

# Day 1 Functionality Expectations

Workday provides quick access to tasks and reports with real-time information and data from anywhere with an internet connection on a desktop, smartphone, or tablet.

A few of the day one features for all faculty/staff include:

- Payroll and HR features such as online timesheets, performance management submissions, hiring process workflow, time-off requests, tax and benefit updates.
- Budget features such as online FY budget review, purchase orders, and budget administrator approvals.