

Txog: Txais to rau qhov *Workday*!

Workday pib tam sim no lawm rau cov tsev kawm ntawv *Universities of Wisconsin*! Koj qhib tau *Workday* nyob ntawm ib daim tshiab hauv *MyUW*. Qhov kev tuav ntaub ntawv tshiab no yuav pab kev tuav nyiaj, ua num pab tib neeg ua haujlwm, thiab tswj cov kev ua raws kom zoo sib xws thiab ua tau zoo rau tag nrho 13 lub tsev kawm ntawv qib siab. Txhua tus neeg ua haujlwm hauv UW yuav siv *Workday* ua ntau yam ntawm lawv txoj haujlwm, pab kom ua cov dej num yooj yim thiab sib txuas tau ua ke.

Qhov zoo tshaj rau pib yog sim siv qhov *Workday* koj tus kheej. Peb vam tias koj yuav pom nws yooj yim thiab txav tau mus rau ub rau no. Rau pab kom paub siv qhov kev tshiab, peb xav kom koj pib mus sim cov nram no:

10 Yam Koj Yuav Tsum Paub thiab Xyaum Siv nyob hauv *Workday*

1. [Xyaum Siv Kom Paub *Workday* \(Getting to know *Workday*\)](#)
2. [Tswj Caij Thov So \(Managing Time Off\)](#)
3. [Tswv Yim rau Ntaus Caij Ua Haujlwm \(Timekeeping Tips\)](#)
4. [Cov Paj Kas Phais thiab Kev Tuav Cov Paj Kas Phais \(Benefits and My Insurance Benefits\)](#)
5. [Xa Qhia Cov Nqi \(Submitting Expense Reports\)](#)
6. [Kev Yuav Ib Qhov Khoom \(Making a Purchase\)](#)
7. [Nrhiav Cov Haujlwm Qhib hauv Cov UWs \(Finding Job Opportunities throughout the UWs\)](#)
8. [Qhia Kawm *Workday* \(Introducing *Workday* Learning\)](#)
9. [To Taub Koj Daim Nyiaj thiab Tw Them Nyiaj \(Understanding Your Paycheck and Payslip\)](#)
10. [Workday Website – Kev Qhia Ua Raws, Cov Kev Qhia, Muab Kev Pab UW, thiab Cov Chaw Pab Li Cas \(How-to Guides, Job Aids, GetHelpUW, and Resources\)](#)

Rau Cov Thawj Tswj/Thawj Saib Yog koj saib cov neeg ua haujlwm, lub *Workday Website* kuj muaj ib koog rau koj thiab, <https://www.wisconsin.edu/workday/workday-for-managers/>. Nws muaj cov kev qhia txog qhov **My Team Management Dashboard**, yuav muab kev tso cai rau so li cas, thiab muaj ib co dej num tus thawj tswj yuav tau ua.

Puas xav tau kev pab?

Mus saib hauv koog *GetHelpUW* hauv *Workday* lub website yog koj xav tau kev txhawb ntxiv, <https://www.wisconsin.edu/workday/get-help/>. Koj xa tau ib qho kev thov pab (hu ua ib qho “ticket”), thiab yuav qhia rau koj tias tau txais lawm thiab koj xyuas tau seb koj qhov kev thov nyob rau qhov twg lawm.

Peb paub tias kawm ib qhov kev siv tuav ntaub ntawv tshiab siv sij hawm thiab yuav tau ua siab ntev – rau txhua tus. Peb zoo siab rau koj kev koom thiab yuav muaj kev txhawb rau koj tas li uas peb tag nrho hloov mus rau qhov *Workday* ua ke.

[Rau Wisconsin!](#)

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