



Request services from LinkUW

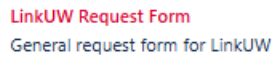
Employees from [participating units](#) will be able to start requesting services in the following ways:

- Complete the [LinkUW Request Form](#)
- Email your request to help.linkuw@wisc.edu, 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 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.



Required fields are marked with an asterisk*

Normal text ▾ **B** *I* ... A ▾ $\frac{1}{2}$ $\frac{1}{2}$ @ + ▾

Drag and drop files, paste screenshots, or browse

[Browse](#)

Send

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 escribanos al correo electrónico spanish-clc@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-clc@wisc.edu. Ua Tsaug.

བོད་ཡིག / TIBETAN

ཁྱེད་ལ་བོད་སྐད་ཐོག་སྐད་སྒྱུར་དང་ཡིག་སྒྱུར་གྱི་འོག་ས་རམ་དགོས་ཆོ། རིག་གཞུང་སྐད་ཡིག་ཞབས་ཞུ་ཁང་ (ལས་ཁྱེད་བདག་གཉེར་ལས་ཁུངས་) ལ་ཁ་པར་
(608) 890-2545 རམ་སྒྲོག་འཕྲིན་ tibetan-cls@wisc.edu ལ་འབྲེལ་བ་གནང་འོག་ས་ཞུ། ལུགས་རྒྱུ་ཆེ།

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。谢谢！

नेपाली / NEPALI

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