Available Functionality to Employees and Managers

penseWhen you log into Workday, you will have access to specific workday modules and functions. The applications you see on your home dashboard depend on your job and assigned role(s) in Workday.

You may be able to access additional functionality by configuring additional applications on your home page or via search.

All Employees See:	
	Absence: Request time off (if eligible).
	Time: Report hours worked (if eligible).
	Career: Qualifications and education to your profile.
	Pay: View and manage voluntary deductions, update payment elections, view pay slips, time off balance, tax documents, etc.
	Benefits: View and manage benefits (if eligible).
	Personal Info: View and update personal information.
	Expenses: Create expense reports.
	Onboarding: Complete tasks related to hiring.

Specific Assigned Roles Will See:	
	Team Time and Absence: From this application, you can view and approve timesheets and absence requests. Manage time-off requests for your direct reports including correcting time off and placing employees on leave.
	Hiring: Manage hiring of new employees (managers).
	Purchases: Create requisitions for institutional goods and services. Manage procurement card transactions (procurement).
	Reports: This application allows you to view available reports, schedule a report, and more. Q: What reports can I run? A: Your security role(s) determine: • The information you see in reports • Which reports you can run
	My Team: The My Team application will allow managers to view employee information for their direct reports; take certain actions on employees such as transfer, promote, terminate/change job; view organizational chart, directory, and timeline etc.

Compensation: An application linking you to common actions and views related to compensation, including comparing a direct report's pay and salary range to others on the team. Use this application to request one-time payments, and compensation changes for your team, and to view their compensation history.