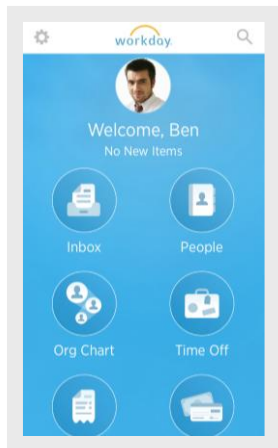




Note: Mobile web user experience now uses the same link as desktop, closely mirroring the desktop user experience. The design of mobile web will differ due to responsive design. This change does not impact the mobile app experience.

Navigate Workday

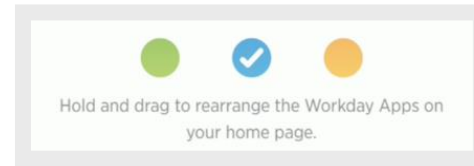
From the Workday Home page, you can swipe up or down to scroll through available worklets. Tap an icon to open its corresponding work.



Rearrange Your Worklets & Change Background Color

From the Home page:

1. To move a worklet, hold and drag it to the desired location. You can also change the background color of your Home page from tapping and holding on a worklet and tapping the color of your choice.



2. Tap **Save**.

View Your Inbox

The Inbox is your personal activity stream. Your Inbox includes Actions and Notifications (e.g. Approvals, To Dos, and status notifications) sent to you by your organization's business processes.

From the Inbox worklet:

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

Search for Employees by Name



From the Home page:

1. Tap the **Search** icon .



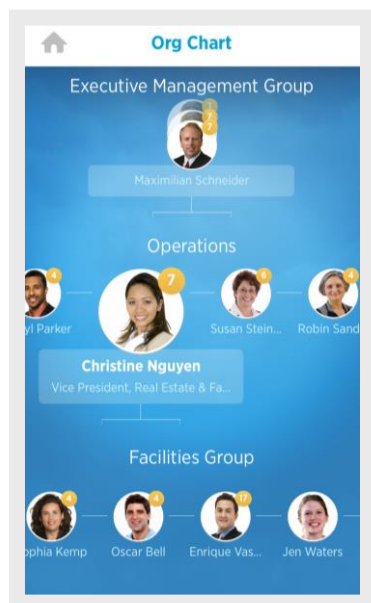
Note: (iOS 9 + only) People Search defaults My Team hotlinks if logged in as an employee or manager.

2. Enter the employee name you want to find in the Search field. The search results display.
3. Select the employee. The individual's profile details and contact information display.

4. Tap the **Related Actions** (for iPhone , for Android ) to see additional actions you can perform from this screen.

Navigate the Org Chart

The Org Chart helps you identify where you and others fit into the overall structure of the organization. Within the Org Chart, you can navigate the structure of your department and company by swiping through workers' profile icons.



From the Org Chart worklet:

1. Select an image or group of stacked images in the hierarchy to see how groups and individuals are connected within the organization.
2. Swipe up or down to easily navigate through the company hierarchy.

3. Tap a single image to view a worker's Profile page.
4. Tap the **Back** arrow to return to the Org Chart.



Update Your Profile Photo

From the Home page:

1. Tap your **profile image** at the top of the screen.
2. On your Profile page, tap the **profile image** at the top of the screen.
3. Select **Camera** to take a new photo. Optionally, you can select **Choose from Library or Import Attachment** on iPhone or **Gallery** on Android to use an existing photo.
4. Take or choose the photo.
5. For iPhone, tap **Use Photo** when you are satisfied with the image you have captured. For Android, tap the check mark to confirm your selection. Your photo has been sent for approval, if needed.

Change Your Contact Information

From the Home page:

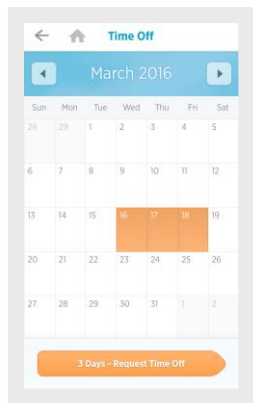
1. Tap your **Profile Icon**.
2. Tap the **Related Actions**. (for iPhone , for Android )
3. Tap **Personal**.
4. Select **Change Contact Information**.
5. Tap the section where you want to update the information and make your edits. Note some information is required, identified by an asterisk.
6. Tap **Done**.
7. Enter any comments at the bottom of the page and tap **Submit**. A confirmation page displays and lists any needed approval.

Request Time Off

The Time Off worklet displays your time off balances and time off details. You can also use it to request time off.

From the Time Off worklet:

1. Tap **View & Request Time Off**.
2. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.



3. Tap **Request Time Off**.
4. Select the Time Off Type. The Review Time Off screen displays.
5. (Optional) Tap a day to adjust the number of requested hours for each day. If necessary, you can enter a comment.
6. (Android) Tap **Done**. A confirmation page displays. Your request is routed to your manager for review and approval.
7. (iPhone) Tap **Submit**. A confirmation page displays. Your request is routed to your manager for review and approval.

Correct Time Off

Employees can correct time off that has already been approved by a manager on their mobile device.

1. Navigate to Time Off worklet.
2. Tap **Request Time Off**.
3. Select existing time off.
4. Update hours as desired.
5. Click **Submit**.

Enter Time Worked

Use the Time worklet to enter time or to check in/out.

From the Time worklet:

1. Tap **Enter Time**.
2. Tap a day of the week on the calendar for your time entry.
3. Tap **Add New**.
4. Confirm the Time Type.
5. (Hourly) Tap your **In** and **Out** time and **Reason** from the prompts.
 - a. Select any additional information your organization requires.
6. (Non-hourly) Tap the **Hours or Day** field and enter the amount of time you worked.
 - a. Enter any additional information.
7. Tap **Done**. If incorrect, an error message will display.
8. Repeat the process to enter additional blocks of time for the day/week, as needed.

9. Tap **Submit** when you are ready to send your hours for approval. Review your submitted time and add any comments.
10. Tap **Submit** again to confirm that the reported hours are accurate and to authorize payment. Next steps for approval will display.

Check In/Out (Non-Exempt & Hourly Employees)

From the Time worklet:

1. Tap **Check In/Out**. (iOS only) The Check In/Out screen displays and will automatically check in at your location.
(Android only) Tap **Activity** and select the location you are reporting time worked for.
2. Tap **Check In** when you start working.
3. (iOS only) Select the Time Type from the prompt. Add additional information as needed.
4. Tap **Check Out** when you stop working.
5. Select a Check Out reason, such Break, Meal or Out. Use the Check In/Out feature as required throughout the day.