






Self Service in Workday

WHO DOES WHAT?



	 ASSOCIATE	 MANAGER	 MANAGER'S MANAGER	 HR PARTNER	 TALENT ACQUISITION*
PERSONAL INFORMATION	<ul style="list-style-type: none"> Edit Contact Information Change Name Upload Profile Photo 			<ul style="list-style-type: none"> Approve Legal Name Changes 	
COMPENSATION	<ul style="list-style-type: none"> Set Up/Change Direct Deposit 	<ul style="list-style-type: none"> Request One-Time Payments Request Salary Changes 	<ul style="list-style-type: none"> Approve One-Time Payments Approve Salary Changes 	<ul style="list-style-type: none"> Approve One-Time Payments Approve Salary Changes 	
ORGANIZATION MANAGEMENT		<ul style="list-style-type: none"> Create and Manage Positions Terminations Contract Contingent Workers Promotions/ Demotions Transfers (<i>non-competitive, same company</i>) 	<ul style="list-style-type: none"> Approve Positions Approve Terminations Approve Promotions/ Demotions Approve Transfers 	<ul style="list-style-type: none"> Approve Positions Approve Terminations Approve Promotions/ Demotions Approve Transfers 	<ul style="list-style-type: none"> Transfers (<i>competitive and/or different company</i>)
TIME OFF	<ul style="list-style-type: none"> Request Time Off 	<ul style="list-style-type: none"> Approve Requests 			
RECRUITING	<ul style="list-style-type: none"> Apply for Positions Make Referrals 	<ul style="list-style-type: none"> Create Requisitions Select Candidates for Interview Conduct Interviews Provide Feedback Make Hiring Decisions Approve Offers Confirm "Good Standing" Status of Current Associates 	<ul style="list-style-type: none"> Approve Requisitions** Approve Offers 	<ul style="list-style-type: none"> Approve Requisitions** Approve Offers Determine Rehire Eligibility 	<ul style="list-style-type: none"> Post Jobs Review Candidates Initiate Questionnaires Screen Candidates Schedule Interviews Make Offers Initiate Background Screens
HIRING	<ul style="list-style-type: none"> Onboarding 			<ul style="list-style-type: none"> Onboarding Manage Union Membership 	<ul style="list-style-type: none"> Hire Candidates

*Depending on your company, your HR Partner may perform Talent Acquisition functions.

**Job requisitions for drivers and outbound selectors don't require approval.