



## HR NEWSLETTER - SPECIAL EDITION

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# EVERYTHING YOU NEED TO KNOW ABOUT WORKDAY

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A blue rectangular graphic with the text 'Workday is here!' in white. The word 'here!' is underlined with a curved orange line.

**Workday is  
here!**

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### **WHAT YOU NEED TO KNOW:**

**Workday Is Here...** If you haven't already, check your inbox for a go-live email that includes a direct link to Workday. Log in using your UWW Net-ID credentials. We recommend bookmarking the link for easy access. You can also access Workday via the Workday tile in [UWW MyApps](#).

#### **Support is Ready and Waiting:**

We're here to support you during this transition. Whether you need technical support or help with HR, Procurement, or Finance, we have dedicated resources ready to assist you.

If you need assistance here are the resources we have developed:

Call: 262-472-2020

Email: [workdaysupport@uww.edu](mailto:workdaysupport@uww.edu)

For Help with **Human Resources** related issues:

Come to the Human Resources Department for walk in support in Hyer Hall Rm 330 (use the northeast elevator entrance)

-July 14 – July 25 (M-F): 9:30 – 11:00 a.m.

For help with **Procurement** you can join the Webex office hours

(click here) [Join Procurement Office Hours](#)

-Tuesdays, 2:00 – 3:00 p.m.

-Thursdays, 9:00 – 10:00 a.m.

For help from **Financial Services** you can join the Webex office hours (click here) [Join Finance Office Hours](#)

-Fridays, 9:00 to 10:00 a.m.

## Talent Acquisition

**Processes and systems that are staying the same:**

Please continue to use the **Change of Status System** [Change of Status](#) for all Additional Pays (Instructional and Non-Instructional), Summer Session and Summer Service and Salary or Hourly Rate Changes.

**\*\*Org Code Changes** will no longer be submitted through COS, they will be submitted through Workday [Costing Allocation KB](#). For questions on Costing Allocation Changes, please contact the Budget Office at [budget@uww.edu](mailto:budget@uww.edu) with any questions.

Please continue to use the **Employee Rehire System** [E-Rehire](#) for rehiring employees with terminal contracts (non-renewable contracts).

Please continue to use the **Recruitment Approval Request** [Recruitment Approval Request](#) to start all Employment Recruitments.

Please continue to use the **Direct Hire Form** [Direct Hire Form](#) for all Emergency Hires (hires that are made outside of a recruitment).

**To Submit a hire request:** Please use this form [Request New Hire](#).

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## Student Employment

Student employment hire requests, and appointment changes, will continue to be submitted through the [Student Employment Tool](#). The business process in Workday will continue to evolve and future changes to streamline these tasks may be possible. We will be providing updates regarding the hire status in the Student Employment Tool request, for the time being. To see the latest details, please click the "History" button in the hire request.

Student hires who have a start of July 16, 2025 or later, must complete the I-9 process in Workday **if one is necessary**.

If a student employee receives an alert when entering time, that refers to a 30 hour limit due to the ACA, or if you receive this warning when approving time, please disregard. If you have questions regarding ACA hours, see the [ACA calendar](#) for details and adhere to that policy.

We are actively working on assigning students to the correct Supervisory Organization and reviewing time approver access; this will be ongoing. In the meantime, managers should review and approve time for student employees assigned to them.

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## Payroll

### For Hourly Paid Employees

[Entering Time in Workday](#)

### Multiple Jobs

If you have multiple positions, either within the same or different universities, you will notice some key differences related to time off (absence), time reporting, payroll, and performance management.

In Workday, instead of treating each position entirely separately, the jobs are grouped together, resulting in a single or unified timesheet and absence plan.

A unified timesheet means that employees and managers of all jobs can see all shifts in one place. Once an employee submits their time, each manager approves only the time for the jobs they supervise, but they can see the total hours for all jobs.

### Changes/What's New

**Unified Timesheet:** Employees with multiple jobs will have only one timesheet to report time for all jobs.

When you enter time, you will choose the job for which you want to report time. Entered time creates a “time block.” Differentials and other time calculations are determined by the job that is attached to a time block on the timesheet. Workday will automatically calculate overtime worked across multiple jobs.

Each manager can approve only the time reported for the jobs they supervise.

**Unified Absence Experience:** Time off and leaves for all positions are reported on the same Manage Absence calendar.

Managers of all positions will be able to view the employee’s total time off balances and requested time off for all jobs but will only approve time off for the job(s) they supervise.

**Time Off Plans:** Employees will have one time off balance for each type of time off you are eligible for passed on each position. All eligible positions will count toward the amount of time off you can accrue.

Worker time off eligibility is now assessed based on all active positions. Employees with multiple positions who were not time off eligible individually may now be time off eligible if the totality of your positions meets time off eligibility requirements.

**Position-Based Time Off:** Employees will select an eligible position when requesting time off, and the approval will route to the manager of the selected position.

For non-exempt staff, time off will pay at the rate and funding for the attached position

**Payroll – Positions at Multiple Universities:** Employees will receive a separate check for each job. Each check is evaluated separately for tax purposes and is no longer combined. This means you may have a lower rate of payroll withholding unless you adjust your W-4.

**Annual Performance Evaluation:** Performance evaluations are for the primary position and route between the employee and primary job manager only. A non-primary job manager will be able to submit feedback about performance in the non-primary position, which will be incorporated into the annual evaluation record.

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## For All Employees

[Requesting Time Off in Workday](#)

[View and Print Payslips](#)

[Complete State and Local Tax Withholding Elections](#)

[Add/Edit Direct Deposit](#)

[Enter Banked Leave \(If Eligible\)](#)

To view your 6B pay statement, for pay date 7-10-2025, you can log into hrs.wisconsin.edu. All future pay statements will be available in Workday at myworkday.wisconsin.edu

## Benefits

Workday and My Insurance Benefits are now live!

### **View Benefits in Workday**

To view your current benefits enrollments, get started by logging in to Workday, myworkday.wisconsin.edu, and go to the Benefits and Pay Hub.

### **Manage Benefits in My Insurance Benefits**

My Insurance Benefits is a secure online application that provides access to insurance information administered by the Department of Employee Trust Funds. Access My Insurance Benefits from the Benefits and Pay Hub under the Suggested Links on the left-hand side. In My Insurance Benefits you can view detailed information about your benefits enrollments (health, life, disability and spending accounts), review and update dependent information, or make changes to your benefits.

Before you can access My Insurance Benefits for the first time, you will need to complete a one-time registration and create a login using your personal email address and personal identification information. This will be your long-term credentials to view and manage most of your benefits. Visit the Employee Trust Funds website, <https://etf.wi.gov/my-benefits-help>, for more information.

Note: Your current benefit information from the prior human resources and benefits system has been transferred to Workday and My Insurance Benefits.

### **Manage Supplemental Retirement in Workday**

You can enroll in the UW 403(b) Supplemental Retirement Program (SRP) or make changes to your contribution election in Workday. Find job aids to assist you with these changes on the New and Current Employees webpage in the Benefits drop down.

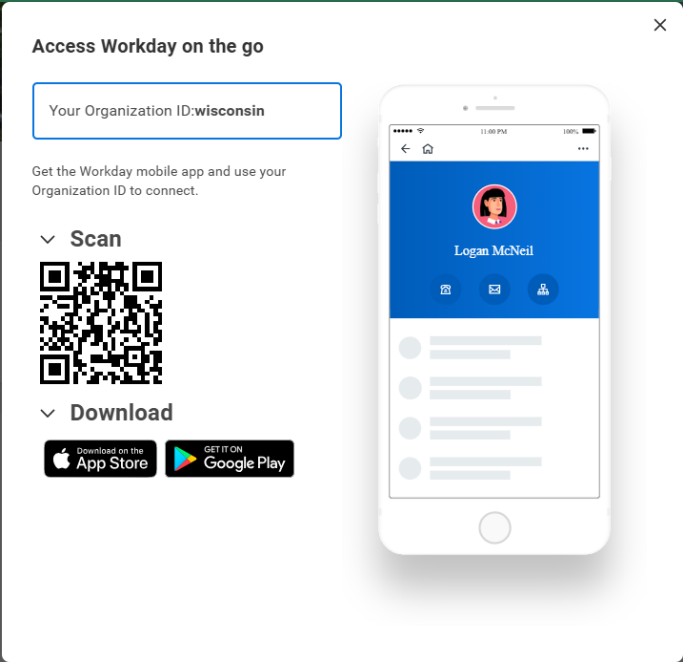
### Get Help

If you have any questions or need help, go to the [Workday for New and Current Employees webpage](#) or send an email to [GetHelpUW@support.wisconsin.edu](mailto:GetHelpUW@support.wisconsin.edu).

## From The Front Office

**\*\*Annual Performance Evaluation:** Performance evaluations are for the primary position and route between the employee and primary job manager only. A non-primary job manager will be able to submit feedback about performance in the non-primary position, which will be incorporated into the annual evaluation record.\*\*

### Want to download the Workday Mobile App?



We all have expertise on certain subjects. Look to see who is the expert for your Human Resource questions!

Read more

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email [hr@uww.edu](mailto:hr@uww.edu) to schedule an appointment. For more information or questions on any of these subjects, please contact one of our HR Subject Experts.



University of Wisconsin

Whitewater

Human Resources

Hyer Hall 330 | 262-472-1024 | [hr@uww.edu](mailto:hr@uww.edu) | [uww.edu/hr](http://uww.edu/hr)

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