Employee Self-Service (ESS)
What will I do in Workday?

Benefits
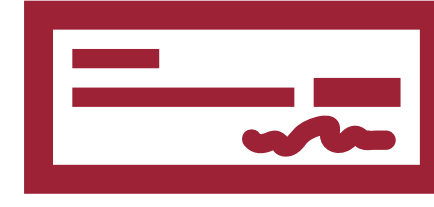
View your current benefits enrollments and edit your beneficiaries, right in Workday!

Pay

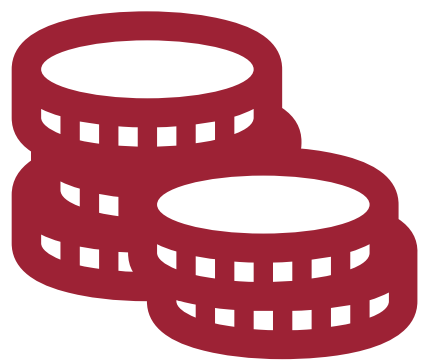Access and view your payslips, and change payment elections and tax withholdings.

Expenses

Upload your receipts for expenses from travel or other work-related purchases, even from your smartphone!
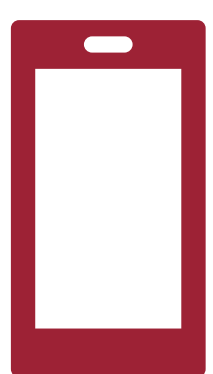
Professional Contacts

View work contact information of faculty and staff at all UA System institutions.

Time & Time Off

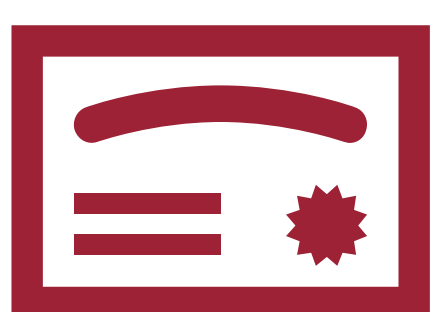Track your hourly time worked directly in Workday from your computer, smartphone, or tablet.

Access and view your up-to-date time off balances.

Send your time off requests directly to your manager, with no paper form to circulate.

Worker Profile

Add your work experience, certifications, awards, and more to your worker profile.

Upload your own professional photo to be seen by faculty and staff across all UA System institutions.

Questions? Contact your institution's **Change Champion**!

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