# Workday ESS/MSS Functions On-Network vs. Mobile App

## Employee Self-Service Capabilities

| Function Type | Business Process | On Network | Mobile/Off Network |
|---|---|:---:|:---:|
| HCM Core/Onboarding | Complete Form I-9 | ✓ | ✓ |
| HCM Core/Onboarding | Change Emergency Contacts | ✓ | ✓ |
| HCM Core/Onboarding | Edit Government IDs | ✓ | ✓ |
| HCM Core/Onboarding | Edit Licenses | ✓ | ✓ |
| HCM Core/Onboarding | Home Contact Change | ✓ | ✓ |
| HCM Core/Onboarding | Legal Name Change | ✓ | ✓ |
| HCM Core/Onboarding | Onboarding | ✓ | |
| HCM Core/Onboarding | Passports and Visa Change | ✓ | ✓ |
| HCM Core/Onboarding | Personal Information Change | ✓ | ✓ |
| HCM Core/Onboarding | Photo Change | ✓ | ✓ |
| HCM Core/Onboarding | Preferred Name Change | ✓ | ✓ |
| HCM Core/Onboarding | Request Reference Letter | ✓ | ✓ |
| HCM Core/Onboarding | Submit Resignation | ✓ | ✓ |
| HCM Core/Onboarding | Title Change | ✓ | ✓ |
| HCM Core/Onboarding | Veteran Status Identification | ✓ | ✓ |
| Time Tracking | Enter/Edit Time Worked | ✓ | ✓ |
| Time Tracking | Request Time Off | ✓ | ✓ |
| Time Tracking | Request Work Schedule | ✓ | ✓ |
| Absence | Request Leave of Absence | ✓ | ✓ |
| Absence | Request Return from Leave of Absence | ✓ | ✓ |
| Expenses | Create Spend Authorization for Out-of-State Travel | ✓ | |
| Expenses | Create Travel Expense Report | ✓ | ✓ |
| Benefits | Change Benefits | ✓ | |
| Benefits | Open Enrollment | ✓ | ✓ |
| Payroll | Complete Federal and State Withholding Elections | ✓ | ✓ |
| Payroll | View Payslips | ✓ | ✓ |
| Payroll | Complete Payment Elections | ✓ | |

## Manager Self-Service Capabilities

| Function Type | Business Process | On Network | Mobile/Off Network |
|---|---|:---:|:---:|
| HCM Core/Onboarding | Setup Onboarding for New Hires | ✓ | |
| Time Tracking | Review and Approve Time Worked | ✓ | ✓ |
| Time Tracking | View, Assign, and Edit Employee Work Schedules and Calendars | ✓ | ✓ |
| Absence | Review, Correct, and Approve Time Off Requests | ✓ | ✓ |
| Expenses | Review and Approve Spend Authorizations and Expense Reports | ✓ | ✓ |

Please note: Agencies supported by OCIO for IT services may use the Workday mobile app. If your agency has an internal IT department, check for any policies regarding mobile apps on work and personal devices before downloading.