



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Workday In-Person Training Series

Week 2

- **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

Learning Objectives

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

- Review your benefits elections
- Update retirement accounts
- Update W4 (tax withholdings)
- Update direct deposit
- View and print payslip

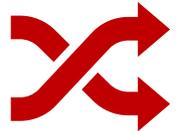
Agreements for Today



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

Answer: True or False

1. You can only log into Workday using a computer.
2. You need your personal NetID and Password to log into Workday.
3. To return to the homepage from anywhere in Workday, all you need to do is click Wisconsin logo.
4. To change your personal information, like your phone number, you will have to contact your supervisor.





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Recap of Week 1

- What is Workday?
- How to log into Workday



Partner Discussion – Review of Workday

What are some of the advantages of Workday?

- Having access to the system using the mobile app
- The search bar to help you find what you need
- Make quick changes to your personal information

What are some things you can do in Workday?

- Update contact information, direct deposit, federal and state tax elections
- View and print payslips
- View benefits information

Logging into Workday

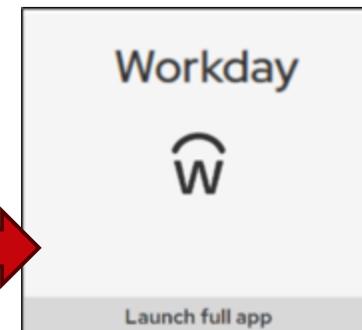


How to log into Workday on the computer.



1. Visit MyUW (my.wisc.edu)
2. Enter your NetID and Password
3. Duo Authenticate using the Verification Code or Duo Mobile passcode
4. Once logged into MyUW, find the Workday app and click **Launch full app**

Workday Mobile App





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Overview of the Benefits and Pay Hub



What is the Benefits and Pay Hub?

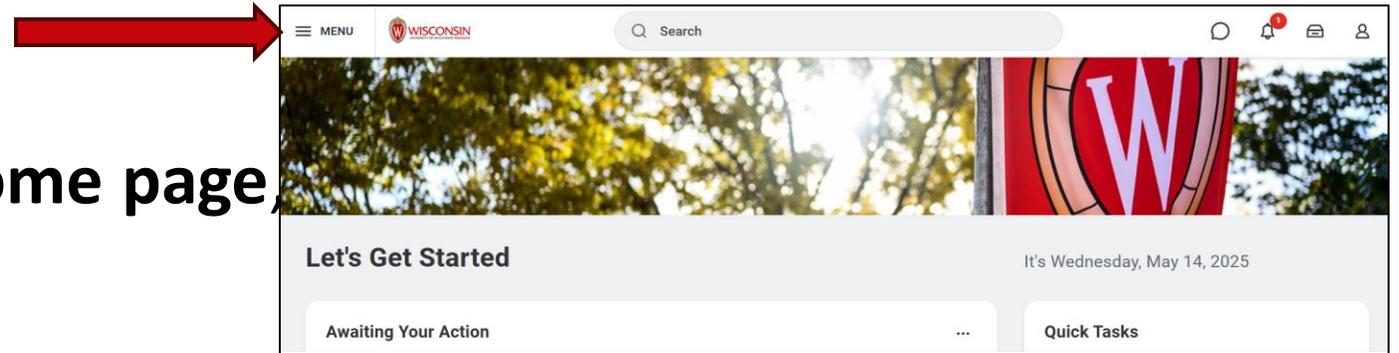
The Benefits and Pay Hub is where you will:

- Review your benefits
- Find tax documents
- Update W2 and W4 (tax withholdings)
- View and print payslips

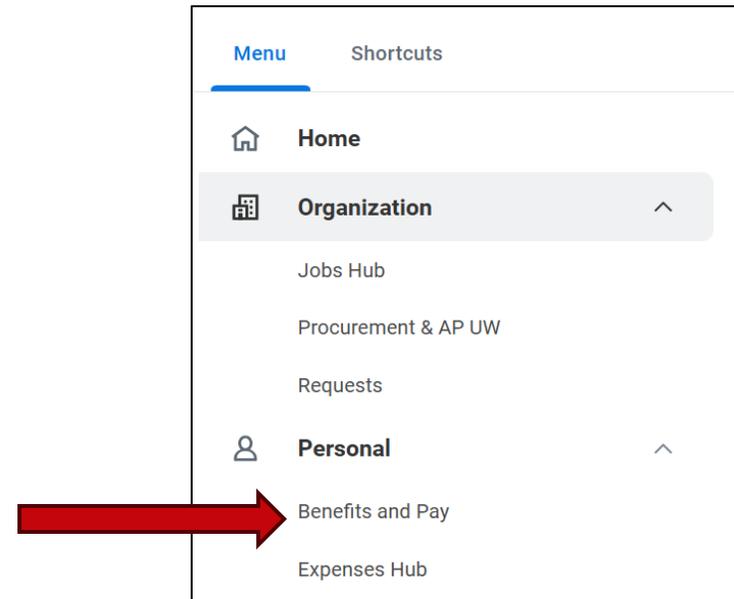
Benefits and Pay Hub



1. From the **Workday** home page, click **Menu**.



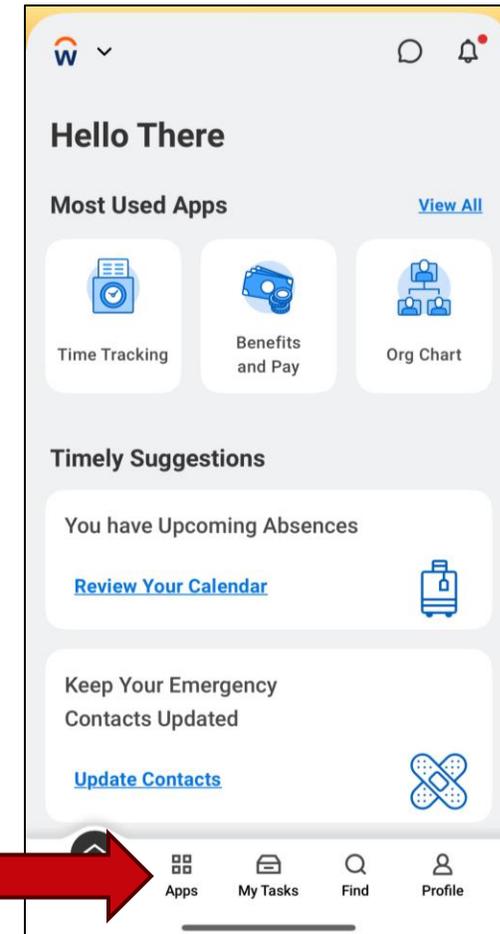
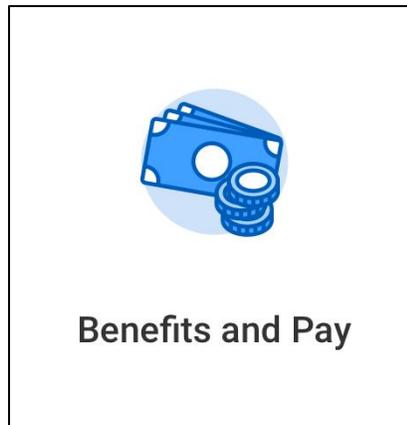
2. Click the **Benefits and Pay** app.



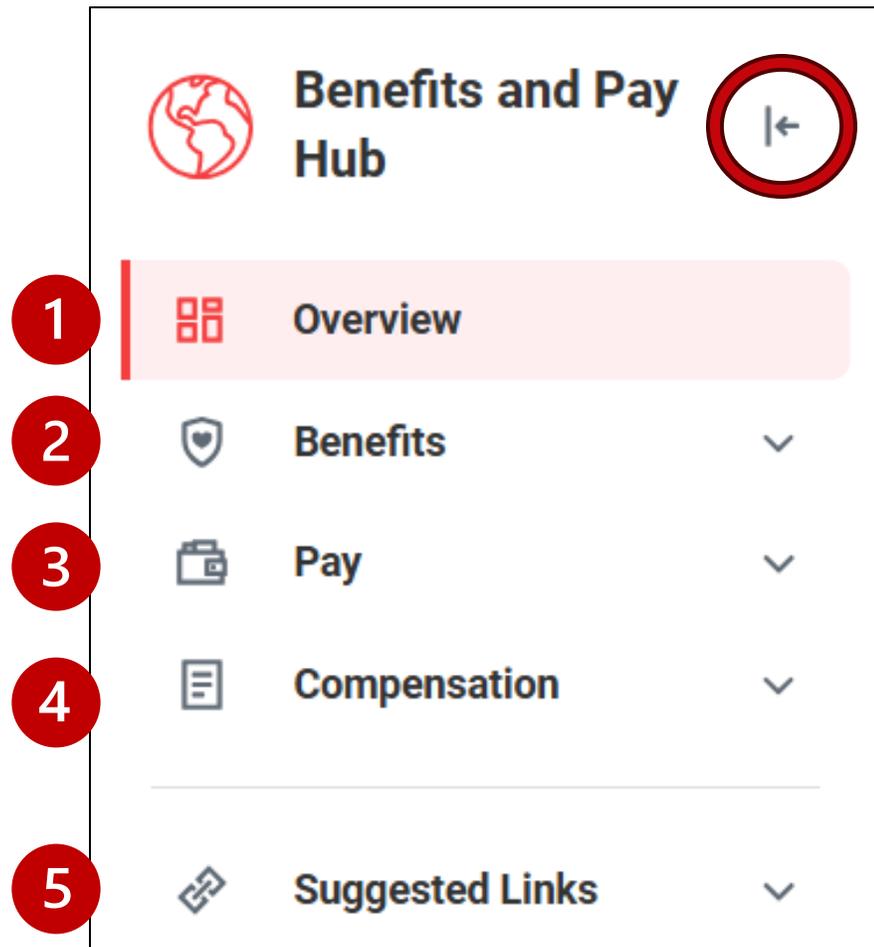
Benefits and Pay Hub (Mobile app)



1. From the **Workday** home page, tap **Apps**.
2. Tap the **Benefits and Pay** app.



Overview of the Benefits and Pay Hub



1. Overview
2. Benefits
3. Pay
4. Compensation
5. Suggested Links

Benefits and Pay Hub (Mobile app)



The image shows the home screen of the 'Benefits and Pay Hub' mobile app. At the top left is a home icon. The main title 'Benefits and Pay Hub' is displayed in a large, bold font, with a red circular icon containing a downward arrow to its right. Below the title, the text 'Tasks and Reports' is visible. At the bottom, there are three rounded rectangular buttons: 'Withholding Elections', 'Payment Elections', and 'Ch' (partially visible).

The image shows a menu screen from the 'Benefits and Pay Hub' mobile app. The title 'Benefits and Pay Hub' is at the top with a close icon (X) to its left. The menu is organized into three sections, each with a header icon and an upward arrow to its right:

- Benefits** (shield icon):
 - Benefit Elections
 - Benefits by Date
 - ACA Forms
- Pay** (calendar icon):
 - Payments
 - Tax
- Compensation** (list icon):
 - Total Rewards
 - Compensation History

Overview page



→ |

Tasks and Reports

[Withholding Elections](#) [Payment Elections](#) [Change Benefits](#) [My Tax Documents](#)

Overview

Most Recent Pay

Your next pay day is April 17, 2025.

***** \$

Take Home Pay

Deductions

Taxes and deductions from your most recent payslip.

***** \$

Current Benefit Costs

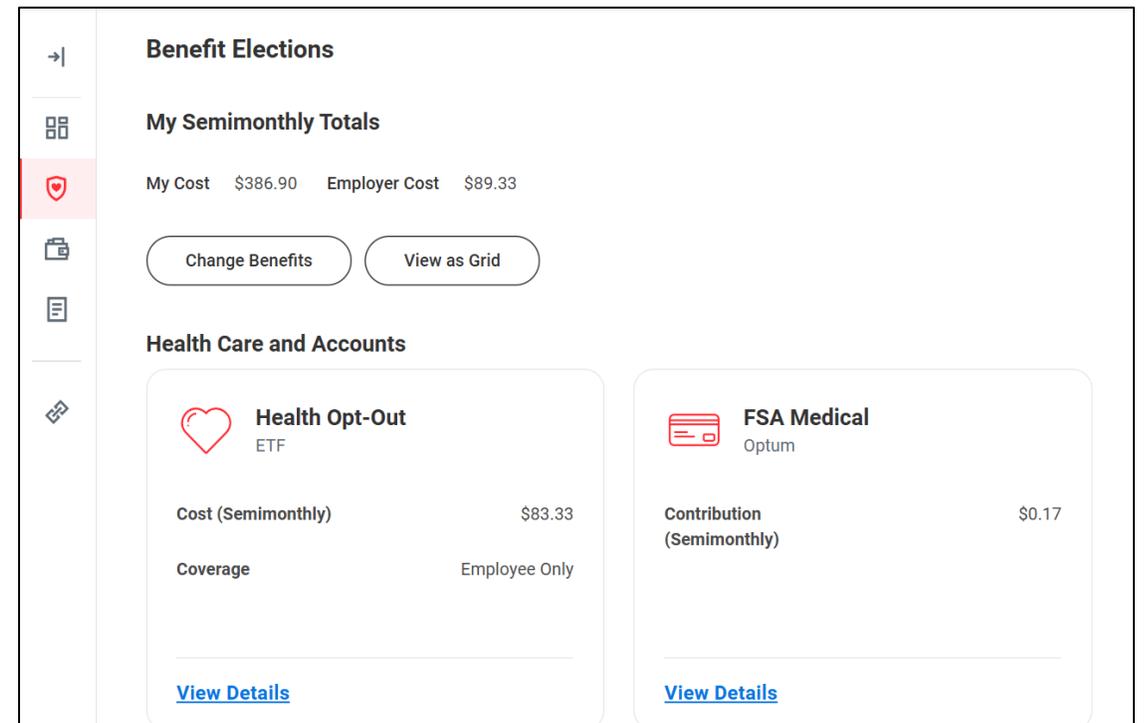
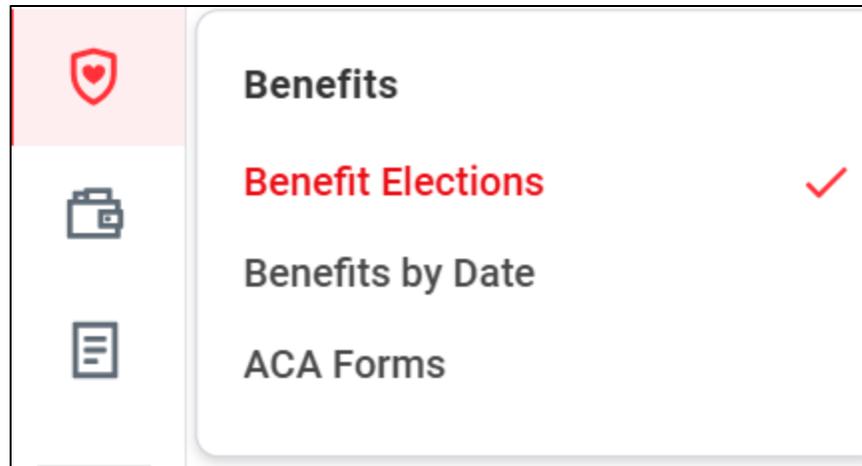
***** \$

Employee Cost (Semimonthly)

How to view benefits elections

1. On the left side, click on the **Benefits** tab.
2. Click **Benefit Elections** from the dropdown menu.

Here, you can review your benefit elections.

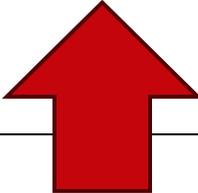


Benefits tab

You can enroll or update your **Supplemental Retirement Plan 403(b)** in Workday.

To update **all other benefits enrollments**, you must log into **My Insurance Benefits** by clicking the link under **Instructions** in Workday.

Change Reason * <input checked="" type="radio"/> Supplemental Retirement Change	▼ Instructions
Benefit Event Date * MM/DD/YYYY 	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/).
Submit Elections By (empty)	



How to update supplemental retirement

To make updates to your benefits, click **Change Benefits**.

My Semimonthly Totals

My Cost	\$386.90	Employer Cost	\$89.33
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 Change Benefits View 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/>).

New Benefits Tile in MyUW



What can I do in Workday vs. My Insurance Benefits?



- Workday replaces the current Human Resource System (HRS)
- View benefits elections
- View benefits costs
- Link to My Insurance Benefits
- Update:
 - Supplemental Retirement Plan (403b)
 - Wisconsin Retirement System (WRS) Additional Contributions



- My Insurance Benefits; administered by Employee Trust Funds (ETF) is a new benefits platform
- Elect or make changes to most benefits
- View benefits elections
- View benefits costs
- Enter and update spouse/dependent information
- View WRS Statement of Benefits

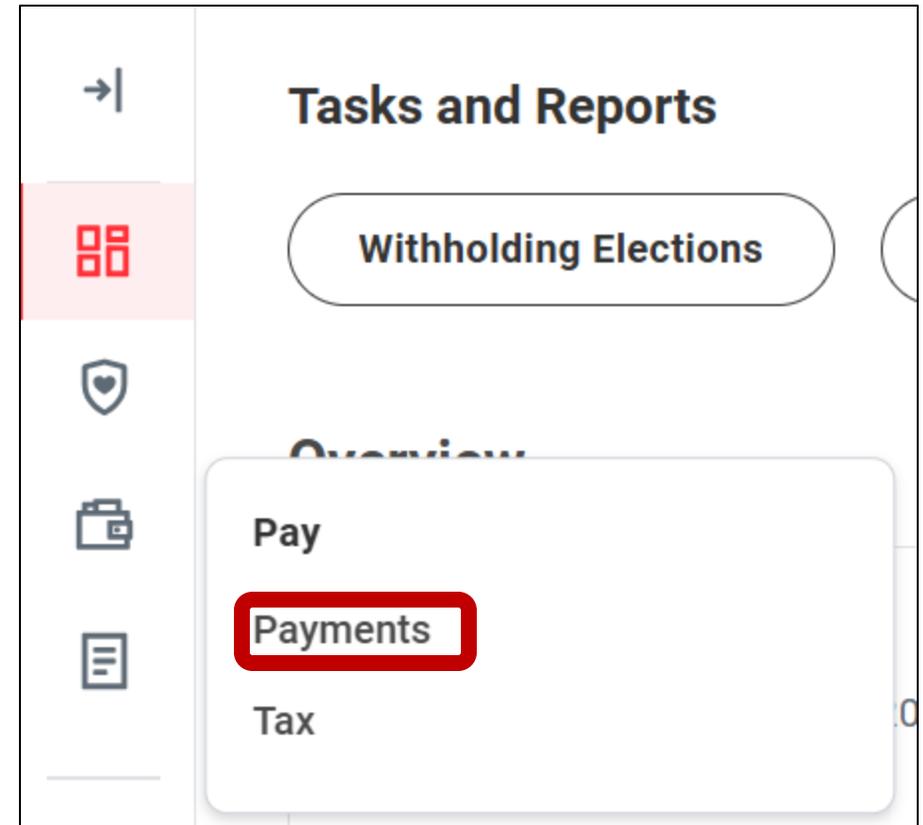
What should I do now?

You **do not** need to do anything right now.

If you have a qualifying life event or employment change that impacts your benefits and need to update or change your benefits, contact your local HR.

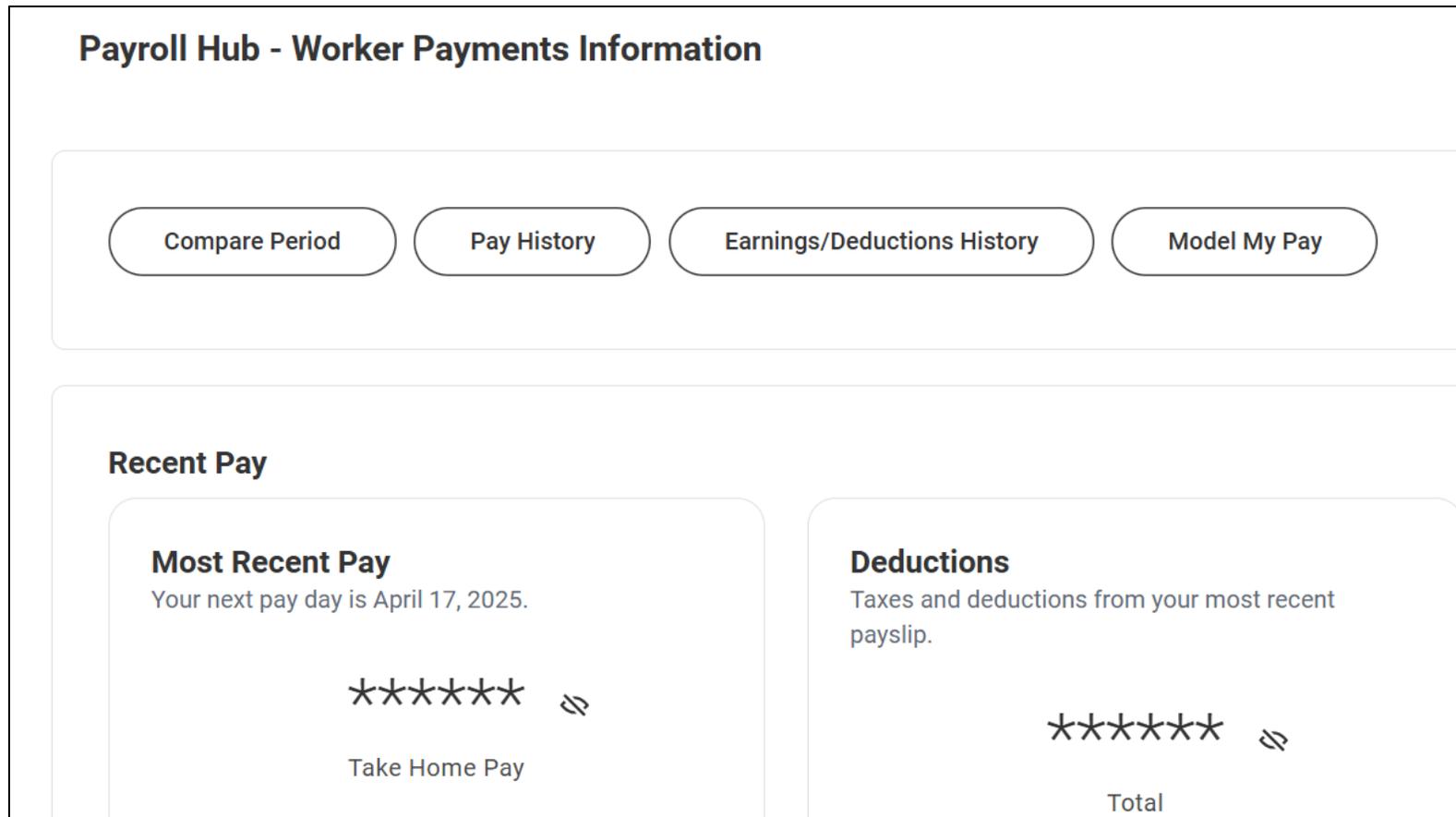
View payslips and pay history

- On the left side, click on the **Pay tab**.
- Click **Payments** from the dropdown menu.



Overview of payments page

You can review your **payslips, most recent pay, deductions, and pay history.**



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.

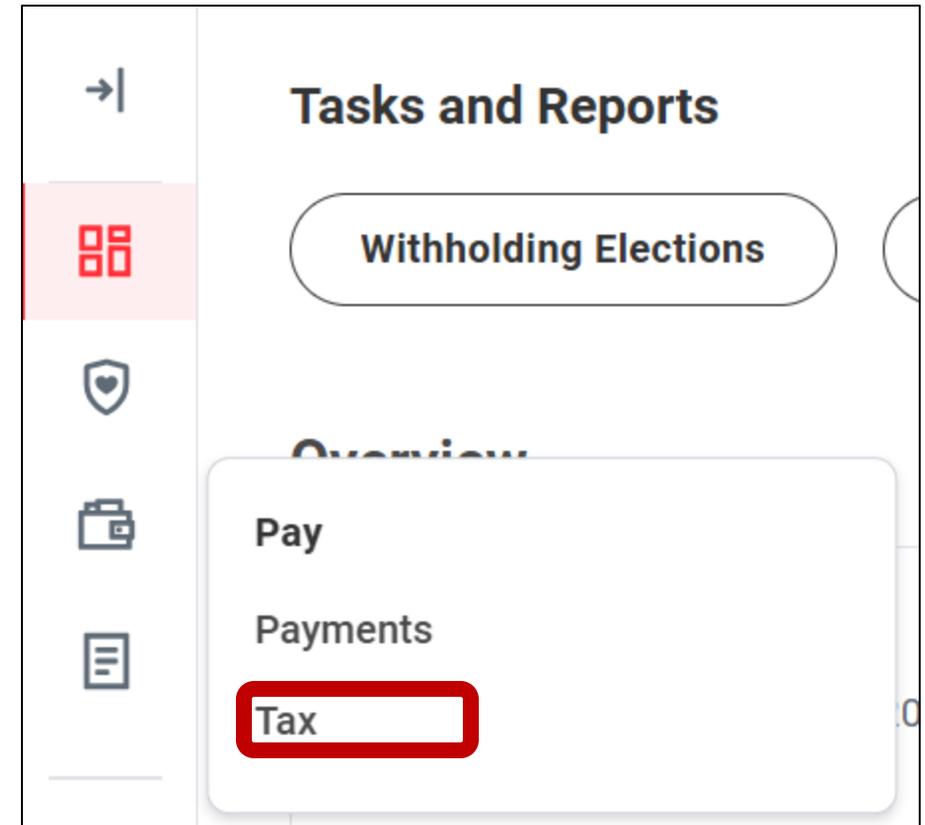
***** \$
Take Home Pay

Deductions
Taxes and deductions from your most recent payslip.

***** \$
Total

View and update tax forms

- On the left side, click on the **Pay** tab.
- Click **Tax** from the dropdown menu.



Overview of tax page

You can review and update the information on your **W4** and **see your tax forms from June 29, 2025 and beyond.**

Payroll Hub - Worker Tax Information

Federal Withholding Elections State/Local Withholding Elections

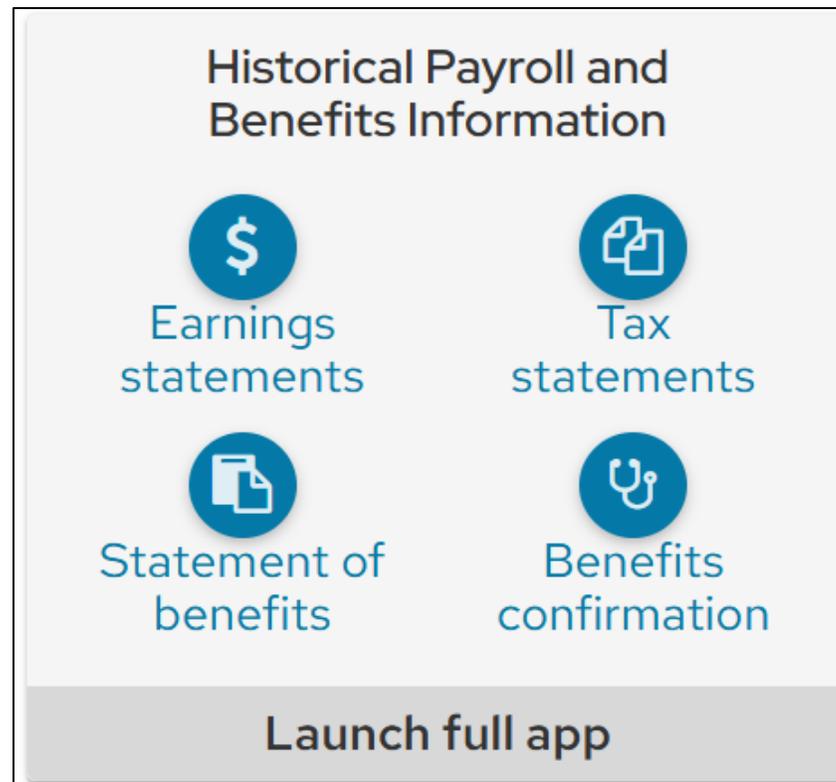
Tax Forms Printing Elections

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

Tax and earning statements

Tax statements and earning statements from **before June 29, 2025** are available in the Historical Payroll and Benefits tile in MyUW.



How to Update your W4

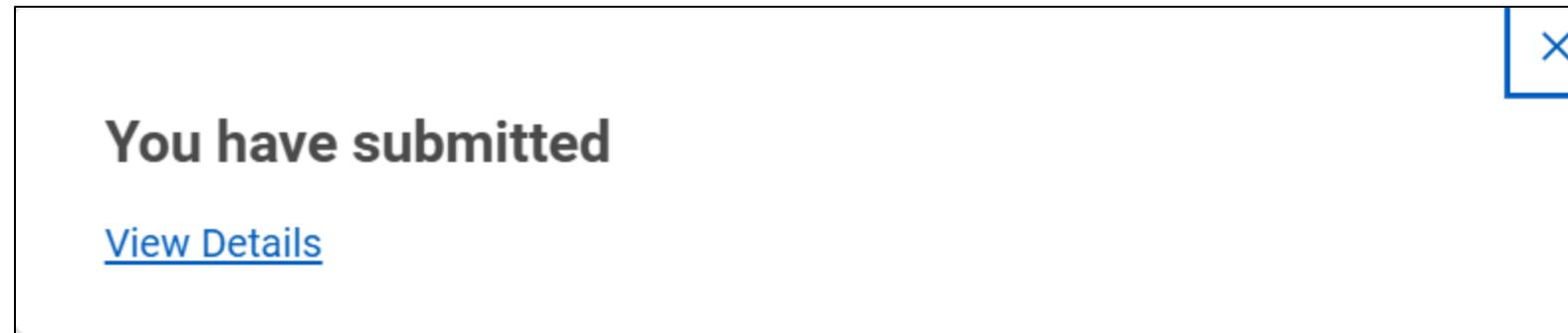
1. Click **Federal Withholding Elections** or **State/Local Withholding Elections** on the Worker Tax Information page.
2. Update your information. Click the **I Agree** checkbox before submitting.
3. Click **OK** to submit.

The screenshot shows the 'Payroll Hub - Worker Tax Information' page. At the top, there are two buttons: 'Federal Withholding Elections' and 'State/Local Withholding Elections'. Below these is a section titled 'Tax Forms Printing Elections' which contains a table with one item. The table has three columns: 'Company', 'Current Year End Tax Document Printing Election', and 'Printing Election'. The row contains the text 'UWMSN University of Wisconsin Madison', 'You are currently not receiving a paper copy of your Year End Tax Documents.', and an 'Edit' button.

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.	<input type="checkbox"/> Edit

Update W4 confirmation

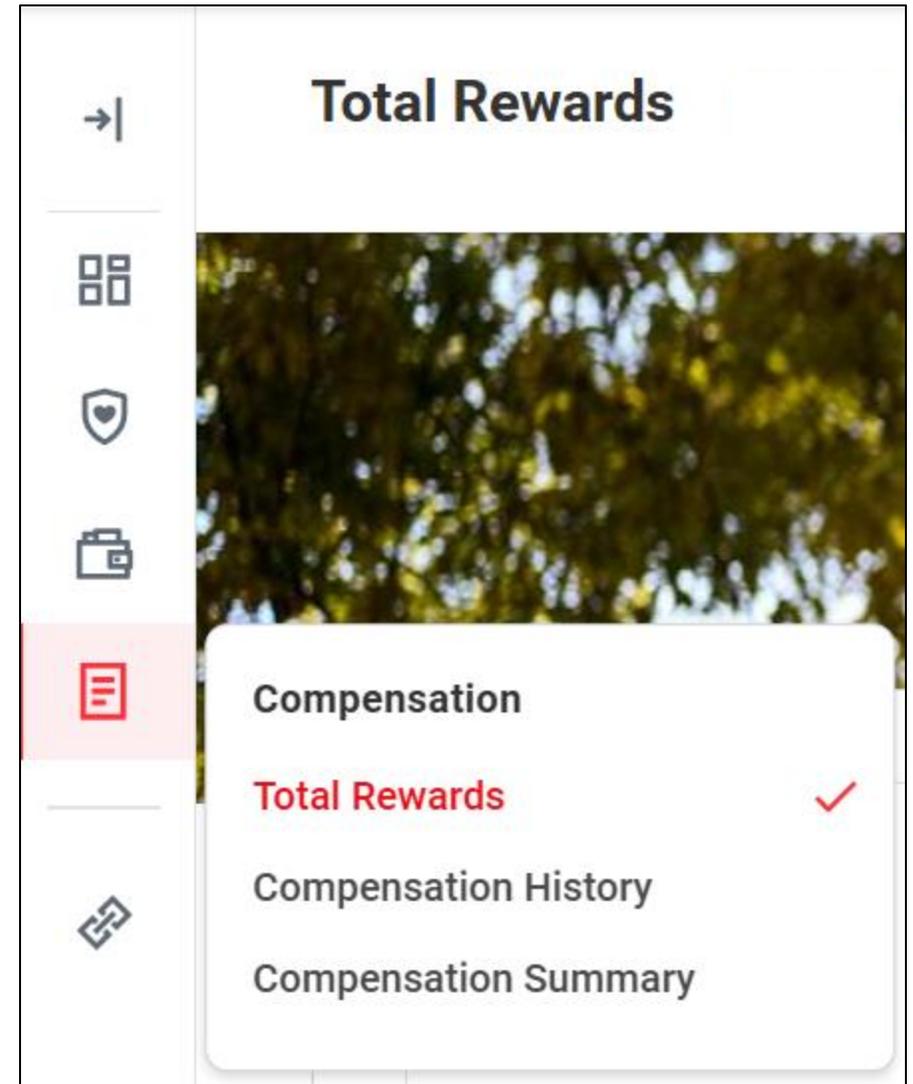
4. A **You Have Submitted** popup window will appear to confirm that your changes have been updated.



Compensation tab

- On the left side, click on the **Compensation tab**.

Here, you can review **total rewards**, **compensation history**, and **compensation summary**.



Practice: Explore the Benefits and Pay Hub

1. Look at the **Overview Page**

- Look for your most recent Take Home Pay (you may have to click to unhide the information)

2. Review the **Benefit Elections**

- Look at what Health Care and Accounts you have.
- Look at the “My Cost” and the “Employer Cost”

3. Review the **Compensation** tabs

- Look at your total pay (Total Rewards and Compensation Summary)



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Break Time



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View and Print your Payslip



Payslips in Workday

Payslip - earning statement, paycheck, paystub

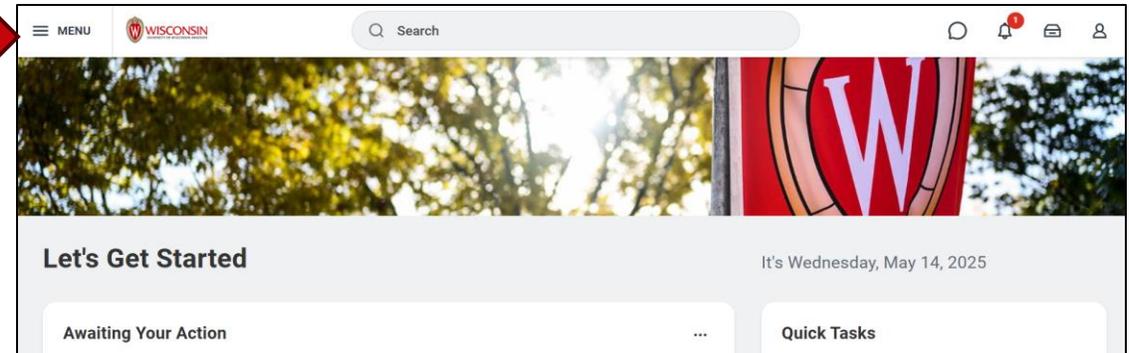
- Before June 29, 2025 – MyUW, earning statement tile
- After June 29, 2025 –Workday, payslips

View Your Payslip (Website)

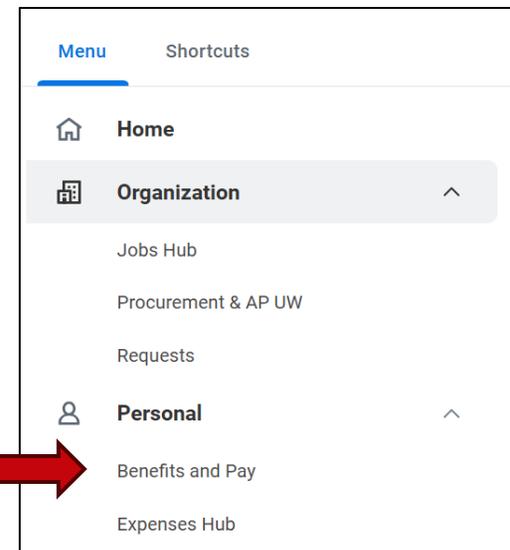


From your Workday home page:

1. Click **Menu**



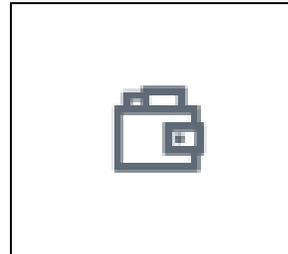
2. Click **Benefits and Pay** app



View Your Payslip (Website)



3. Click the **Pay** icon

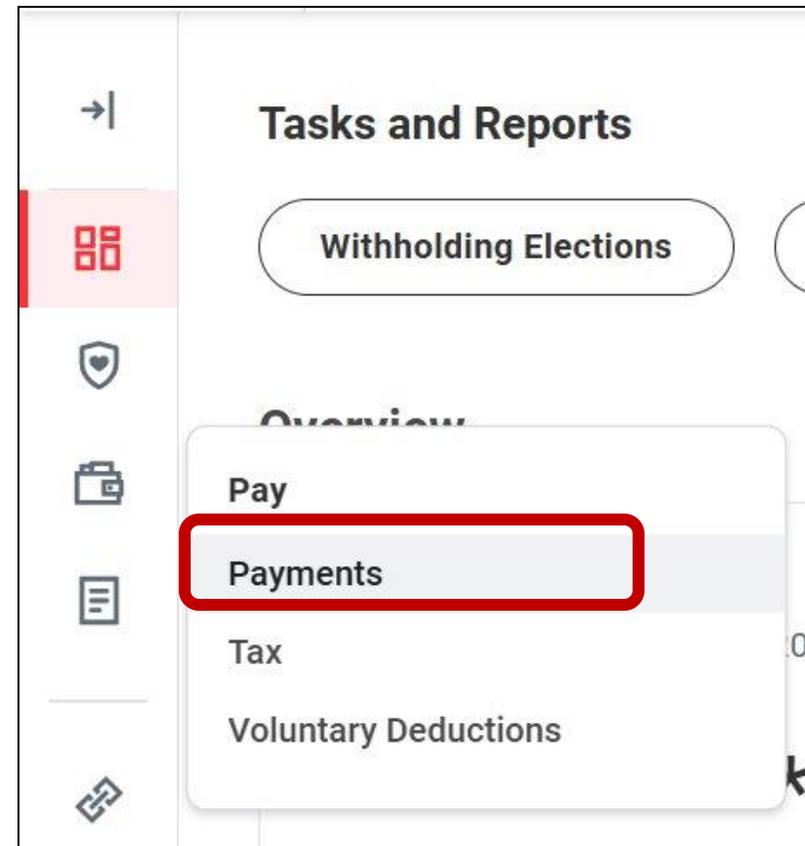


A screenshot of the University of Wisconsin-Madison employee portal. The header includes a 'MENU' button, the university logo, a search bar, and notification icons. The main content area is divided into 'Tasks and Reports' and 'Overview'. The 'Tasks and Reports' section has buttons for 'Withholding Elections', 'Payment Elections', 'Change Benefits', and 'My Tax Documents'. The 'Overview' section contains three cards: 'Most Recent Pay' (with a red arrow pointing to the folder icon in the left sidebar), 'Deductions', and 'Current Benefit Costs'. The sidebar on the left has a red arrow pointing to the folder icon, which is highlighted in red. The 'Most Recent Pay' card shows 'Your next pay day is April 17, 2025.' and a masked amount '*****'. The 'Deductions' card shows 'Taxes and deductions from your most recent payslip.' and a masked amount '*****'. The 'Current Benefit Costs' card shows a masked amount '*****' and 'Employee Cost (Semimonthly)'.

View Your Payslip (Website)



4. Click Payments



View Your Payslip (Website)



5. Scroll to **All Payslips**

6. Find the payslip you want to see (listed in the table)

7. Click **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

Print Your Payslip



8. Find the payslip you want to print (listed in the table)

9. Click **Print**

All Payslips

Payslips 2 items



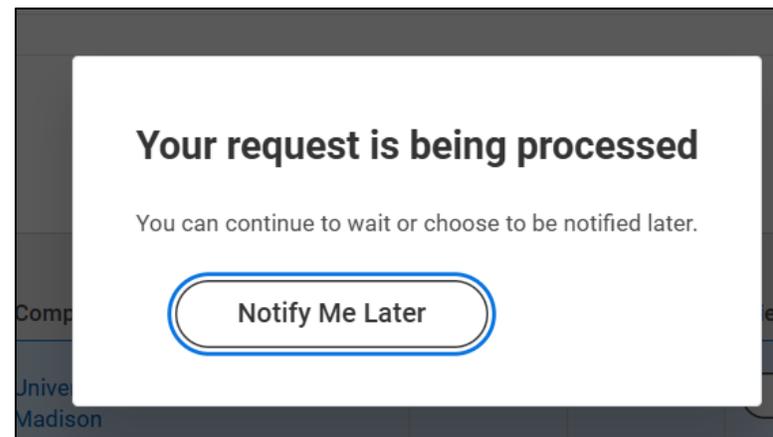
Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
04/03/2025	03/09/2025	03/22/2025	University of Wisconsin Madison			View	Print
03/20/2025	02/23/2025	03/08/2025	University of Wisconsin Madison			View	Print

Print Your Payslip



10. **Wait** for a few seconds

A message will pop up: **Your request is being processed**

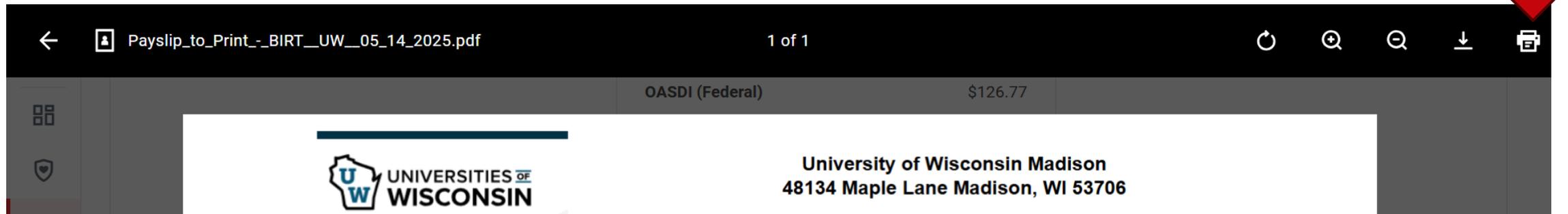


Print Your Payslip



11. Watch for the PDF to pop up on your screen

12. Click the **print** button (top right corner)



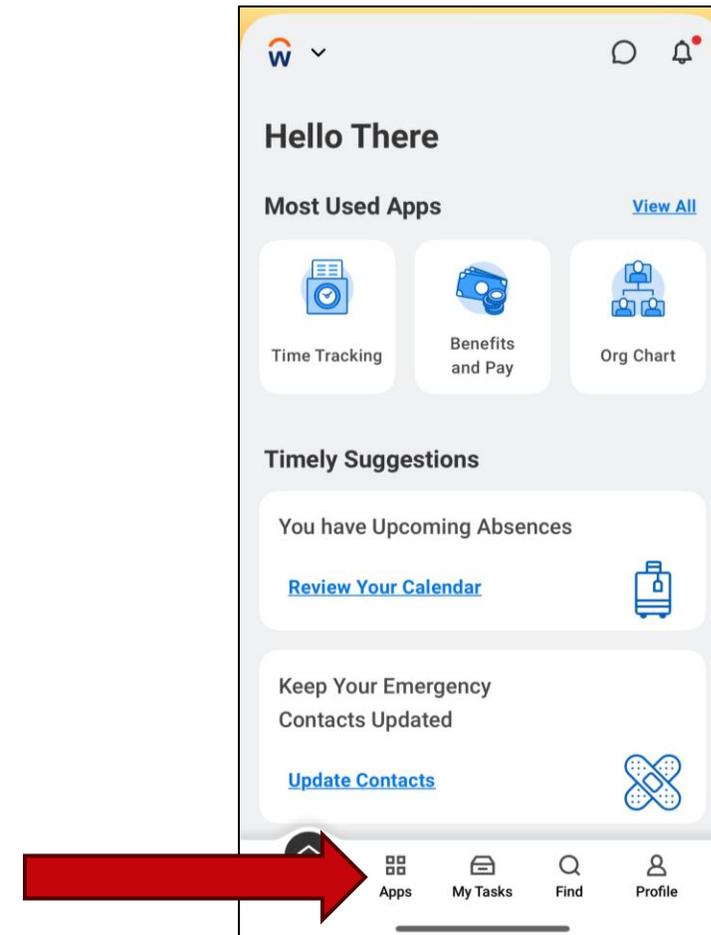
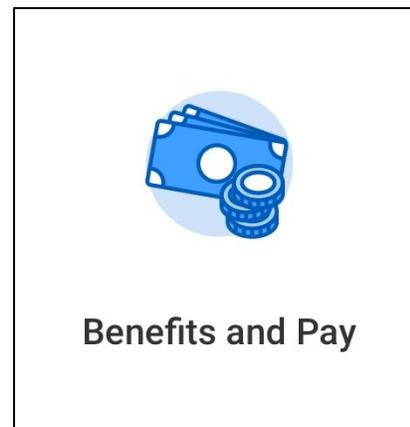
View Your Payslip (Mobile App)



From your Workday home page:

1. Tap **Apps**

2. Tap **Benefits and Pay** app



View Your Payslip (Mobile App)



3. Tap **Benefits and Pay Hub** (top of the screen)

4. Tap **Payments**



View Your Payslip (Mobile App)

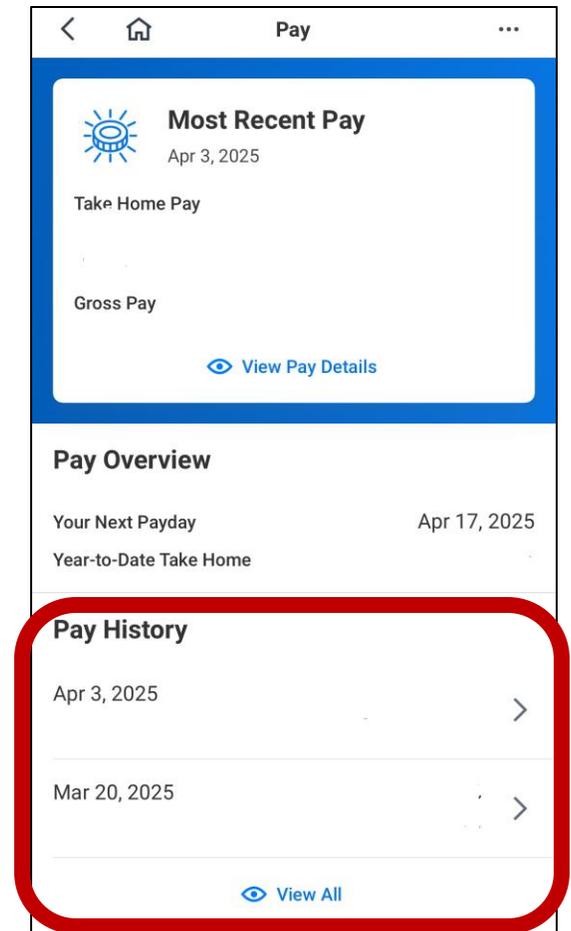
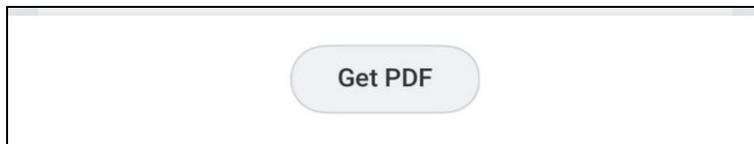


5. Find **Pay History**

6. Tap the payslip you want to print

7. Tap **Get PDF** (bottom of screen)

8. Tap **Open PDF** when the PDF loads



Payslip overview

1. Institution name, address
2. Name, employee ID, pay period dates, check date
3. Current and Year to Date (YTD) totals
4. Earnings
5. Employee taxes
6. Pre-tax deductions
7. Employer paid benefits

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	

Payslip overview

8. Tax withholding

9. Absence plans

10. Payment information

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

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

Payment Information			
Bank	Account Name	Account Number	Pay Group Currency
			USD

8

9

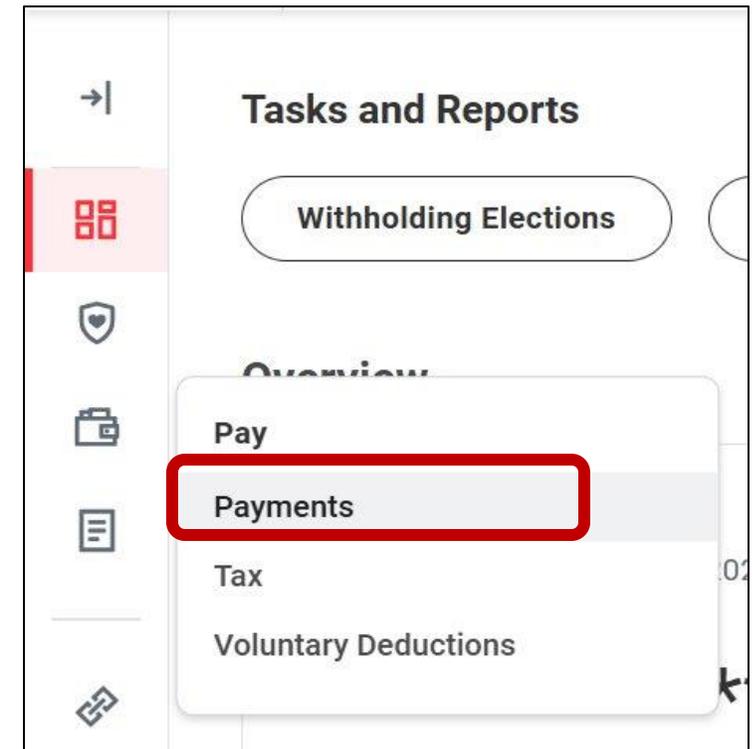
10

Information may look different for each employee.

Practice: View Your Payslip



- Use your **phone** or **computer**
- Practice the **instructions** to print your payslip
- You can't print now – **just practice**
- **Raise your hand** if you need help
- When you finish, you can help others if they agree to it.





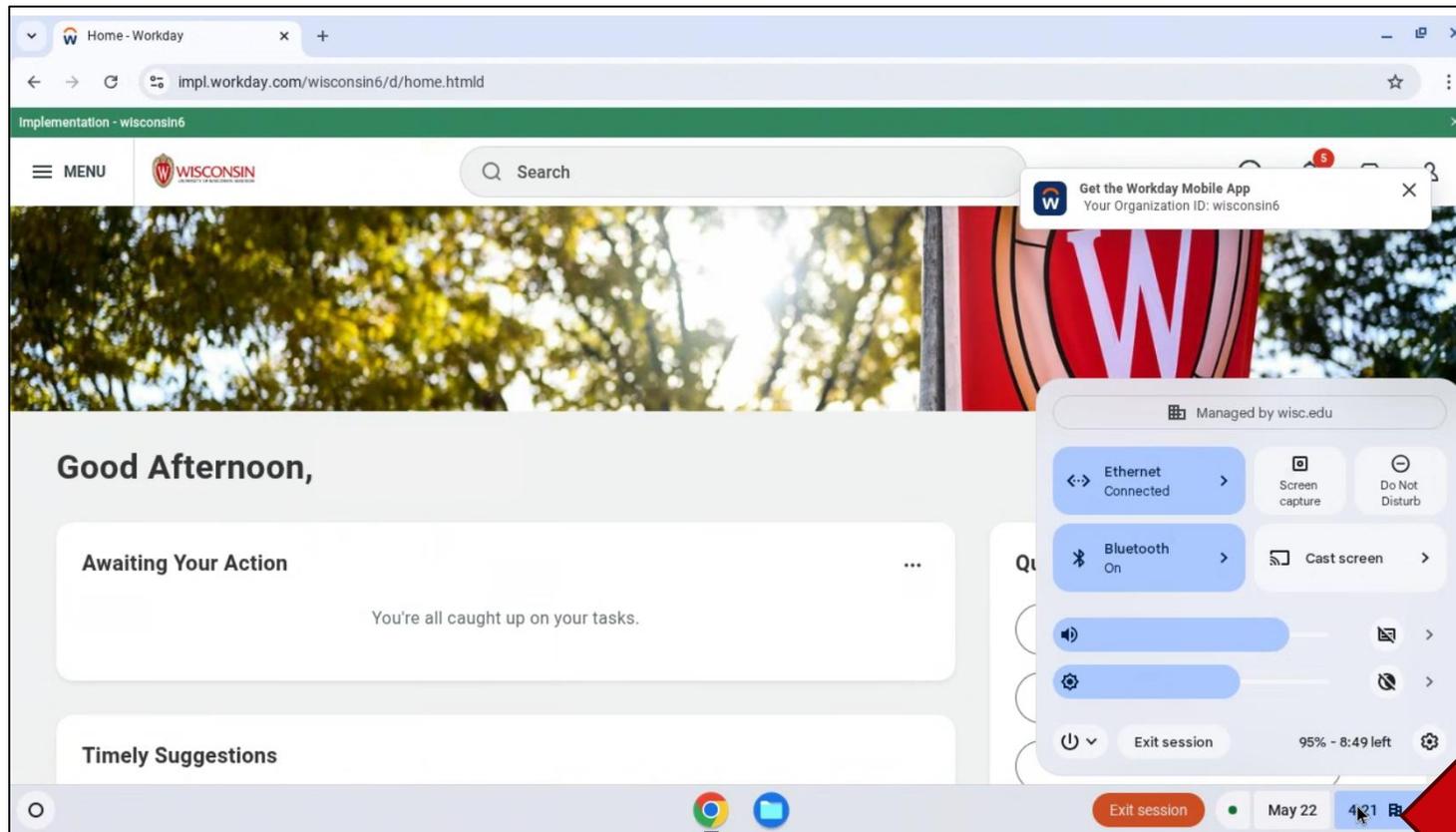
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Resources and Next Steps

Log off

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

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

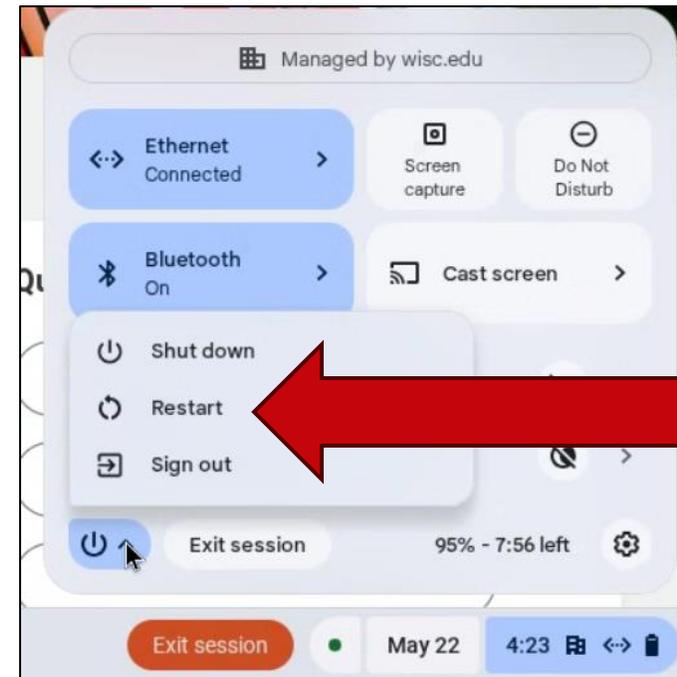
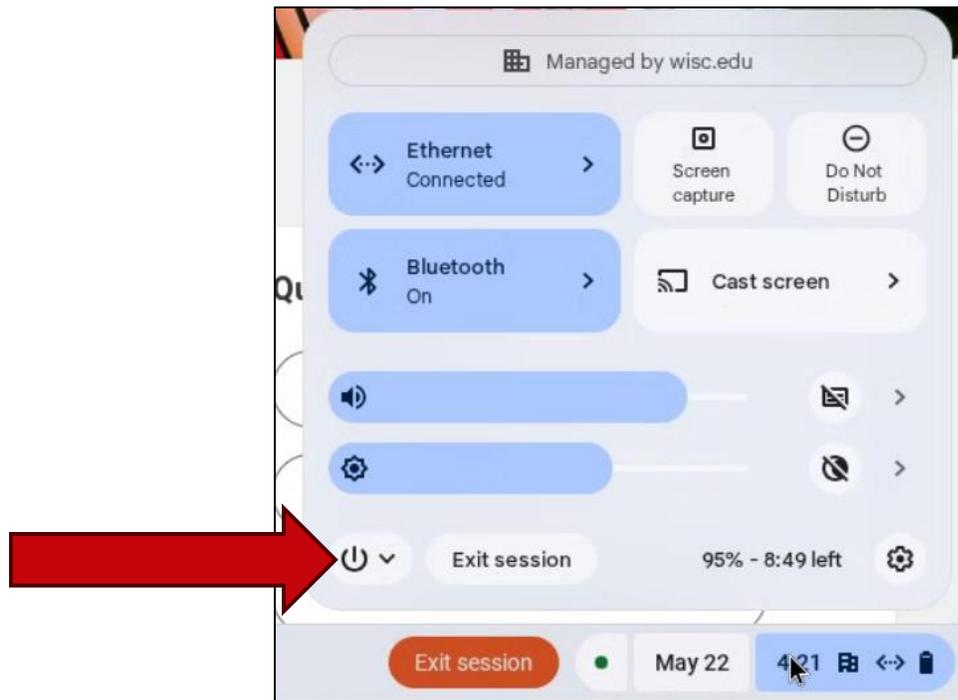


Log off

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

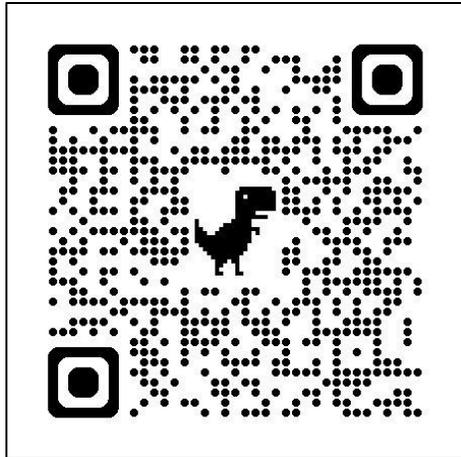
3. Select **Restart**.

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!