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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Employee Self Service tasks are accessible through Workday's Home page