**Mobile: Getting Started with Workday for iPhone & Android**

**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.

**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.

**Search for Employees by Name**

From the Home page:

1. Tap the Search icon.

**View Your Inbox**

The Inbox is your personal activity stream. Your Inbox includes Actions and Notifications (e.g. Approvals, ToDos, 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.

**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.

2. Tap Save.

**Employee**

**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.

Your screens and processes may vary from those described here.
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.

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**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 Tracking worklet to enter time or to check in/out.

From the Time Tracking 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.
6. (Non-hourly) Tap the **Hours or Day** field and enter the amount of time you worked.
7. Enter any additional information.
8. Tap **Done**. If incorrect, an error message will display.
9. (Optional) Tap **Done**. If incorrect, an error message will display.
10. Repeat the process to enter additional blocks of time for the day/week, as needed.
11. Tap **Submit** when you are ready to send your hours for approval. Review your submitted time and add any comments.

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12. 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.

Today View (iOS only)

The Today View is displayed in the Notification Center and contains helpful widgets to see how your day is shaping up. The Workday widget provides quick access to the first 4 icons from the home page.

From the top of your home screen:

1. Swipe down to display the menu bar.
2. Tap the Today tab if it doesn’t already default..
3. Scroll down and click Edit.
4. Tap the plus icon next to the Workday app icon to add it to the Today View. Click Done.

If you reorder the icons on the home page within the Workday app, the Today View is updated to reflect the new top 4 icons.

The Today View learns your preferences over time based on usage and will display the top 4 most commonly used tasks.

iCloud document storage (iOS only)

Available as importing an attachment within modifying your profile picture, expenses, and refer a candidate.

You can import documents from other native apps like Box, Google Drive, Dropbox, and iCloud Drive and is available in Profile, Expenses, and Recruiting.

1. Navigate to enabled task > Import document from desired cloud service.
2. Tap More > swipe left or right next to the storage service to enable or disable.