

Workday Concept: Employee Self Service



What is Employee Self Service?

Employee Self Service (ESS) is the functionality allowing employees to initiate actions such as:

- *Managing personal information*
- *Updating benefits*
- *Setting-up direct deposit*



What is considered personal information?

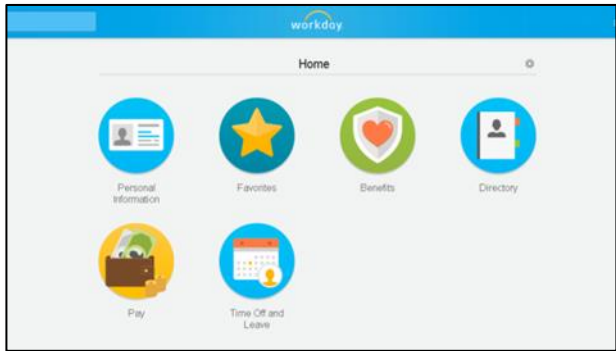
*Personal information is information related to your **individual human resources and payroll elections** (i.e., federal tax & direct deposit information, emergency contacts, benefit choices). Your supervisor will not be able to view certain information such as direct deposit information and benefits enrollment/pension/retirement information.*

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Self-Service Example: Onboarding

Today at Yale, it can take weeks for newly hired faculty and staff to complete employment paperwork, register for required training, and gain access to all the systems they need to perform their jobs. Workday can help to expedite “onboarding” by eliminating manual processes and paperwork used to collect and process information about new faculty and staff.

Workday Offers the Ability to:



SIGN-UP FOR BENEFITS BEFORE THE FIRST DAY ON THE JOB



UPDATE PERSONAL INFORMATION INCLUDING EMERGENCY CONTACTS AND PREFERRED NAME



COMPLETE THE I-9 FORM ONLINE, AND MORE...