

MEMO TO: All Colleagues
RE: **HRS Update, Volume 2**
DATE: October 1, 2010

University Employees Can Now Access Payroll, Leave and Benefit Statements Online

This is the second in a series of informational updates regarding the UW Human Resource System (HRS).
Note: The first update was emailed on 8/23/2010 by Associate Dean and Director, Yvonne Horton.

Testing of the various HRS functions is currently underway although the launch is still several months off. (anticipated for early 2011) What is available right now is portal access for payroll, leave and benefit statements through **My UW System**. Please familiarize yourself with the various online access features of **My UW System** as described below.

PLEASE NOTE: The last pay date for which you will receive emails containing your earnings and leave statements, along with your leave and furlough reports will be:

Unclassified employees: November 1, 2010

Classified employees: November 4, 2010

Students: October 29, 2010

Welcome to My UW System - an easy-to-use, secure gateway providing convenient online access to:

- Earnings Statements
- Unclassified Leave Statements and Reports (including furlough time reports)
- Annual Tax Statements
- Annual University Staff Benefits Statements

My UW System News and *Employee Resources* modules are additional online features that will be used to communicate Payroll, Benefit and Human Resource information.

Access to My UW System

My UW System is available at <http://my.wisconsin.edu> and can be accessed at any time, from any computer that has an internet connection. To login, select your campus/institution, and then enter your **user name and password**. (firstname.lastname and then your password) **This is the same one you use for Extension email or WordPress.**

Availability of My UW System Statements

Your latest Earnings Statement is available on *My UW System* at least three days before your pay date; payments are not available until the actual pay date. Statements are kept online for the current year, plus three additional years, so you have convenient access to payroll, leave and benefit statements.

My UW System Security

Access is secured according to the best practices for web security. The largest potential threat to data security comes from users voluntarily sharing their ID and password with others. You should always log out and close your browser when you have completed your web session. The *My UW System* website provides additional information about security.

My UW System Maintenance Schedule

On Tuesdays (but not necessarily every Tuesday), between 5:00 a.m. and 7:00 a.m., maintenance activities could temporarily interrupt access to *My UW System*. Every Sunday between 3:00 a.m. and 9:30 a.m., the *My UW System* statements will not be available due to maintenance.

For More Information and Assistance

For access to help documents, please visit <http://helpdesk.wisc.edu/myuwsystem/>. If you are experiencing problems, please contact Tony Roman at tony.roman@ces.uwex.edu or (608)265-2836.