



# Workday Office Hours

Join FP&M’s Finance and Human Resources teams to ask questions and get help with Workday. No appointment needed. Just drop in during the session!

## IN-PERSON

### General Human Resources

- 30 North Mills Street, Suite 362 on the third floor
- See calendars for dates/times.

### Payroll

- 30 North Mills Street, Suite 362 on the third floor
- See calendars for dates/times.

## ONLINE

### Expense Reports and P-Cards

- Scan the QR code or visit [go.wisc.edu/fpm-thurs](https://go.wisc.edu/fpm-thurs) for link and instructions.
- 9-10 am on Thursdays: July 10, 17, 24, 31 • August 7, 14, 21



### Procurement

- Scan the QR code or visit [go.wisc.edu/fpm-wed](https://go.wisc.edu/fpm-wed) for link and instructions.
- 10-11 am on Wednesdays: July 9, 16, 23, 30



JUNE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
23	24	25	26	27
Payroll • 9-11 am	Payroll • 8-9:30 am	General HR • 9-11 am	General HR • 1-3 pm	General HR • 9-11 am
	General HR • 1-3 pm	Payroll • 9-11 am		
30				
General HR • 9-11 am				
Payroll • 9-11 am				

JULY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	Payroll • 10 am-noon	Payroll • 8-9:30 am	Payroll • 1-3 pm	
		General HR • 9-11 am		
7	8	9	10	11
General HR   9-11 am	Payroll • 12:45-2:45 pm	General HR • 9-11 am	Expense Reports/ P-cards • 9-10 am	Payroll • 7:30-8:30 am
		Payroll • 9-11 am	Payroll • noon-1 pm	Payroll • 1-2 pm
		Procurement • 10-11 am	General HR • 1-3 pm	
14	15	16	17	18
General HR • 9-11 am	General HR • 1-3 pm	Payroll • 8-9:45 am	Expense Reports/ P-cards • 9-10 am	Payroll • 8-9:45 am
Payroll • 9-11 am		Procurement • 10-11 am	General HR • 1-3 pm	
			Payroll • 1-3 pm	
21	22	23	24	25
General HR • 9-11 am	Payroll • 9-11 am	General HR • 9-11 am	Expense Reports/ P-cards • 9-10 am	Payroll • 8-9:45 am
Payroll • 9-11 am	General HR • 1-3 pm	Payroll • 9-11 am	General HR • 1-3 pm	
		Procurement • 10-11 am	Payroll • 1-3 pm	
28	29	30	31	
General HR • 9-11 am	General HR • 1-3 pm	General HR • 9-11 am	Expense Reports/ P-cards • 9-10 am	
		Payroll • 9-11 am	General HR • 1-3 pm	
		Procurement • 10-11 am	Payroll • 1-3 pm	

AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
			Expense Reports/ P-cards • 9-10 am	
11	12	13	14	15
			Expense Reports/ P-cards • 9-10 am	
18	19	20	21	22
			Expense Reports/ P-cards • 9-10 am	