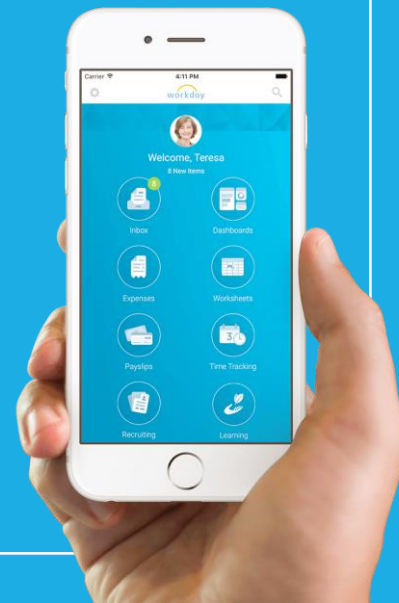


WORKDAY MOBILE

Setup Tutorial



Workday Mobile



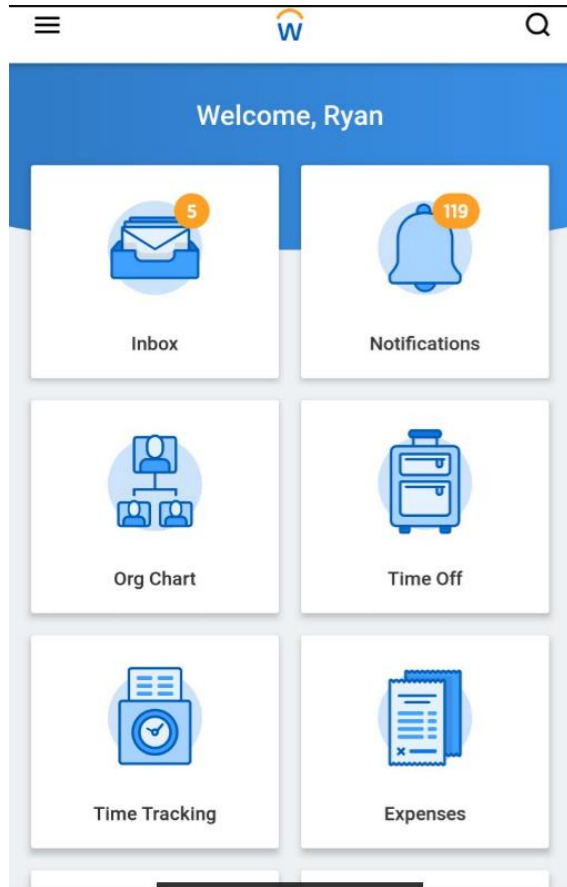
Enjoy Workday on the Go!

- Workday Mobile goes wherever you go and can be accessed 24/7.
- It is compatible with iPad, iPhone, and Android devices.
- Workday Mobile can be accessed through the Workday App, Okta App, or the Website (<https://irsc.okta.com>).

As an employee, you can change personal information, such as emergency contacts, address, phone numbers, and much more. You can also view detailed pay stubs, request time off, and print W2s.

As a manager, you can do your work on the go. Access your dashboard reports, approve your task requests, and much more.

Access Workday Anywhere, Anytime!



Workday Mobile App

- Built specifically for iPhone/iPad and Android devices, and downloadable through the Apple App Store and Google Play.
- Give users simple, intuitive, and convenient access to useful functionality when on-the-go.
- Best suited for managing some tasks in your inbox and viewing information, such as your personal information, payslips, and inbox items.



Workday Mobile App

Workday Mobile App

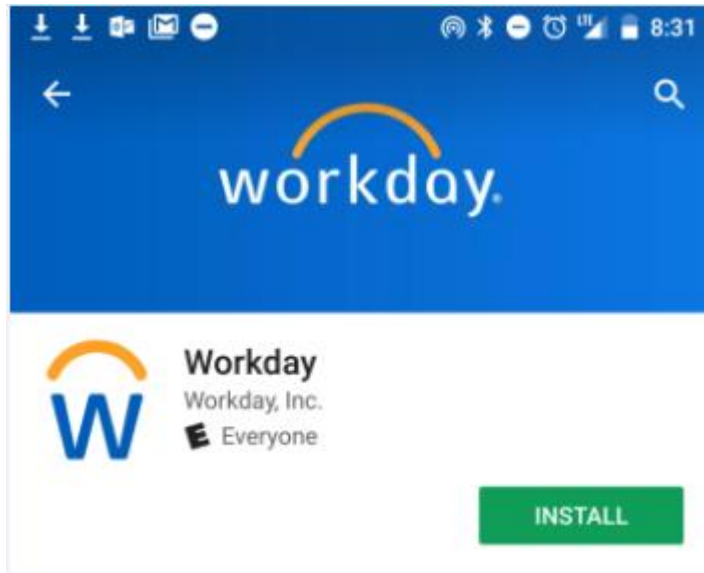


For the Full Workday Mobile App experience on mobile devices:

	MODELS	OPERATING SYSTEM	DOWNLOAD
APPLE	All Models - iPhone and iPad	iOS9 or Higher	App Store - iTunes
ANDROID	All Models	4.4 or Higher	Google Play Store

Workday Mobile Setup Tutorial

Download & Install the Workday App:



Download the app:

- iPhone/iPad (Apple App Store)
- Android devices (Google Play)

Or use the link for your device:

Apple (iPhone or iPad)

<https://itunes.apple.com/app/workday/id316800034>

Android

<https://play.google.com/store/apps/details?id=com.workday.workdroidapp>

Configure the Workday App:

On your mobile device, tap on the respective configuration link and **open with Workday**.



Open with Workday

Apple (iPhone or iPad)

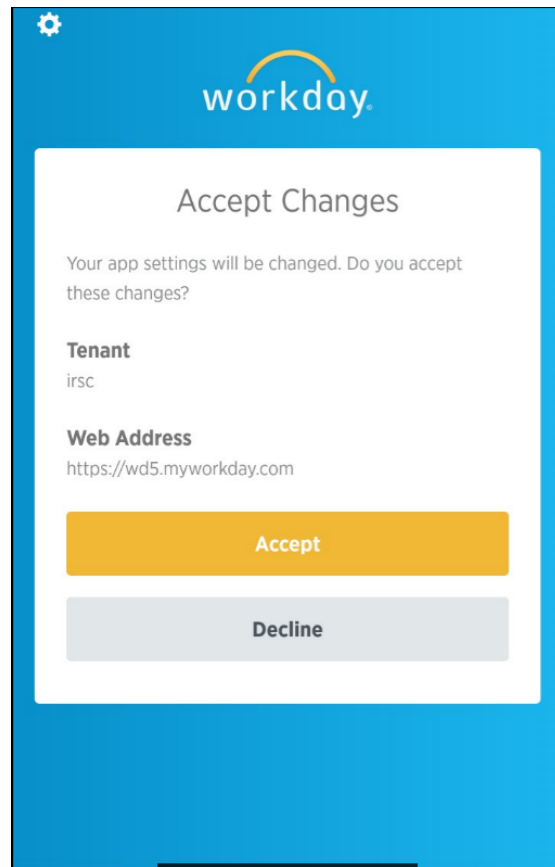
<workday+https://wd5.myworkday.com/irsc>

Android

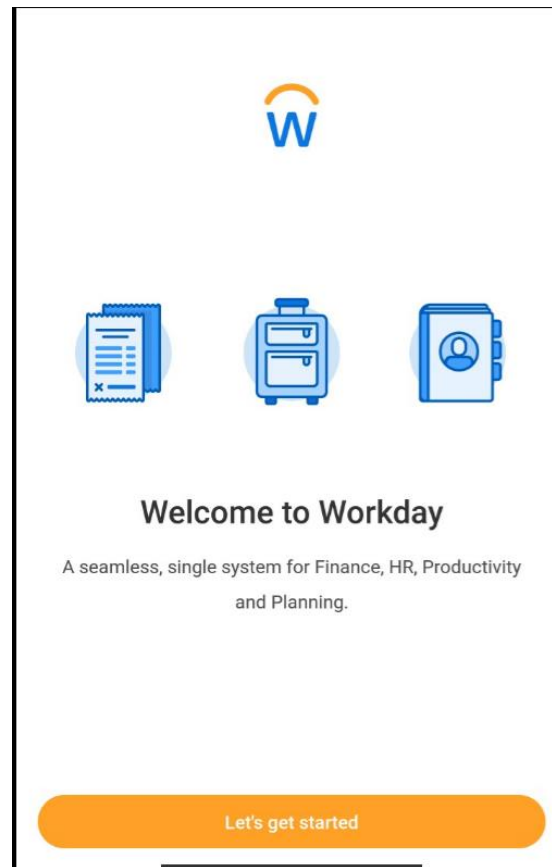
<https://myworkday.com/open-android//wd5.myworkday.com/irsc>

Configure the Workday App:

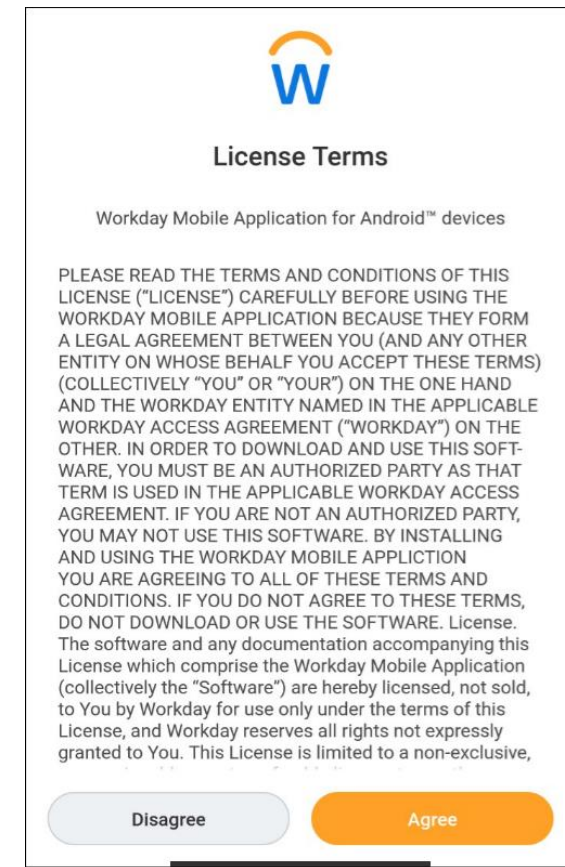
Accept the changes



Tap 'Let's get started'

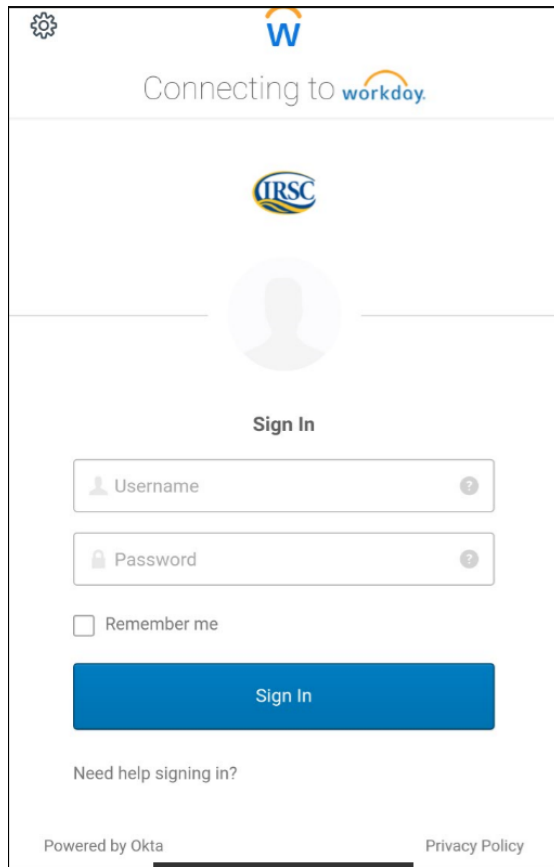


Agree to the terms and conditions.



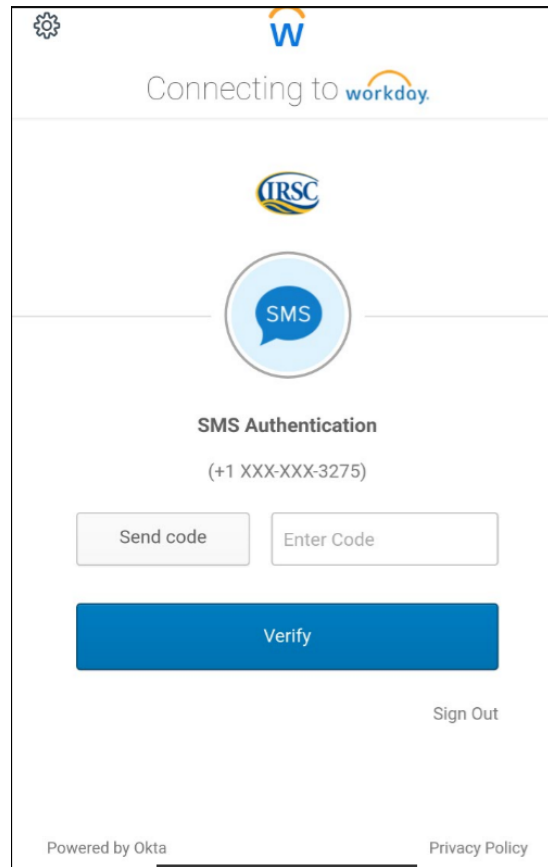
Configure the Workday App:

Sign in to Okta



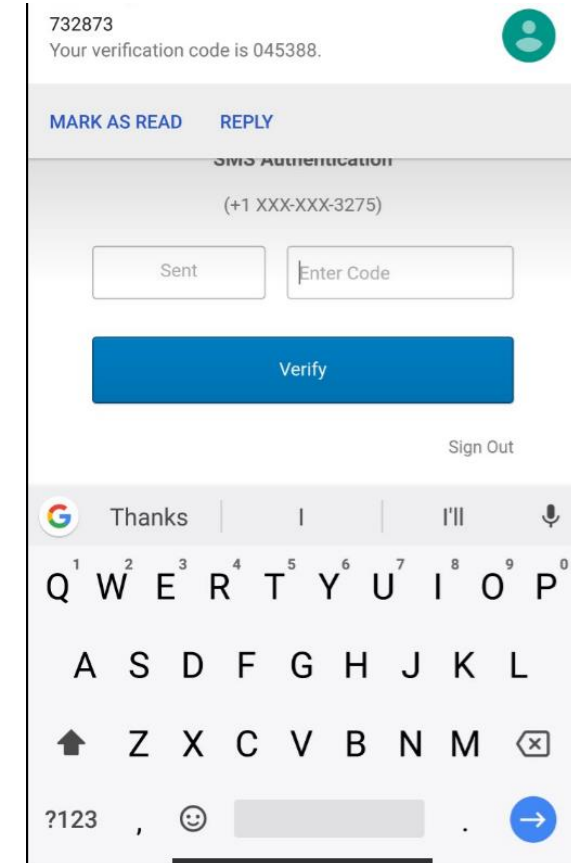
The screenshot shows the initial sign-in screen of the Workday app. At the top, it says "Connecting to workday." with the Workday logo. Below that is the IRSC logo and a placeholder for a user profile picture. The "Sign In" text is centered. There are two input fields: "Username" and "Password", each with a question mark icon to its right. Below the password field is a "Remember me" checkbox. A large blue "Sign In" button is at the bottom. At the very bottom, it says "Powered by Okta" and "Privacy Policy".

Tap '**Send code**'.
You should receive a code via text.



The screenshot shows the "SMS Authentication" screen. It features the IRSC logo and a blue circular icon with "SMS" inside. Below the icon, it says "SMS Authentication" and "(+1 XXX-XXX-3275)". There are two input fields: "Send code" and "Enter Code". A large blue "Verify" button is centered at the bottom. A "Sign Out" link is in the bottom right corner. At the very bottom, it says "Powered by Okta" and "Privacy Policy".

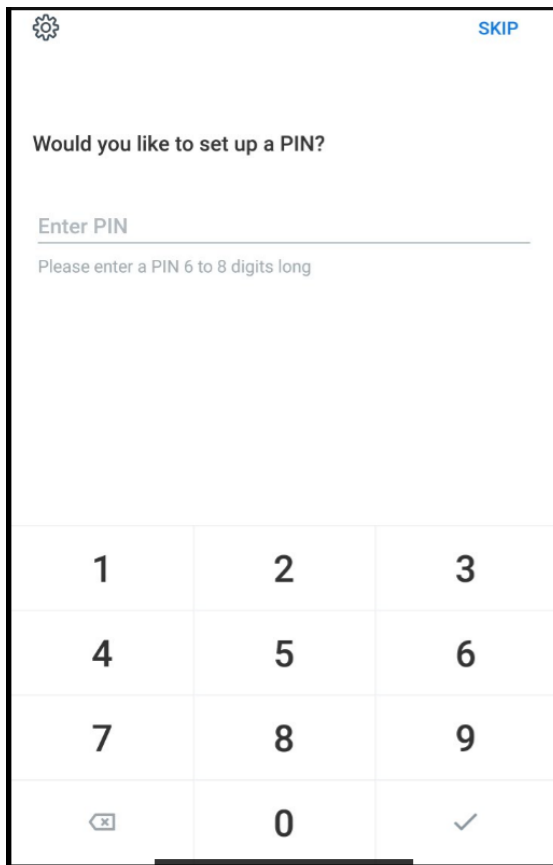
Enter the authorization code and tap '**Verify**'.



The screenshot shows a text message from 732873. The message content is "Your verification code is 045388." Below the message is a "MARK AS READ" and "REPLY" header. The text "SMS Authentication" and "(+1 XXX-XXX-3275)" is visible. There are two input fields: "Sent" and "Enter Code". A large blue "Verify" button is centered below the input fields. A "Sign Out" link is in the bottom right corner. At the bottom, there is a keyboard with the text "Thanks | I | I'll" and a search bar.

Set Up Mobile PIN

A prompt displays, asking if you want to set up a **PIN**. Setting up a PIN allows you to log into your mobile Workday application without entering your Username and Password with each login. (Note: if you do not want to set up the mobile PIN, tap 'Skip'.)



Would you like to set up a PIN?

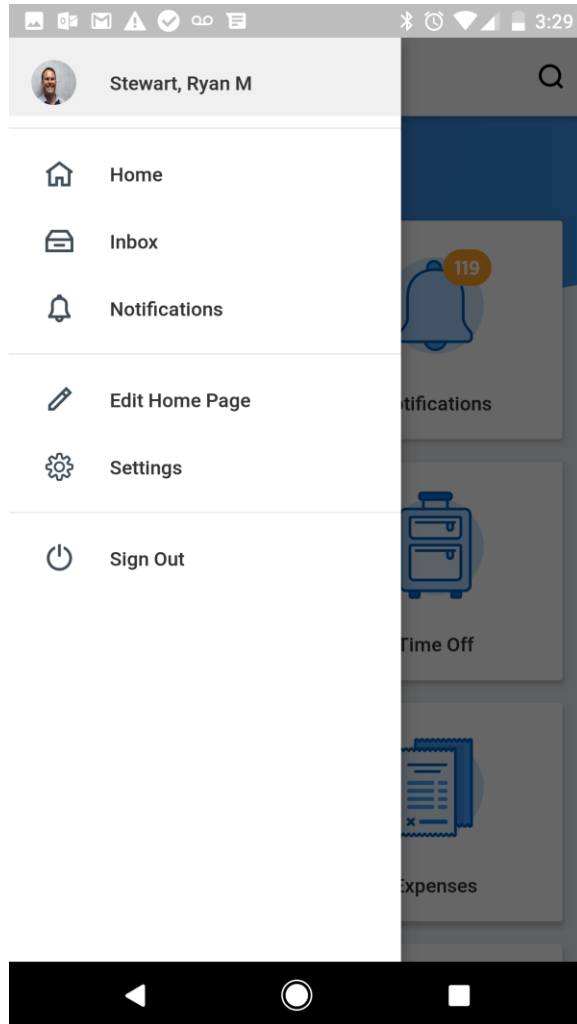
Enter PIN

Please enter a PIN 6 to 8 digits long

1	2	3
4	5	6
7	8	9
⌫	0	✓

1. Enter a PIN between 6 to 8 characters long.
2. Tap the **checkmark**.
3. Confirm the PIN by entering the 6 to 8 characters again, and then tapping the **checkmark**.

Signing Out



Navigate to the Profile:

1. From the Home page, tap the menu button in the top left corner.
2. Tap on your name and picture.
3. Tap **Sign Out**.

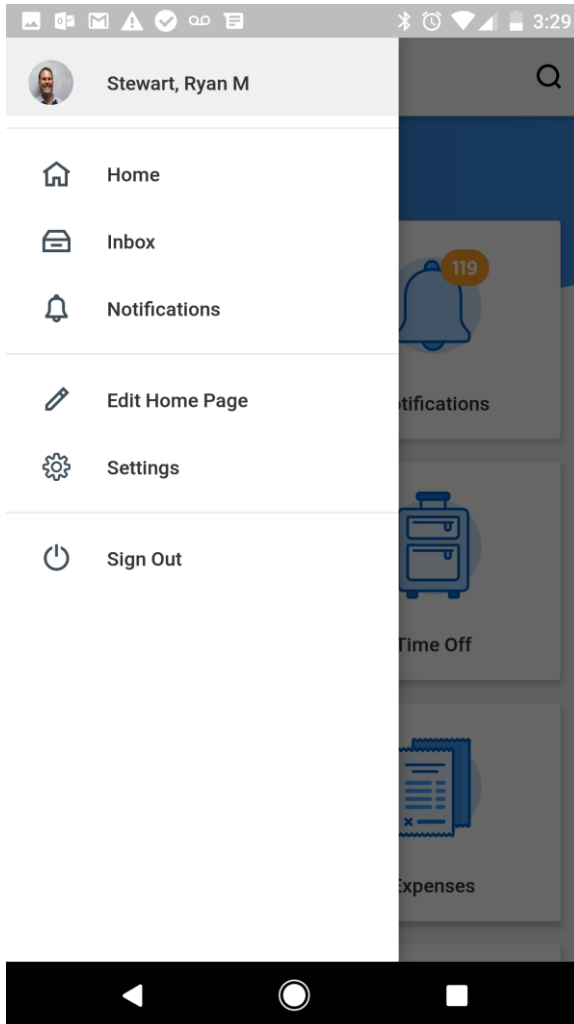
Home Page Functionality

- ✓ Check and approve Inbox items (limited)
- ✓ See Notifications
- ✓ View Time Off Balances
- ✓ Request Time Off
- ✓ View Schedule
- ✓ Enter Time
- ✓ View, Create, and Edit Expenses and Expense Reports
- ✓ View Payslips
- ✓ Find Jobs
- ✓ Track Applications
- ✓ Access Dashboards (limited)


Profile Action Menu Functionality

- ✓ View Benefit Elections, Beneficiaries, Dependents
- ✓ Edit Travel Profile
- ✓ View and Change Contact Information
- ✓ View and Change Personal Information
- ✓ View and Change Names
- ✓ View and Change ID Information
- ✓ Request Leave of Absence
- ✓ View Worker History
- ✓ Maintain Worker Documents
- ✓ View Union Membership History
- ✓ View Feedback
- ✓ Edit Goals
- ✓ View Employee Reviews

Navigate to Your Workday Profile - Android



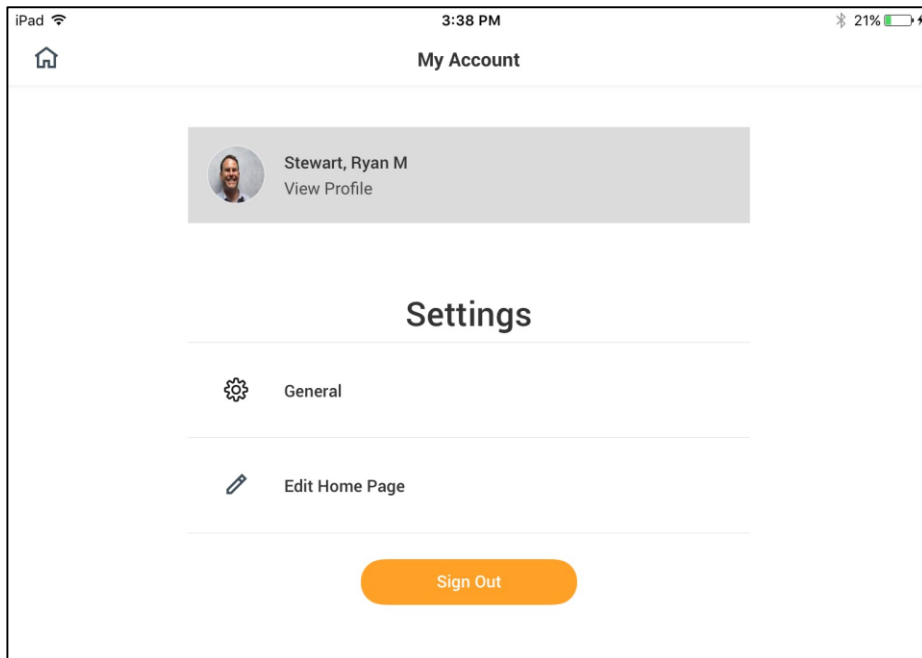
Navigate to the Profile:

1. From the Home page, tap the menu button  in the top left corner.
2. Tap on your name and picture.

Profile Menu Actions:

1. Tap the menu icon  in the top right corner.

Navigate to Your Workday Profile – iPhone & iPad



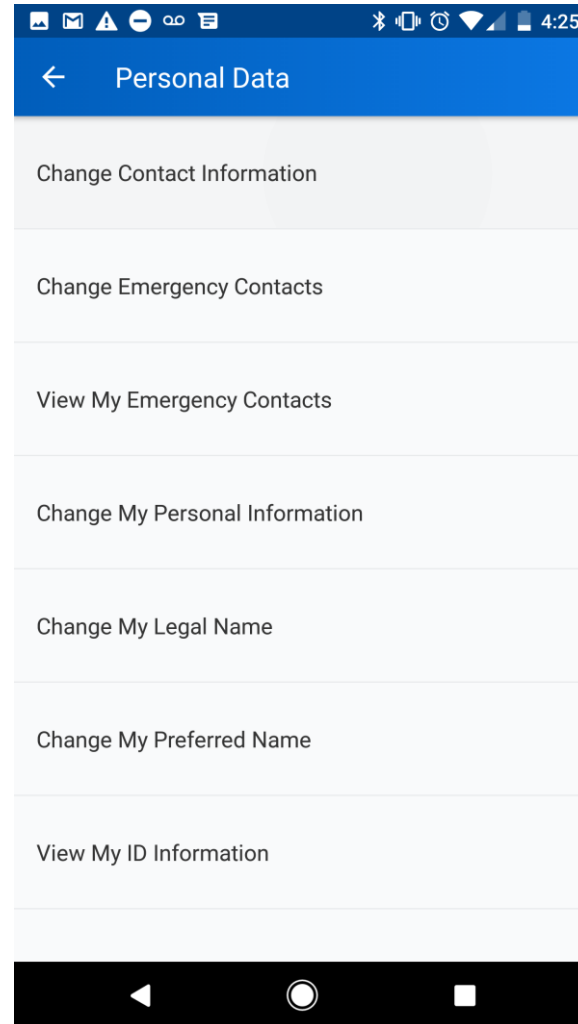
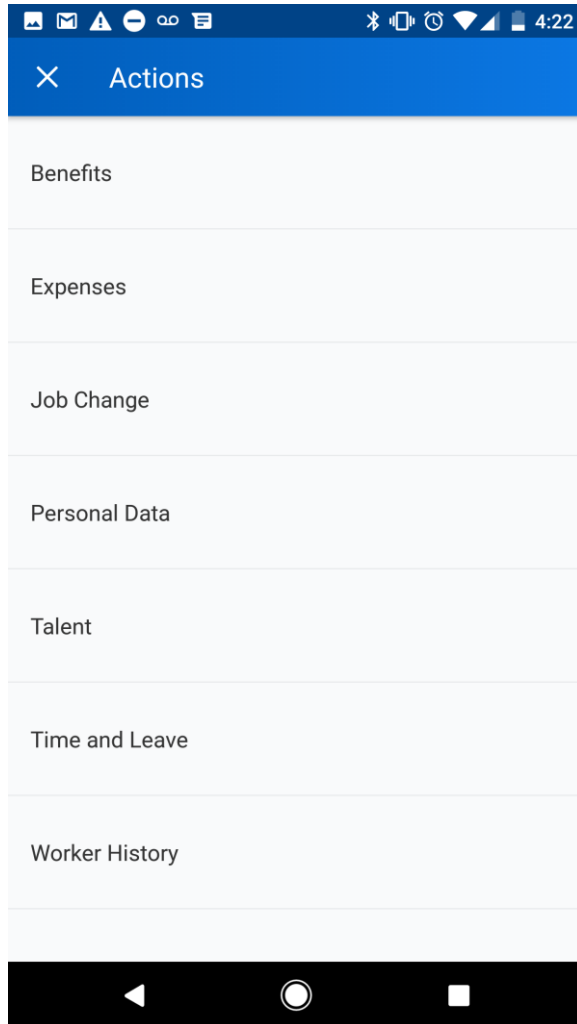
Navigate to the Profile:



1. From the Home page, tap your picture in the upper right corner.
2. Tap on 'View Profile' under your name.

Profile Menu Actions:

1. Tap the menu icon  in the top right corner.

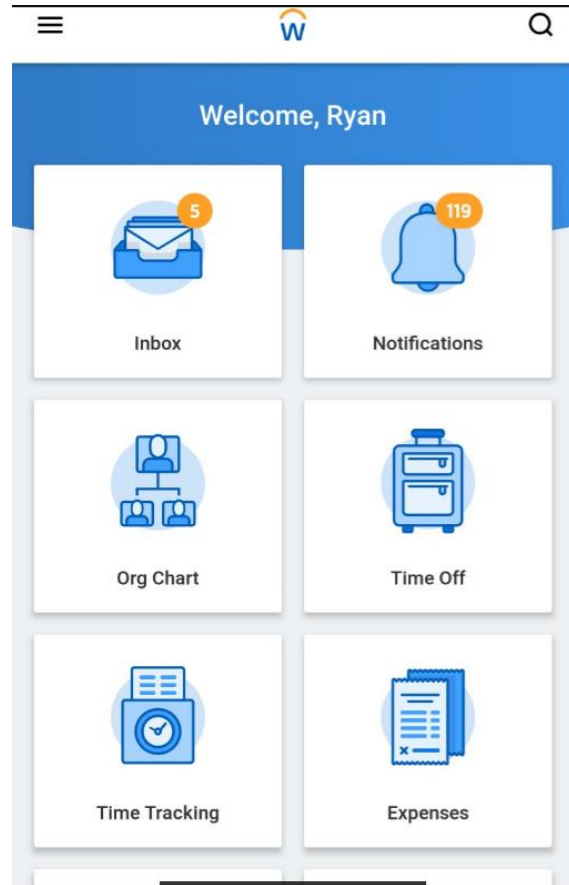
Change Your Personal Information



1. Tap your **Profile** icon.  
2. Tap **Personal Data**.
3. Tap the section you want to **Change**.
4. Tap the section where you want to update the information, and then make your edits.
5. Once completed, tap **Done**.
6. Enter comments at the bottom of the page, and then tap **Submit**.

A confirmation page displays and lists any needed approval.

Navigate the Workday Home Page

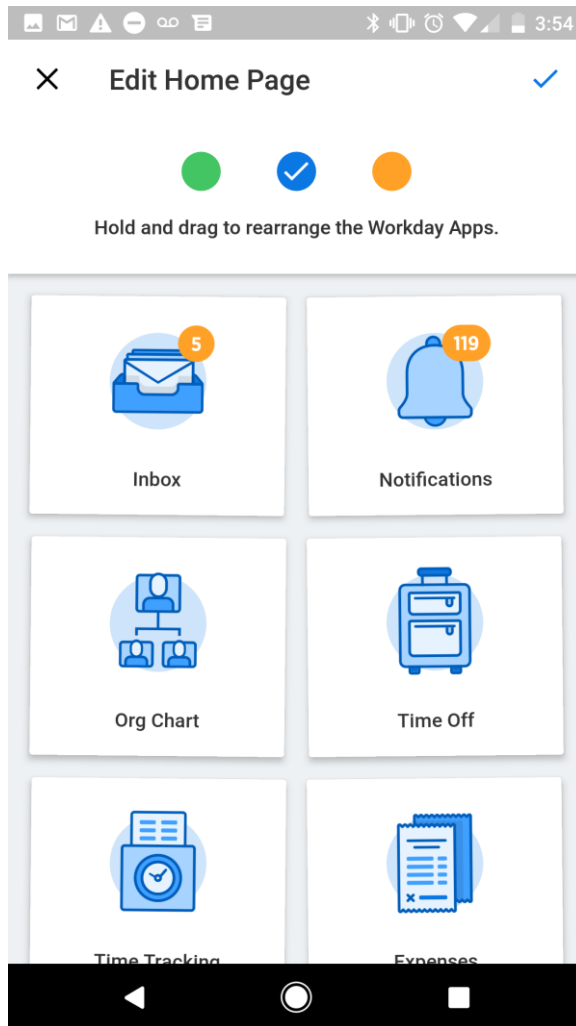


The home page of your mobile application has less worklets than the desktop version.

To Navigate the Workday App for iPhone/iPad and Android:

1. From the Home page, swipe up or down to scroll through available worklets.
2. Tap any worklet to open its corresponding actions.
3. To return to the Home page from any screen, tap the **Home** icon (🏠 iPhone or iPad) or the back arrow (Android).

Rearrange Worklets & Change Background Color



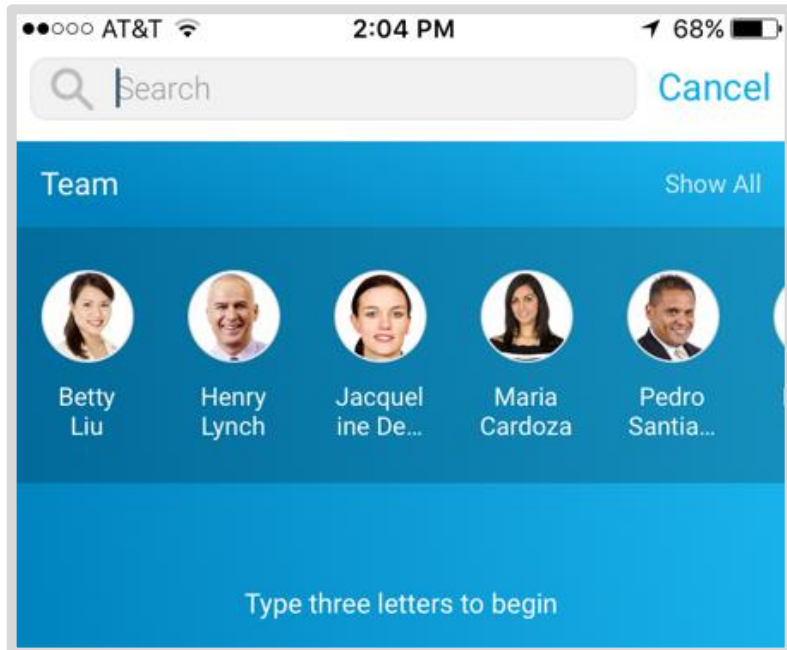
Move a worklet:

1. From the Home page, hold and drag it to the desired location.
2. Tap **Save** (iPad & iPhone) or ✓ (Android).

Change the Background Color:


1. To change the background color of your Home page, tap one of the color circles (**green**, **blue**, or **orange**).
2. Tap **Save** (iPad & iPhone) or ✓ (Android).

Search for Employees by Name

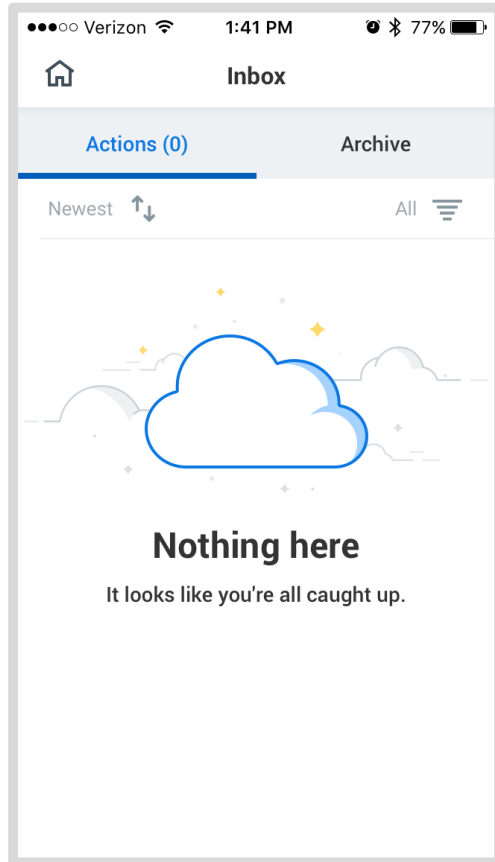
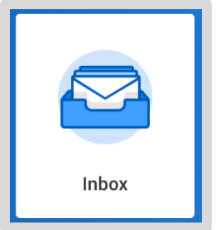


Search makes it easier to find the people you access most.

From the Home page:

1. Tap the **Search**  icon. Enter the employee's name you want to find in the Search field.
2. Scroll vertically to view team or show/collapse option.
3. Enter the employee name you want to find in the Search field.

View Your Inbox



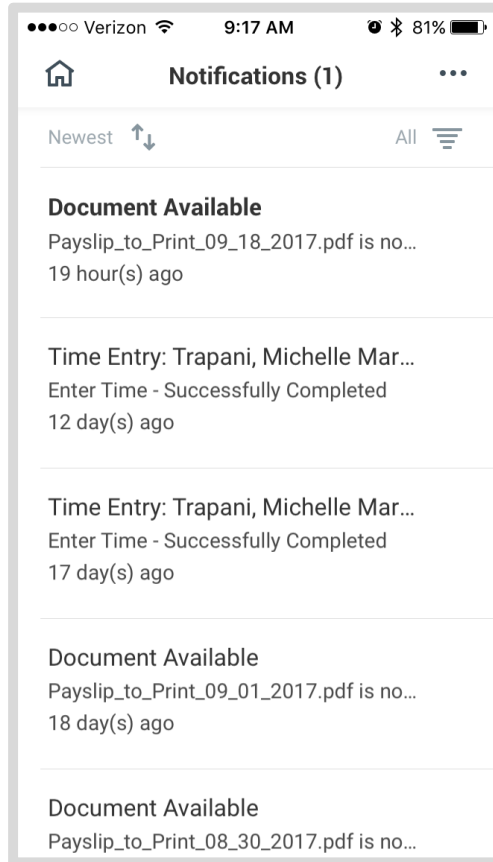
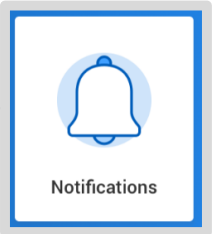
The **Inbox** is your personal activity stream. Your inbox includes actions (e.g., Approvals and To Dos) sent to you as a result of actions performed within Workday.

From the Inbox worklet:

1. Tap the **Actions** tab to access the corresponding information.
2. Select an item to view more details.

If all actions have been taken care of, the "**Nothing Here. It looks like you're caught up**" message is displayed.

View Your Notifications

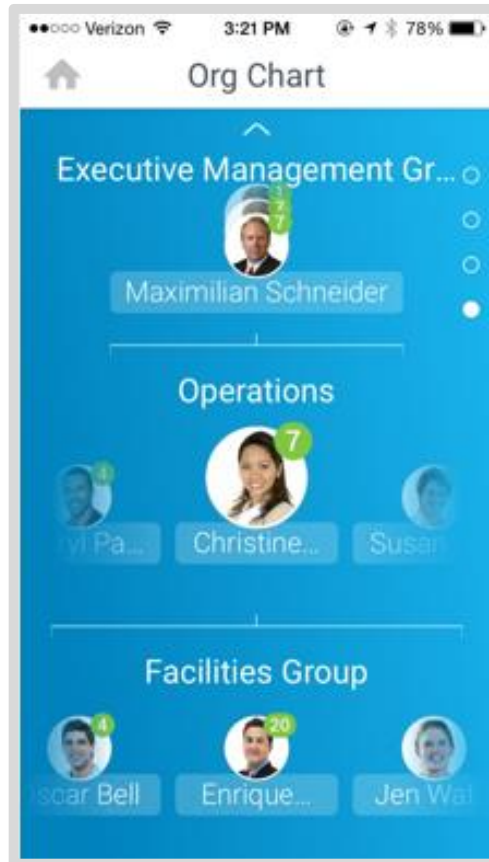
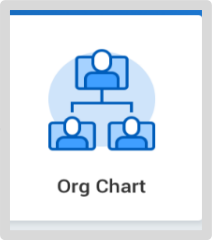


Your Notifications includes status updates sent to you as a result of actions performed within Workday.

From the **Notifications** worklet:


1. Select an item to view more details.

Navigate the Org Chart

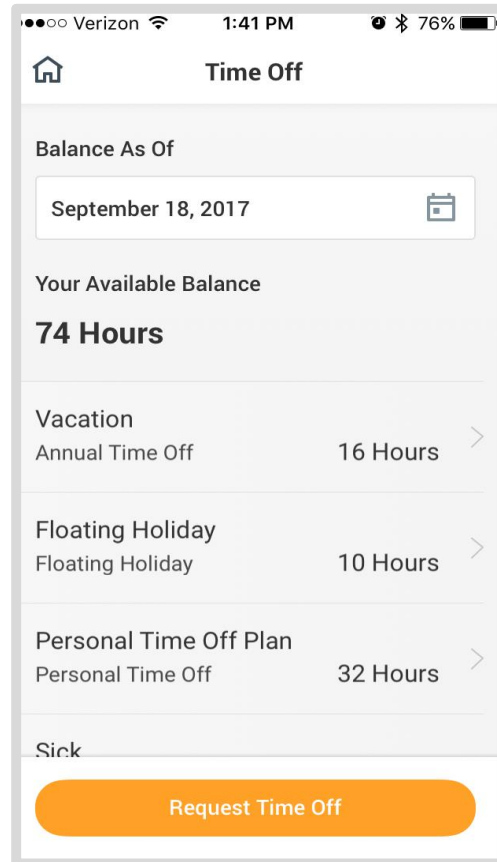
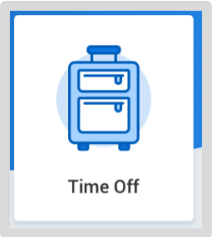


The **Org Chart** helps you identify where you and others fit into the overall structure of the organization.

From the Org Chart worklet:

1. Select an image or a group of stacked images in the hierarchy to see how groups and individuals are connected within the organization.
2. Swipe up or down, right or left to easily navigate through the org chart.
3. Tap a Profile image to view a worker's profile page.
4. Tap the **Home**  icon (iPhone or iPad) or the back arrow (Android) to return to the Home page.

Request Time Off

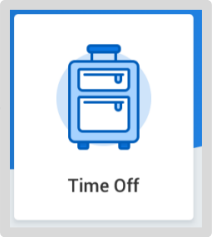


The **Time Off** worklet displays your time off balances (as of today's date) and time off details. You can also use it to request time off.

From the Time Off worklet:

1. Tap **Request Time Off** (iPhone or iPad) or **View and Request Time Off** (Android).

Request Time Off Cont.

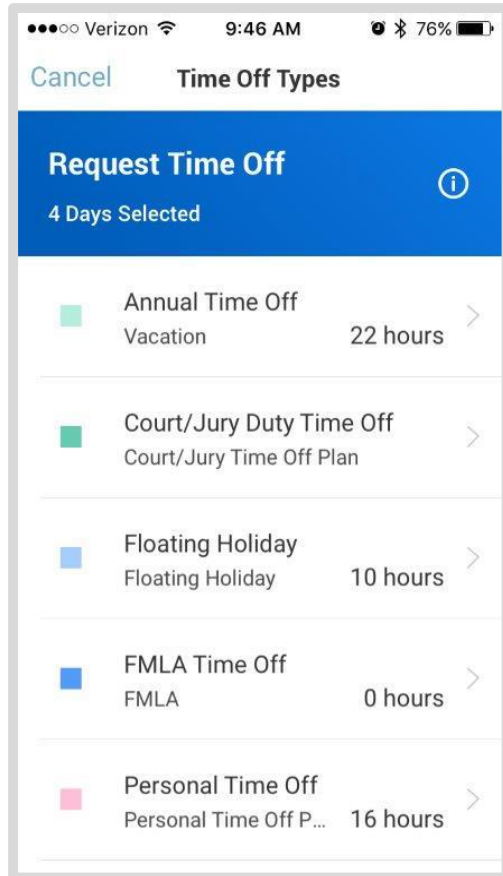
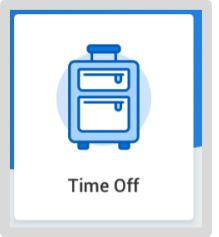


A calendar is displayed.

From the **Time Off** worklet:

1. Tap the date (or dates) you want to request for time off to highlight them. To deselect a date (or dates), tap the highlighted date (or dates).
2. Tap **Days – Request Time Off**.

Request Time Off Cont.



The Time Off Types screen is displayed

1. Select the Time Off Type.

The Review Time Off screen is displayed.

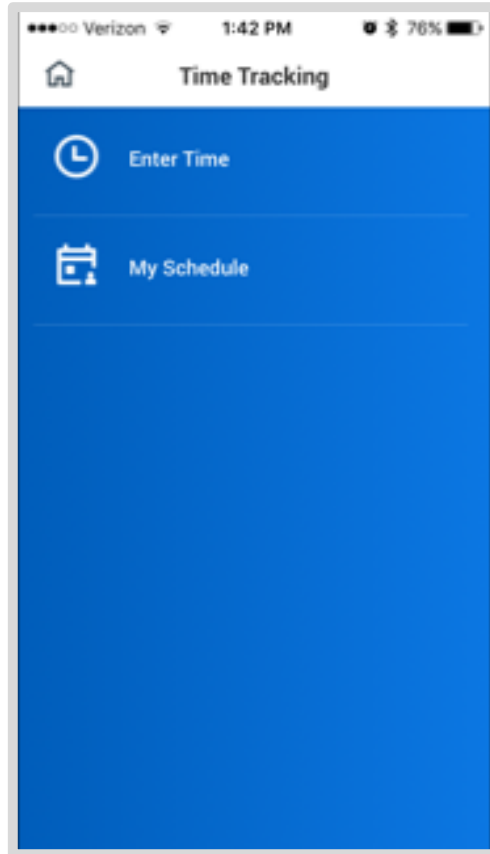
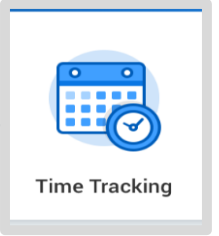
2. (Optional) Tap a day to adjust the number of hours for each day.

If necessary you can enter a comment.

3. Tap **Submit** (iPhone) or tap **Done** (Android).

A confirmation message is displayed. Your request is routed to your manager for review and approval.

Enter Time Worked



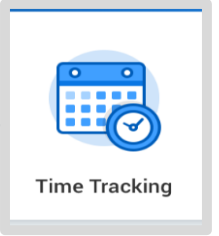
Use the **Time Tracking** worklet to enter time.

From the Time Tracking worklet:

1. Tap **Enter Time**.

The calendar for the week is displayed.

Enter Time Worked Cont.



The screenshot shows the 'Enter Time' mobile app interface. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, time '1:42 PM', Bluetooth, and battery '76%'. The app header includes a back arrow, a home icon, the title 'Enter Time', and an 'Auto-Fill' link. Below the header is a blue bar with 'September 2017' and navigation arrows. A calendar grid shows days from Saturday (16) to Friday (22). Monday (18) is highlighted as 'Today' and has a clock icon. Below the calendar is a 'Week Breakdown' section with the following data:

Week Breakdown	
Regular Hours:	0
Overtime Hours:	0
Time Off Hours:	2
Total Hours:	2

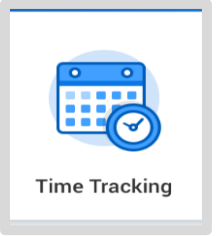
At the bottom of the screen is an orange button labeled 'Submit This Week'.

The calendar for the week is displayed.

1. Tap a day of the week to enter your time entry. You can also use the *Auto-Fill* feature to automatically enter your time based on the time you entered in a previous week.
2. Tap **Add New**.

The Enter Time screen is displayed.

Enter Time Worked Cont.



Verizon 9:40 AM 78%

Cancel OK

09/19/2017
Enter Time

Status
—

Time Type *
Select Time Entry Code

Hours *
0

Details

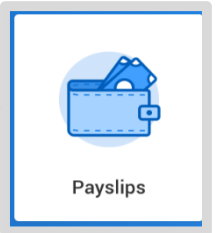
Add comment...

From the **Enter Time** page:

1. In the Time Type field, tap the **Prompt** symbol, and then tap the appropriate type.
2. Tap the **Hours** field, and then tap the appropriate hours you worked.
3. In the Add Comment field, enter any additional information.
4. Tap **OK**.

The Enter Time screen is re-displayed. If the information is entered incorrectly, an error message is displayed.

View Your Pay Slip



The screenshot shows a mobile app interface for "Payslips (40)". At the top, it displays "Next Payment" as "02/15/2017". Below this is a list of five pay entries, each showing a date and a net amount of \$1,532.87. Each entry has a right-pointing chevron icon. The status bar at the top shows "Sprint", "1:41 PM", and "67%" battery.

Date	Net Amount
06/15/2016	\$1,532.88
05/31/2016	\$1,532.87
05/12/2016	\$1,532.88
04/29/2016	\$1,532.87
04/15/2016	\$1,532.87

From the **Pay Slip** worklet:

1. Select the pay history that you want to view, and then tap the corresponding date.

You are able to see both the Gross and Net Pay, how the money was dispersed, and year-to-date information.

1. To view the actual pay slip, tap **View PDF Statement**.