



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:

- Pauv 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 pauv rau ib txoj haujlwm raws qhov *Blue Collar Multi-Shift (BCMS)*
- Yuav nrhiav kev pab li cas

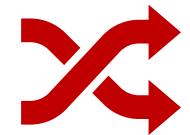
Kev Pom Zoo rau Hnub No



Mloog thiab xyaum siv cov kev ua tshiab.



Tsa tes yog koj muaj **Ius 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*



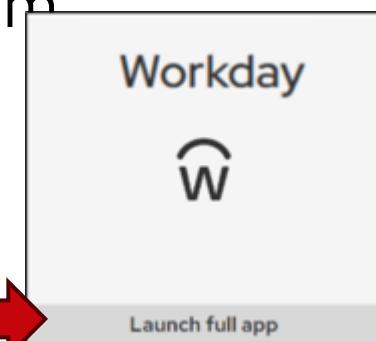
Yuav nkag rau hauv *Workday* li cas siv computer.



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





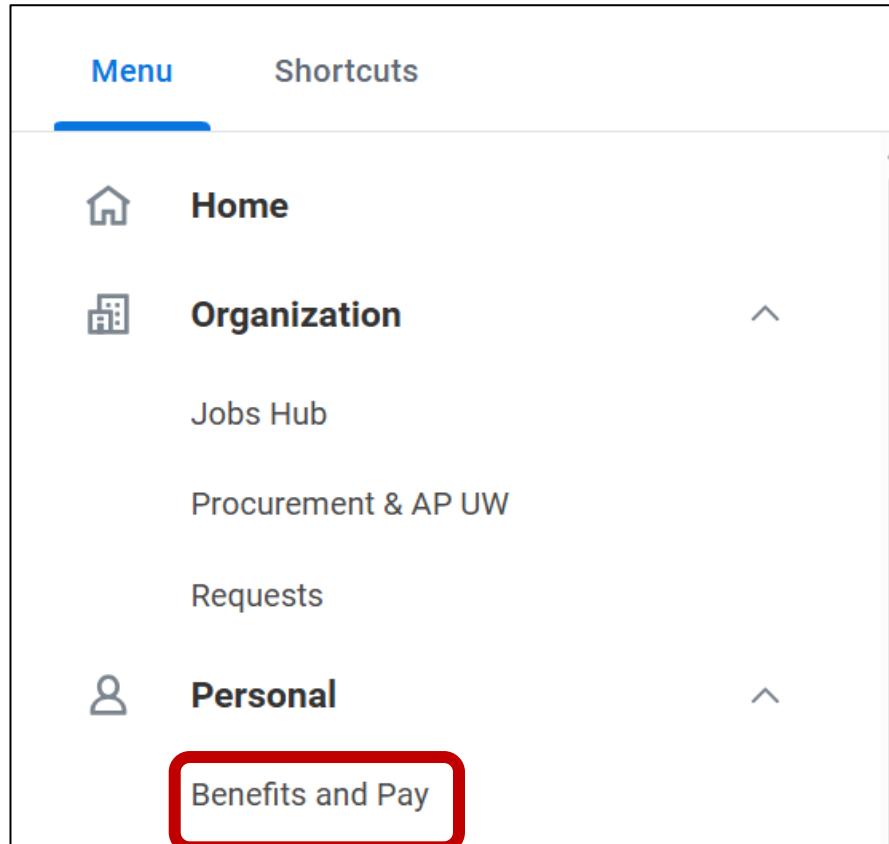
Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

**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 nrail

3. Nyem qhov **payment elections**.

The screenshot shows a user interface for managing tax documents. On the left, there's a vertical sidebar with icons for tasks, reports, withholding elections, payment elections (which is highlighted with a pink background), change benefits, and my tax documents. Below this is an 'Overview' section. The 'Most Recent Pay' area indicates the next pay day is April 17, 2025, with a redacted amount and a 'Take Home Pay' section. The 'Deductions' area lists taxes and deductions from the most recent payslip, also with a redacted amount. The 'Current Benefit Costs' area shows benefit costs with a redacted amount and is labeled 'Employee Cost (Semimonthly)'. A large red arrow points upwards from the 'Payment Elections' button in the top navigation bar towards the 'Overview' section.

Pauv daim ntawv kom xa nyiaj ncaj nraim

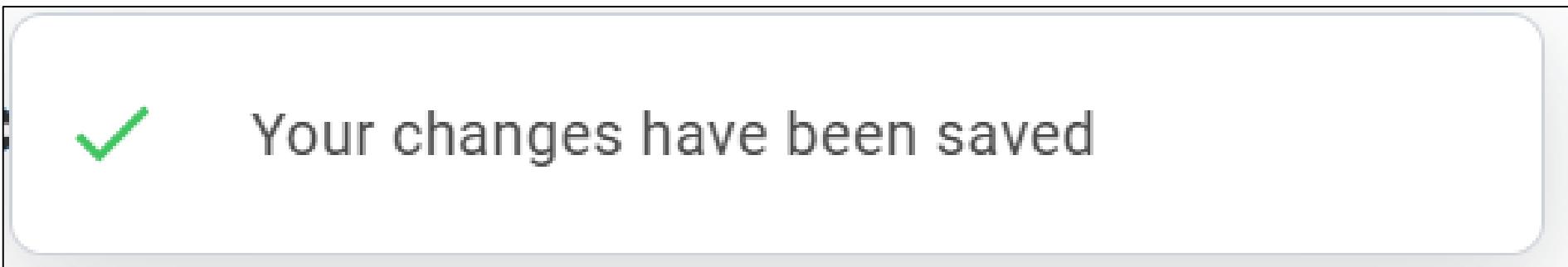
4. Nyem **edit (kho)** rau pauv koj daim ntawv kom xa nyiaj.

The screenshot shows the Expenses Hub interface with the following details:

- Left Sidebar:** Overview, Expense Reports, Expense Transactions, and Payment Elections (highlighted with a pink background).
- Top Right:** A message: "Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections."
- Person Section:** Default Country: United States of America; Default Currency: USD; Status: Successfully Completed; Last Updated: 02/22/2025 08:15 PM.
- Accounts Section:** 1 item. A table with columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and Action (with icons for Edit, Remove, and View). The table shows one row: Account Nickname is blank, Country is United States of America, Bank Name is blank, Account Type is Checking, and Account Number is blank. The Action column has three buttons: Edit, Remove, and View. A large red arrow points to the "Edit" button.
- Bottom Buttons:** Add (button), Payment Elections (section header with 2 items), and a toolbar with icons for Add, Edit, Remove, and View.

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 hnub 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 lwm 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**

A screenshot of the Workday Home Page for the University of Wisconsin. At the top, there is a red arrow pointing to the 'MENU' button. The page features a banner with a green tree and a large red 'W'. Below the banner, the text 'Let's Get Started' and 'It's Wednesday, May 14, 2025' are displayed. A central callout box says 'Awaiting Your Action'. To the right, there is a 'Quick Tasks' section. On the left, a navigation menu is open, showing categories like 'Organization' and 'Personal', with 'Manage Absence' listed under 'Personal'.

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

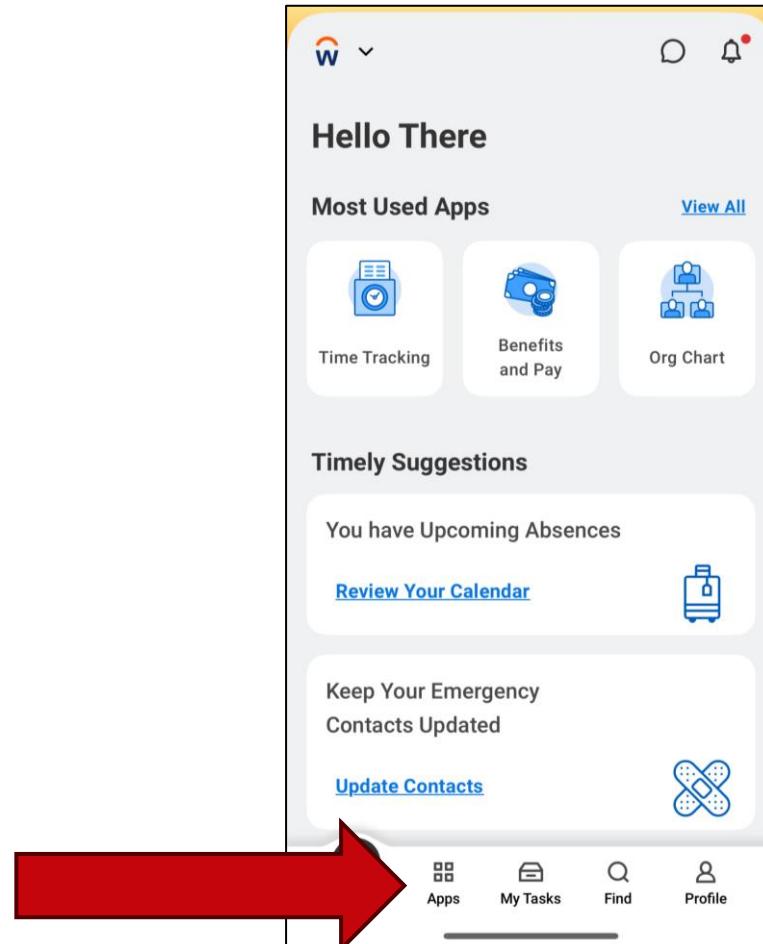
| Balances | Requests |
|---------------------------|-----------------|
| Balances as of | 05/14/2025 |
| Legal Holiday | 8 Hours |
| Personal Holiday | 8 Hours |
| Sick | 164.87356 Hours |
| Vacation Available | 130.75 Hours |
| Vacation Year to Date | 69.38576 Hours |
| Total of All Plans | |

Saib Caij So Tshuav (hauv Xovtooj)



Nyob ntawm sab *Workday home page*:

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

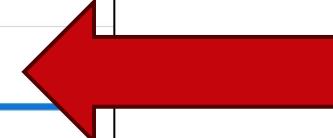


Saib Caij So Tshuav (hauv Xovtooj)



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

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



| Absence | |
|---------------------------|-----------------|
| | 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 / HMONG



Daim Ntawv Thov Caij So
(Time Off Request Form)

Muab daim ntawv teev tiav rau koi tus thawisaib.

| | | | |
|--|--|---|---|
| Tus Neeg Ua Num Npe: | Hnub _____ | | |
| Hnub/Cov Hnub Thov So (piv twy; Yim Hli xib 11, 2025 xuav seeb 08/11/2025) | Thov So Tsawng Xub Moos (hours) (piv twy; 4 hours, 8 hours, 10 hours) | Hom Caij Siv * [siv tsiaj ntawv (code) xuav seeb no] | Pus too so? (Rau tus thawisaib xwib) Y= Tev N= Tsiaj tso |
| 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 Musi Mob (Sick Leave) | SL |
| Caij Rau tsu Kheei So (Personal Holiday) | PH |
| Caij Day (Holiday Ies Floating Holiday) | H |
| Caij Ua Haulwm Tshaj (Comp Time) ("Cov Them Nyiaj Xuebmoog nkaus xwib") | CT |
| Caij So Ua Si Tshem Cia (Banked Leave) | BL |

*Tej zaum cee ua haulwm kui muaj cov kex ua raws sly loqtau ua tau cov caij ua haulwm tshaj (comp time). Nrog koi lub HR tham.

Tus Neeg Ua Num Kos Npe _____ Hnub Muab Rau _____

Tus Thawisaib Kos Npe _____ Hnub Tso Cai Rau _____

Cov kauj ruam tom ntei rau cov thawisaib:

- Ntaus cov caij so thov rau hauv Workday. Saib Qhev Caij Thov So Rau Tus Neeg Ua Haulwm (kb.wisconsin.edu/workday/internal/144864).
- Yog koi xav koi play txiv txog daim ntawv Thov Caij So thov mus saib hauv UW-Madison Human Resource Policies page (hr.wisc.edu/policies/).



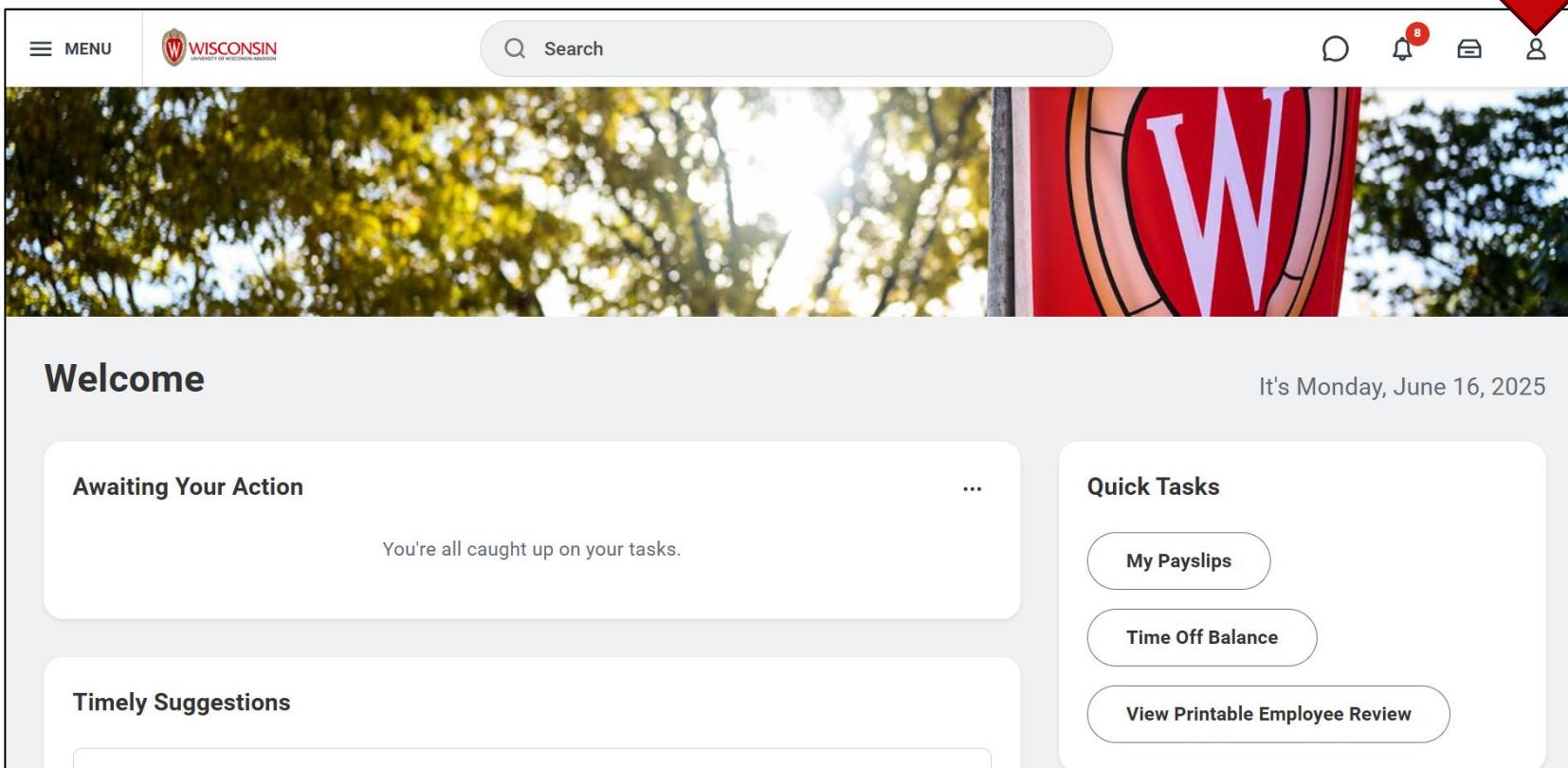
Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Saib daim kev them
(Compensation tab)



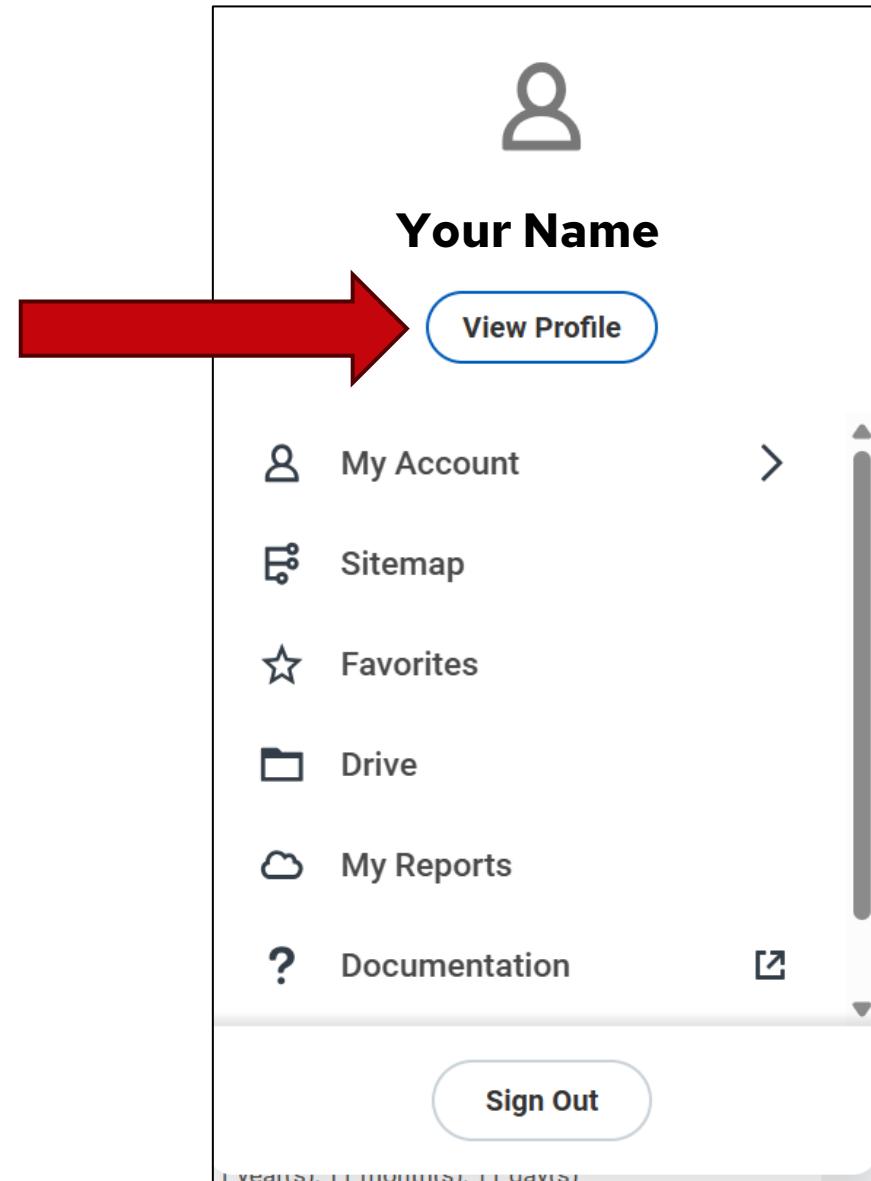
Daim Kev Them (compensation tab)

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



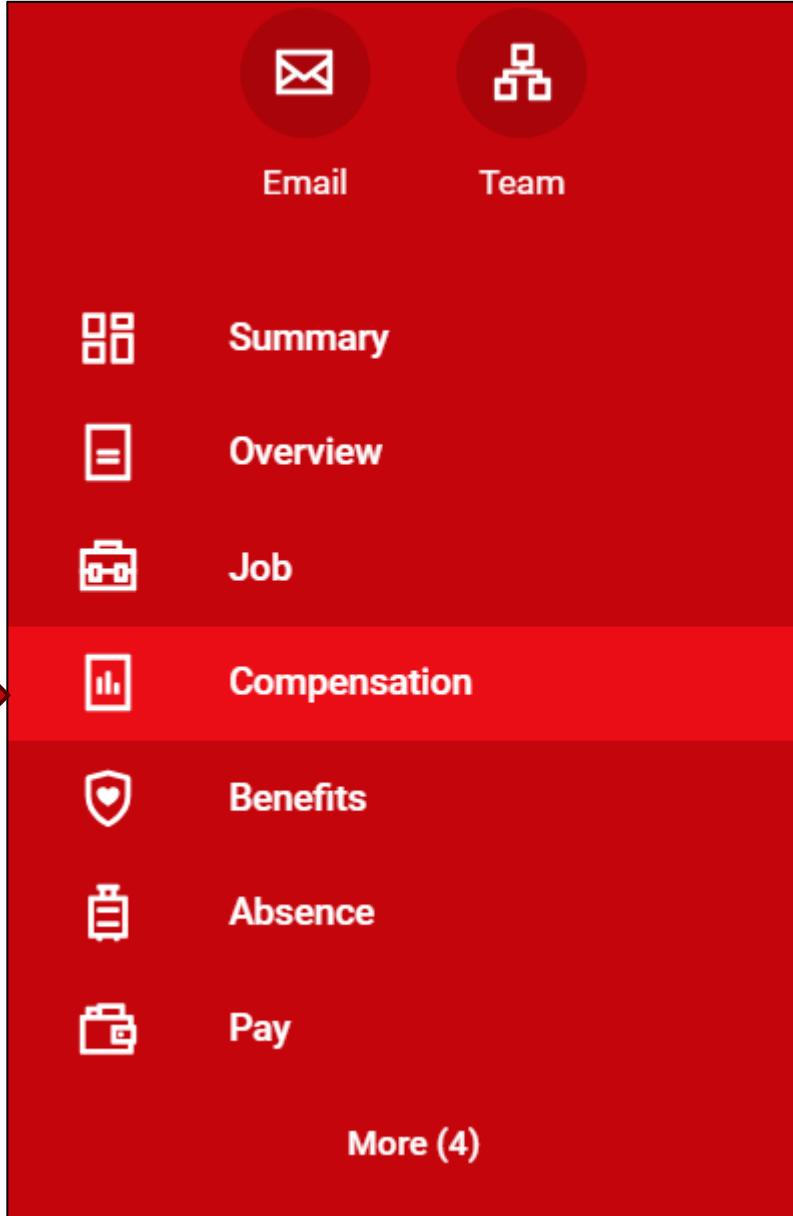
Daim Compensation tab

2. Nyem qhov **View Profile**.



Daim Compensation tab

3. Nyem qhov **Compensation**.



Saib qhov kev them (Compensation)

The screenshot shows the UWIS Compensation module interface. The left sidebar is red and contains navigation links: MENU, WISCONSIN, Custodian, Actions, Email, Team, Summary, Overview, Job, Compensation (which is highlighted), Benefits, Absence, Pay, Contact, Personal, Performance, and Career. The main content area has a white background. At the top, there is a search bar with a magnifying glass icon and the word "Search". Below the search bar are three tabs: Compensation (which is selected and highlighted in blue), Total Rewards, and Pay Change History. The main content area is divided into two sections, each with a table and a toolbar above it.

Compensation

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

Compensation

Compensation Package: General Compensation Package
Compensation Grade: Grade 015
Compensation Grade Profile: Grade 015 Madison Hourly
Company: UWMSN 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***.

The screenshot shows the Workday home page with a banner featuring a red 'W' and green foliage. The top navigation bar includes a 'MENU' icon, the 'WISCONSIN' logo, a search bar, and user notifications (2 messages, 1 task). The main content area has a 'Let's Get Started' header and a date 'It's Monday, June 9, 2025'. The 'Awaiting Your Action' section contains a card for 'One-Time Payment' (Custodian) with a timestamp 'My Tasks - 16 second(s) ago'. A red box highlights this card. Below it is a link 'Go to My Tasks (1)'. Other sections include 'Timely Suggestions' (with placeholder text 'Here's where you'll get updates on your active items.') and 'Your Top Apps'.

Txaits qhov nyiaj them ib pob (daim ntawv)

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

The screenshot shows a digital platform interface for managing tasks and documents. On the left, there's a sidebar with 'My Tasks' and 'All Items' selected. A red arrow points from the 'Saved Searches' section towards the main content area. The main content area displays a single item titled 'One-Time Payment: Custodian' with a creation date of 06/09/2025. A second red arrow points from the right side of the document preview back towards the 'All Items' section. The document preview shows a PDF file named 'One Time Payment 2025-06-09.pdf'. Below the document, there's a 'Signature Statement' checkbox labeled 'I have received my One Time Payment letter.' and an 'I Agree' checkbox.

Txaits qhov nyiaj them ib pob (daim ntawv)

The screenshot shows a digital communication interface with a dark theme. On the left is a sidebar with various menu items: My Tasks, All Items, Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The 'All Items' section is currently selected. In the center, there is a message from 'One-Time Payment 02248331 Custodian' dated June 09, 2025. The message is addressed to an employee with Employee ID 02248331 and Position ID 248331 Custodian. It informs the recipient that a lump sum payment of \$2,000.00 has been approved for a Performance Bonus. The message concludes with 'Sincerely,'. The University of Wisconsin-Madison logo is displayed at the top right of the message area.

One Time Payment 2025-06-09.pdf

1 of 1

MENU WISCONSIN

My Tasks All Items

All Items Advanced

Saved Searches One-Time Paym
02248331 Cust...
Effective: 06/09/2025
Updated: 06/09/2025

Filters

Archive

Bulk Approve

Manage Delegations

WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

June 09, 2025

Employee ID

Position ID:

Dear

I am pleased to inform you that a request for a lump sum payment in the amount of \$2,000.00 has been approved for you. This payment is being issued for Performance Bonus. This one time payment will be provided as an additional pay amount on your paycheck dated 6/26/2025. All other terms and conditions of your employment will remain the same.

Sincerely,

248331 Custodian

Txa is 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

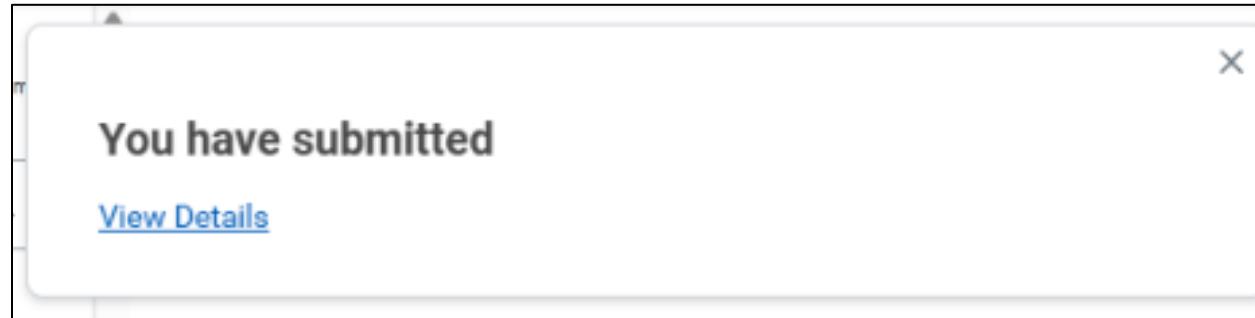
| | |
|---------------------|---|
| Document |  One Time Payment 2025-06-09.pdf |
| Signature Statement | I have received my One Time Payment letter. |
| I Agree | <input checked="" type="checkbox"/> |

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



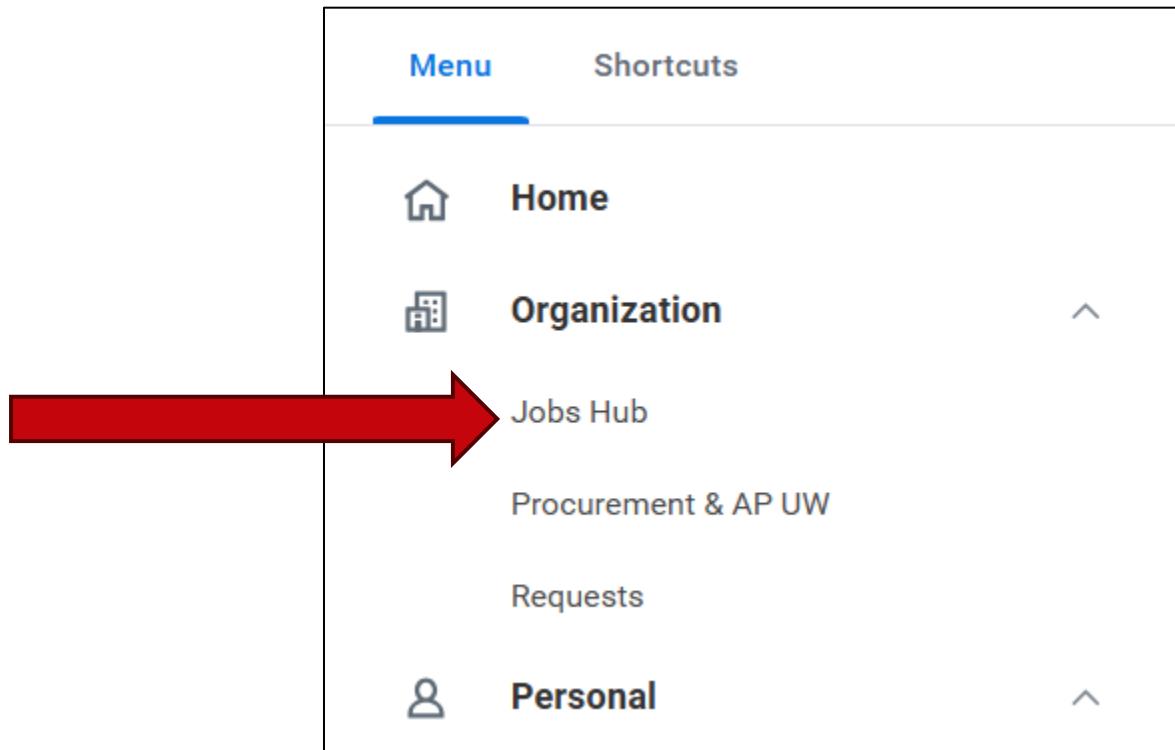
1. Nyob ntawm sab **Workday home page**, nyem qhov **Menu**.

The screenshot shows the Workday home page. At the top left is a red arrow pointing to the 'MENU' button. The top navigation bar includes the 'WISCONSIN' logo, a search bar, and various user icons. Below the header is a large banner featuring a green tree and a red 'W'. The main content area is titled 'Let's Get Started' and displays several cards: 'Awaiting Your Action' (You're all caught up on your tasks.), 'Timely Suggestions' (Keep Your Emergency Contacts Updated, with a link to 'Update Contacts'), 'Quick Tasks' (My Payslips, Time Off Balance, View Printable Employee Review), and 'Your Top Apps'.

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 Develop...
- Title and Standard J...
- Career Counseling (...)
- Madison Benefits
- Wisconsin Retireme...
- Employee Resources

JOBS AT UW
UNIVERSITY OF WISCONSIN-MADISON

Recently Added Jobs

1

Administrative Assistant II
Position Title:Administrative Assistant II
...
 Superior, WI
 Full time
 JR10000311
[View Job](#)

2

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

1

Talent Acquisition Specialist
Position Title:Talent Acquisition Specialist
...
 Madison, WI

 JR10000685

[View Job](#)

Custodian
Position Title:Custodian
...
 Madison, WI

 JR10000671

[View Job](#)

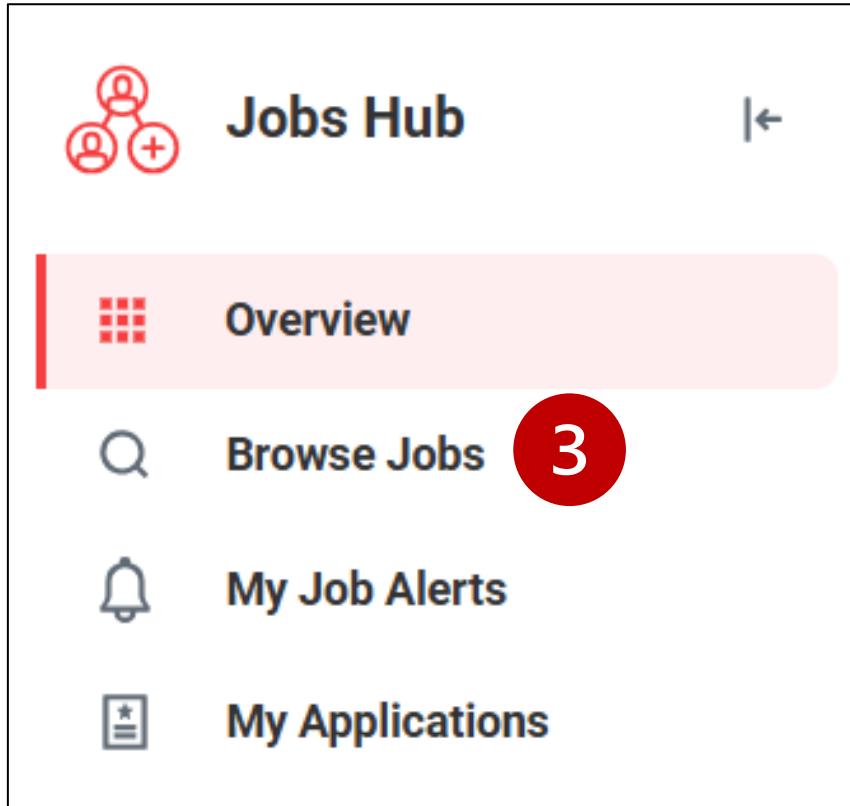
Admissions Counselor
Position Title:Admissions Counselor
...
 Stevens Point, WI
 Full time
 JR10000659

[View Job](#)

2

>

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-MADISON

Search

Jobs Hub 

Overview

Browse Jobs 

My Job Alerts

My Applications

Suggested Links

- Manage Job Alerts
- Professional Develop...
- Title and Standard J...
- Career Counseling (...)
- Madison Benefits
- Wisconsin Retireme...
- Employee Resources

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

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 Wiscon... (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

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:

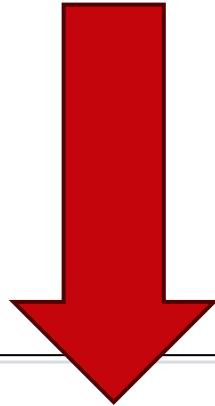
- Hom haujlwm
- **Lub tsev kawm ntawv**
- Yam haujlwm (*Job Category*)
- Pawg haujlwm (*Job Family Group*)
- **Nyob qhov twg**
- Nyob tom tsev ua tuaj (*Remote Type*)
- **Lub Caij Ua Haujlwm**

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).*

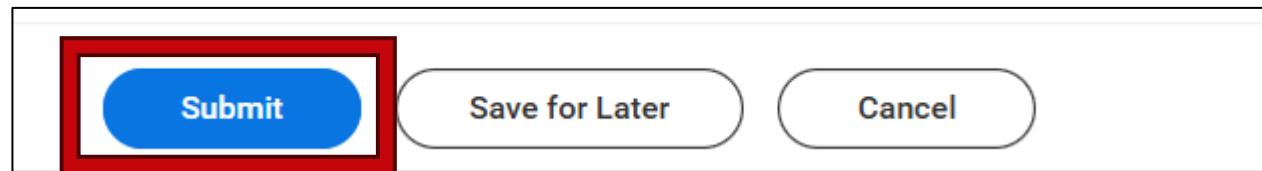
(Required)

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

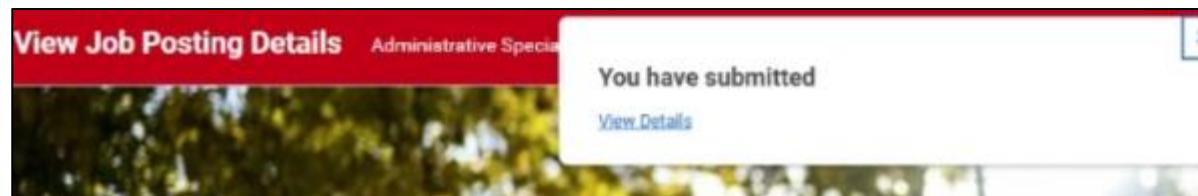
Xa daim ntawv tso npe



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)**.

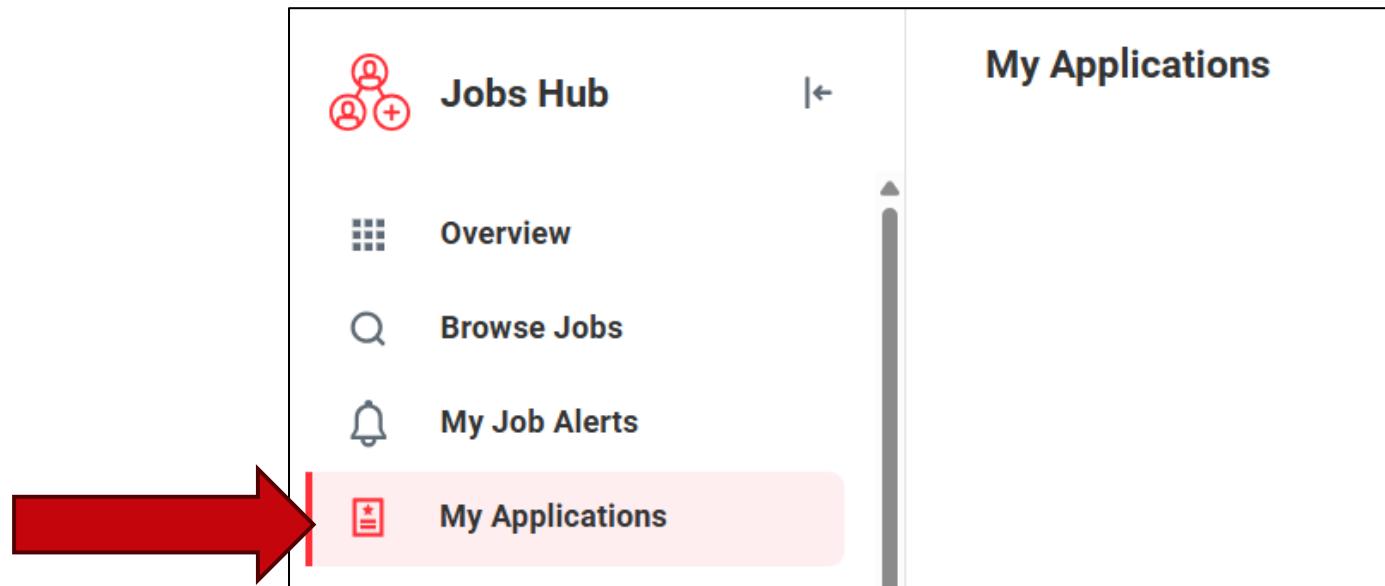


Rov saib koj cov ntawv teev tso npe



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

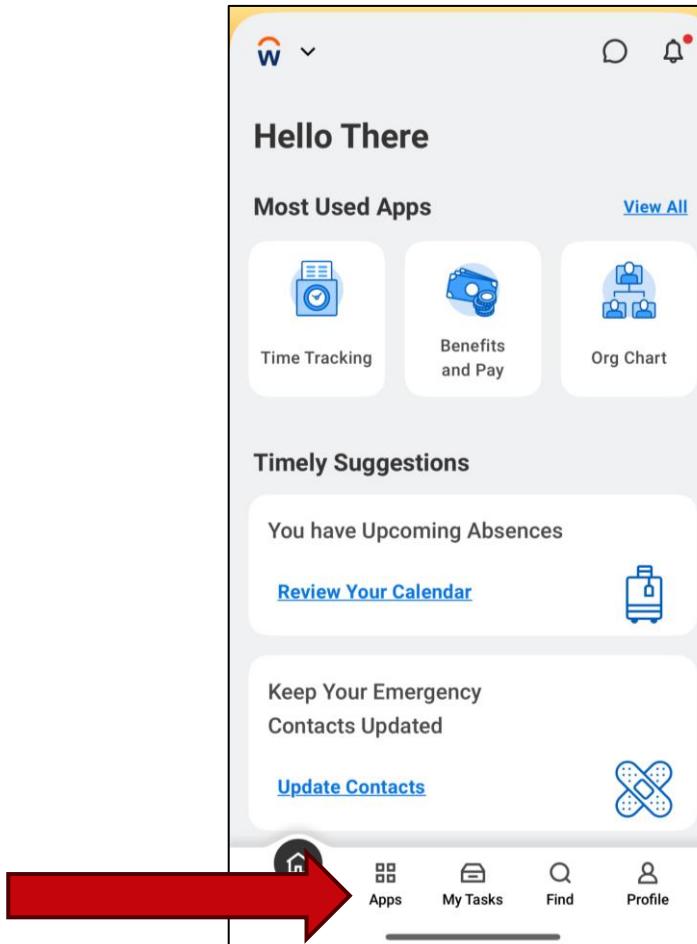
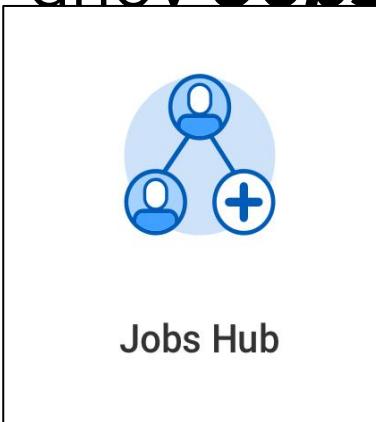
1. Mus rau ntawv qhov **Jobs Hub**.
2. Nyem qhov **My Applications**.



Tso Npe rau Cov Haujlwm (hauv Xovtooj)



1. Nyob ntawm sab **Workday home page**, kov qhov **Apps**.
2. Kov ahov **Jobs Hub**.



Tso Npe rau Cov Haujlwm (hauv Xovtooj)



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

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

The image shows two side-by-side screenshots of a mobile application interface for 'Jobs at UW'.

Left Screenshot: The screen is titled 'Overview'. It features a 'Jobs Hub' section with a blue circular icon containing three people and a plus sign. Below it is a dropdown menu set to 'Overview'. A large button below displays the 'JOBS AT UW' logo and the text 'UNIVERSITY OF WISCONSIN-MADISON'. Underneath is a section titled 'Jobs at UW' with the subtext 'Ready to take the next step in your career journey? Click 'Browse Jobs'...'. A blue 'Read More' button is present. At the bottom, there's a section titled 'Recently Added Jobs' showing a 'Research Specialist' position.

Right Screenshot: This is the same interface but with a red arrow pointing from the left to the right, specifically highlighting the 'Overview' tab in the navigation bar, which is now highlighted in pink. The rest of the interface remains identical to the left screenshot.

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.

The screenshot shows the 'Browse Jobs (UW) (07/25/2024)' page. At the top, there's a 'Jobs Hub' section with a search bar labeled 'Browse Jobs'. Below it is another search bar with the placeholder 'search'. A red arrow points to this second search bar. Underneath the search bars are 'Filter' and 'Saved Searches' buttons. A red arrow also points to the '60 Results' link. The main content area lists several job postings:

- Research Specialist**
University of Wisconsin Madison | Application Deadline: 06/22/2025 | Madison, WI | Posting Date: 06/09/2025 | JR1000
- Post-Award Research Accountant**
University of Wisconsin Madison | Application Deadline: 06/12/2025 | Madison, WI | Posting Date: 06/06/2025 | JR10000574
- Financial Specialist - Ortho/Rehab**
University of Wisconsin Madison | Application Deadline: 06/20/2025 | Madison, WI | Posting Date: 06/06/2025 | JR10000554
- Administrative Assistant**
University of Wisconsin Madison | Application Deadline: | Madison, WI | Posting Date: 06/05/2025 |

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 kiag 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](#) [ଓଡ଼ିଆ / 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.

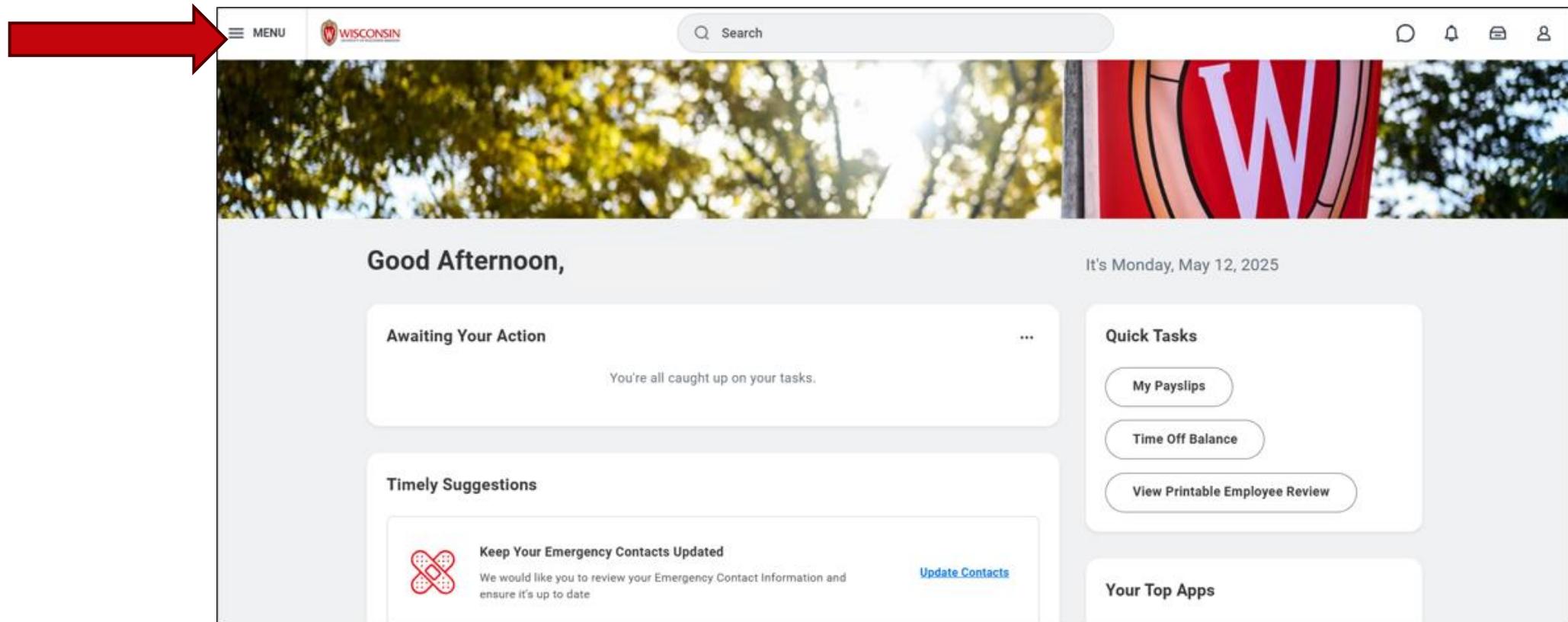
In-Person Application:

| 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 (ତୁମ୍ହାରୀ 608-890-2545), Chinese (汉语 608-890-2628), or Nepali (ନେପାଲୀ 608-262-7521).

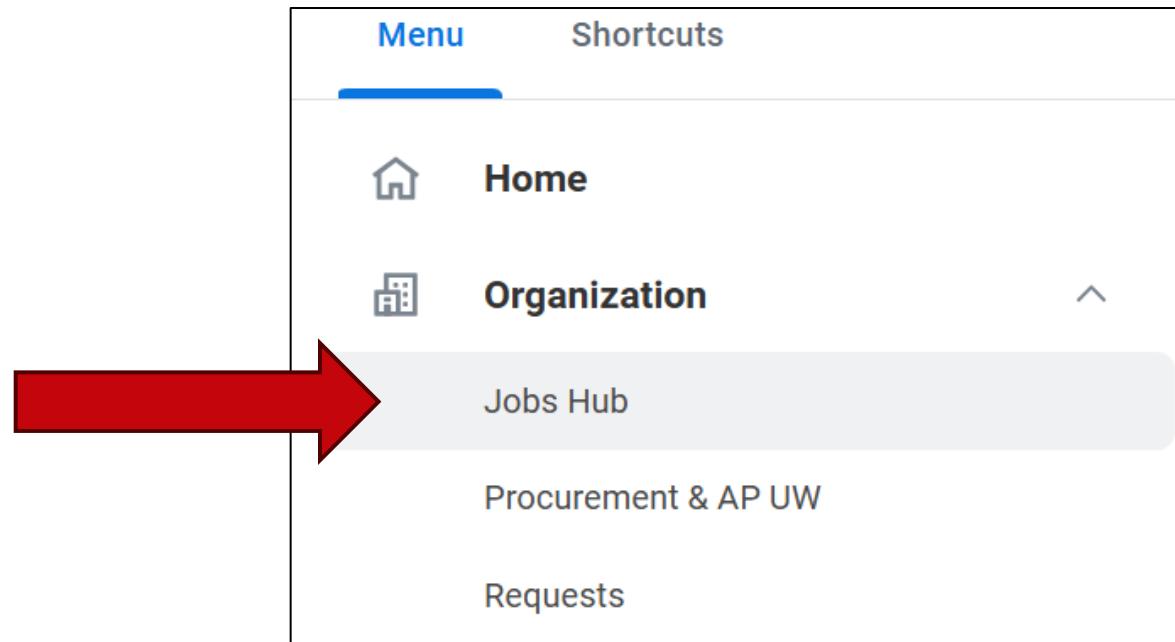
Yuav Tso Npe Pauv Raws Qhov BCMS Li Cas

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 shows the BCMS job search interface. On the left, there's a sidebar with icons for 'Jobs Hub' (highlighted with a red box), 'Overview', 'Browse Jobs' (also highlighted with a red box), 'My Job Alerts', 'My Applications', and 'Suggested Links'. The main area is titled 'Browse Jobs (UW) (07/25/2024)'. It features a search bar with the term 'BCMS' entered, which is also highlighted with a red box. Below the search bar are buttons for 'Search' and 'Saved Searches'. Underneath the search bar, there are buttons for 'Current Search' (Save, Clear All) and 'Employment Type'. On the right, it says '1 Result' and lists a single job: 'BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift'. At the bottom, there's footer text: '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

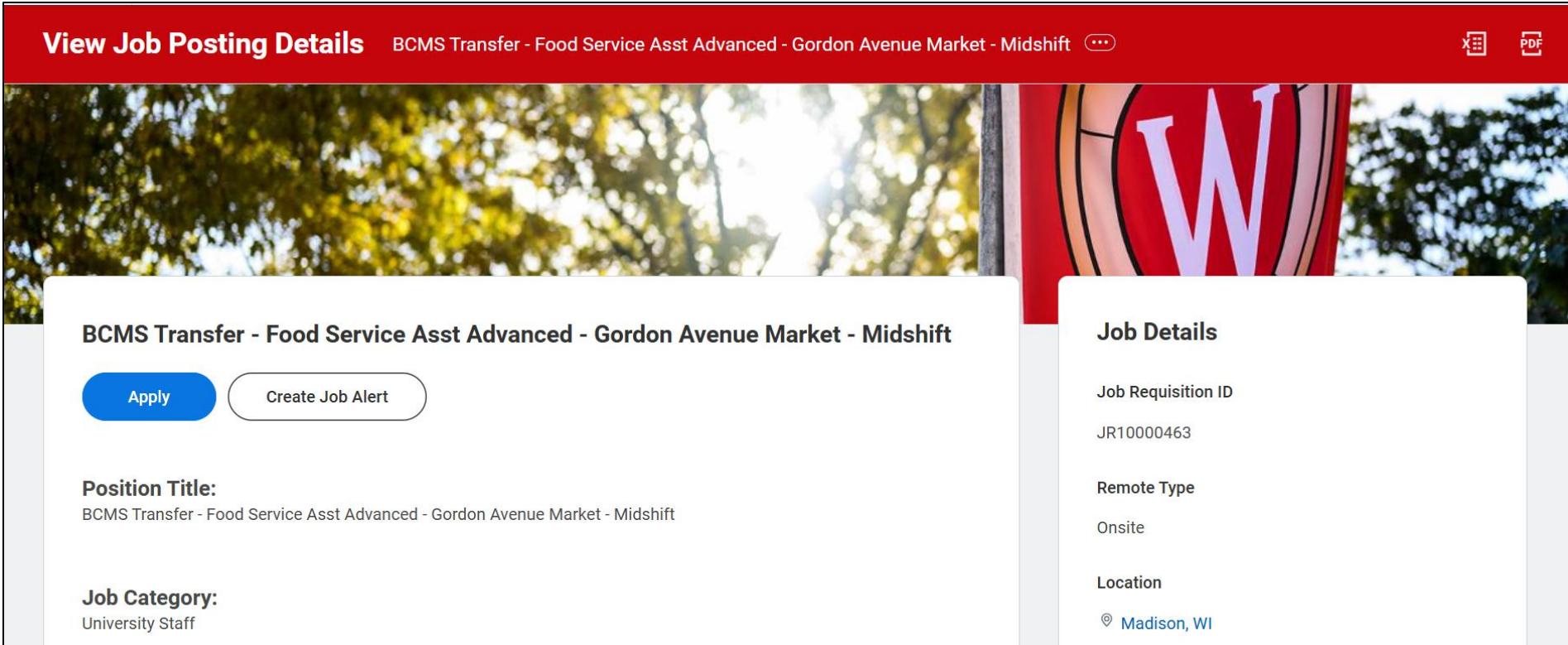
 [BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift](#)

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*.



The image shows a job posting page from a recruitment website. The top navigation bar includes "View Job Posting Details" (in red), the job title "BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift", and icons for print and PDF. The main content area features a large photo of a basketball hoop with a red backboard and a white "W" logo. Below the photo, the job title is repeated. Two buttons are visible: a blue "Apply" button and a white "Create Job Alert" button. To the right, a sidebar titled "Job Details" provides information: Job Requisition ID (JR10000463), Remote Type (Onsite), and Location (Madison, WI). The sidebar also includes a small "View Details" link.

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

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

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 hnub 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

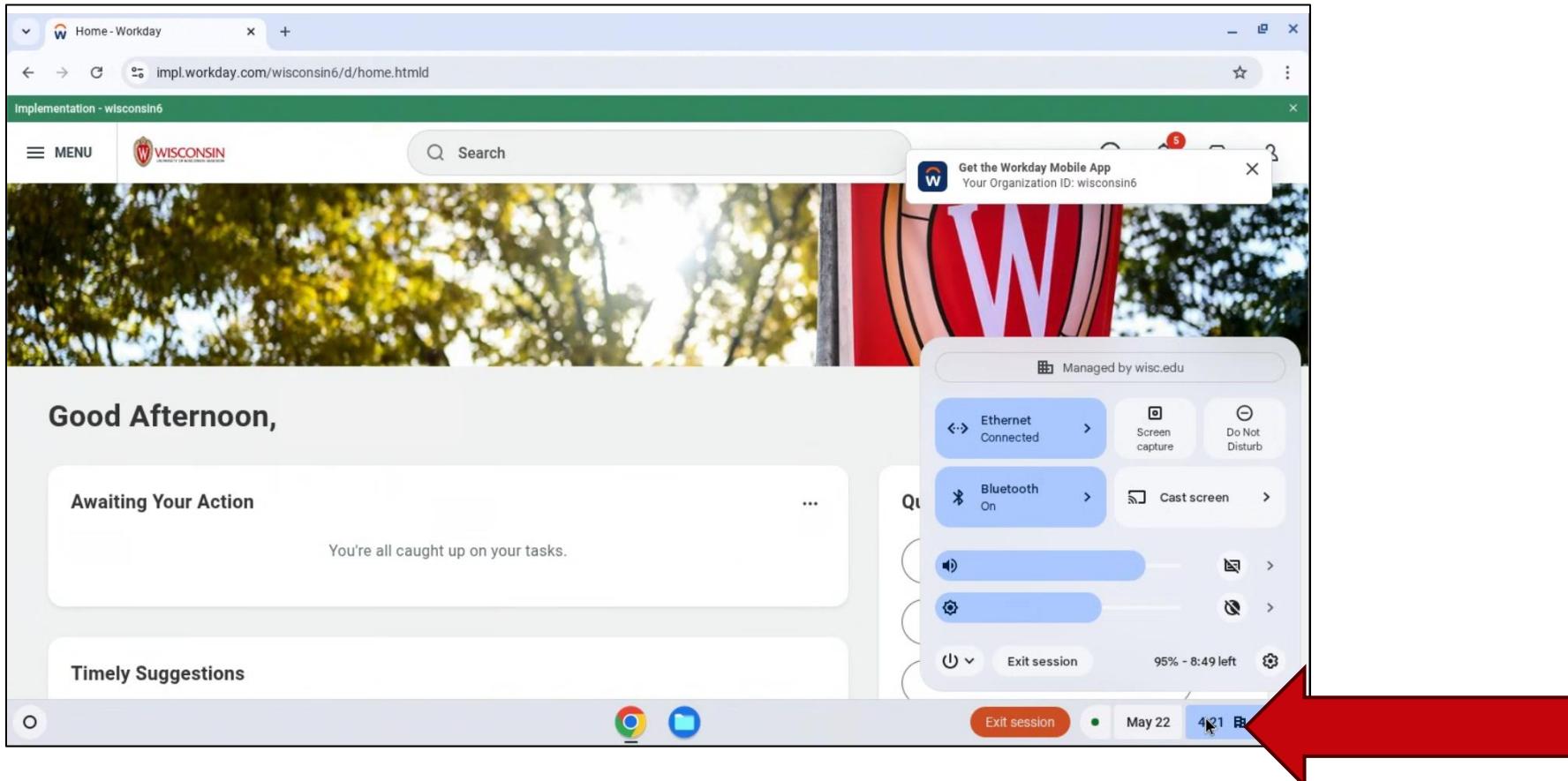
Open computer labs (Qhib)

- 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.

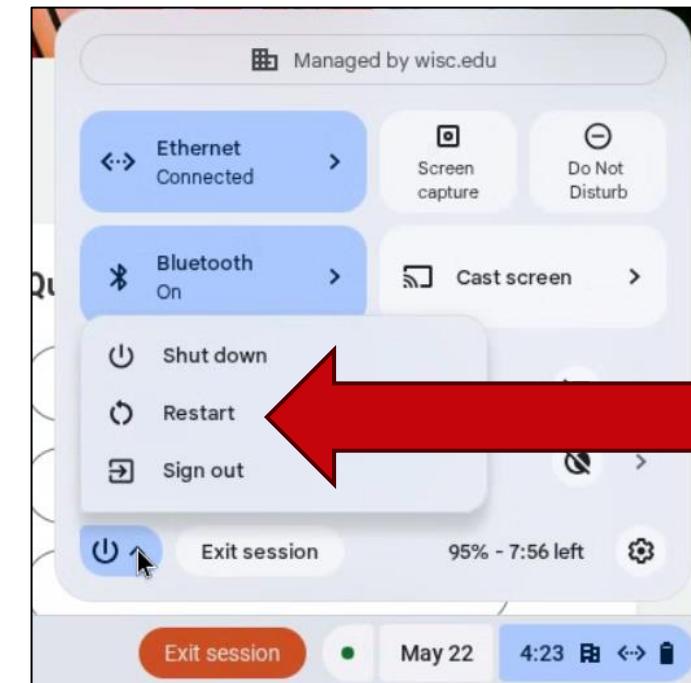
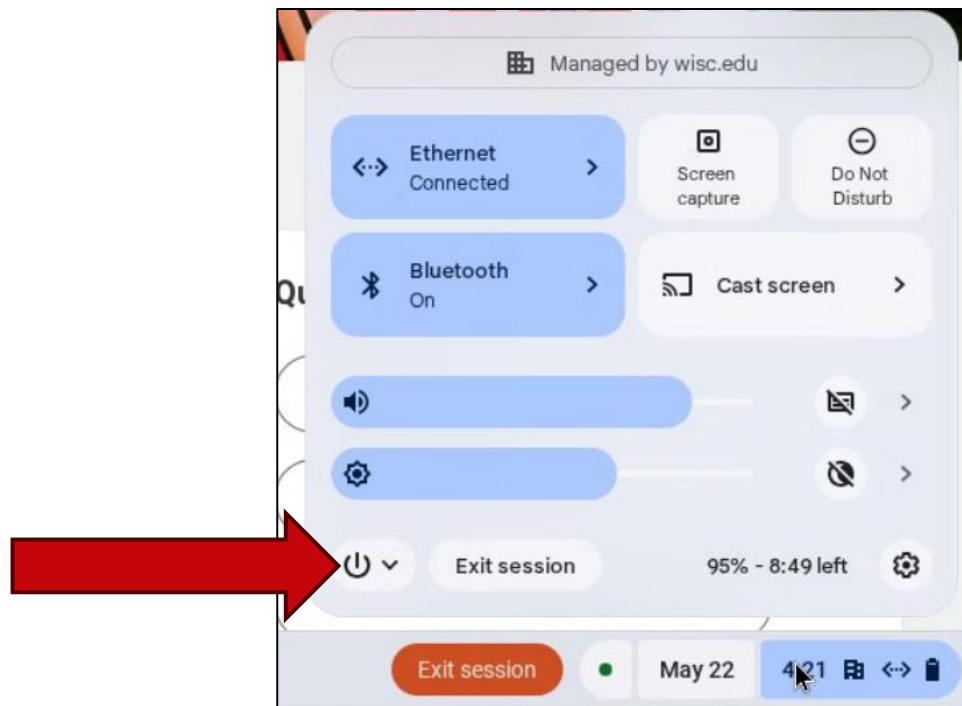


Kaw tawm

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

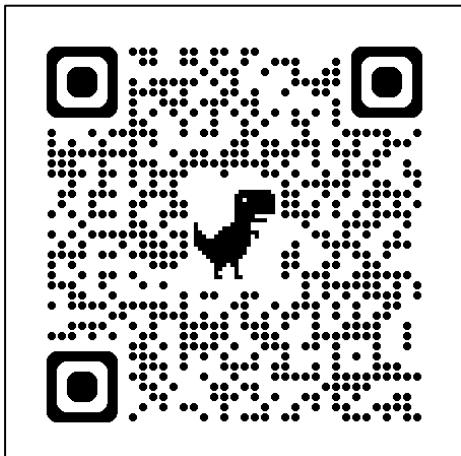
3. Xaiv qhov **Restart**.

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!