

Subject: Welcome to Workday!

Workday is now live at the Universities of Wisconsin! You can access Workday through a new tile in MyUW. This new system will help make finance, human resources, and research administration processes more consistent and efficient at all 13 universities. Every UW employee will use Workday for various aspects of their job, helping make tasks easier and more connected.

The best way to get started is to explore Workday yourself. We hope you will find it easy to use and navigate. To help get familiar with the system, we recommend starting with these topics:

Top 10 Things to Know and Explore in Workday

1. [Getting to know Workday](#)
2. [Managing Time Off](#)
3. [Timekeeping Tips](#)
4. [Benefits and My Insurance Benefits](#)
5. [Submitting Expense Reports](#)
6. [Making a Purchase](#)
7. [Finding Job Opportunities throughout the UWs](#)
8. [Introducing Workday Learning](#)
9. [Understanding Your Paycheck and Payslip](#)
10. [Workday Website – How-to Guides, Job Aids, GetHelpUW, and Resources](#)

For Managers If you manage employees, the Workday Website also has a section for you, <https://www.wisconsin.edu/workday/workday-for-managers/>. It includes information about the **My Team Management Dashboard**, how to approve time off, and a list of recommended tasks for managers.

Need help?

Visit the GetHelpUW section on the Workday website if you need more support, <https://www.wisconsin.edu/workday/get-help/>. You can submit a help request (called a “ticket”), and you’ll get confirmation and be able to track its progress.

We know learning a new system takes time and patience – for everyone. We appreciate your cooperation and look forward to supporting you as we all adjust to Workday together.

[On Wisconsin!](#)

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