Workday Concept Builder: *Employee Self-Service*

OneLake
Simplify, Standardize, Streamline

Employee Self-Service (ESS) is a Workday functionality that allows you to begin tasks related to you as a worker such as managing personal information, contacts, and more!

What is Personal Information?

Personal information refers to data or information related to your individual human resources and payroll choices. Some examples include direct deposit information, benefit elections, address, and compensation details.

How can I manage my Personal Information?

Workday offers multiple ways to manage personal information. One of the easiest ways is from your Worker Profile:

Your Worker Profile is your central Employee hub. Within it you can:

- Initiate information changes related to you as an Employee.
- Quickly access tasks using the **Actions** button.
- Navigate and explore areas of your profile in more detail.

Let Workday Work for You

Manage Your Career

Your Worker Profile also incudes a **Talent Profile** section where you can showcase your skills, experiences, career aspirations, and more.

Reduce Manual Processes

Requests requiring oversight will go directly to the assigned approver/reviewer in Workday. This streamlines processes and reduces time spent on tasks.

Configure Settings

Workday allows you to maintain preferences and settings according to your needs, such as notifications. You can also review the status of requests.