

# Knight Vision Presents: Workday Concepts

## Self Service

## Applets & Dashboards

### Self Service

Is the Workday functionality allowing employees to initiate actions or tasks.

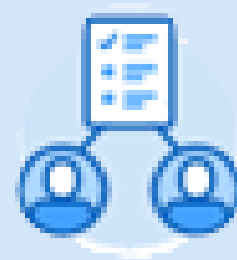
#### Employee Self Service



allows all employees to initiate actions such as change personal information, request paid time off, submit an expense report or edit direct deposit banking information.

#### Manager Self Service

allows supervisors to initiate actions and potentially perform tasks such as view direct employees' job and compensation information, initiate a hiring process, approve employee time off requests and run select business reports to aid in decision making.



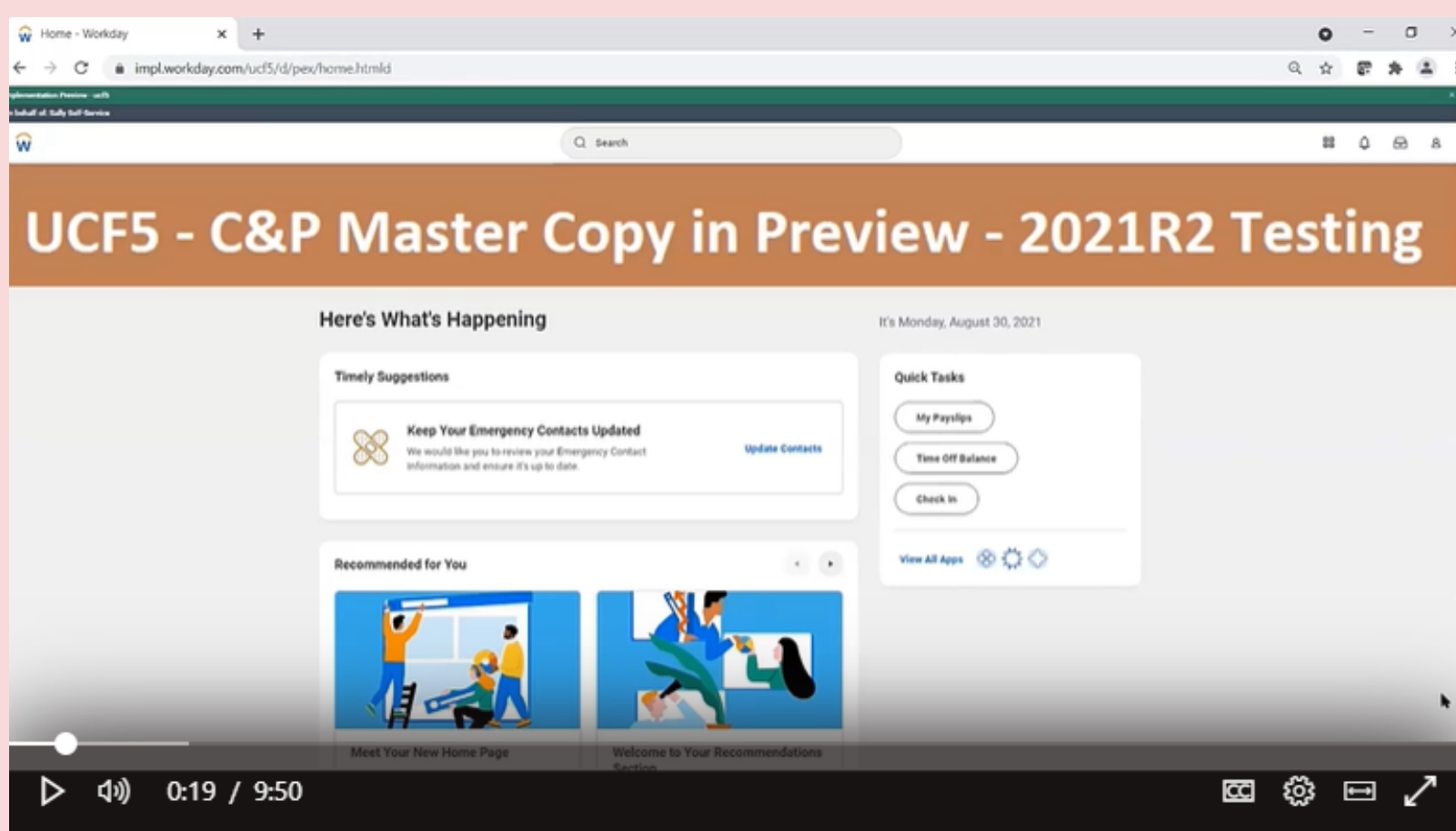
### Applets

are icons that live on the homepage and convey entry points, categories of actions, or information sources. Your homepage will display pre-set applets as well as provide you the option to customize your display.



### Dashboards

are pre-configured pages that consolidate key management information and actionable items in one location. Dashboards may include reports, menus with related tasks, and announcements.



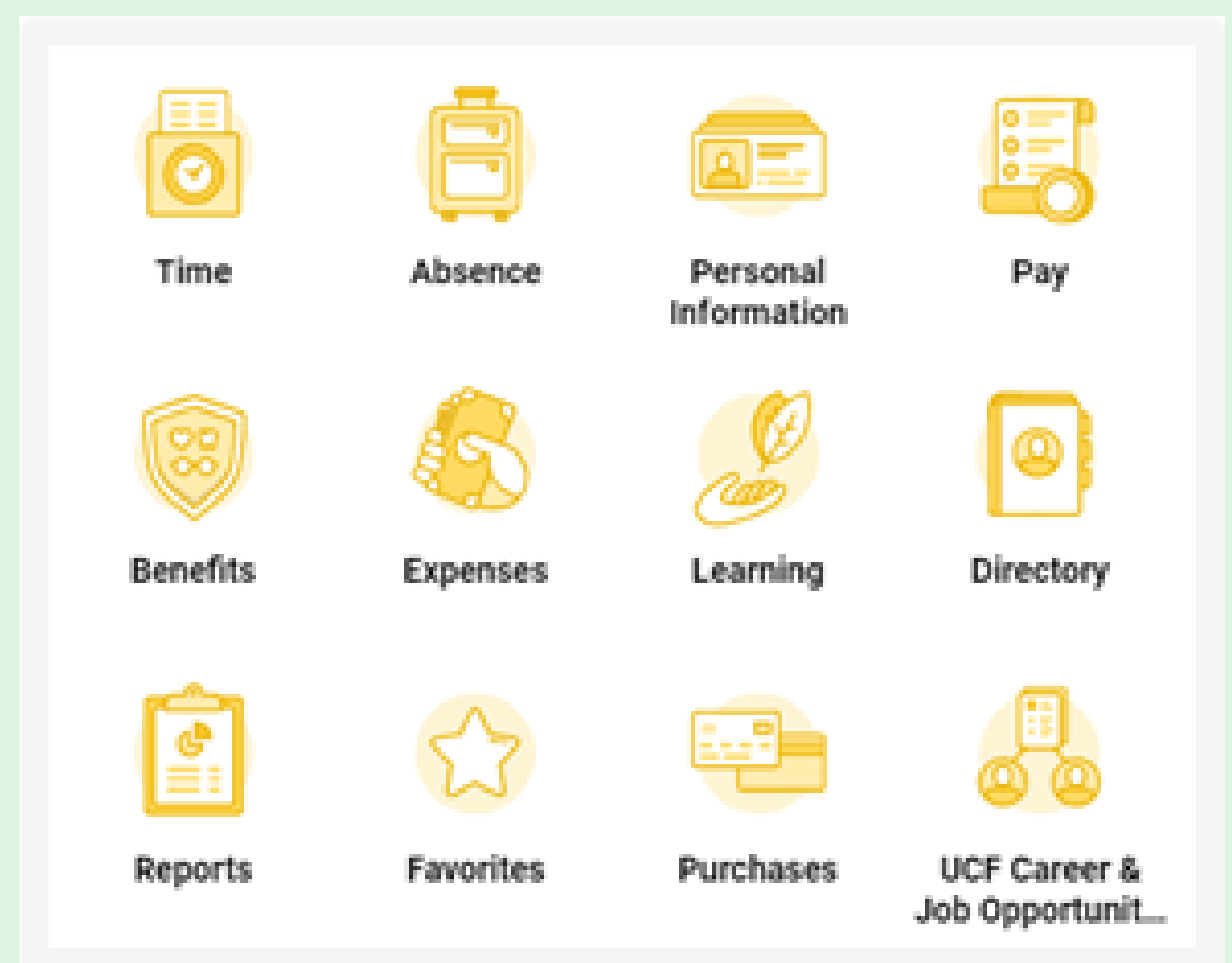
[CLICK TO PLAY DEMO VIDEO](#)

#### All Employees:

Applets are available for a UCF Directory, Time Tracking, Benefits, Pay, and more.

#### All Managers:

Dashboards are available for Team Management, Recruiting, Expense Management, and more.



#### All Employees:

change personal information, request time off, submit expense reports, and edit direct deposit information

#### All Managers:

view team info, hire employees, approve employee requests, run business reports