



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Kev Qhia Workday Tim- Ntsej-Tim Muag

Asthiv 3

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

Yuav Muaj Dab Tsi



Peb yuav...

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



Peb yuav tsis...

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

Cov Yuav Kawm Txog

Thaum lub caij qhia no xaus, koj yuav paub:

- Paus koj daim ntawv kom xa nyiaj them ncaj nraim (rau qhov twg)
- Saib koj cov caij so tshuav
- Thov caij so
- To taub daim them/txiav nyiaj, *Compensation tab*
- Tso npe rau UW cov haujlwm qhib tam ib tug twb ua num nyob hauv no lawm
- Tso npe paus rau ib txoj haujlwm raws qhov *Blue Collar Multi-Shift (BCMS)*
- Yuav nrhiav kev pab li cas

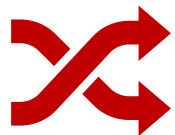
Kev Pom Zoo rau Hnub No



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



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



Saib raws tus piav qhia. Txhob ua ua ntej.



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

Nkag rau hauv *Workday*

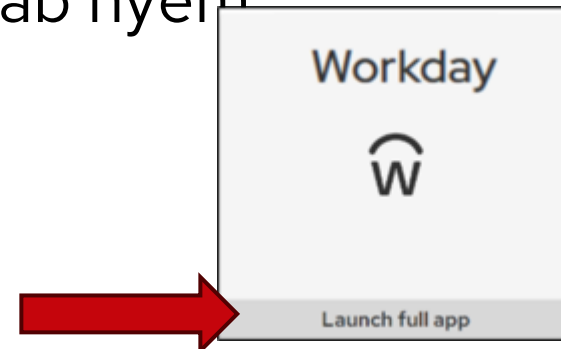


Yuav nkag rau hauv *Workday* li cas siv computer.



1. Mus rau hauv *MyUW* (*my.wisc.edu*)
2. Ntaus koj tus *NetID* thiab *Password*
3. Siv tus lej *Verification Code* los *Due Mobile passcode* qhia tias yog koj tiag
4. Thaum nkag rau hauv *MyUW* lawm, nrhiav qhov *Workday app* thiab nyem ***Launch full app***

Workday Mobile App





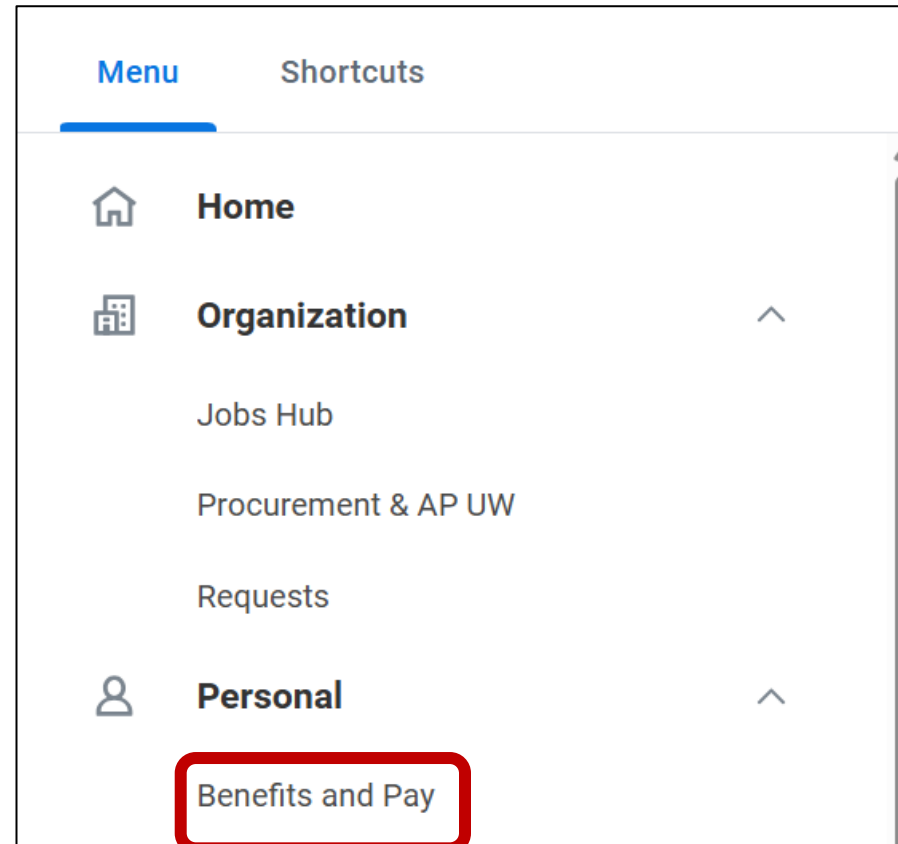
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UNIVERSITY OF WISCONSIN-MADISON

Yuav Pauv Daim Ntawv Xa Nyiaj Ncaj Nraim (*Direct Deposit*) Li Cas



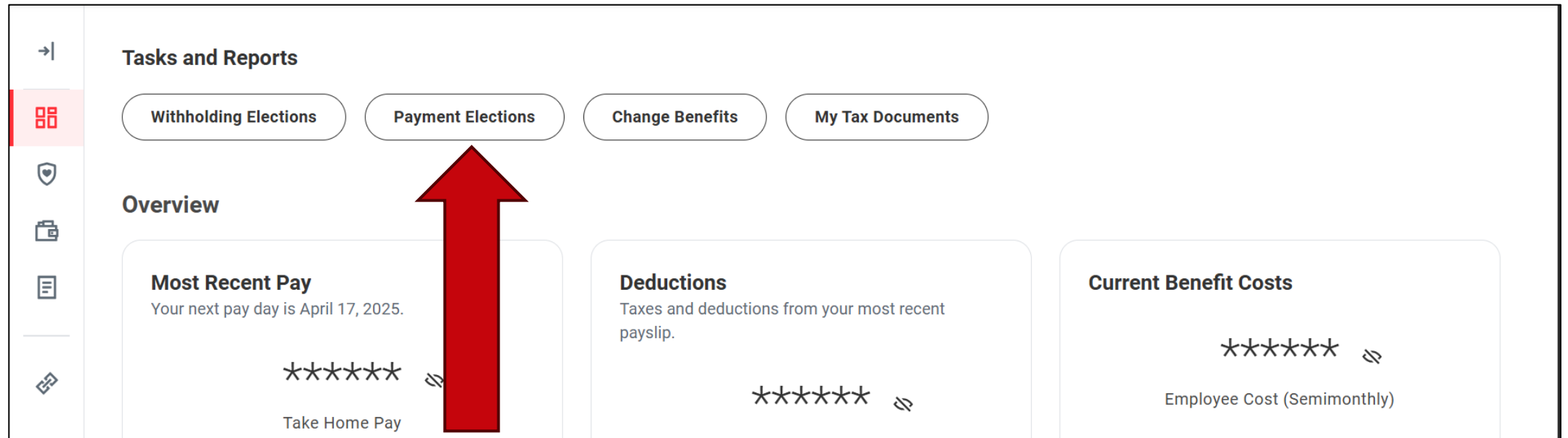
Pauv daim ntawv kom xa nyiaj ncaj nraim

1. Nyob ntawm sab **Workday Home Page**, nyem **Menu**.
2. Nyem qhov **Benefits and Pay app**.



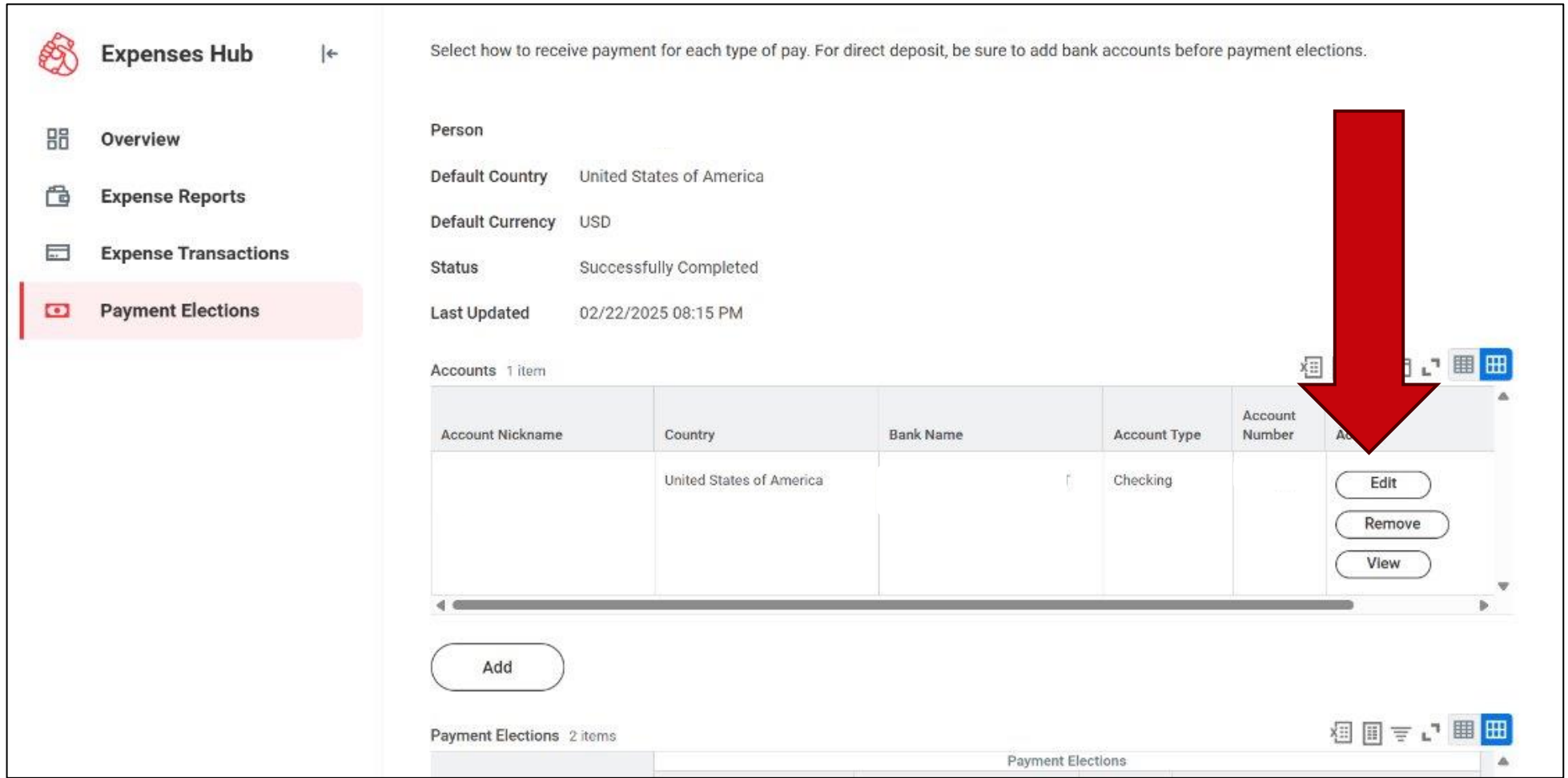
Pauv daim ntawv kom xa nyiaj ncaj nraim

3. Nyem qhov ***payment elections***.



Pauv daim ntawv kom xa nyiaj ncaj nraim

4. Nyem **edit (kho)** rau pauv koj daim ntawv kom xa nyiaj.



The screenshot displays the 'Expenses Hub' interface. On the left is a sidebar with navigation links: Overview, Expense Reports, Expense Transactions, and Payment Elections (which is highlighted). The main content area is titled 'Payment Elections' and includes a sub-header: 'Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.'

Below the sub-header, there is a 'Person' section with the following details:

- Default Country: United States of America
- Default Currency: USD
- Status: Successfully Completed
- Last Updated: 02/22/2025 08:15 PM

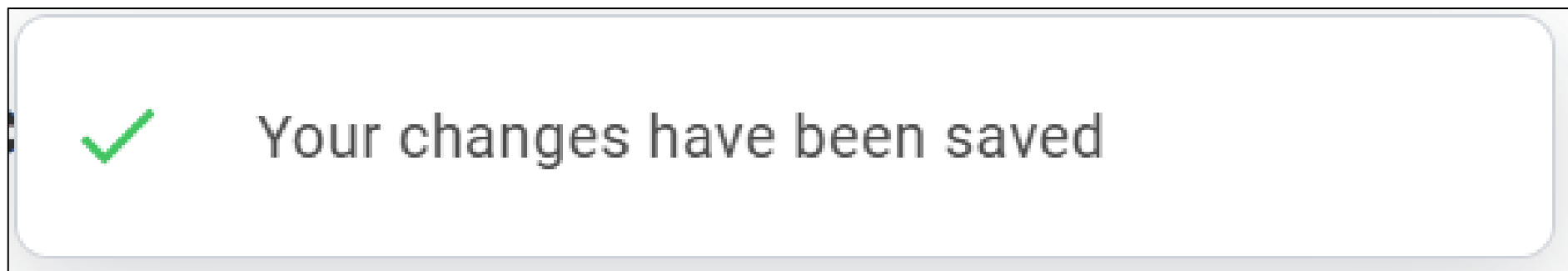
Under the 'Accounts' section (labeled '1 item'), there is a table with the following columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and Actions. The table contains one row with the following data:

Account Nickname	Country	Bank Name	Account Type	Account Number	Actions
	United States of America		Checking		<button>Edit</button><button>Remove</button><button>View</button>

A large red arrow points to the 'Edit' button in the 'Actions' column of the table. Below the table is an 'Add' button. At the bottom of the interface, there is a 'Payment Elections' section labeled '2 items' with a table that is partially visible.

Pauv daim ntawv kom xa nyiaj ncaj nraim

Ib qho ntawv yuav tshwm los: ***Your changes have been saved*** (Tau khaws koj qhov ntawv pauv cia lawm).



Puas muaj lus nug?





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Saib Koj Cov Caij So Tshuav



Caij So

Caij So

- Caij tsis tuaj ntawm chaw ua haujlwm
- Caij so mus ua si (*vacation*), caij rau muaj mob (*sick*), caij so rau tus kheej (*personal*) los cov hnuv so caiv (*legal holidays*)

Caij Tsis Tuaj Ua Haujlwm (***Leave of Absence***)

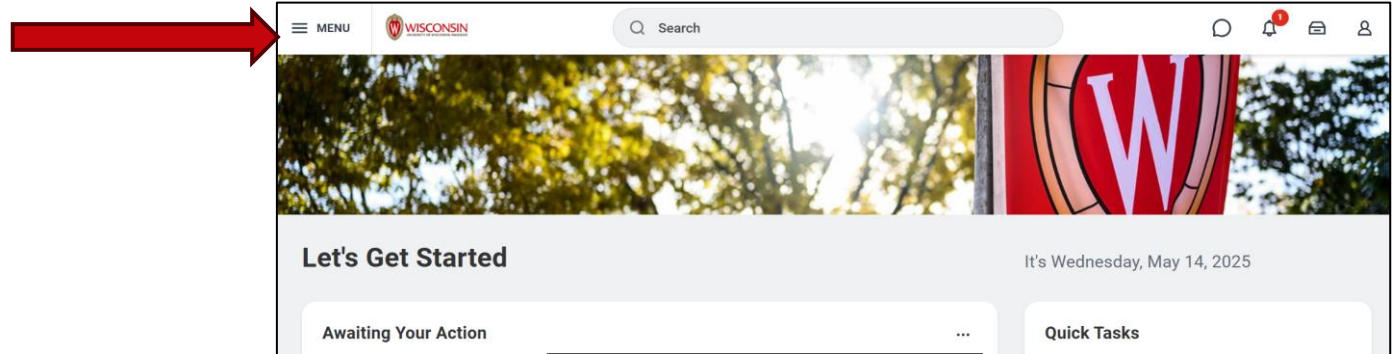
- Caij tsis tuaj ua haujlwm vim muaj tej yam txawv
- *Family Medical Leave Act (FMLA)*, *paid parental leave*, los lwv yam.
- Nrog koj tus thawjsaib los lub HR tham ua ntej

Saib Cov Caij So Tshuav (hauv *Website*)

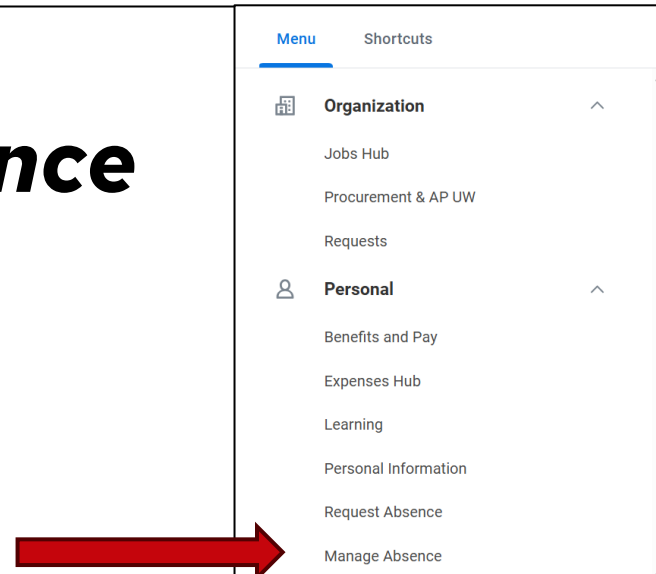


Nyob ntawm sab *Workday Home Page*:

1. Nyem qhov **Menu**



2. Nyem qhov **Manage Absence**



Saib Cov Caij So Tshuav (hauv *Website*)



3. Nrhiav qhov **Balances** (sab xis ntawm daim screen)

Txav saib seb koj tshuav caij puas tsawg rau txhua hom caij so

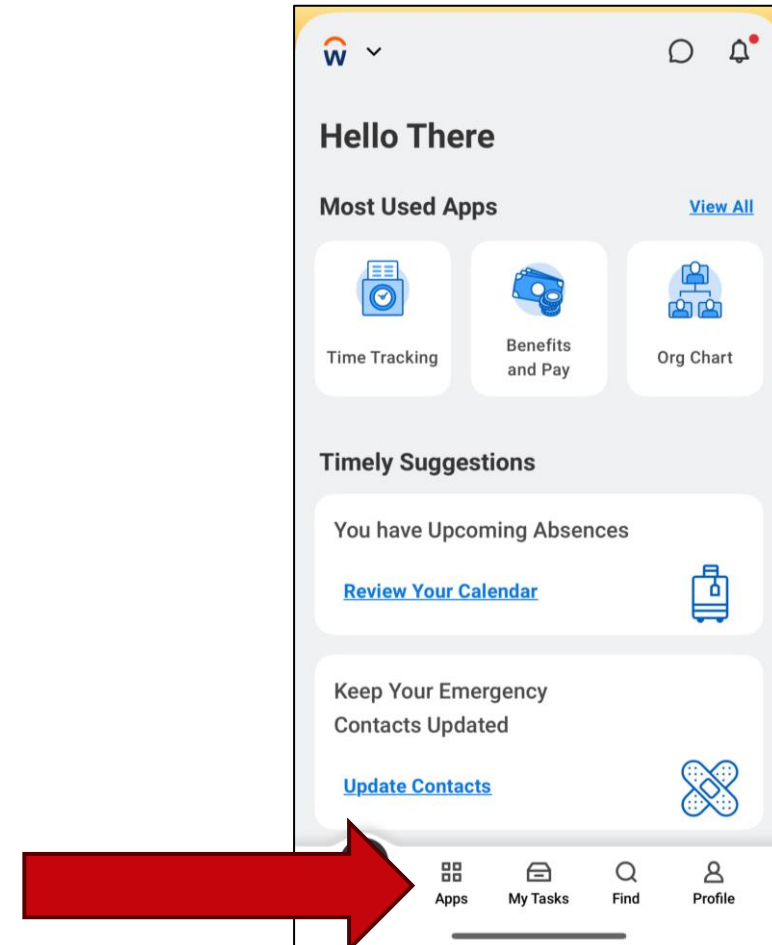
Balances	Requests
Balances as of 05/14/2025 	
Legal Holiday	8 Hours
Personal Holiday	8 Hours
Sick	164.87356 Hours
Vacation Available	130.75 Hours
Vacation Year to Date	69.38576 Hours
Total of All Plans	

Saib Caij So Tshuav (hauv Xovtooj)



Nyob ntawm sab *Workday home page*:

1. Kov qhov ***Apps***
2. Kov qhov ***Absence*** app

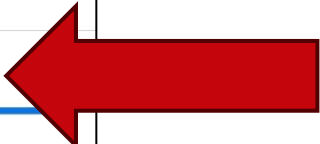


Saib Caij So Tshuav (hauv Xovtooj)



3. Kov qhov **Balances** (saum toj ntawm sab screen)

Txav saib seb koj tshuam caij puas tsawg rau txhua hom caij so



Absence	
Calendar	Balances
Balances as of 06/05/2025	
Legal Holiday	8 Hours
Personal Holiday	8 Hours
Sick	164.87356 Hours
Vacation Available	130.75 Hours
Vacation Year to Date	69.38576 Hours
Total of All Plans	381.00932 Hours

Puas muaj lus nug?





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Thov Caij So



Yuav thov caij so li cas

Koj yuav siv **daim ntawm luam tawm** xa thov ib qho caij so.

- **Nug koj tus thawjsaib** txog daim ntawv
- **Teev** daim ntawv
- **Muab** daim ntawv **rov rau koj tus thawjsaib**

Daim ntawv thov caij so

HMOOB / HMOONG



Daim Ntawv Thov Caij So (Time Off Request Form)

Muab daim ntawv teev tsev rau koi tus thawjsaib.

Tus Neeg Ua Num Npe:

Hnub

Hnub/Cov Hnub Thov So (piv txwv: Yim Hli xib 11, 2025 yuav sau 08/11/2025)	Thov So Tsawv Xuab Moos (hours) (piv txwv: 4 hours, 8 hours, 10 hours)	Hom Caij Siv * (siv tus tsiaj ntawv (code) hauv gab no)	Puas tsq so? (Rau tus thawjsaib xyb) Y= Tsq N= Tsis tsq
1.			Y N
2.			Y N
3.			Y N
4.			Y N
5.			Y N

*Hom Caij Siv	Tus Tsiaj Ntawv Siv
Caij So Mus Ua Si (Vacation)	V
Caij So Rau Muaj Mob (Sick Leave)	SL
Caij Rau tus Kheej So (Personal Holiday)	PH
Caij Caij (Holiday los Floating Holiday)	H
Caij Ua Hauilwm Tshaj (Comp Time) (*Cov Them Nyiaj Xuabmoos nkaus xyb)	CT
Caij So Ua Si Tshem Cia (Banked Leave)	BL

*Tej zaum cov ua hauilwm lui muaj cov kev ua raws siv los rau ua tau cov caij ua hauilwm tshaj (comp time). Nrog koi lub HR tham.

Tus Neeg Ua Num Kos Npe

Hnub Muab Rau

Tus Thawjsaib Kos Npe

Hnub Tso Cai Rau

Cov kaul ruam tom ntej rau cov thawjsaib:

- Ntaus cov caij so thov rau hauv *Workday*. Saib Qhov Caij Thov So Rau Tus Neeg Ua Hauilwm (kb.wiscnsl.edu/workday/internal/144864).
- Yog koi xav koi niaj ntawv tso daim ntawv Thov Caij So thov mus saib hauv *UW-Madison Human Resource Policies page* (hr.wisc.edu/policies/).



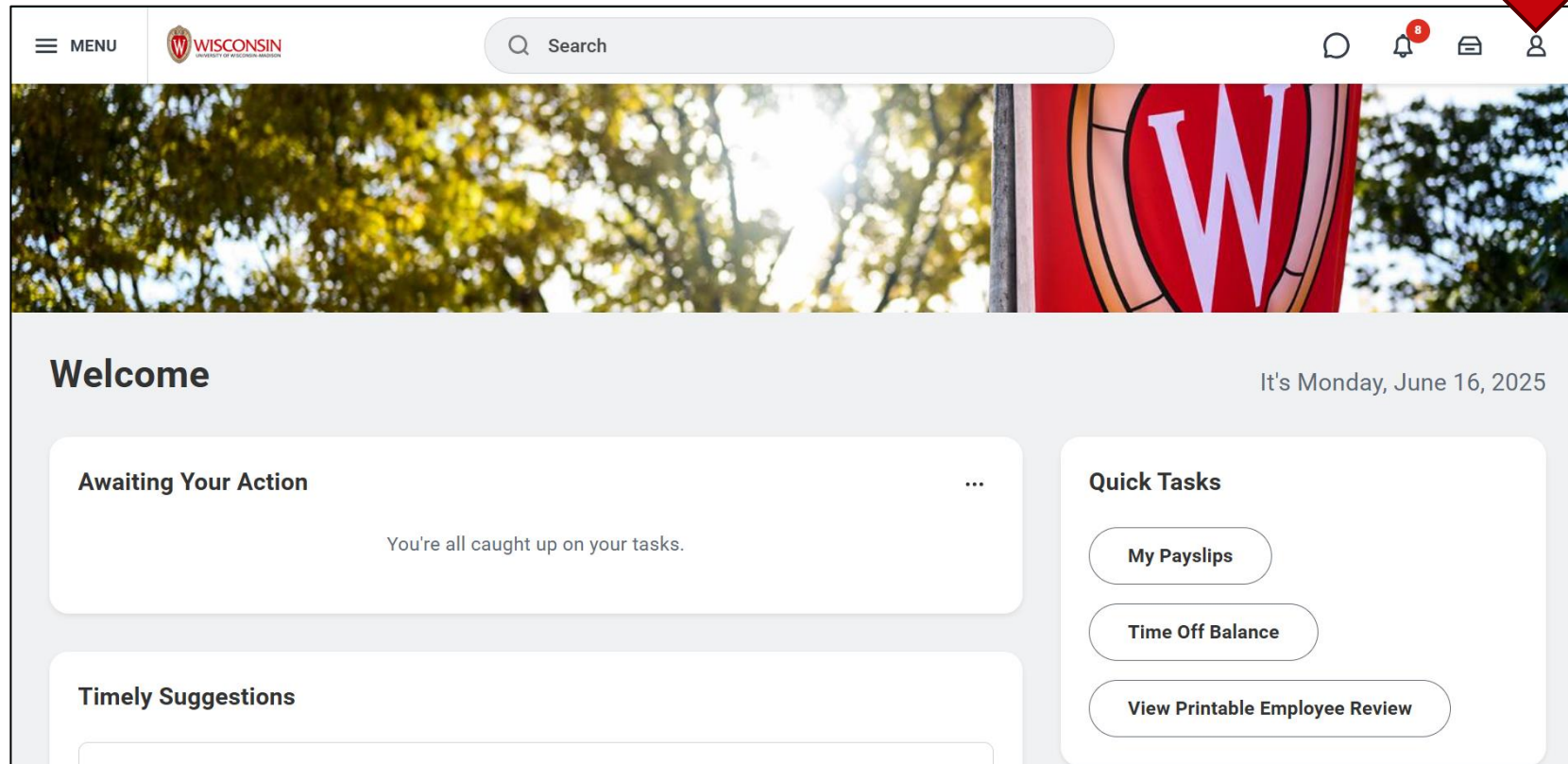
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**Saib daim kev them
(*Compensation tab*)**



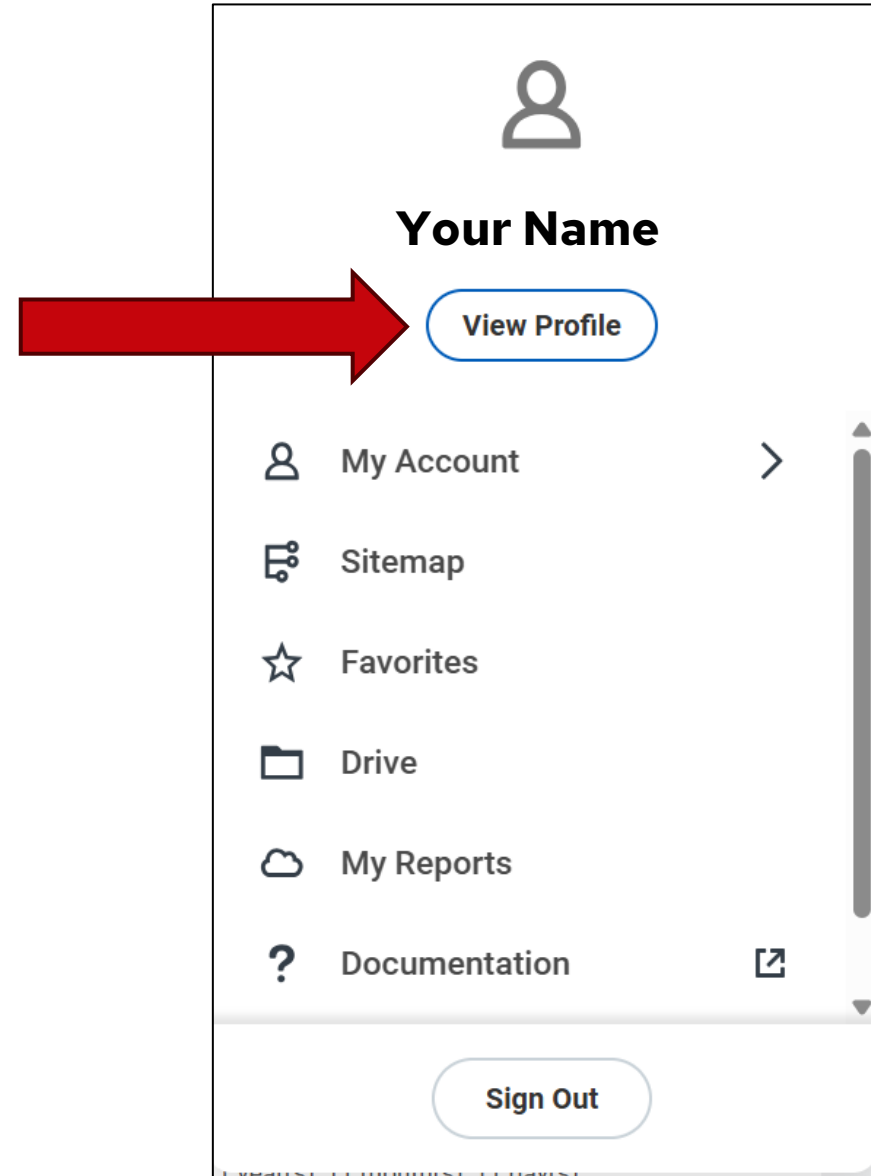
Daim Kev Them (*compensation tab*)

1. Nyem koj qhov **Worker Profile** (tus neeg).



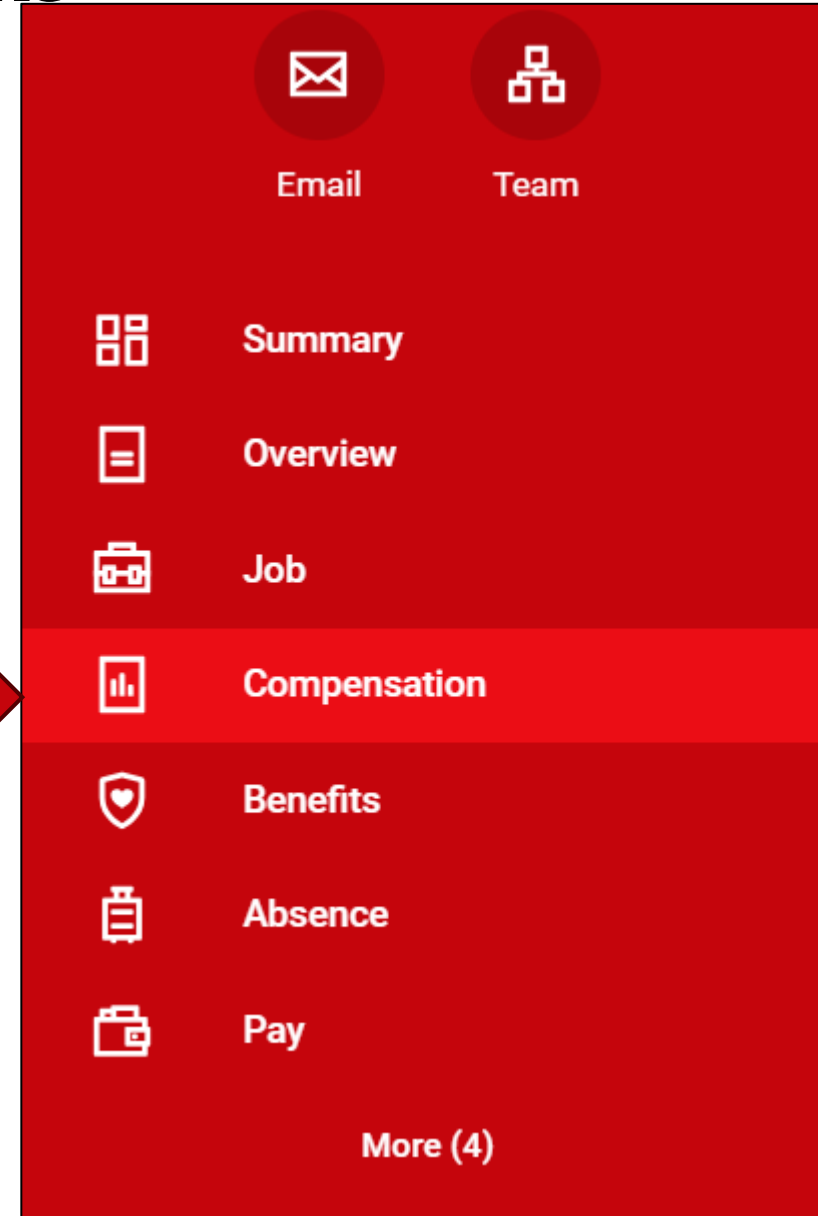
Daim Compensation tab

2. Nyem qhov **View Profile**.



Daim *Compensation* tab

3. Nyem qhov **Compensation**.



Saib qhov kev them (*Compensation*)

MENU



Search

2

Custodian

Actions

Email

Team

Summary

Overview

Job

Compensation

Benefits

Absence

Pay

Contact

Personal

Performance

Career

Compensation

Total Rewards

Pay Change History

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
20.814615	18.73	USD	Hourly

Compensation

Compensation PackageGeneral Compensation Package

Compensation GradeGrade 015

Compensation Grade ProfileGrade 015 Madison Hourly

CompanyUWMSN University of Wisconsin Madison

Plan Assignments 3 items

Effective Date	Plan Type	Compensation Plan	Assignment	End Date
06/30/2024	Hourly	Hourly Plan	18.73 USD Hourly	
06/09/2025	Allowance	Uniform Allowance	200.00 USD Quarterly: Individual Target	06/30/2030
06/30/2024	Allowance	Supplemental Night Differential	1.70 USD Hourly: Individual Target	06/30/2030

Saib qhov kev them

Plan Assignments 3 items



Effective Date	Plan Type	Compensation Plan	Assignment	End Date
06/30/2024	Hourly	Hourly Plan	18.73 USD Hourly	
06/09/2025	Allowance	Uniform Allowance	200.00 USD Quarterly: Individual Target	06/30/2030
06/30/2024	Allowance	Supplemental Night Differential	1.70 USD Hourly: Individual Target	06/30/2030

Nyiaj Them Ib Pob yog dab tsi?

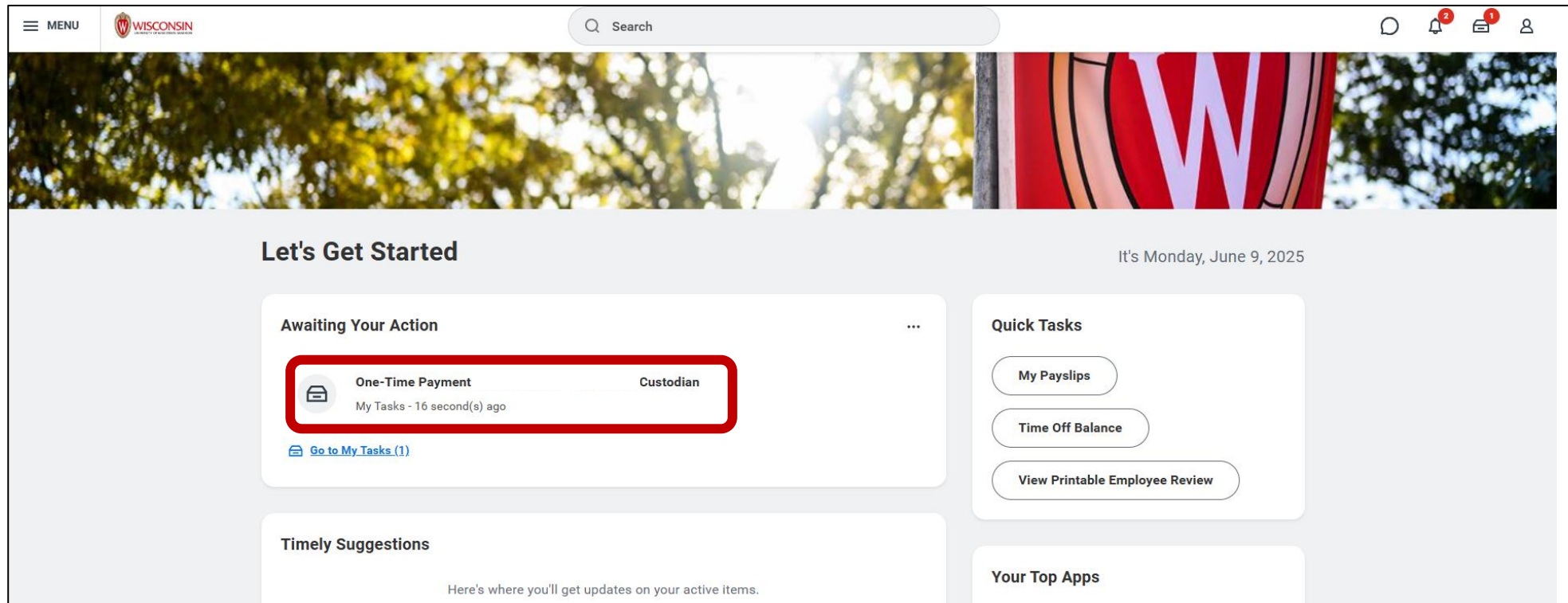
Ib **pob** yog nyiaj tau ib cag ntawm tus nqi nyiaj xuab moos. Nws yuav muab tso rau hauv koj daim nyiaj them.

Cov nyiaj them ib pob piv txwv:

- Nyiaj pub rau ua haujlwm zoo
- Nyiaj ib cag tuaj kaus te (*snow removal bonus*)
- Nyiaj pub cov tuaj tshiab (*hiring bonus*)
- Nyiaj pub muab lwm tus neeg npe kom tuaj ua haujlwm (*referral bonus*)

Daim Ntawm Them Ib Pob Nyiaj

1. Cov ntawv them ib pob nyiaj yuav tshwm nyob hauv koog ***Awaiting Your Action*** ntawm sab ***Workday*** ***home page***.



Txais qhov nyiaj them ib pob (daim ntawv)

2. Thaum koj nyem qhov *allowance*, koj yuav pom **daim ntawv**. Nyem ntawm daim ntawv.

The screenshot displays the WISCONSIN University of Wisconsin-Madison portal interface. The left sidebar contains navigation options: My Tasks, All Items (selected), Saved Search, Filters, and Archive. The main content area is divided into two sections. The top section, 'All Items', shows a search bar and a list of items. A red arrow points to the 'One-Time Payment: Custodian' item, which has an effective date of 06/09/2025. The bottom section, 'Documents', shows a list of documents. A red arrow points to the 'One Time Payment 2025-06-09.pdf' document. The document details include a 'Signature Statement' and an 'I Agree' checkbox.

WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

MENU

Search

My Tasks

All Items

Search: All Items

Advanced Search

One-Time Payment: Custodian

Effective: 06/09/2025

Updated: 06/09/2025

Print Generated Document

Review Documents for One-Time Payment: Custodian

Documents

Document

One Time Payment 2025-06-09.pdf

Signature Statement

I have received my One Time Payment letter.

I Agree

Txais qhov nyiaj them ib pob (daim ntawv)



Txais qhov nyiaj them ib pob (daim ntawv)

3. Thaum koj saib daim ntawv qhia tas lawm, nyem lub pob puab ntawm qhov **I Agree**.

4. Nyem **Submit**.

Print Generated Document

Review Documents for One-Time Payment: /

Custodian

Documents

Document

 One Time Payment 2025-06-09.pdf

Signature Statement

I have received my One Time Payment letter.

I Agree

☒

Comment



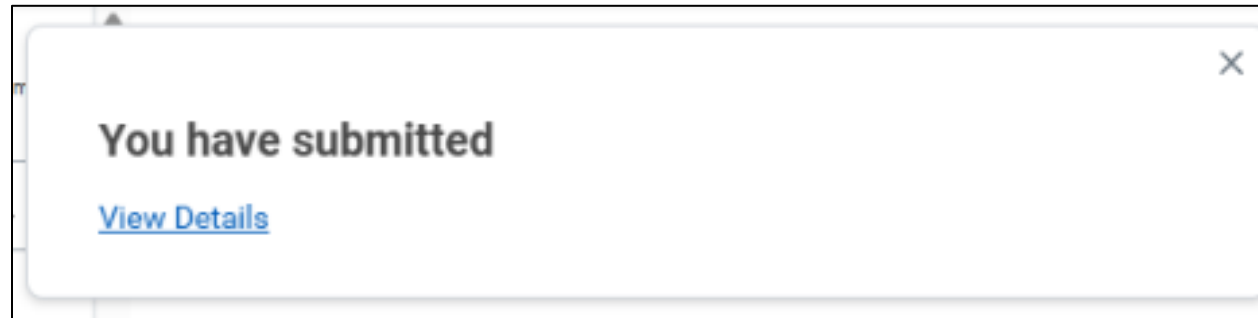
Submit

Save for Later

Cancel

Txais qhov nyiaj them ib pob (daim ntawv)

Koj yuav pom ib qho ntawv qhia hais tias: ***You have submitted.***



Puas muaj lus nug?





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

So Ib Pliag



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

**Yuav tso npe rau UW ib txoj
haujlwm tam li ib tug twb ua
haujlwm hauv lawm li cas**



Tso Npe rau Cov Haujlwm



Tsis txhob:

- Tso npe rau cov haujlwm ntawm UW jobs lub *website* sab nraum tuaj(jobs.wisc.edu).



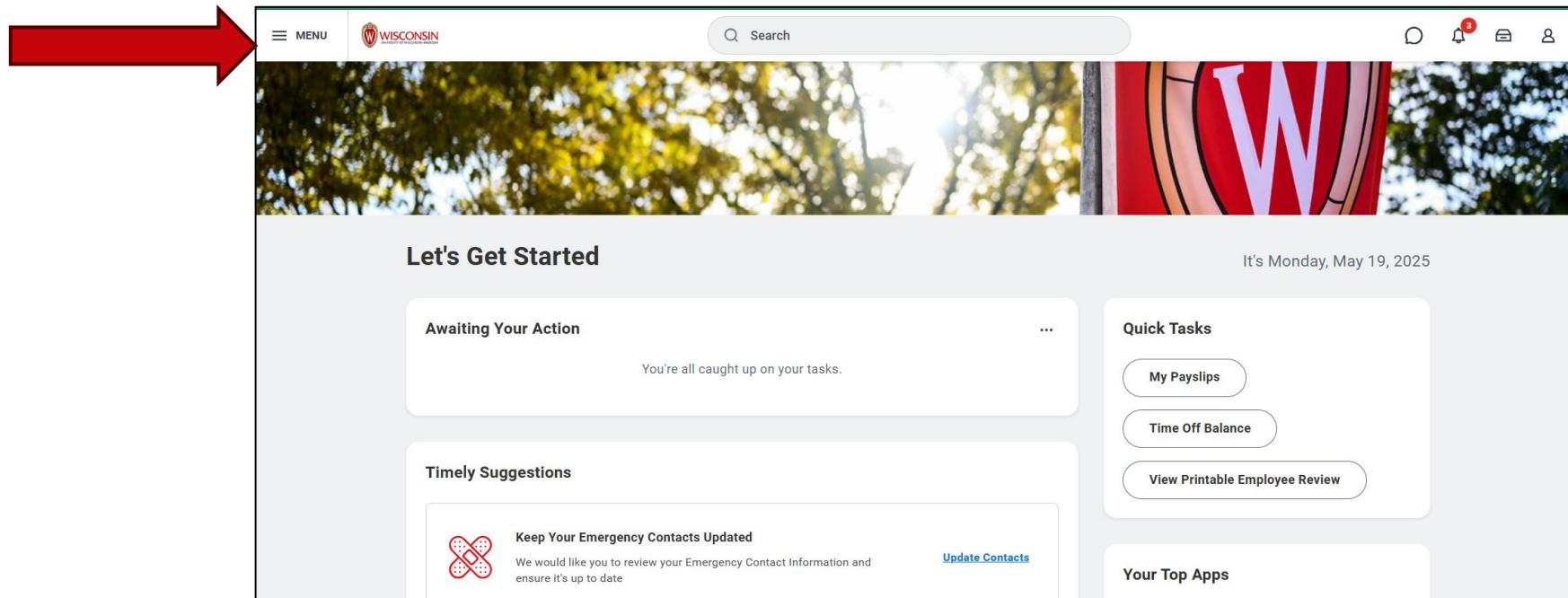
Ua:

- Tso npe rau UW cov haujlwm **nyob hauv *Workday*** (tsis hais lub tsev kawm ntawv twg).
- Yog koj xav tau kev pab txhais lus los ntawv, hu rau *Cultural Linguistic Services (CLS)*.

Tso Npe rau UW Cov Haujlwm



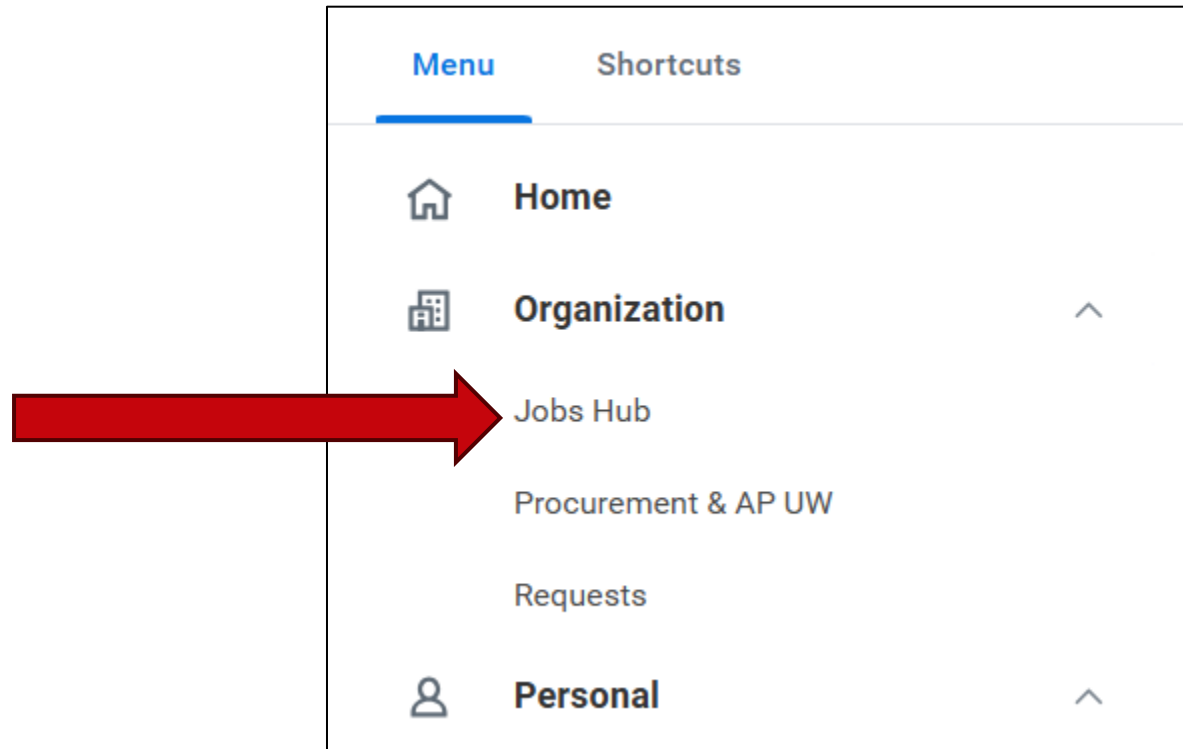
1. Nyob ntawm sab **Workday home page**, nyem qhov **Menu**.



Tso Npe rau UW Cov Haujlwm



2. Nyem qhov **Jobs Hub** nyob hauv qhov ***Organization*** *tab*.



Tso Npe rau UW Cov Haujlwm



Jobs Hub

|←

Overview

Browse Jobs

My Job Alerts

My Applications

Suggested Links

^

Manage Job Alerts

Professional Develo...

🔗

Title and Standard J...

🔗

Career Counseling (...)

🔗

Madison Benefits

🔗

Wisconsin Retireme...

🔗

Employee Resources

🔗

JOBS AT UW
UNIVERSITY OF WISCONSIN-MADISON

Jobs at UW

Ready to take the next step in your career journey? Click 'Browse Jobs' and filter by UW – Madison to view available opportunities

[Read More](#)

Recently Added Jobs

Administrative Assistant II

Position Title:Administrative Assistant II

...

Superior, WI

Full time

JR10000311

[View Job](#)

Head Women's Soccer Coach

Position Title:Head Women's Soccer Coach

...

Superior, WI

Full time

JR10000309

[View Job](#)

HR Coordinator

Position Title:HR Coordinator

...

Madison, WI

Full time

JR10000050

[View Job](#)

Tso Npe rau UW Cov Haujlwm



1. Cov haujlwm tso tawm tom qab tshaj yuav tshwm ua ntej.
2. Siv **ob lub hau sab xis los lauj** txav saib cov haujlwm nyuam qhuav tso ntxiv.

Recently Added Jobs

Talent Acquisition Specialist

Position Title:Talent Acquisition Specialist

...

📍 Madison, WI

🕒

📄 JR10000685

[View Job](#)

Custodian

Position Title:Custodian

...

📍 Madison, WI

🕒

📄 JR10000671

[View Job](#)

Admissions Counselor

Position Title:Admissions Counselor

...

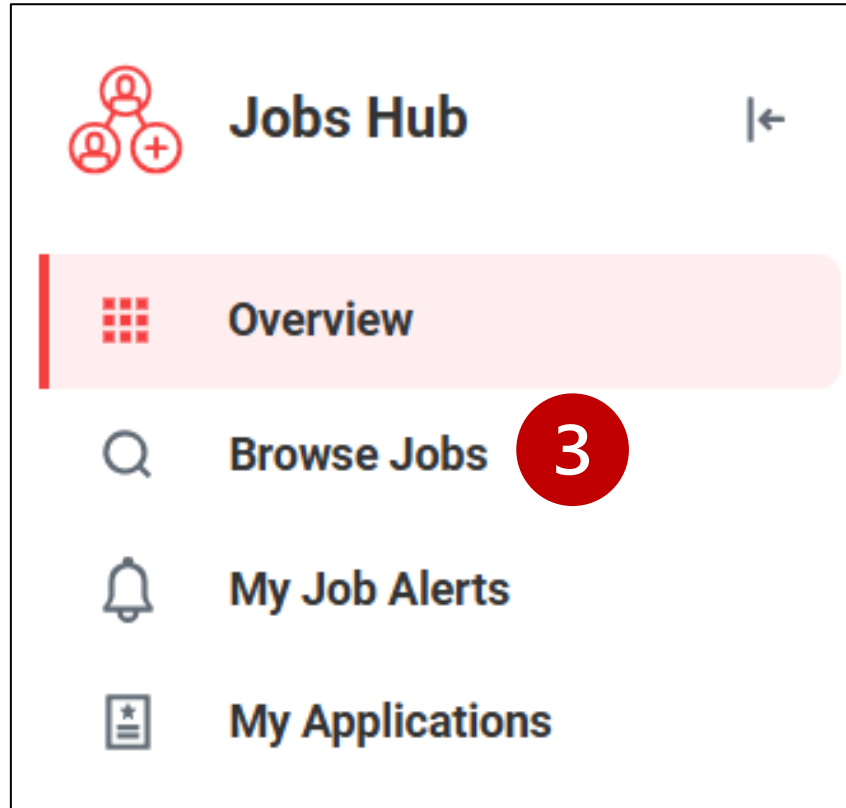
📍 Stevens Point, WI

🕒 Full time

📄 JR10000659

[View Job](#)

Tso Npe rau UW Cov Haujlwm



3. Nyem **daim iav** (*Browse Jobs*)
rau nrhiav tag nrho cov haujlwm
qhib

Nrhiav cov haujlwm



MENU

WISCONSIN
UNIVERSITY OF WISCONSIN SYSTEM

Q Search

Q Search

Jobs Hub

Overview

Browse Jobs

My Job Alerts

My Applications

Suggested Links

Manage Job Alerts

Professional Develo...

Title and Standard J...

Career Counseling (...)

Madison Benefits

Wisconsin Retireme...

Employee Resources

Browse Jobs (UW) (07/25/2024)

Q search

Search

> Saved Searches

Current Search

Save

Clear All

Employment Type

☐ Regular (49)

☐ Temporary (Fixed Term) (18)

☐ Terminal (Fixed Term) (2)

Institution

☐ UWMSN University of Wisco... (39)

☐ UWSTP University of Wisco... (14)

69 Results

Talent Acquisition Specialist

University of Wisconsin Madison | Application Deadline: 06/27/2025 | Madison, WI | Posting Date: 06/13/2025 | JR10000685

Custodian

University of Wisconsin Madison | Application Deadline: | Madison, WI | Posting Date: 06/12/2025 | JR10000671

Admissions Counselor

University of Wisconsin Stevens Point | Application Deadline: 07/11/2025 | Stevens Point, WI | Posting Date: 06/12/2025 | JR10000659

Research Program Coordinator TEST

University of Wisconsin Madison | Application Deadline: 06/30/2025 | Madison, WI | Posting Date: 06/12/2025 | JR10000625

Administrative Assistant II

University of Wisconsin Madison | Application Deadline: 06/15/2025 | Madison, WI | Posting Date: 06/12/2025 | JR10000629

45

Cais cov haujlwm muaj qhib



Current Search

Save

Clear All

▼ Employment Type

☒ Regular (49)

☐ Temporary (Fixed Term) (18)

☐ Terminal (Fixed Term) (2)

> Institution

> Job Category

> Job Family Group

> Location

> Remote Type

> Time Type

69 Results

Talent Acquisition Specialist

University of Wisconsin Madison | Application Dead

Custodian

University of Wisconsin Madison | Application Dead

Admissions Counselor

University of Wisconsin Stevens Point | Application Dead

Research Program Coordinator

University of Wisconsin Madison | Application Dead

Administrative Assistant II

University of Wisconsin Madison | Application Dead

Research Specialist

University of Wisconsin Madison | Application Dead

Research Specialist -

University of Wisconsin Madison | Application Dead

Cardiac Surgeon

University of Wisconsin Madison | Application Dead

Daim muaj cov haujlwm qhib muab cais tau raws:

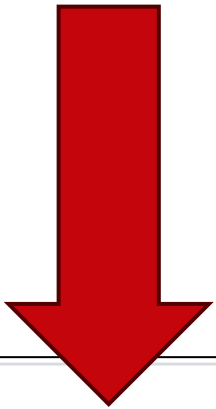
- Hom haujlwm
- **Lub tsev kawm ntawv**
- Yam haujlwm (*Job Category*)
- Pawg haujlwm (*Job Family Group*)
- **Nyob qhov twg**
- Nyob tom tsev ua tuaj (*Remote Type*)
- **Lub Caij Ua Haujlwm**

Nyem khij lub pob puab hom haujlwm koj xav saib.

Nrhiav ib txoj haujlwm tso npe rau



4. Rau saib txoj haujlwm qhib, nyem ***Job Title*** (**Txoj Npe Haujlwm**).



[Custodian](#) 

University of Wisconsin Stevens Point | Application Deadline: | Stevens Point, WI | Posting Date: 05/02/2025 | JR10000114

Tso Npe rau Cov Haujlwm



5. Thaum koj nrhiav pom txoj haujlwm koj xav tso npe rau, nyem **Apply** teev daim ntawv tso npe.

Custodian

Apply Create Job Alert

Position Title:
Custodian

6. Lo koj cov ntawv muab tso npe rau thiab teb cov lus nug hauv daim ntawv tso npe. Koj xaiv tau qhov kom txhob pub twg paub.

Candidate Questionnaire

Please indicate below if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identity and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).*

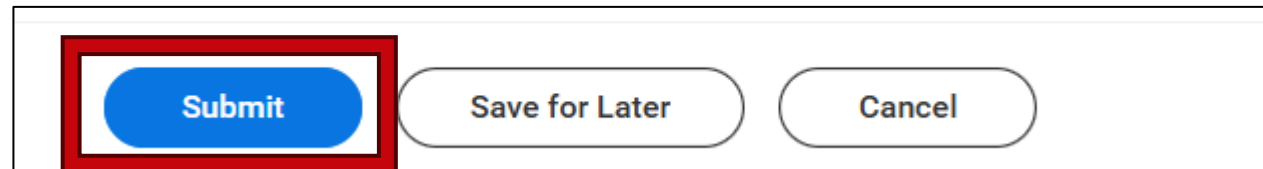
(Required)

- ☐ I request to maintain confidentiality
- ☐ I do not request to maintain confidentiality

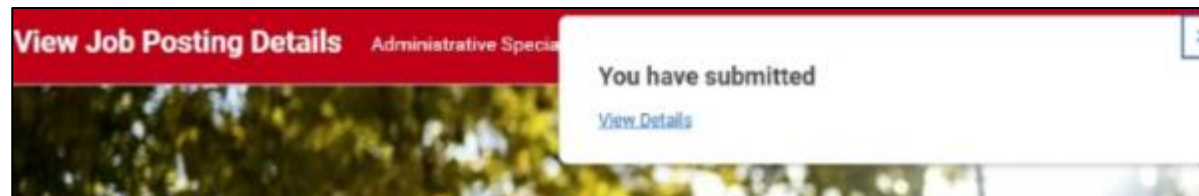
Xa daim ntawv tso npe



7. Ua ntej koj xa, rov xyuas cov ntaub ntawv koj ntaus rau. Thaum koj teev tiav lawm, nyem ***submit***.



Ib qho ntawv yuav tshwm los hais tias: ***You have submitted (koj tau xa daim ntawv lawm)***.

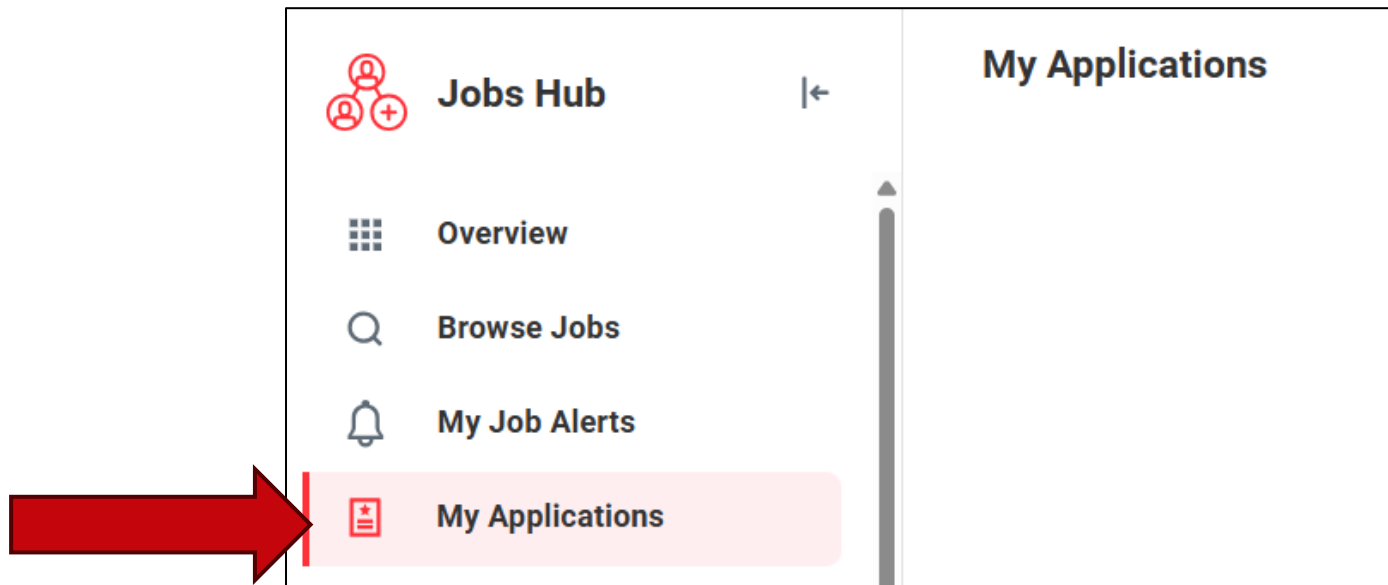


Rov saib koj cov ntawv teev tso npe



Rau saib daim ntawv tso npe, saib seb daim ntawv tso npe nyob rau qhov twg lawm, los tshem daim ntawv tso npe tawm:

1. Mus rau ntawv qhov ***Jobs Hub***.
2. Nyem qhov ***My Applications***.

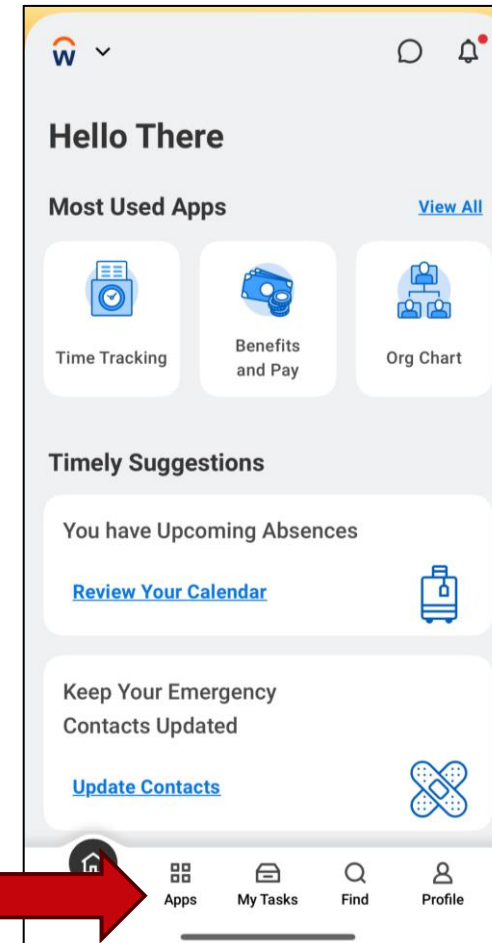
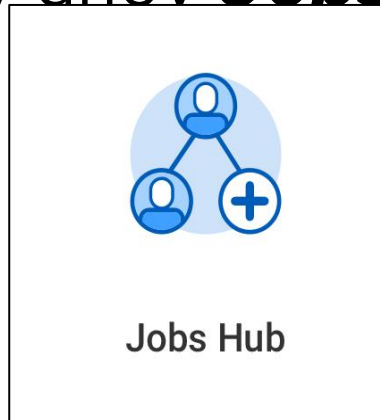


Tso Npe rau Cov Haujlwm (hauv Xovtoo)



1. Nyob ntawm sab **Workday home page**,
kov qhov **Apps**.

2. Kov ahov **Jobs Hub**.

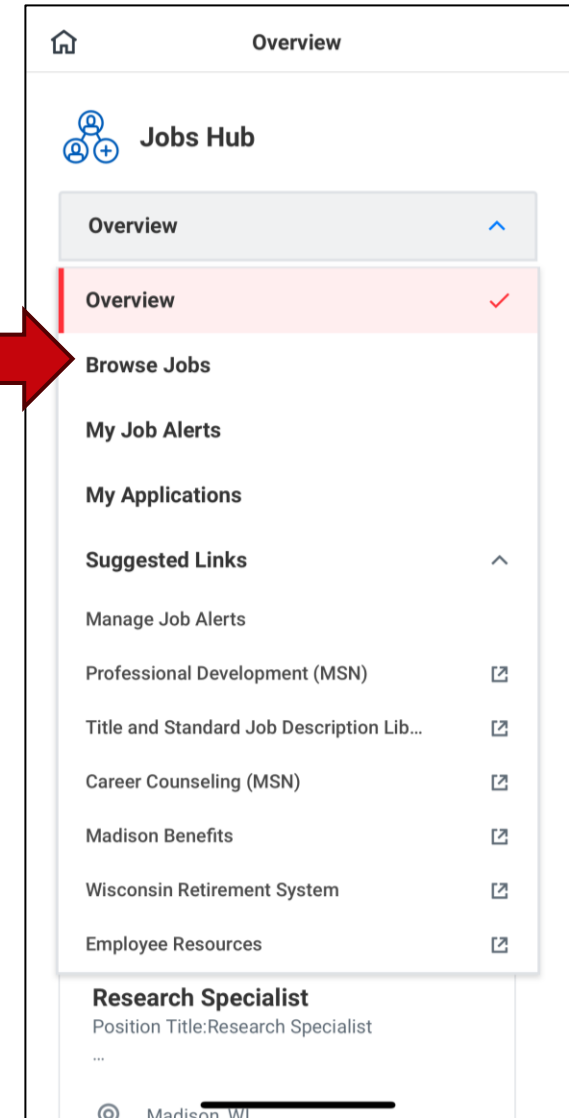
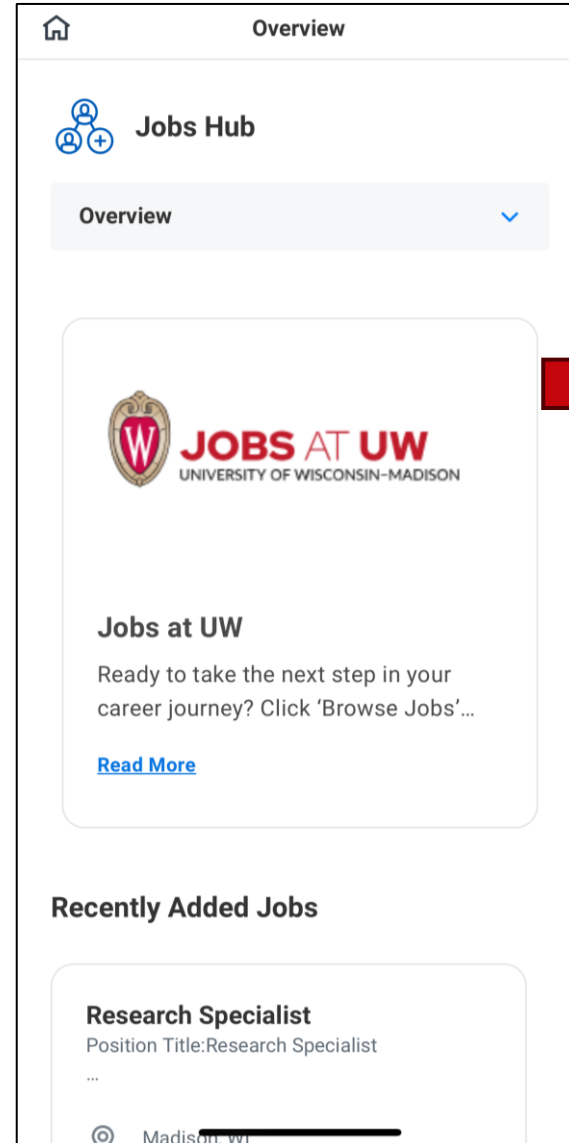


Tso Npe rau Cov Haujlwm (hauv Xovtoo)



3. Txav saib cov haujlwm, **Recently Added Jobs** (Cov haujlwm ntxiv tshiab).

4. Kov qhov **Overview** nthiab xaiv **Browse Jobs**.



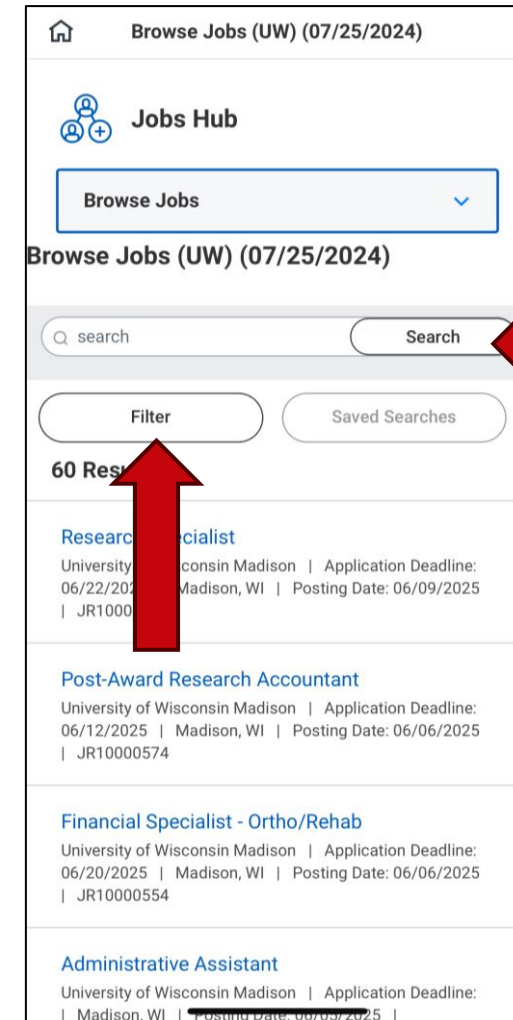
Tso Npe rau Cov Haujlwm (siv Xovtooj)



5. Siv kab **search bar** (ntaus nrhiav) nrhiav ib txoj haujlwm.

LOS

Siv **qhov filter** cais cov haujlwm koj knrhiav.



Xyaum: Saib Cov Haujlwm Qhib

- Ua raws cov kev qhia saib cov haujlwm qhib
- Muab ib co haujlwm uas koj txaus siab rau
- Nco siv qhov cais (*filters*), cais qhov koj nrhiav
- Tsa tes yog koj xav tau kev pab
- Yog koj ua tas ntxov, koj pab tau lwm tus.



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

**Yuav tso npe pauv haujlwm
taws qhov *Blue Collar Multi-
Shift Transfer (BCMS)* li cas**



Cov Haujlwm Pauv raws qhov *BCMS*

Tej zaum cov neeg ua haujlwm kuj tso npe pauv haujlwm raws qhov *BCMS* rau:

- Pauv lub caij ua haujlwm
- Pauv pawg hauv ceg ua haujlwm

Leej twg tso tau npe pauv haujlwm raws qhov *BCMS*?

- *Blue Collar Multi-Shift transfers (BCMS)* yog rau cov tam sim no yeej ua haujlwm, ruaj nyob hauv UW-Madison.

Kuv yuav tso npe pauv haujlwm raws qhov *BCMS* li cas?

- Koj tso npe nyob *online* los nqa kiag daim ntawv mus rau.
 - Yuav tsum teev daim ntawv tso npe pauv *BCMS* rau nyob *online* los nqa kiag mus rau.

Cov Yuav Tsum Muaj raws qhov *BCMS*

Koj yuav tsum muaj tag nrho cov nram no thiaj tso tau npe pauv haujlwm raws qhov *Blue-Collar Multi-Shift Transfer*:

1. Tam sim no yeej ua tib txoj haujlwm li txoj qhib hauv koj ceg ua num
2. Tsis tau txais cov ntawv ceeb toom 12 lub hlis tas
3. Tsis tau pauv raws qhov *BCMS* 6 lub hlis tas
4. Tsis nyob rau qhov tseem kawm txoj haujlwm (tsis tau dhau 6 hli)
5. Ua tau tag nrho cov txoj haujlwm pauv rau yuav kom ua tau

Daim ntawv teev pauv raws qhov *BCMS* yuav tsum xa nyob *online* los nqa kias mus rau koj ceg ua haujlwm thiaj yuav xyuas rau qhov pauv raws *blue-collar multi-shift*.

Hnub kaw tso npe rau txhoj haujlwm yog 7 hnub tom qab tso tawm.

Daim ntawv Pauv Raws *BCMS*

- Nrhiav daim ntawv *BCMS* Transfer nov:
<https://jobs.wisc.edu/bcms>
- Muaj txhais rau 6 yam ntawv
- Muaj daim ntawm luam tawm

BCMS Forms

ENGLISH

ESPAÑOL / SPANISH

ཐོག་ཇིག་ཀྱི་ / TIBETAN

中文 / CHINESE

नेपाली / NEPALI

HMOOB / HMONG



Blue Collar Multi-Shift Form

Job Title:	Your Current Job Title:
Last Name:	First Name:
Phone:	Email:
Signature:	Date:

Required if submitting a paper application:

Employee ID #: (Found on your earning statements)	Job Requisition ID:
--	---------------------

Deadline to apply is seven (7) calendar-days from posting date.

SUBMISSION INSTRUCTIONS:

This form must be submitted with your online application or in-person to be considered for a blue collar multi-shift transfer within your division.

Online Application:

Save and upload this form as an attachment when applying online.

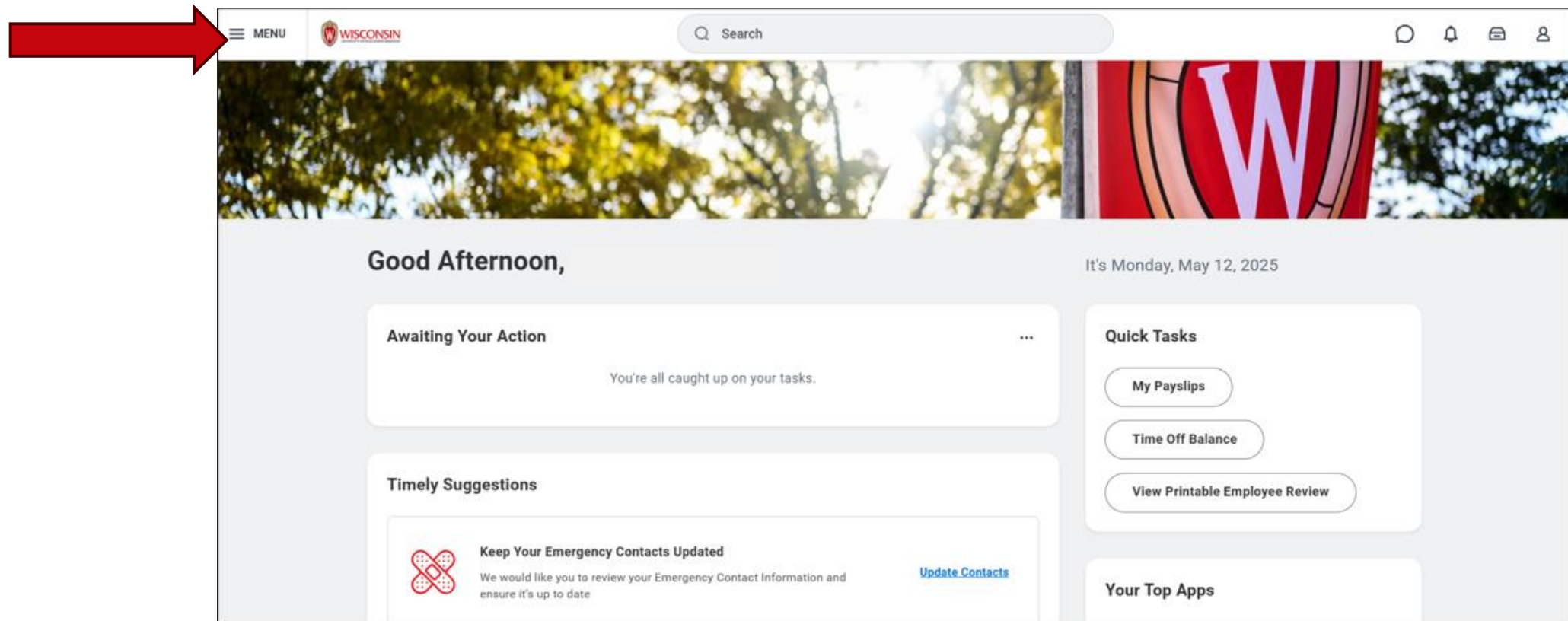
In-Person Application:

Division:	Where to Submit:	Questions?
Facilities, Planning & Management (FP&M)	45 N. Charter Street, Room 18 (the box outside) or 30 N Mills, Suite 362 (Human Resources office)	fpmhr@fpm.wisc.edu 608-265-8096
University Housing	15 Slichter Residence Hall 625 Babcock Drive, Madison WI 53706	hr@housing.wisc.edu 608-262-2766
Union	Memorial Union, Room 4186 800 Langdon Street, Madison WI 53706	hr@union.wisc.edu 608-263-5596

If you have questions, please contact the Office of Human Resources at 608-265-2257 or uwjobs@wisc.edu. Please call Cultural Linguistic Services if you need assistance in Spanish (Español 608-263-2328, 608-263-0623 o 608-265-0838), Hmong (Hmoob 608-263-2217), Tibetan (བོད་སྐད་ 608-890-2545), Chinese (汉语 608-890-2628), or Nepali (नेपाली 608-262-7521).

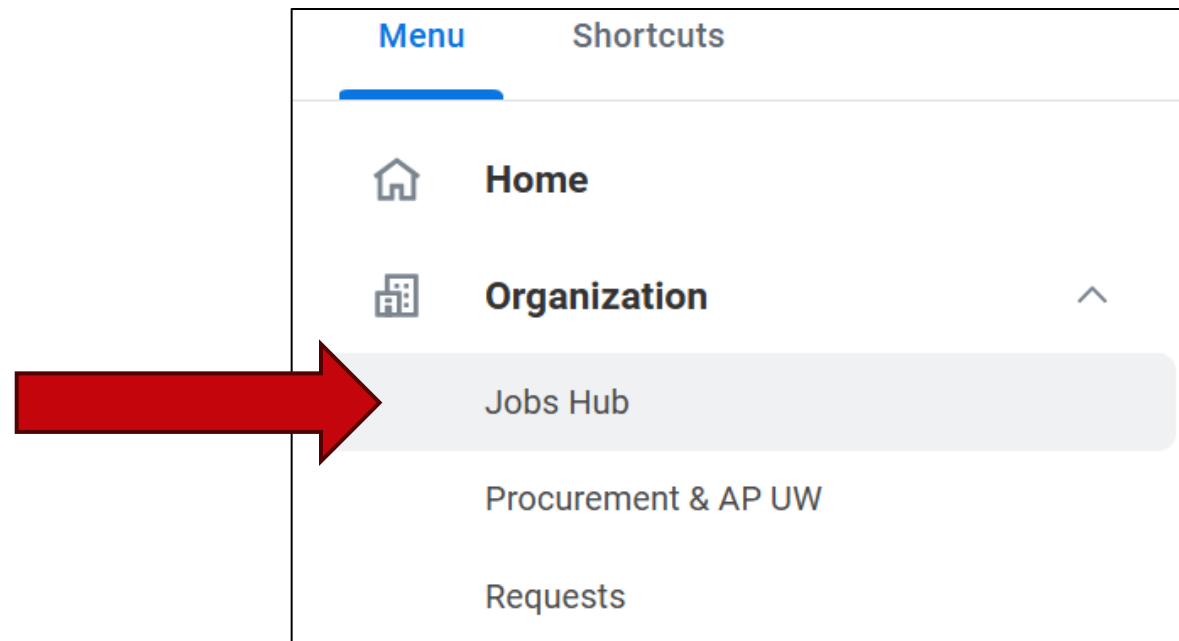
Yuav Tso Npe Pauv Raws Qhov *BCMS* Li Cas

1. Nyob ntawm sab ***Workday home page***, nyem qhov ***Menu***.



Tso Npe Pauv rau Ib Txoj Haujlwm raws Qhov *BCMS*

2. Nyem qhov ***Jobs Hub*** nyob hauv daim ***Organization***.



Tso Npe Pauv rau Ib Txoj Haujlwm Raws Qhov **BCMS**

3. Nyem qhov **Browse Jobs**.

4. Nyob ntawm kab **search bar (ntaus nhriav)**, ntaus **BCMS**. Nias lub pob **enter** ntawm koj daim *keyboard*.

The screenshot displays the 'Jobs Hub' interface. On the left sidebar, the 'Browse Jobs' option is highlighted with a red box. The main content area is titled 'Browse Jobs (UW) (07/25/2024)'. A search bar at the top contains the text 'BCMS' and is also highlighted with a red box. To the right of the search bar is a 'Search' button. Below the search bar, there is a link for 'Saved Searches'. The results are divided into two sections: 'Current Search' and '1 Result'. Under 'Current Search', there are 'Save' and 'Clear All' buttons, and a dropdown menu for 'Employment Type'. The '1 Result' section shows a job listing: 'BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift'. Below the job title, it provides details: 'University of Wisconsin Madison | Application Deadline: 06/10/2025 | Madison, WI | Posting Date: 06/03/2025 | JR10000463'.

Current Search	1 Result
Save Clear All ▼ Employment Type	BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift University of Wisconsin Madison Application Deadline: 06/10/2025 Madison, WI Posting Date: 06/03/2025 JR10000463

Tso Npe Pauv rau Ib Txoj Haujlwm Raws Qhov *BCMS*

- Yuav tshwm ib daim los muaj cov haujlwm *BCMS* qhib.
- Nyob hauv **txoj npe haujlwm (*position title*)**, nws yuav muaj cov nram no txog txoj haujlwm:
 - Lub npe haujlwm
 - Ceg ua haujlwm npe
 - Caij ua haujlwm
- Rau saib txog txoj haujlwm ntxiv, nyem ***Job Posting Title*** (***Txoj Haujlwm Qhib***).

1 Result



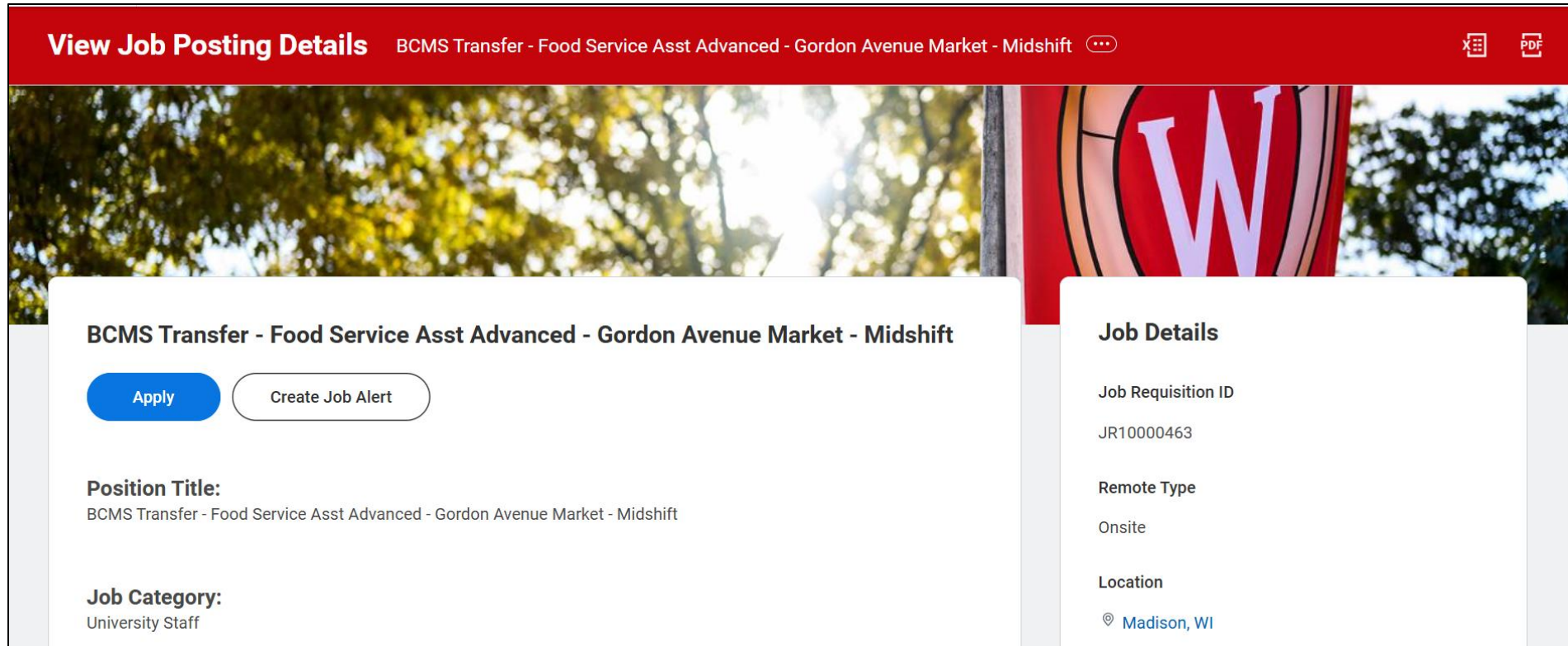
[BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift](#)

University of Wisconsin Madison | Application Deadline: 06/10/2025 | Madison, WI | Posting Date: 06/03/2025 | JR10000463

Tso Npe Pauv rau Ib Txoj Haujlwm Raws Qhov *BCMS*

5. Nyem **Apply**.

6. **Muab** daim ntawv *BCMS* teev pauv tso tam daim *resume*.



View Job Posting Details BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift

BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift

[Apply](#) [Create Job Alert](#)

Position Title:
BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift

Job Category:
University Staff

Job Details

Job Requisition ID
JR10000463

Remote Type
Onsite

Location
Madison, WI

Tso Npe Pauv rau Ib Txoj Haujlwm Raws Qhov **BCMS**

6. Ua ntej xa koj daim ntawv tso npe, rov xyuas cov ntaub ntawv.
7. Nyem ***Submit***.

Koj yuav tau txais ib tsab *email* qhia tias tau txais koj daim ntawv tso npe pauv lawm.

Tso Npe Pauv rau Ib Txoj Haujlwm Raws Qhov *BCMS*

Muaj cov ntawv luam tawm teev tso npe

- Thov ib daim ntawv luam tawm teev pauv raws *BCMS* ntawm koj ceg haujlwm lub *HR office* los luam daim ntawv hauv lub *BCMS website*: <https://jobs.wisc.edu/bcms>
- Xa daim ntawv teev pauv rau koj lub *HR office*.

Puas muaj lus nug?





Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Yuav nrhiav kev pab li cas

Nrhiav kev pab li cas

- Nrog koj tus thawjsaib los lub *HR* tham
- Mus koom *Cultural Linguistic Services (CLS)* ib qho *Open Computer Labs*
 - Hnub Zwj Feej (*Wednesday*) thib 3 txhua hli
 - 3:30 p.m. – 5 p.m.
 - 21 North Park Street Chav 5041 (tshooj 5)
 - Koj **tsis tas** tso npe los teem ib lub caij ua ntej



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Cov Kev Pab thiab Kauj Ruam Tom Ntej

CLS Muaj *Workday Open Labs*

- Ib qho chaw rau cov neeg ua haujlwm siv kev pab txhais lus xyaum cov lawv kawm txog
- Muaj kev pab rau cov neeg ua haujlwm xav tau kev pab ntxiv tom qab qhov kev qhia no
- Nrog koj tus thawjsaib los lub *HR* tham txog qhov tso npe tuaj kawm (yuav tsum tso npe ua ntej)
- Chav *Computer Labs* pib qhib tom qab cov caij qhia cov neeg tuaj tsis tau rau tej hnuv teem qhia (Yim Hli. – Cuaj Hlis.)

Cov Computer Labs muaj nyob ntawm 21 N. Park Street Chav 5041

- Zwj Quag (*Tuesday*), Yim Hli tim 19, 10 teev tsaug ntuj – ib tag hmo
- Zwj Feej (*Wednesday*), Yim Hli tim 20, 3:30 – 5 tsaus ntuj
- Zwj Teeb (*Thursday*), Yim Hli tim 28, 10 sawv ntxov. – tav su
- Zwj Feej, Cuaj Hli xiab 3 ,10 teev tsaum ntuj – ib tag hmo
- Zwj Quag, Cuaj Hli xiab 9, 1-3 teev tsaus ntuj
- Zwj Feej, Cuaj Hli tim 17, 3:30 – 5 teev tsaus ntuj

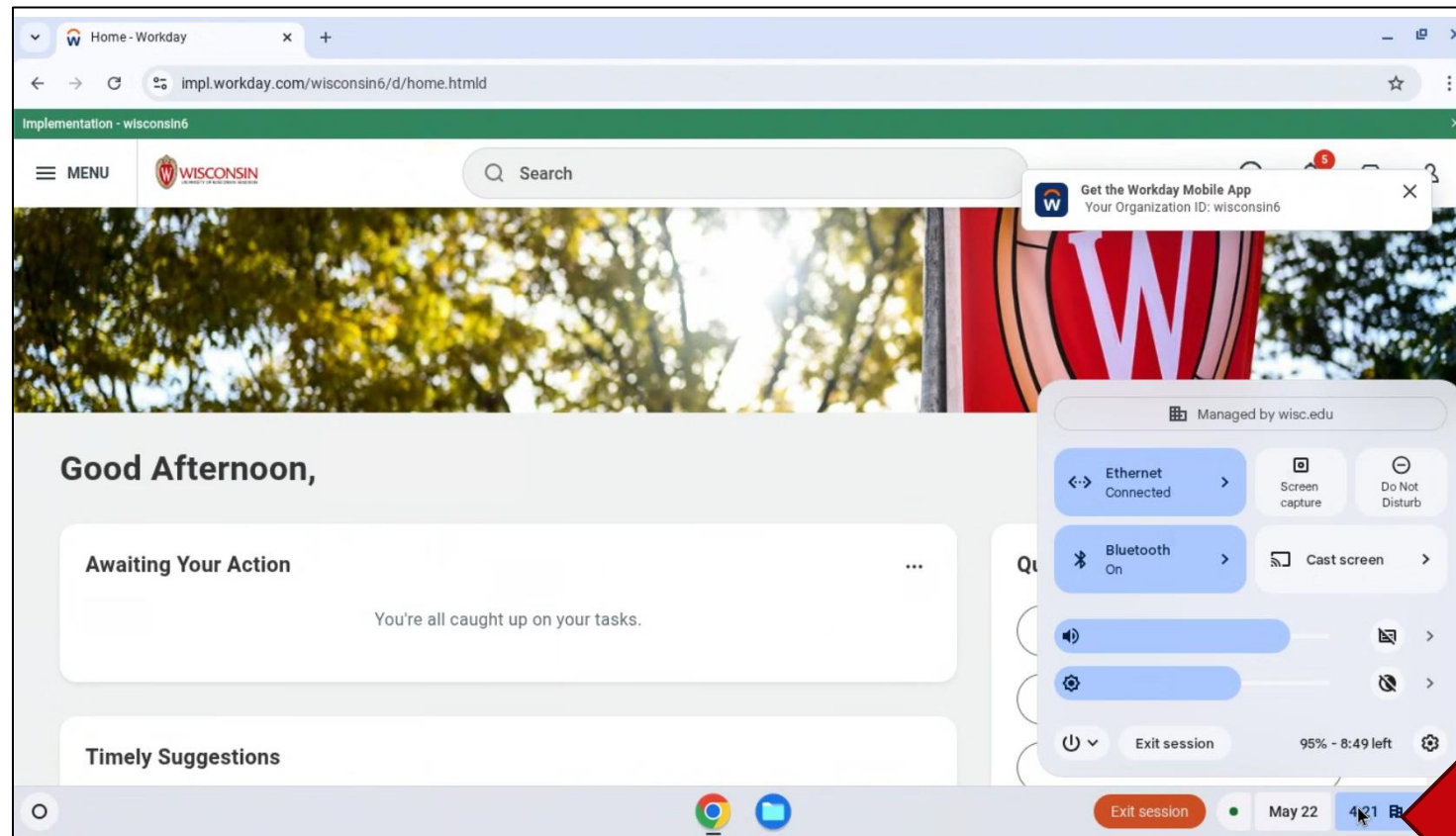
Open computer labs (Qhib)

- Cov neeg ua haujlwm kuj tuaj tau rau hauv CLS qhov *Open Computer Labs*
 - Hnub Zwj Feej (*Wednesday*) thib 3 txhua hli
 - 3:30 p.m. – 5 teev tsaus ntuj
 - 21 North Park Street Chav 5041 (Tshooj 5)
 - Koj **tsis tas** tso npe los teem caij ua ntej tuaj

Kaw tawm

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

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

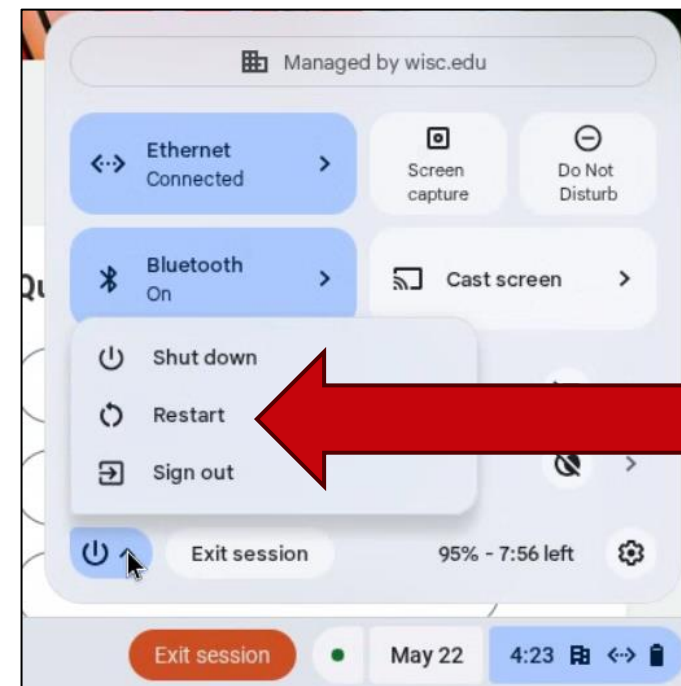
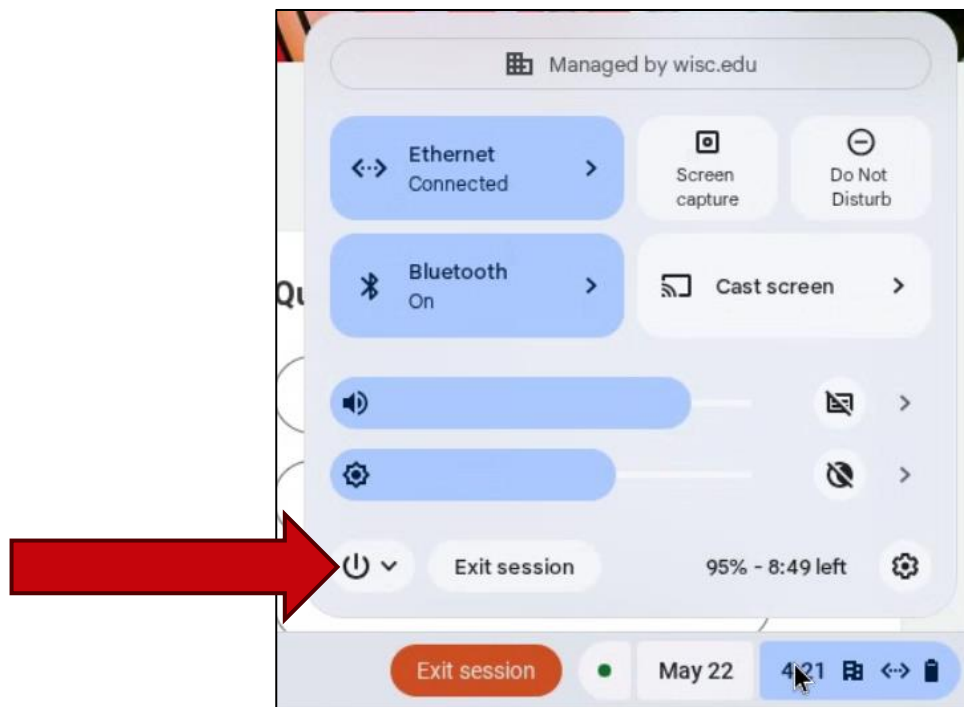


Kaw tawm

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

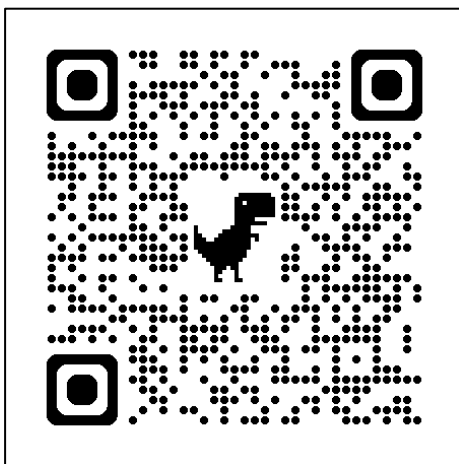
3. Xaiv qhov **Restart**.

Sab screen yuav pauv dawb ces mam tua.



HR Guides rau Cov Neeg Ua Haujlwm

- hr.wisc.edu/hr-guides/#for-employees
- Cov ntawv qhia
- Teb cov lus nug txog tas li
- Ntawm txhais



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 Tom Ntej

- Sau npe rau pem qhov rooj nkag los (yog koj tsis tau tso)
- Nrog koj tus thawjsaib tham yog koj xav tau kev pab



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Ua tsaug!