***\*\*\*Sample\*\*\*Draft\*\*\****

Subject: Move to Employee Self-Service and Manager Self-Service

Colleagues-

I am writing to you today with some exciting news! Those of us in XXX are going to start to use the self-service feature for reporting hours worked and leave time taken, accessible through MyUW (my.wisc.edu). The change will be effective for XXX pay period (which starts Sunday for those paid bi-weekly and XXX for those paid monthly).

XXX will provide the details. These details will be tailored for your employment category and role as listed below:

1. Non-Exempt Biweekly Employees;
2. Exempt Biweekly Employees;
3. Supervisors of Biweekly Employees;
4. Monthly Employees;
5. Supervisors of Monthly Employees.

Thanks in advance for helping to make this a smooth transition.