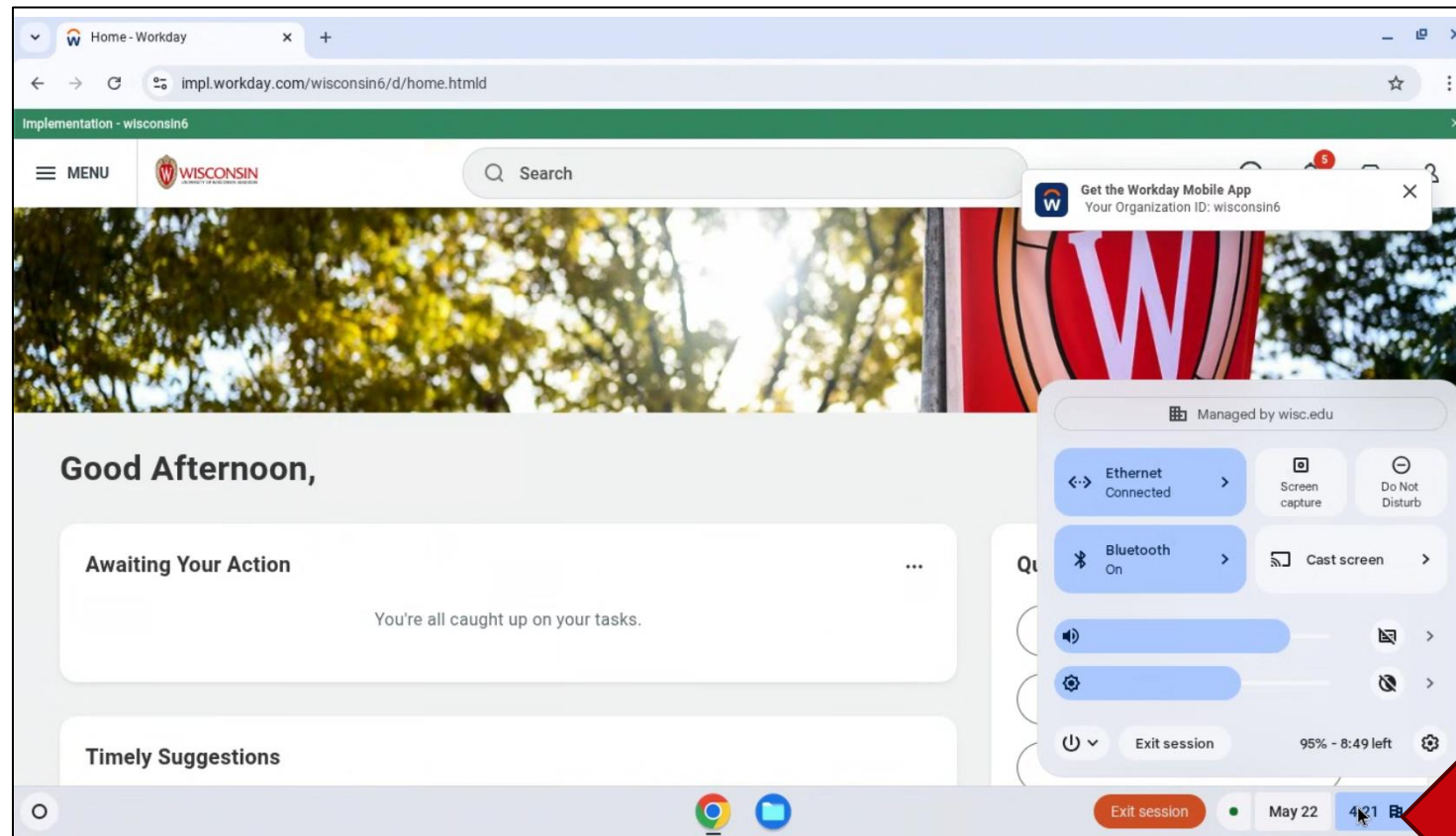
Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Cov Kev Pab thiab Kauj Ruam Tom Ntej

Kaw tawm (*Log off*)

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

1. Nyem lub **moos (*time*)** hauv qab sab xis ntawm koj daim screen.

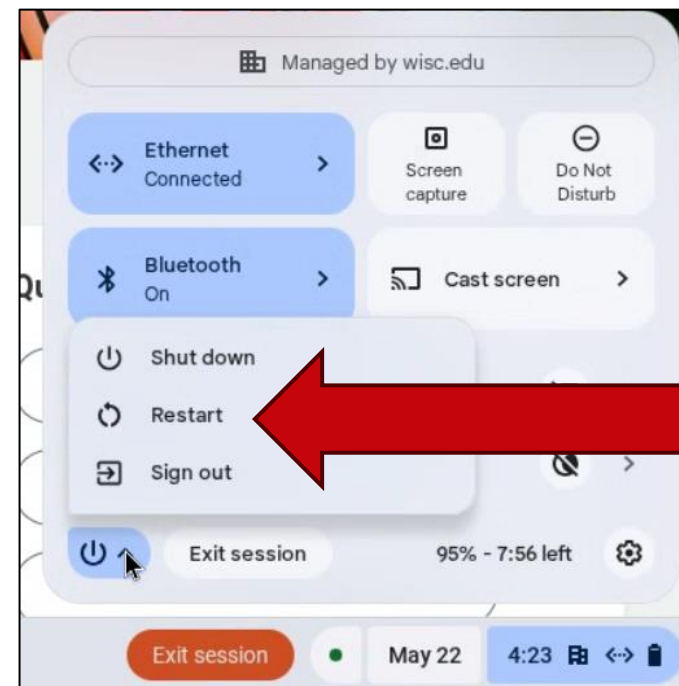
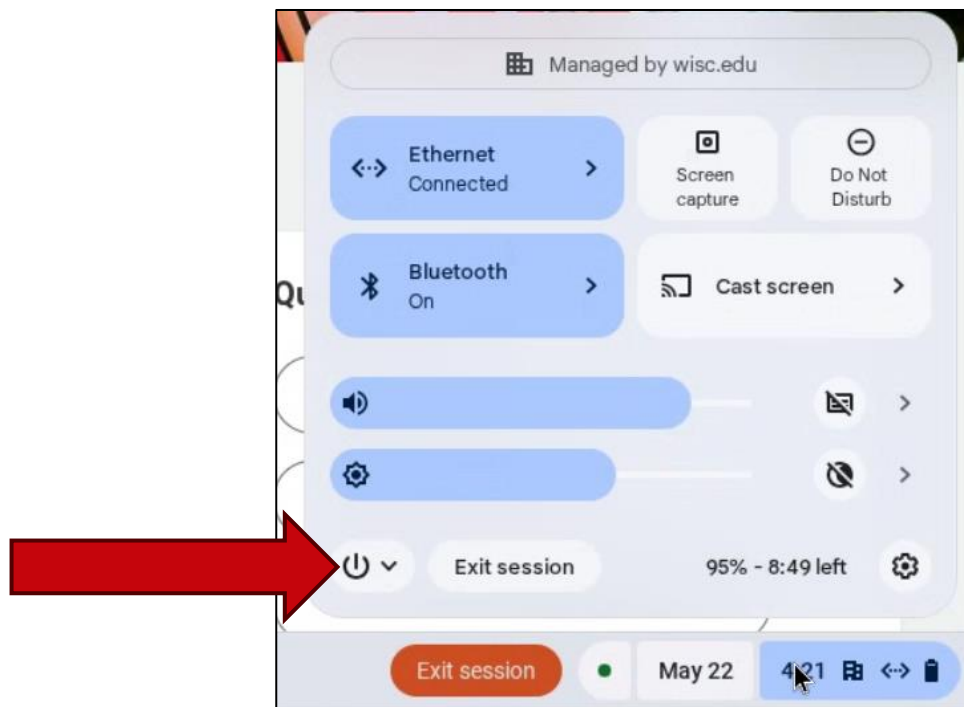


Kaw tawm

2. Nyem lub pob taws, **power icon**.

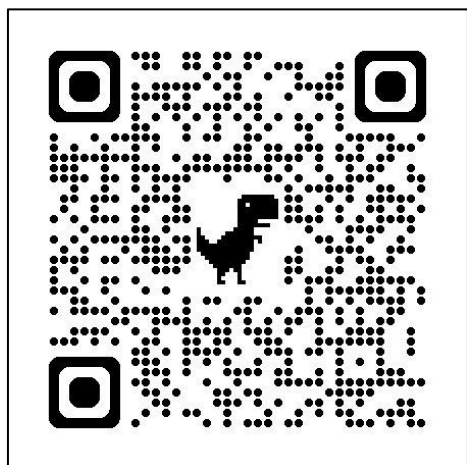
3. Xaiv qhov **Restart**.

Sab screen yuav pauv rau dawb ces mam tua.



HR Guides rau Cov Neeg Ua Haujlwm

- hr.wisc.edu/hr-guides/#for-employees
- Cov ntaub ntawv muaj qhia
- Cov lus teb cov lus nug txog 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

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 >

Cov Kauj Ruam rau Tom Ntej

- Sau npe rau daim ntawv pem qhov rooj nkag los(yog koj tsis tau sau)
- Xyuas koj hnub yuav rov los kawm dua tom ntej(hnub, caij, thiab qhov chaw)
- Nrog koj tus thawjsaib tham yog koj xav tau kev pab
- Xyaum nkag rau hauv *Workday*



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Ua tsaug!