The Workday system provides Carnegie Mellon University with a unified, global Human Resources (HR), Payroll, Benefits and Time Tracking solution uniquely designed for the needs of higher education.

For routine tasks in Workday you can:
- View and update personal information (such as your address and emergency contacts)
- View and update direct deposit (payment elections)
- View pay slips processed in Workday (as of January 2015)
- View and update tax withholdings
- View and update benefits (during open enrollment or life event)

As a faculty member who also acts as an Academic Initiator, you will be able to:
- View your academic appointment information
- Monitor your academic appointment details
- View and update information if managing other faculty
- Compensation information is not viewable
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