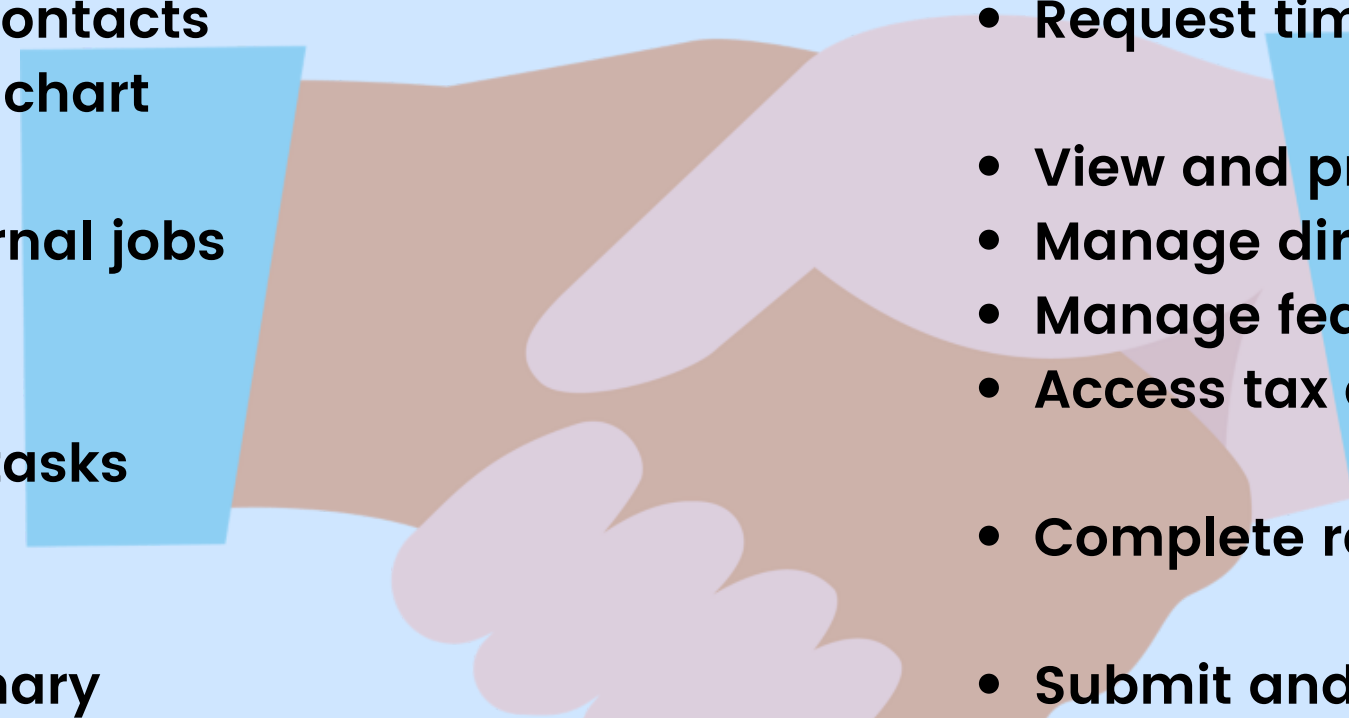


Knight Vision Presents: **What will I do in Workday?**

All Employees (Faculty/Staff)

- 
- View and manage personal information
 - Maintain emergency contacts
 - Access organizational chart
 - Find and apply to internal jobs
 - Refer a candidate
 - Use Inbox to manage tasks
 - View benefits
 - View retirement summary
 - View time off balances
 - Request time off and leave of absence
 - View and print payslips
 - Manage direct deposit accounts
 - Manage federal withholdings
 - Access tax documents
 - Complete required training
 - Submit and track expense reports
 - Create a travel spend authorization

Non-Exempt Employees

- Clock-in / -out
- Submit time worked

Student Employees

- Search and apply for jobs
- Submit time worked
- Maintain personal info
- View payslips
- Manage direct deposit

All Managers

- Initiate and track business processes
- Generate reports with real-time data
- Access dashboards
- Assign training to team
- Approve time off request
- Approve timesheets
- Approve and track team time off
- View team calendar
- Recruit and hire employees and student workers
- Review probation period



Accounting Users

- Complete journal entries and adjustments
- Financial Accounting
- Banking and Settlement
- Budgets

Procurement Users

- Create a requisition
- Purchase, receive, allocate and return goods
- Manage supplier info and contracts
- Manage perspective suppliers

Customer Account Users

- Process customer sales
- Process daily deposits
- Process customer refunds

Grants Users

- View grants
- Award grants
- Award budgets

Endowment Users

- Manage donor contributions
- Manage gifts

Recruiting Users

- Manage job requisitions
- Utilize candidate pipeline
- Schedule interviews
- Hire candidates
- Manage compensation
- Setup onboarding