



## Request services from LinkUW

Employees from [participating units](#) will be able to start requesting services in the following ways:

- Complete the [LinkUW Request Form](#)
- Email your request to [help.linkuw@wisc.edu](mailto:help.linkuw@wisc.edu), please use your wisc.edu email
- Walk-in hours at **21 North Park Street, Floor 5, Suite 5301.** [Click to view map](#)
  - **HR Hours:** Tuesdays and Thursdays from 8 a.m. to 4:30 p.m.
  - **Finance Hours:** Tuesdays only from 8 a.m. to 4:30 p.m.
- Call LinkUW at 608-262-8100

## How to access the LinkUW Request Form

The LinkUW Request Form will allow employees from [participating units](#) to request services from LinkUW. Follow the steps below to access the form.

- Access a web browser of your choice (Chrome, Firefox, Explorer, other) and type: [linkuw.wisc.edu](http://linkuw.wisc.edu) in the search bar.
- Click on the “**Request Services**” in the red navigation bar on the website.
- Click on “**LinkUW Request Form**” on the LinkUW website and the LinkUW Customer Portal.
- Fill out your request. For more information, review the next section of this job aid “How to fill out the service request form”.
- **Note:** the first time you use the request form you will need to sign up. To do this, enter your email address and click **Sign In**. From there, go to your email and create a password. You will only need to do this one time.



## How to fill out the service request form



## LinkUW Request Form

## General request form for LinkUW

Submitting a form creates a LinkUW request ticket.

Required fields are marked with an asterisk\*

Raise this request on behalf of \*

Enter name or email...

### What do you need help with?\*

Select either HR or Finance and also which service

**Reporting Division \***

Please select the division where you work

### Request Summary\*

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or [research@uiowa.edu](mailto:research@uiowa.edu).

e.g. email subject line

### Request Detail

Normal text  | **B** *I*  |    |          

Please do not include any restricted data (e.g. medical records, insurance details, and private information).

## Attachment

Drag and drop files, paste screenshots, or browse

Please do not include any restricted data (e.g., medical records, insurance details, and private information)

### Contact Phone

Contact phone number xxx-xxx-xxxx, if available

**Send** **Cancel**

[Cancel](#)

**Raise this request on behalf of**

- This should auto-fill with the requester's email address

**What do you need help with?**

- In the first box choose either HR or finance from the drop-down.
- In the second box choose the service you are requesting help with. If you do not know, select unknown.

**Reporting Division**

Select the school, college, or division you report to/work in from the drop-down. Select the division that represents your home unit. If you do not see your division listed, please contact your local HR or finance lead.

**Request Summary**

Enter a short description of the request. No more than one sentence long.

**Request Detail**

Fill in more information about your request. Provide as much detail as you can for your request.

**Do not provide sensitive information or restricted data.** If you are completing this request form for someone else, please put the alternate's name in this field.

**Attachment (optional)**

Attach any information LinkUW may need to complete your request. **Do not provide sensitive information or restricted data.**

**Contact Phone (optional)**

If you would like to add your phone number, enter it as xxx-xxx-xxxx

**Send**

Click the **send** button to submit the request to LinkUW. You will receive a confirmation email with your LinkUW ticket number shortly after you submit your request.

**ESPAÑOL / SPANISH**

Si quiere solicitar servicios de traducción o interpretación en español por favor llame a la Oficina de Servicios Lingüísticos y Culturales (Oficina de Recursos Humanos) al (608) 263-2338; (608) 263-0623 o al (608) 265-0838. O escríbanos al correo electrónico [spanish-cls@wisc.edu](mailto:spanish-cls@wisc.edu). Gracias.

**HMOOB / HMONG**

Yog koj xav tau kev pab txhais ntawv los lus Hmoob, thov hu rau *Cultural Linguistic Services (Office of Human Resources)* rau (608) 263-2217 los xa ntawv rau [hmong-cls@wisc.edu](mailto:hmong-cls@wisc.edu). Ua Tsaug.

## ਤਾਂਤ੍ਰਿਕ / TIBETAN

## 中文 / CHINESE

如果您需要中文笔译或口译服务,请联系文化语言服务中心(人力资源办公室),电话(608) 890-2628或电子邮箱 [chinese-cls@wisc.edu](mailto:chinese-cls@wisc.edu)。谢谢!

## नेपाली / NEPALI

यदि तपाईंलाई नेपाली भाषाको अनुवादन वा उत्था सेवा आवश्यक भएमा, कृपया सांस्कृतिक भाषागत सेवा, (मानव संसाधन कार्यालय) को (608) 262-7521 वा [nepali-cls@wisc.edu](mailto:nepali-cls@wisc.edu) मा सम्पर्क गर्नुहोला । धन्यवाद ।