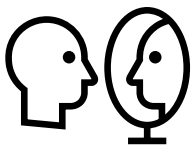


Employee Self Service (ESS) is the functionality allowing employees to initiate actions such as managing personal information, updating 'anytime events' benefits, setting up direct deposit, and more!

What is Personal Information?



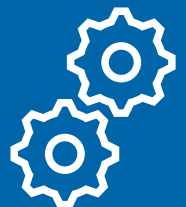
Personal information relates to your individual human resources and payroll choices (e.g., federal tax & direct deposit information, emergency contacts, and benefit options). Certain information, such as direct deposit information and benefits enrollment/pension/retirement information, will not be accessible to your supervisor.



Your Worker Profile

Your Worker Profile can be viewed by clicking on your picture next to the Inbox icon and then clicking View Profile. In your Worker Profile, you can see information about your job, compensation, benefits, and pay. In addition, you can view your job history, support roles, and worker history.

Configure Workday to Work Best for You



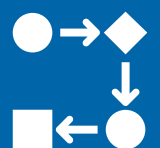
Workday allows you to set up your own preferences, favorites, and inbox filters, enabling you to prioritize notifications and actions according to your needs. You can also change the frequency with which you receive various types of notifications.

Manage Your Career



The Talent Profile section allows you to add information about your education, professional experience, and skills. Keeping your talent profile updated makes it easy to apply for internal job postings.

Employee Self-Services Processes



Workday has streamlined several processes that previously required numerous manual steps and were conducted outside of the system. With Workday, you can complete these tasks quickly and easily in fewer systems.