Beginning July 2015, Yale is transitioning to Workday as the campus-wide unified Human Resources information system. Workday’s functionality will allow faculty and staff to view and manage information related to their benefits and personal information. These activities are currently completed in the Yale Portal under My Pay & Info and My Benefits, respectively. For example, you will use Workday to:

- Access and change your benefits
- Set up and manage direct deposit (Current payroll system allows for a max of 2 accounts)
- Edit personal contact and emergency contact information

### Workday Basics for Faculty & Staff

**Workday @ Yale**

A New Workday is Dawning

### What does Workday mean for me?

In addition to using Workday to review and maintain your personal information and benefits, Workday will provide faculty and staff with:

- **Access**
  - Secure and easy to access to your own data, including direct deposit information, and benefit choices

- **Fewer Forms**
  - Less paper and redundant data entry

- **Mobile**
  - Mobile access to manage your personal information, anytime, anywhere

### Who do I contact for additional support?

The Employee Service Center will remain your primary resource for assistance when you need help making changes in Workday to your benefits, payroll and personal information.

<table>
<thead>
<tr>
<th>Employee Service Center Contact Information</th>
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<tbody>
<tr>
<td><strong>Email</strong></td>
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<tr>
<td><strong>Website</strong></td>
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<tr>
<td><strong>Phone</strong></td>
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<tr>
<td><strong>Fax</strong></td>
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<tr>
<td><strong>Campus Location</strong></td>
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<td><strong>Hours</strong></td>
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If you need assistance with any management-related activities, please reach out to your Lead Administrator, Operations Manager, HR Generalist, or local HR Support Team.

Updated: June 9, 2015
To change any of your personal information:
1. Click on the **Personal Information** worklet.
2. Click the appropriate tab in which you would like to make changes (i.e., Contact Information or Emergency Contacts).
3. Click the **Edit** icon at the top of the page.
4. Click the **Pen on Paper** icon on the right hand side of your screen to change existing information, or click the **Add** icon to add new information.

To view or change your direct deposit account:
1. Click on the **Pay** worklet.
2. Click **Payment Elections** under Actions.
3. You will have the ability to:
   - Edit your bank account information by clicking **Change Account**.
   - Delete your bank account information by clicking **Delete Account**.
   - Add new bank account information by clicking **Add Account**.
   - Modify a payment election by clicking **Change Election**.
4. Click **OK** to save.