



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Workday In-Person Training Series

Week 3

- **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:

- Update direct deposit
- View time off balances
- Request time off
- Understand the Compensation tab
- Apply for UW jobs as an employee
- Apply for Blue Collar Multi-Shift (BCMS) jobs
- How to get help

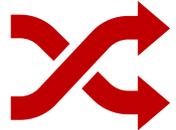
Agreements for Today



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.

Logging into Workday

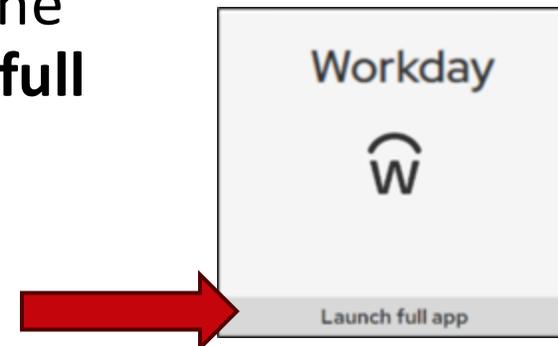


How to log into Workday on the computer.



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





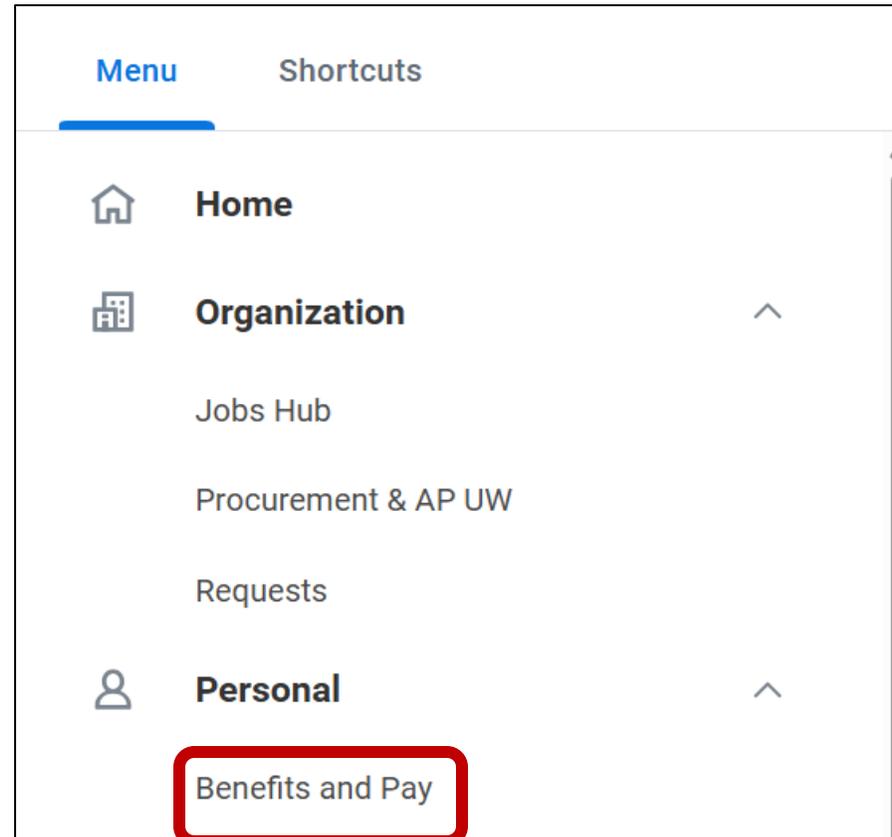
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How to Update Direct Deposit



Update direct deposit

1. From the **Workday Home Page**, click **Menu**.
2. Click **Benefits and Pay app**.



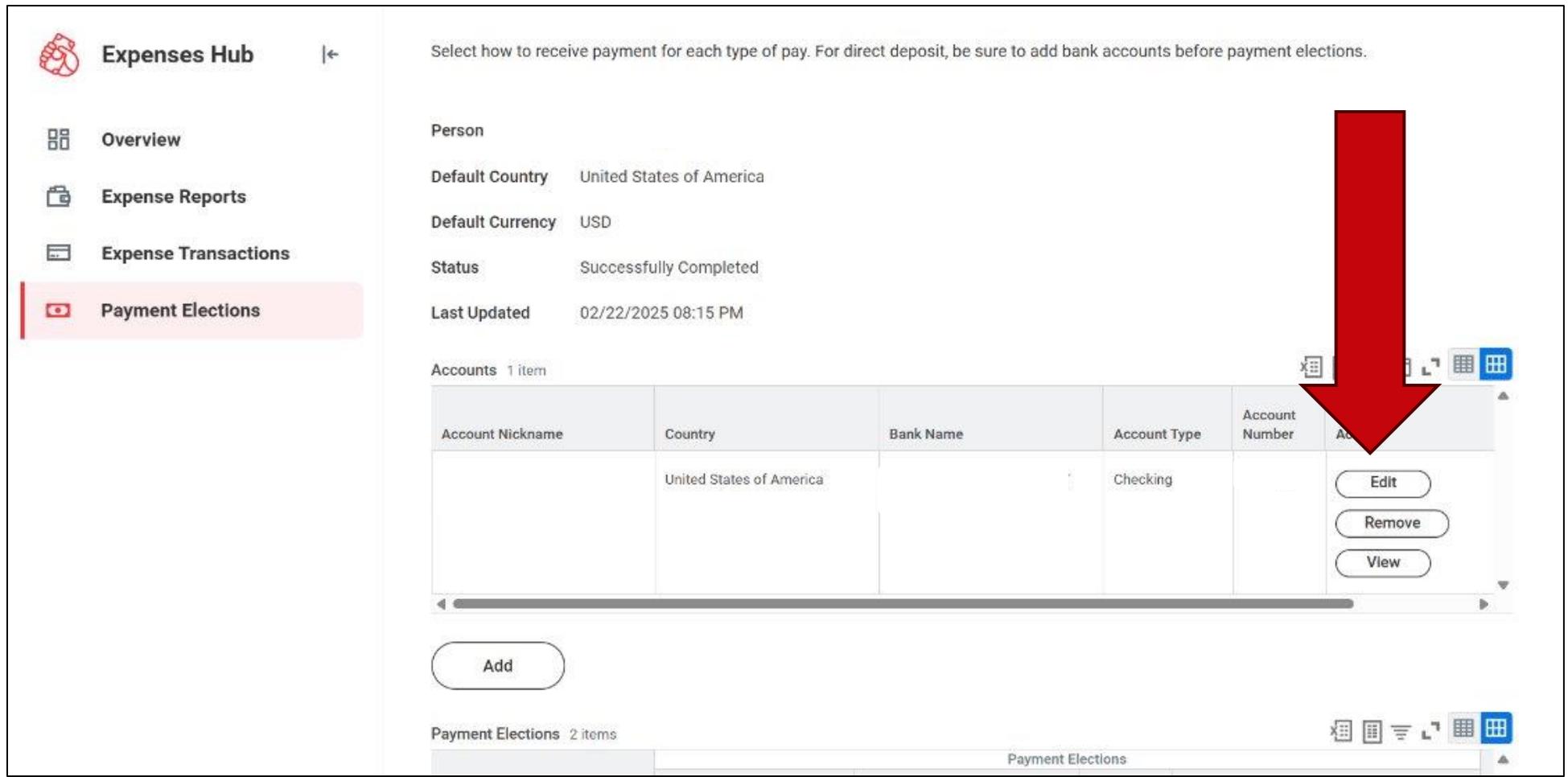
Update direct deposit

3. Click **payment elections**.

The screenshot displays a user interface for managing payroll. On the left is a vertical navigation menu with icons for home, grid, shield, folder, list, and link. The main content area is titled 'Tasks and Reports' and contains four buttons: 'Withholding Elections', 'Payment Elections', 'Change Benefits', and 'My Tax Documents'. A large red arrow points to the 'Payment Elections' button. Below this is an 'Overview' section with three cards: 'Most Recent Pay' (showing 'Your next pay day is April 17, 2025.' and 'Take Home Pay' with masked amount), 'Deductions' (showing 'Taxes and deductions from your most recent payslip.' and masked amount), and 'Current Benefit Costs' (showing 'Employee Cost (Semimonthly)' with masked amount).

Update direct deposit

4. Click **edit** to update your direct deposit.



The screenshot shows the 'Expenses Hub' interface. On the left is a navigation menu with 'Payment Elections' selected. The main content area displays a form for 'Payment Elections' with the following details:

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

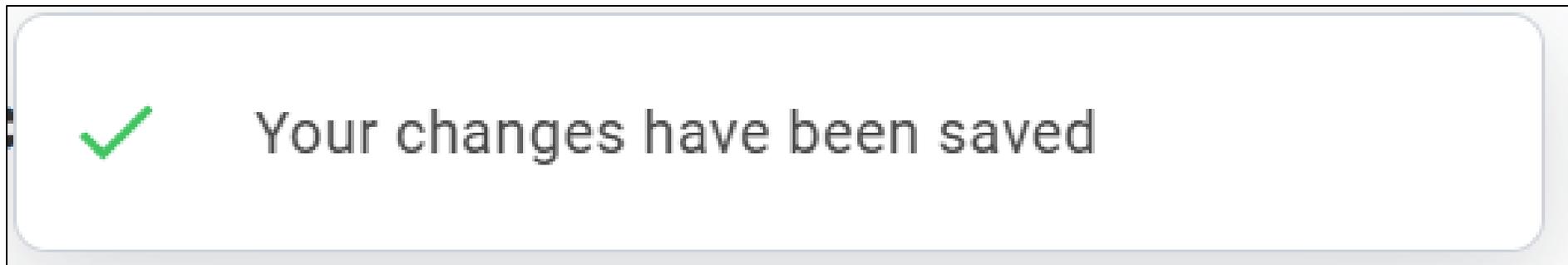
Below the form is a table titled 'Accounts 1 item'. The table has the following columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and Actions. The first row contains the following data:

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

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 page, there is a 'Payment Elections 2 items' section with a table header and a 'Payment Elections' label.

Update direct deposit

A message will pop up: **Your changes have been saved.**



Questions?





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View Your Time Off Balances



Time Off

Time Off

- Time away from work
- Vacation, sick, personal or legal holidays

Leave of Absence

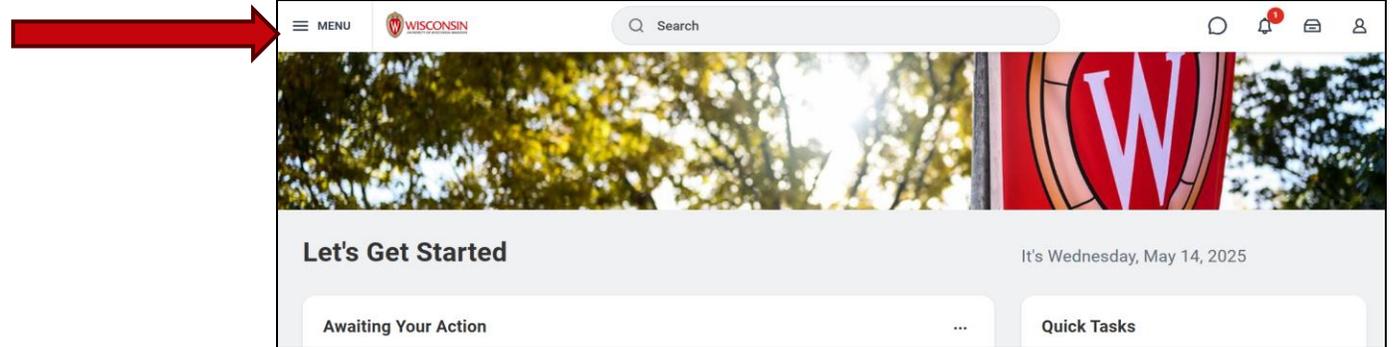
- Time away for a specific reason
- Family Medical Leave Act (FMLA), paid parental leave, etc.
- Talk with your supervisor or HR first

View Time Off Balances (Website)

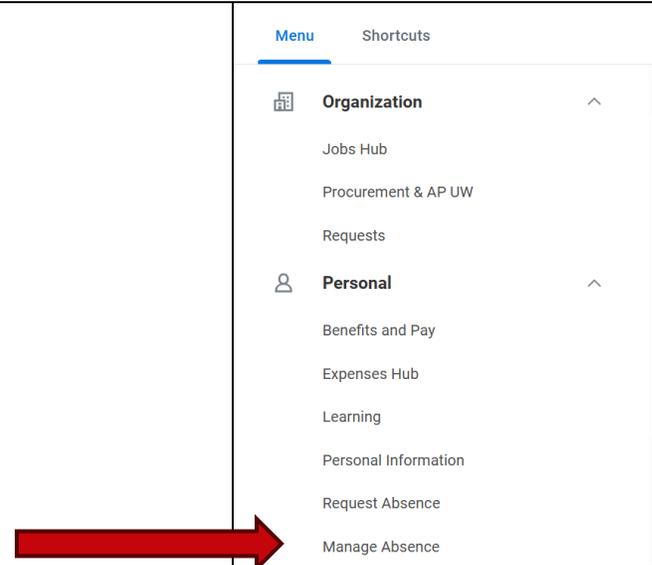


From your Workday Home Page:

1. Click **Menu**



2. Click **Manage Absence**



View Time Off Balances (Website)



3. Find **Balances** (right side of screen)

Scroll to see how many hours you have available for each type of time off

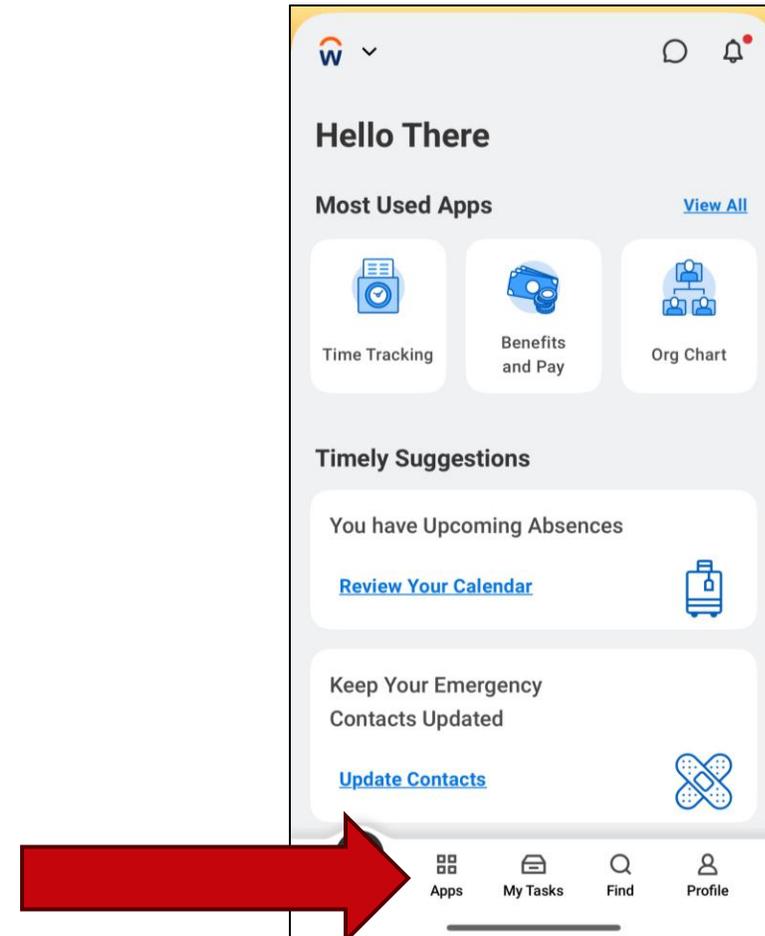
Balances	Requests
Balances as of 05/14/2025	
Legal Holiday	8 Hours
Personal Holiday	8 Hours
Sick	164.87356 Hours
Vacation Available	130.75 Hours
Vacation Year to Date	69.38576 Hours
Total of All Plans	

View Time Off Balances (Mobile App)



From your Workday home page:

1. Tap **Apps**
2. Tap the **Absence** app



View Time Off Balances (Mobile App)



3. Tap **Balances** (top of screen)

Scroll to see how many hours you have available for each type of time off

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

Questions?





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Request Time Off



How to request time off

You will use a **paper form** to submit a time off request.

- **Ask your supervisor** for a paper form
- **Fill out** the paper form
- **Return** the paper form **to your supervisor**

Request time off form

- Screen grab of form



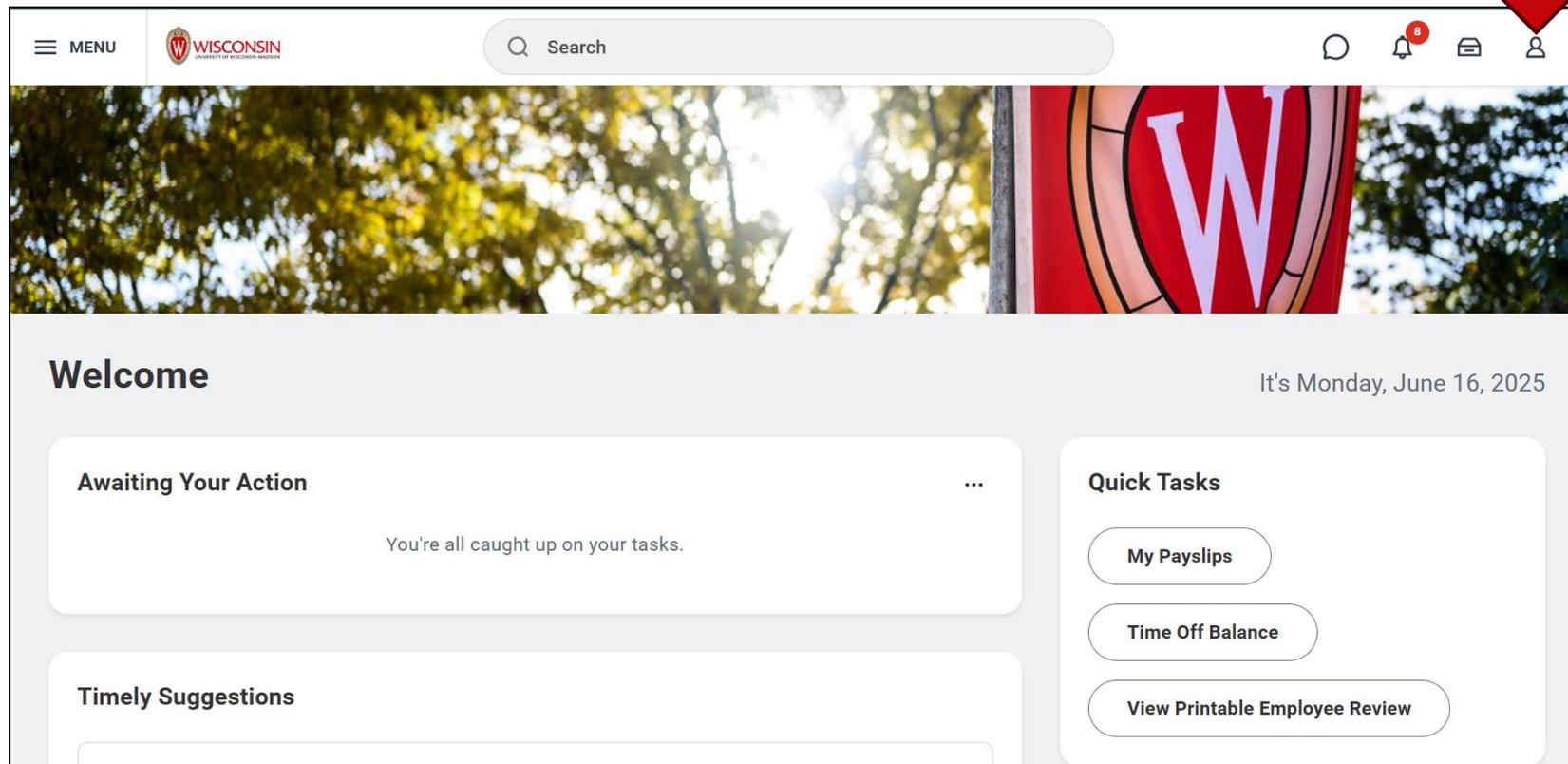
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Overview of Compensation tab



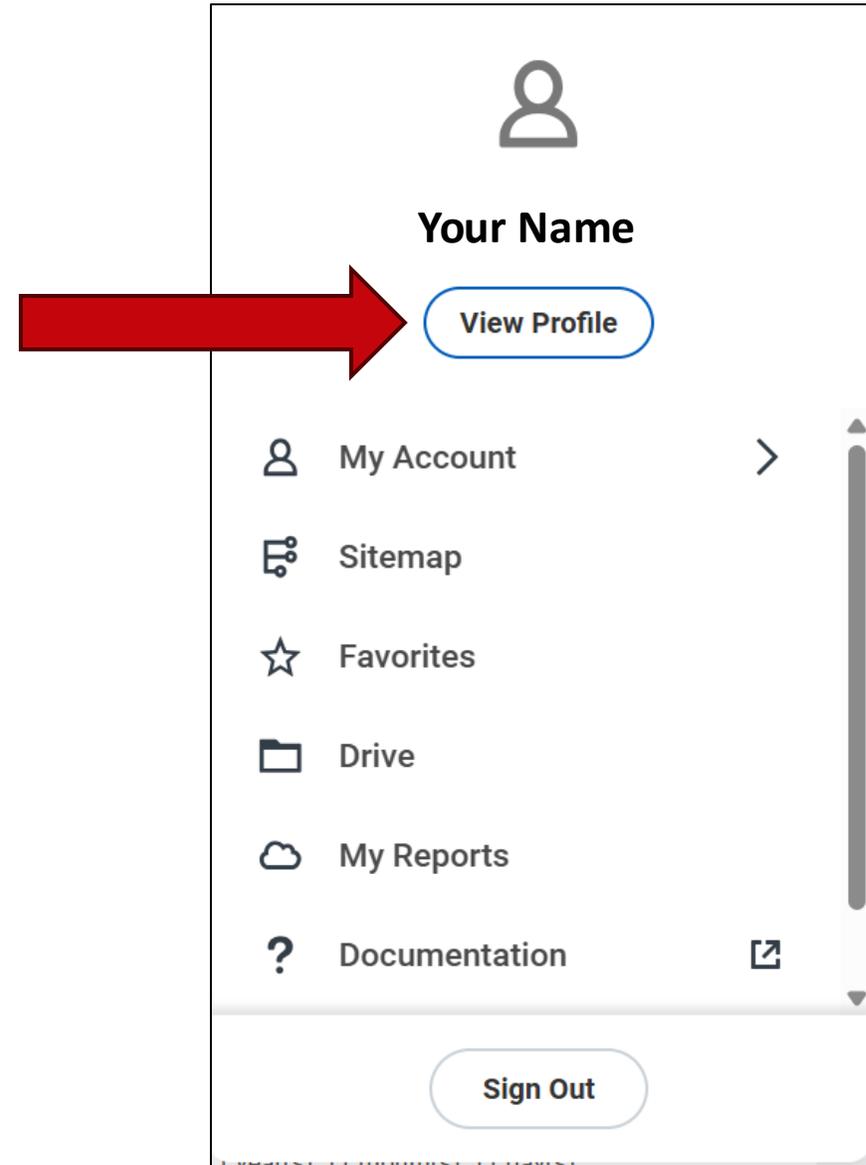
Compensation tab

1. Click on your **Worker Profile**.



Compensation tab

2. Click on **View Profile**.



Compensation tab

3. Click on **Compensation**.



- Email
- Team
- Summary
- Overview
- Job
- Compensation**
- Benefits
- Absence
- Pay
- More (4)

Compensation overview

The screenshot shows a web application interface for compensation management. At the top, there is a navigation bar with a 'MENU' icon, the 'WISCONSIN' logo, a search bar, and notification icons. A red sidebar on the left contains navigation options: Custodian, Actions, Email, Team, Summary, Overview, Job, Compensation (highlighted), Benefits, Absence, Pay, Contact, Personal, Performance, and Career. The main content area has tabs for 'Compensation', 'Total Rewards', and 'Pay Change History'. The 'Compensation' tab is active and displays a table with one item. Below this, there are details for the compensation package, including the package name, grade, profile, and company. At the bottom, there is another table showing plan assignments with three items.

Totals 1 item

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

Compensation overview

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

What is a Lump Sum payment?

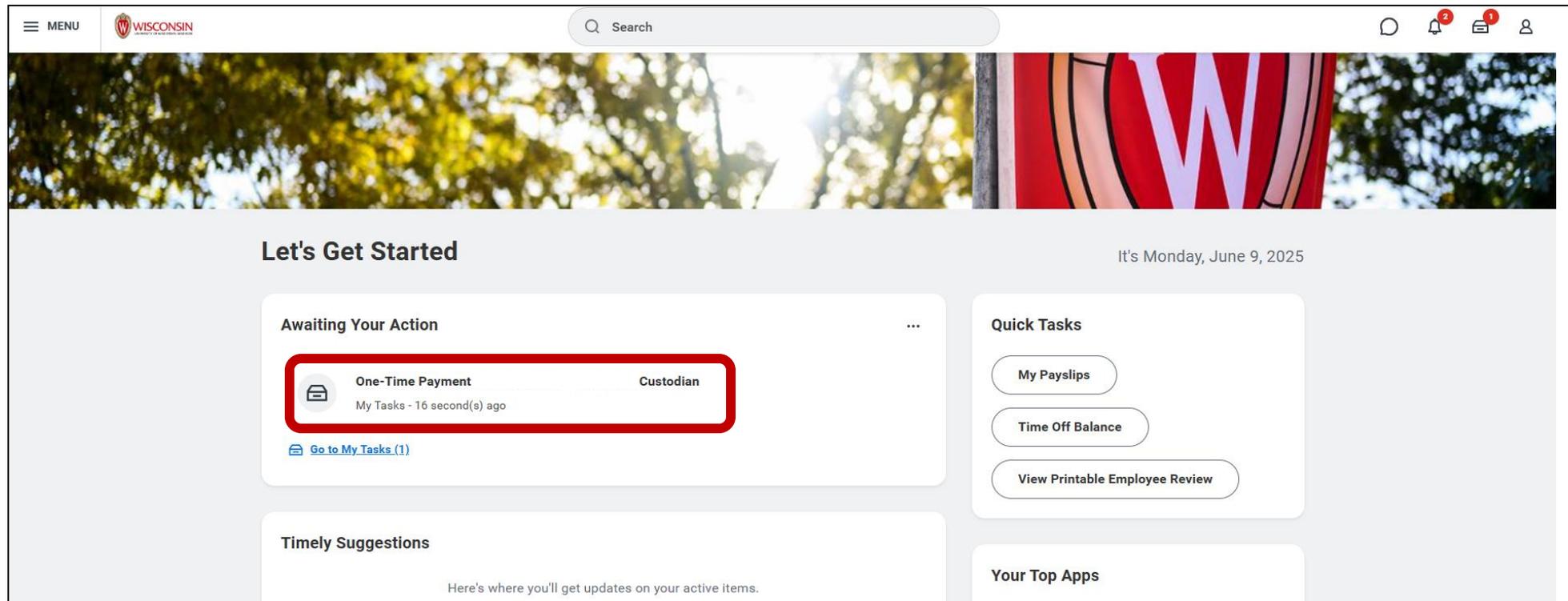
A **lump sum** is money you receive outside of your regular pay. It will be included in your paycheck.

Examples of lump sum payments:

- Night/Weekend/Shift differential pay
- Shoe allowance
- Performance bonus
- Snow removal bonus
- Hiring bonus
- Referral bonus

Lump Sum letter

1. New lump sum payments will appear under the **Awaiting Your Action** section on the **Workday home page**.



Accepting a letter

2. When you click on the allowance, you will see a **letter**. Click on the letter.

The screenshot displays a web application interface for the University of Wisconsin-System. The top navigation bar includes a 'MENU' icon, the 'WISCONSIN UNIVERSITY OF WISCONSIN SYSTEMS' logo, a search bar, and notification icons. The main content area is divided into three sections: 'My Tasks', 'All Items', and 'Documents'. The 'My Tasks' sidebar on the left contains 'All Items', 'Saved Search', 'Filters', and 'Archive'. The 'All Items' section shows a search bar and a list of items, with a red arrow pointing to the item 'One-Time Payment: Custodian' dated 06/09/2025. The 'Documents' section displays a document titled 'One Time Payment 2025-06-09.pdf' with a red arrow pointing to it. Below the document title, there is a 'Signature Statement' section with the text 'I have received my One Time Payment letter.' and an 'I Agree' checkbox.

Accepting a letter



Accepting a letter

3. Once you have reviewed the notification letter, click the checkbox next to **I Agree**.

4. Click **Submit**.

Print Generated Document Review Documents for One-Time Payment: Custodian

Documents

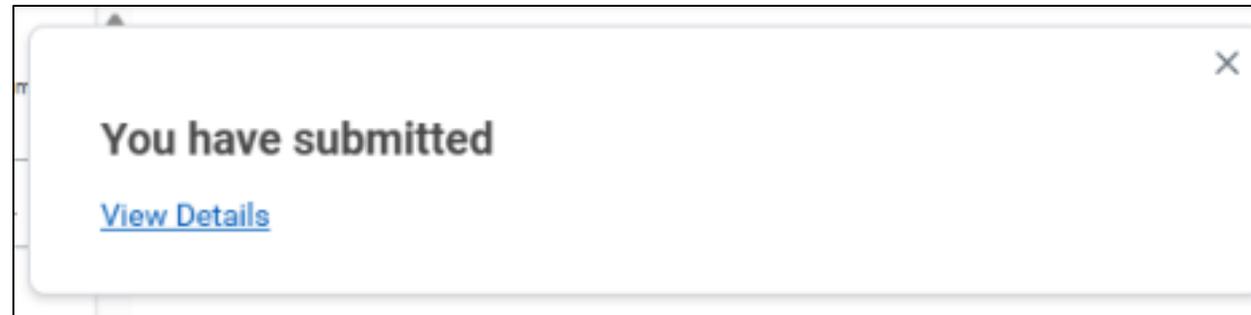
Document	 One Time Payment 2025-06-09.pdf
Signature Statement	I have received my One Time Payment letter.
I Agree	<input checked="" type="checkbox"/>

Comment



Accepting a letter

You will see a notification: **You have submitted.**



Questions?





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Break Time



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How to apply for a UW job as an employee



Applying for Jobs



Do not:

- Apply for jobs on the external UW jobs website (jobs.wisc.edu).



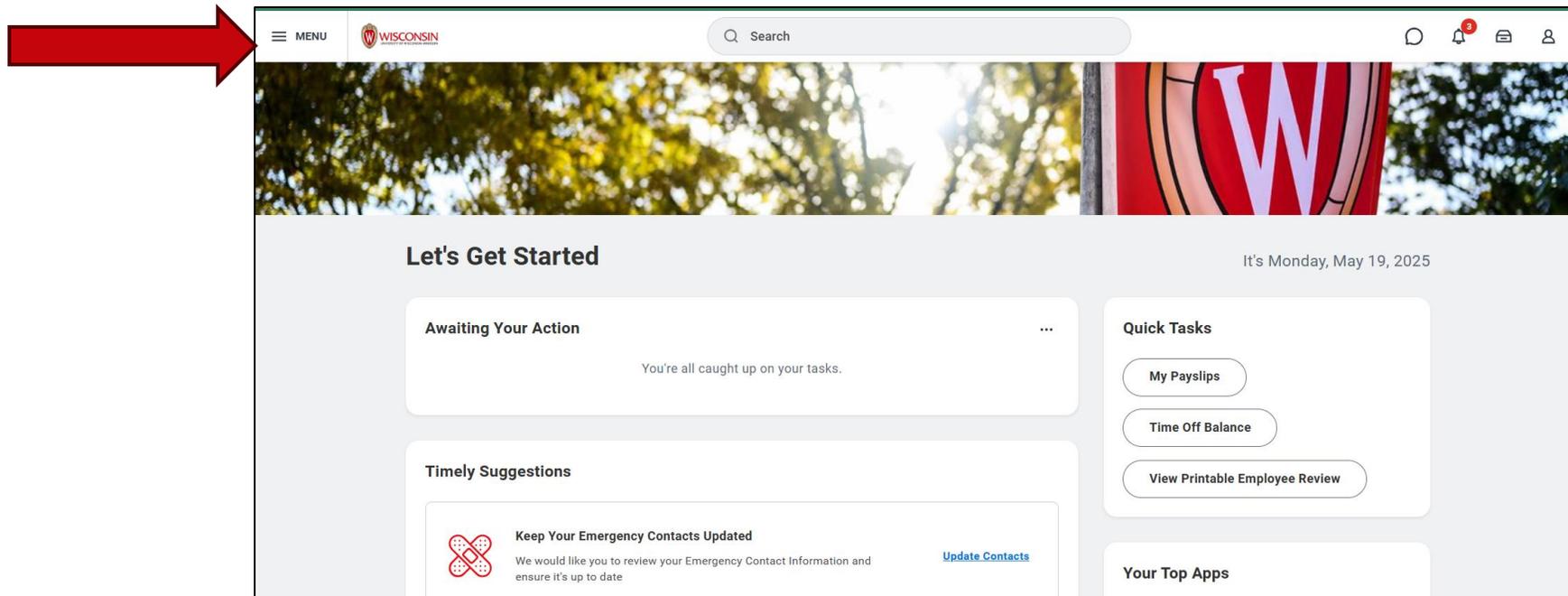
Do:

- Apply for UW jobs **in Workday** (regardless of campus).
- If you need language assistance, contact Cultural Linguistic Services (CLS).

Applying for UW Jobs



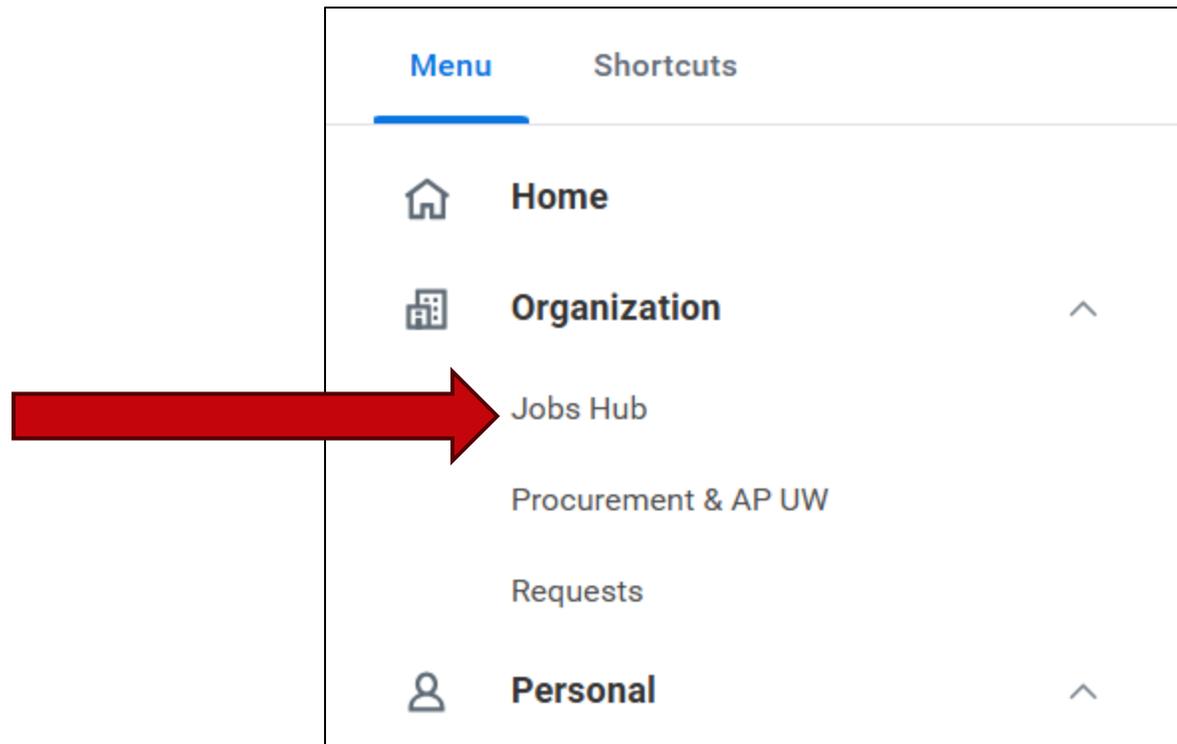
1. From the **Workday home page**, click on the **Menu**.



Applying for UW Jobs



2. Click on **Jobs Hub** under the **Organization** tab.



Applying for UW Jobs



Jobs Hub |←

3

- 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

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

1

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](#)

2

41

Applying for UW Jobs



1. The most recently posted jobs will appear first.
2. Use the **right or left arrow icons** to scroll through recently added jobs.

A screenshot of a web interface showing three job listings under the heading "Recently Added Jobs". A red circle with the number "1" is placed over the heading. A red circle with the number "2" is placed over a right-pointing arrow icon on the right side of the job listings. Each job listing includes a title, position title, location, time type, and job ID, with a "View Job" link at the bottom.

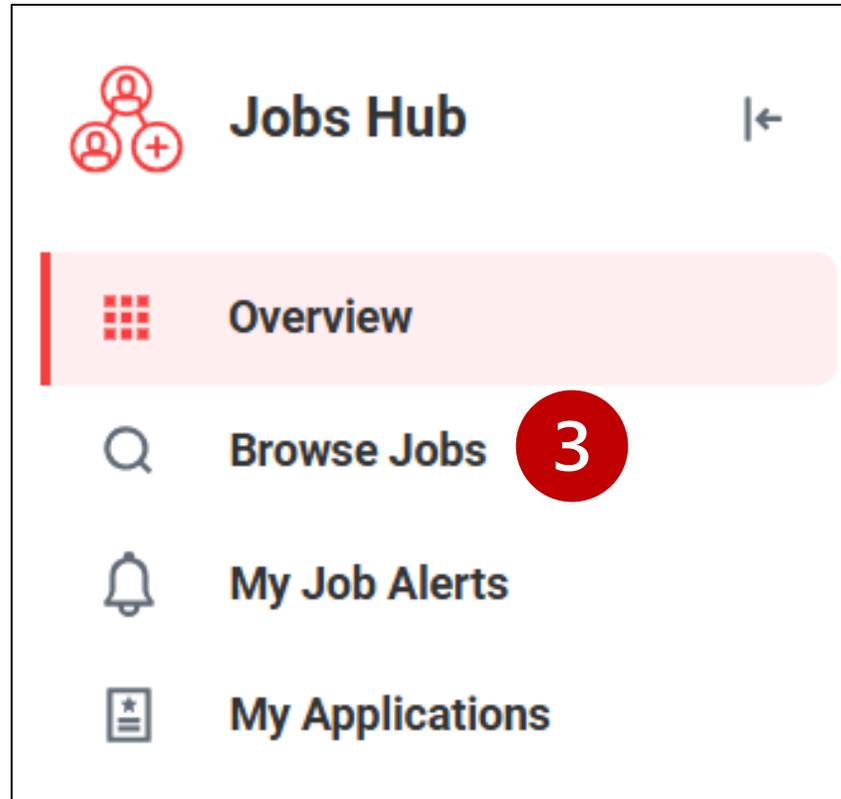
Recently Added Jobs 1

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

Applying for UW Jobs



3. Click the **magnifying glass icon** (Browse Jobs) to browse all open positions

Browse all jobs



WISCONSIN UNIVERSITY OF WISCONSIN MADISON

MENU 🗨️ 🔔 📧 👤

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

Jobs Hub | Overview | **Browse Jobs** | My Job Alerts | My Applications

Suggested Links

- Manage Job Alerts
- Professional Development
- Title and Standard Jobs
- Career Counseling
- Madison Benefits
- Wisconsin Retirement
- Employee Resources

Current Search

Employment Type

- Regular (49)
- Temporary (Fixed Term) (18)
- Terminal (Fixed Term) (2)

Institution

- UWMSN University of Wisconsin (39)
- UWSTP University of Wisconsin (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

Sort the list of jobs



The screenshot shows a job search interface. On the left, a sidebar titled 'Current Search' contains filters for 'Employment Type', 'Institution', 'Job Category', 'Job Family Group', 'Location', 'Remote Type', and 'Time Type'. The 'Employment Type' filter is expanded, showing 'Regular (49)' selected with a red checkmark, and 'Temporary (Fixed Term) (18)' and 'Terminal (Fixed Term) (2)' unselected. On the right, a list of 69 results is shown, including job titles like 'Talent Acquisition Specialist', 'Custodian', 'Admissions Counselor', 'Research Program Coordinator', 'Administrative Assistant II', 'Research Specialist', 'Research Specialist -', and 'Cardiac Surgeon', each with the institution name and application status.

The list of jobs can be sorted by:

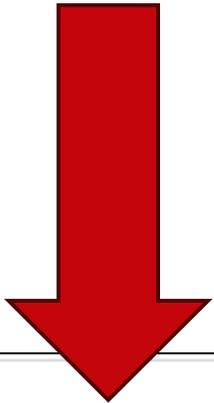
- Employment Type
- **Institution**
- Job Category
- Job Family Group
- **Location**
- Remote Type
- **Time Type**

Click the check box next to the job types you want to see.

Finding a job to apply for



4. To view the full job posting, click the **Job Title**.



[Custodian](#) 

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

Applying for Jobs



5. Once you find a job you want to apply for, click **Apply** to start the application process.

A screenshot of a job application interface. At the top, the word "Custodian" is displayed. Below it, there are two buttons: a blue button labeled "Apply" and a white button labeled "Create Job Alert". The "Apply" button is highlighted with a red rectangular border. Below the buttons, the text "Position Title:" is followed by "Custodian".

Custodian

Apply Create Job Alert

Position Title:
Custodian

6. Upload your application materials and fill out the application questions. You may indicate to maintain confidentiality.

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).*

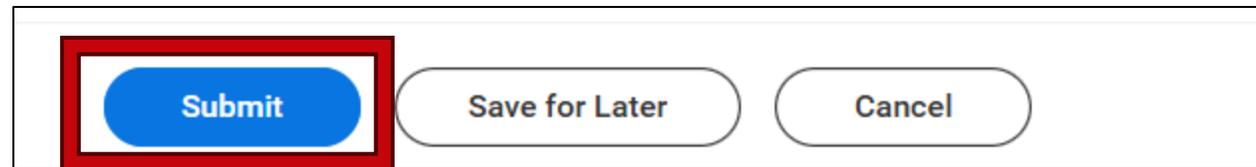
(Required)

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

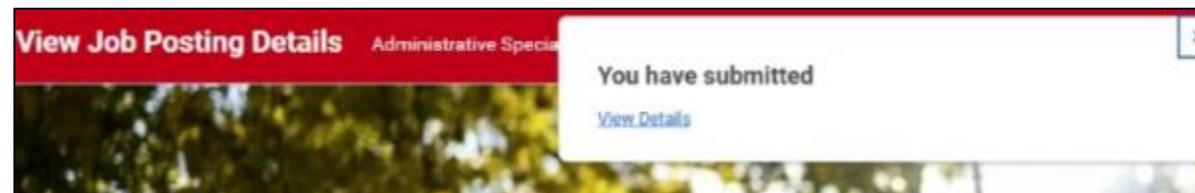
Submitting the application



7. Before you submit, review the information you entered. When you are ready, click **submit**.



A message will pop up: **You have submitted.**

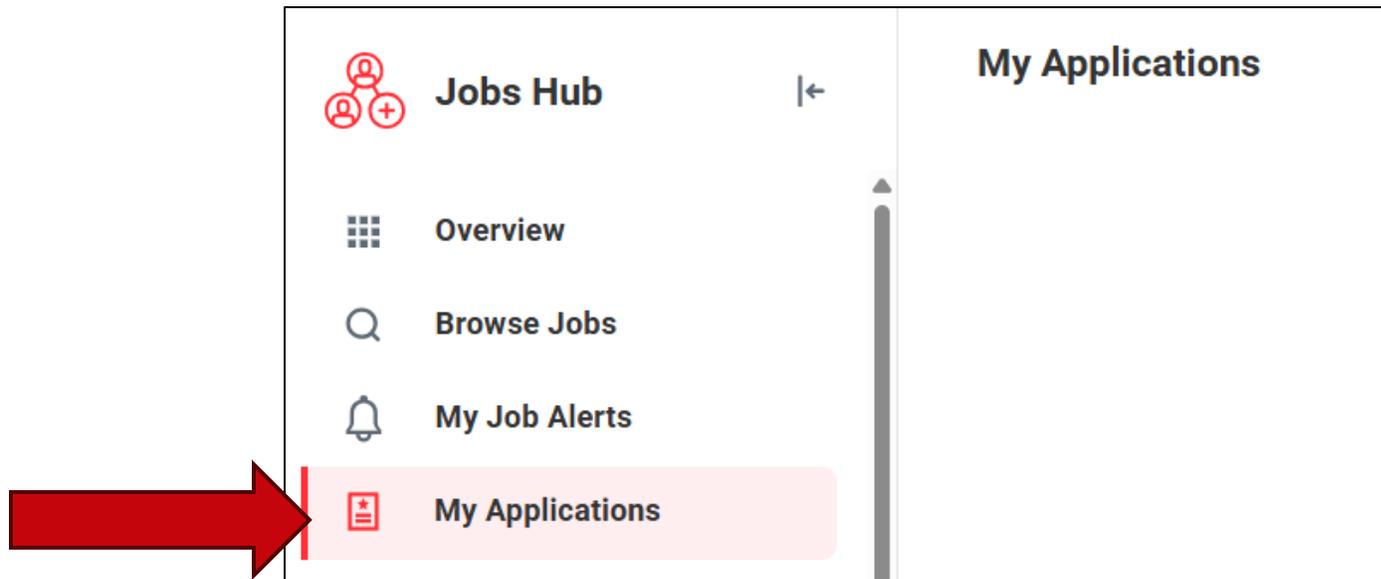


Reviewing your job applications



To view the application, see the application status, or withdraw your application:

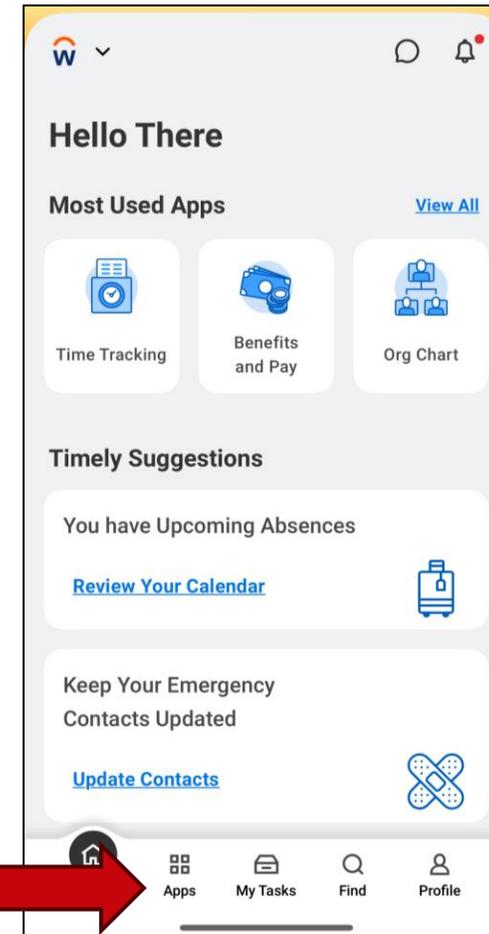
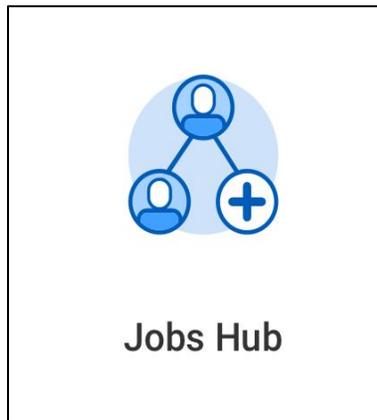
1. Go to the **Jobs Hub**.
2. Click on **My Applications**.



Applying for Jobs (Mobile app)



1. From the **Workday** home page, tap **Apps**.
2. Tap the **Jobs Hub**.

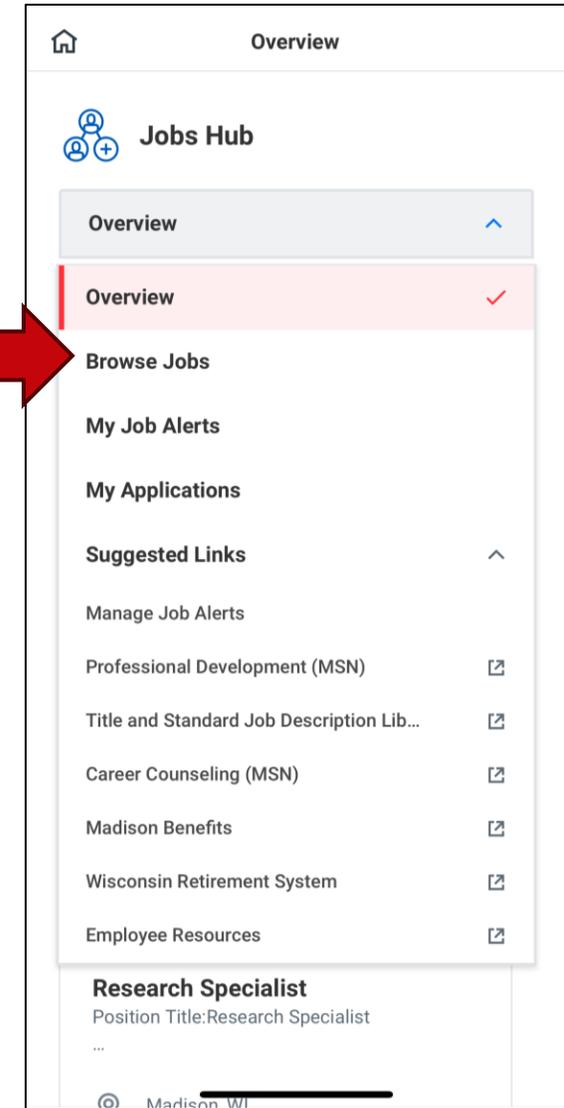
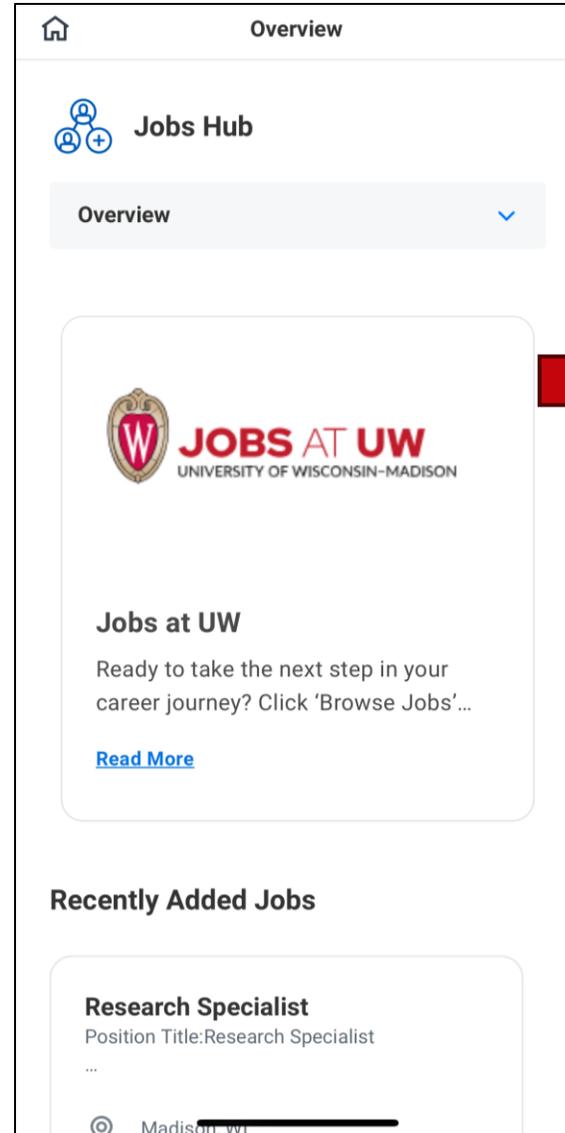


Applying for Jobs (Mobile app)



3. Scroll down to view **Recently Added Jobs.**

4. Tap **Overview** and select **Browse Jobs.**



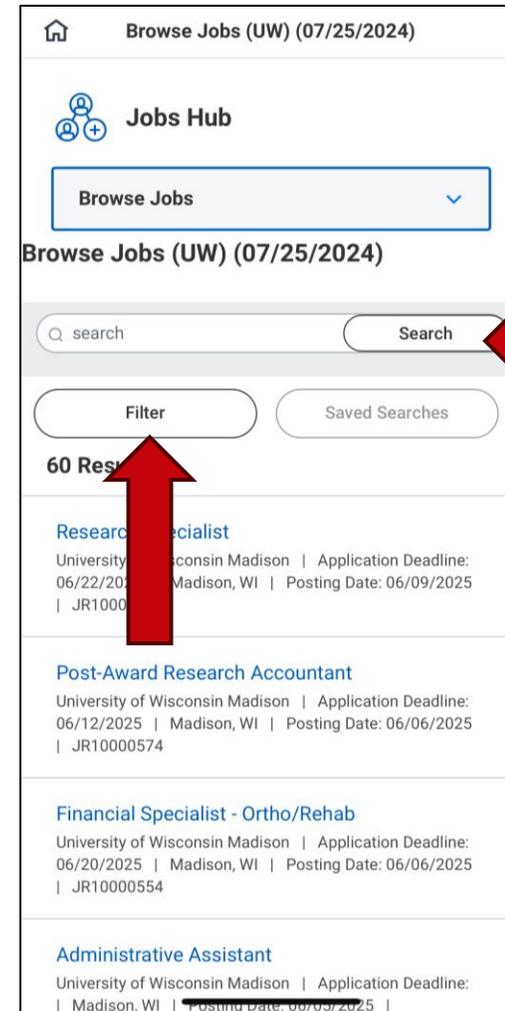
Applying for Jobs (Mobile app)



5. Use the **search bar** to search for a job.

OR

Use the **filter button** to narrow your search.



Practice: Review Job Postings

- Follow the instructions to view job postings
- Identify some jobs that are of interest to you
- Remember to use the filters to narrow your search

- Raise your hand if you need help
- If you finish early, you can help others.



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How to apply for Blue Collar Multi-Shift Transfer (BCMS)



BCMS Transfers

Employees might apply for a BCMS transfer to:

- Change shift times
- Change departments within a division

Who can apply for a BCMS transfer?

- Blue Collar Multi-Shift transfers (BCMS) are only for current, permanent UW-Madison employees.

How can I apply for a BCMS transfer?

- You can apply online or in-person.
- A completed BCMS transfer form is required for both applications.

BCMS Requirements

You must meet all of the following criteria to be eligible for a Blue-Collar Multi-Shift Transfer:

1. Currently employed in the same title within your division
2. No disciplinary letter(s) received within the last 12 months
3. Have not transferred via the BCMS process within the last six months
4. Not currently on probation
5. Meet all required qualifications for the BCMS transfer position

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

The deadline to apply is 7 days after the position is posted.

BCMS Transfer Form

- Find the BCMS Transfer form here: <https://jobs.wisc.edu/bcms>
- Available in all languages
- Paper forms available

BCMS Forms

ENGLISH

ESPAÑOL / SPANISH

ཐོག་ལོན་ / 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 #: <small>(Found on your earning statements)</small>	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.

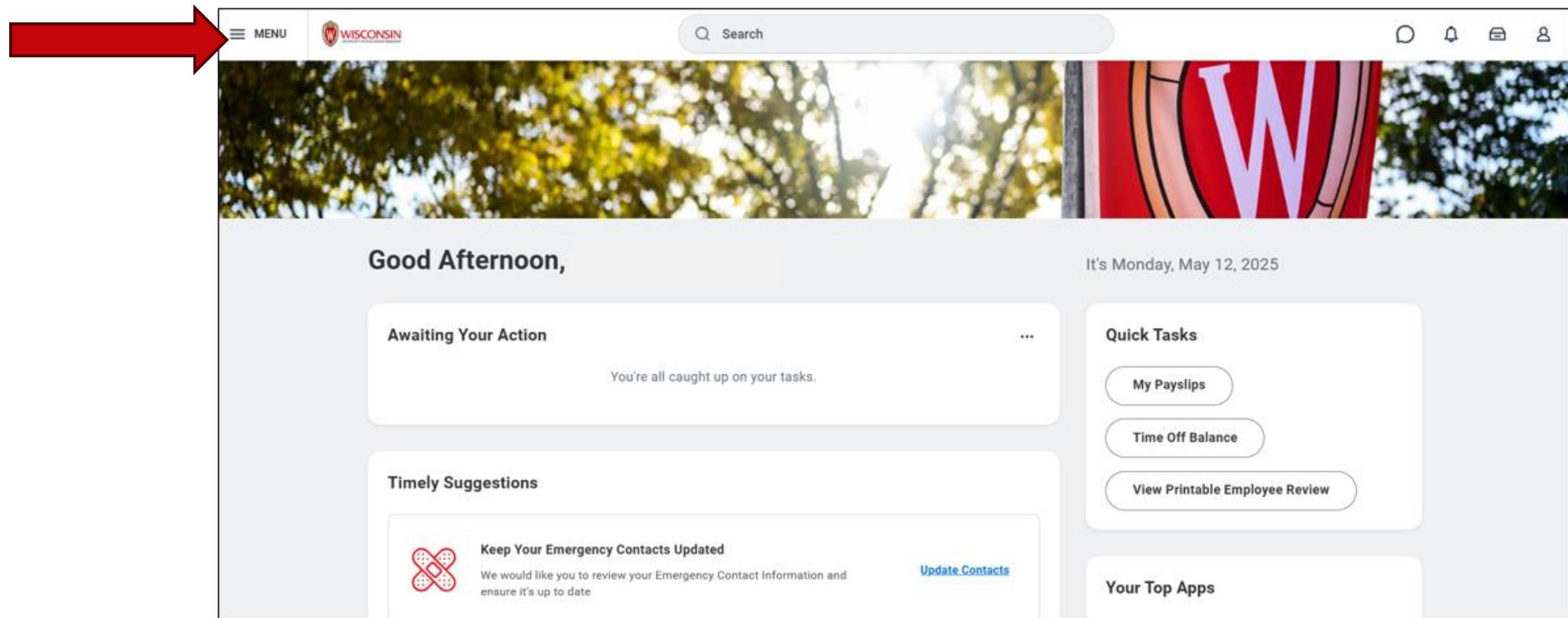
In-Person Application:

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 (ཐོག་ལོན་ 608-890-2545), Chinese (汉语 608-890-2628), or Nepali (नेपाली 608-262-7521).

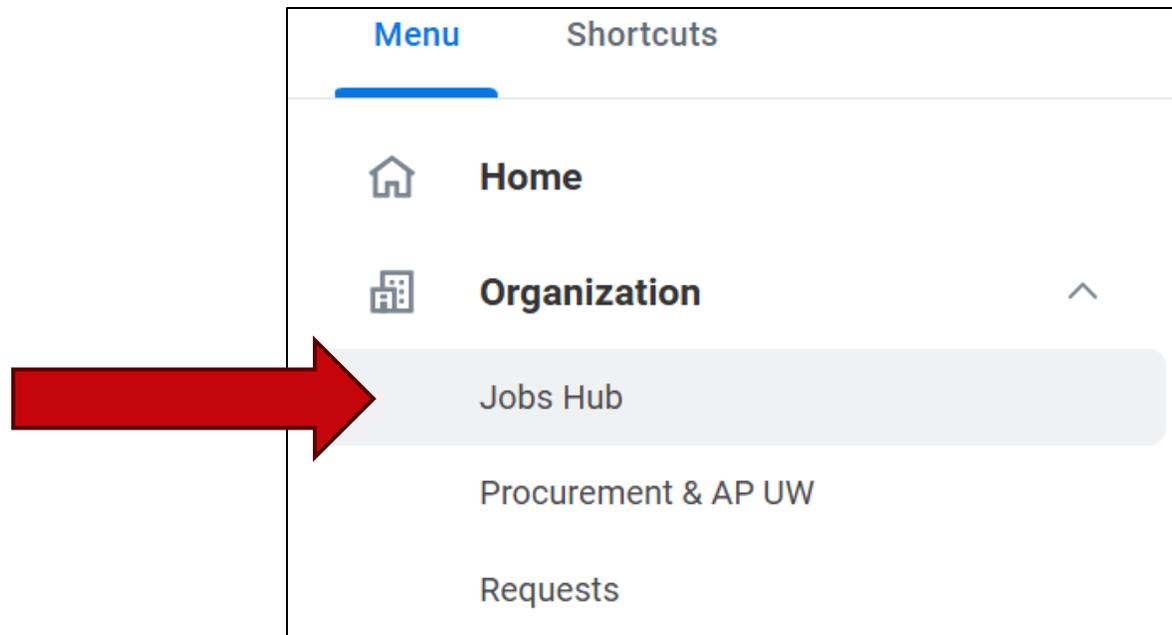
How to apply for a BCMS Transfer

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



Apply for a BCMS Transfer

2. Click on **Jobs Hub** under the **Organization** tab.



Apply for a BCMS Transfer

3. Click **Browse Jobs**.

4. In the **search bar**, type **BCMS**. Hit the **enter button** on your 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 'Saved Searches' link. The interface is divided into two columns: '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' column shows a job listing: 'BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift'. Below the job title, it lists 'University of Wisconsin Madison | Application Deadline: 06/10/2025 | Madison, WI | Posting Date: 06/03/2025 | JR10000463'.

Apply for a BCMS Transfer

- A list of open BCMS positions will appear.
- In the **position title**, it will identify the following details about the job:
 - Title
 - Unit
 - Shift
- To learn more about the position, click on the **Job Posting Title**.

1 Result

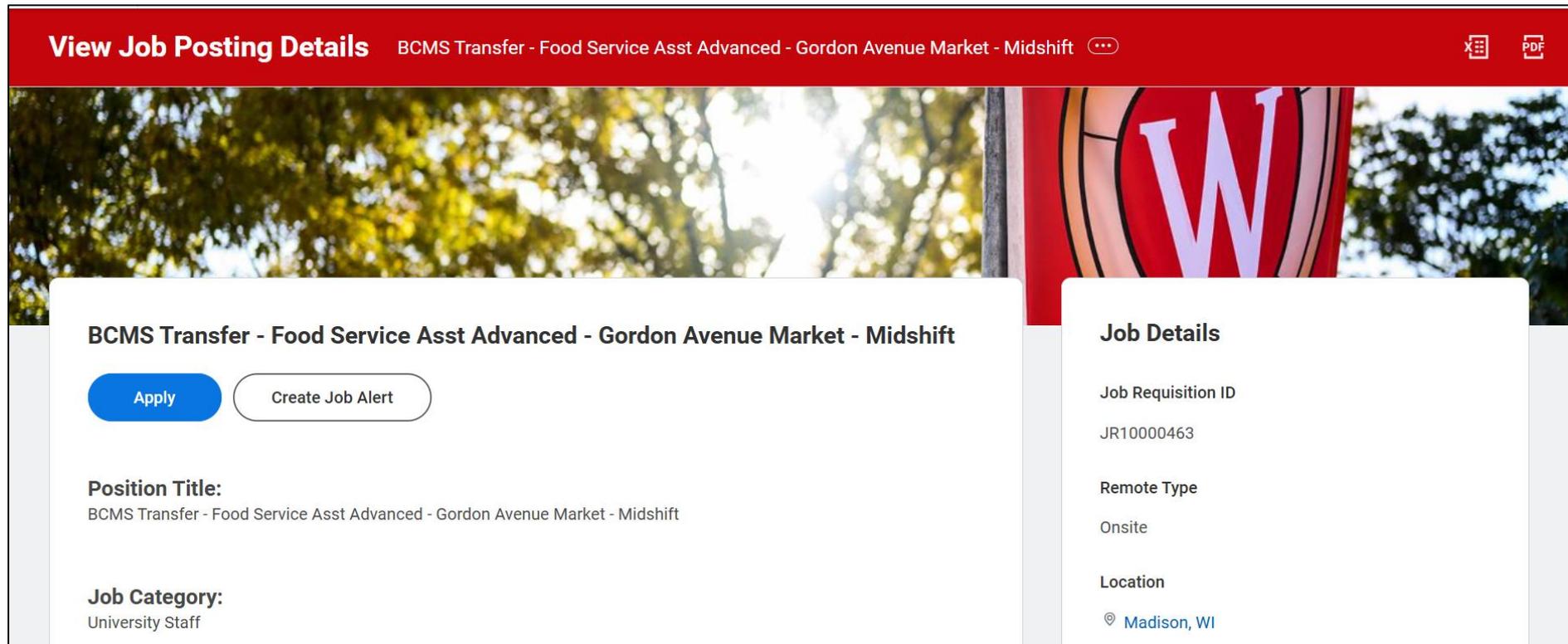
[BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift](#)

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

Apply for a BCMS Transfer

5. Click **Apply**.

6. **Upload** a completed BCMS Transfer form in place of a resume.



The screenshot shows a job posting interface. At the top, a red header contains the text "View Job Posting Details" followed by the job title "BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift" and a menu icon. Below the header is a banner image featuring a large white letter 'W' on a red background, likely representing a university logo. The main content area is divided into two columns. The left column displays the job title "BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift" and two buttons: a blue "Apply" button and a white "Create Job Alert" button. Below the buttons, the "Position Title:" is listed as "BCMS Transfer - Food Service Asst Advanced - Gordon Avenue Market - Midshift", and the "Job Category:" is listed as "University Staff". The right column is titled "Job Details" and lists the following information: "Job Requisition ID" is JR10000463, "Remote Type" is Onsite, and "Location" is Madison, WI.

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

Apply for a BCMS Transfer

6. Before submitting your application, review the information.
7. Click **Submit**.

You will receive an email confirming your application.

Apply for a BCMS Transfer

Paper applications are available

- Request a paper BCMS Transfer form from your division's HR office or print the form from the BCMS website: <https://jobs.wisc.edu/bcms>
- Submit the completed transfer form to your HR office.

Questions?





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How to get help

How to get help

- Contact your supervisor or local HR
- Attend Cultural Linguistic Services (CLS) Open Computer Labs
 - 3rd Wednesday of the month
 - 3:30 p.m. – 5 p.m.
 - 21 North Park Street Room 5041 (5th floor)
 - You **do not** need to register or make an appointment to attend



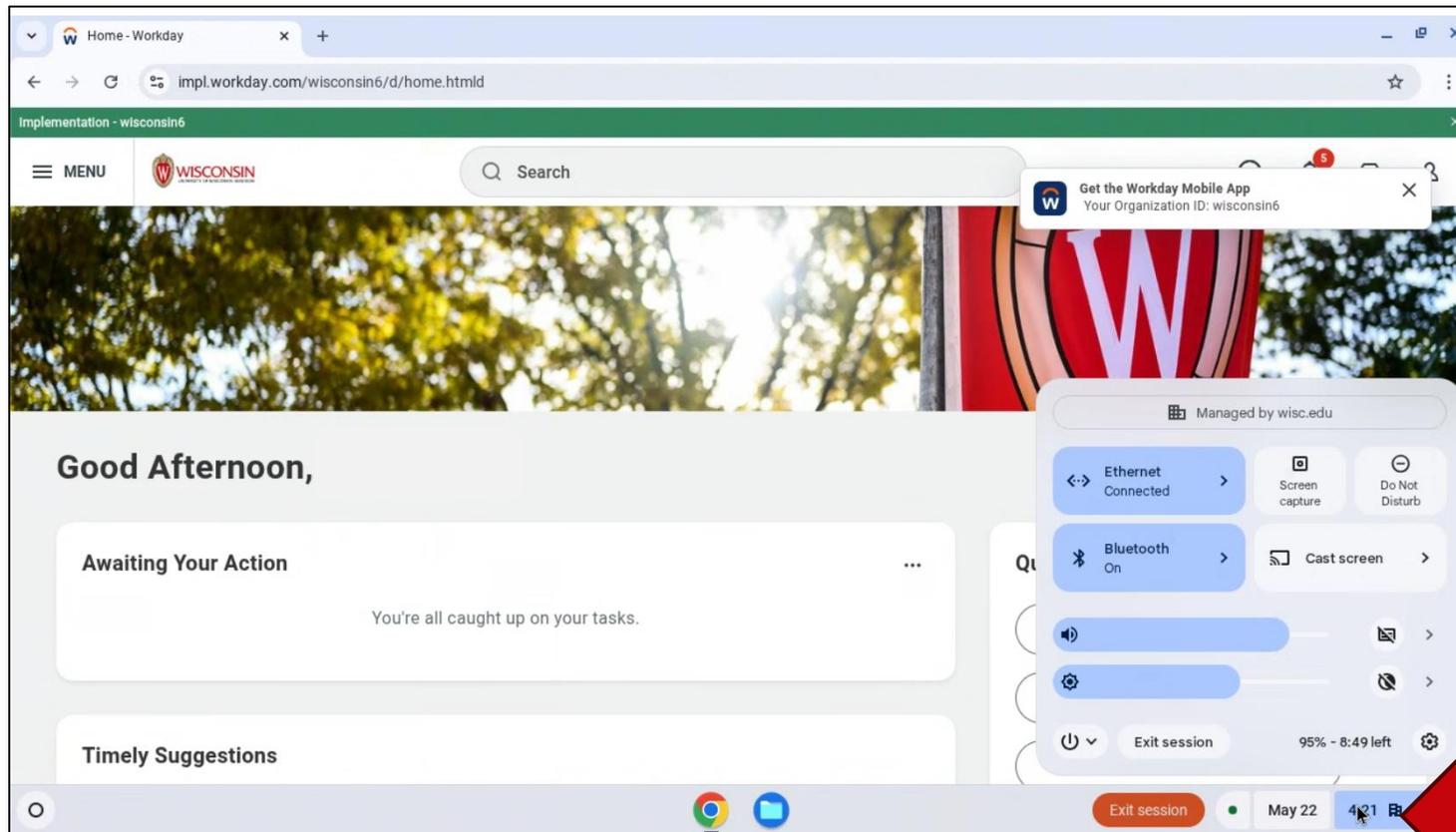
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Resources and Next Steps

Log off

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

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

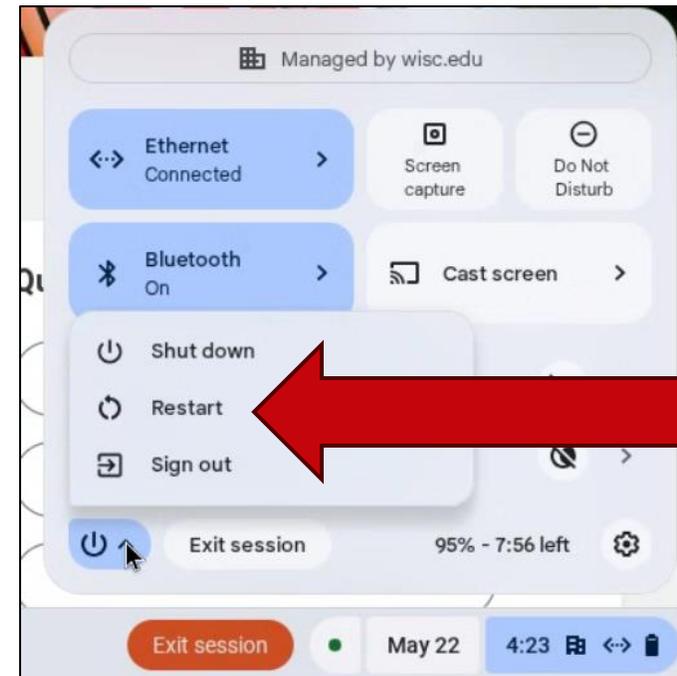
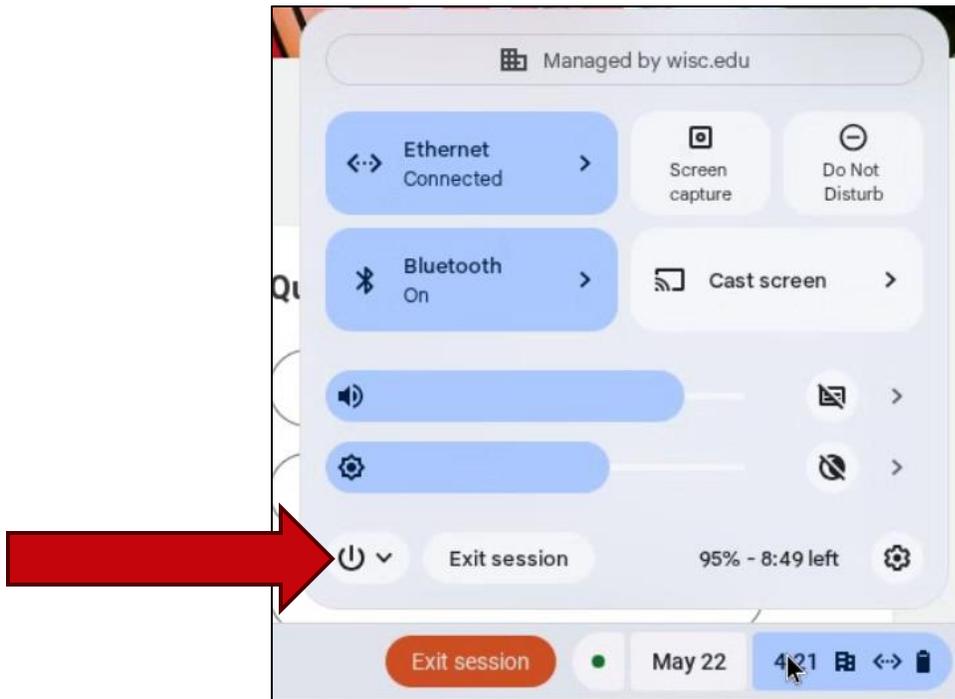


Log off

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

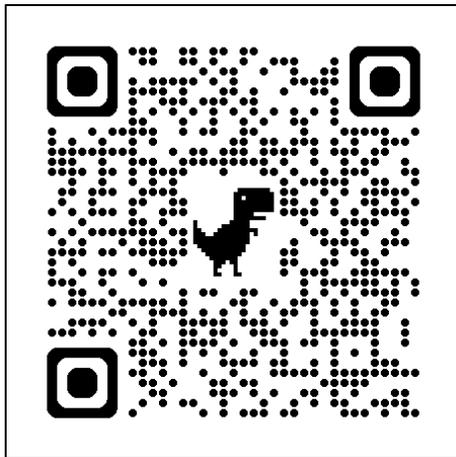
3. Select **Restart**.

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
- Translations



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)
- Ask your supervisor if you need help



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Thank you!