**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.*

For additional information or questions about the Workday@Yale program, please visit the program website at [http://Workday.Yale.edu/](http://Workday.Yale.edu/) or email us at [Workday@Yale.edu](mailto:Workday@Yale.edu).
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Employee Self Service tasks are accessible through Workday’s Home page

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