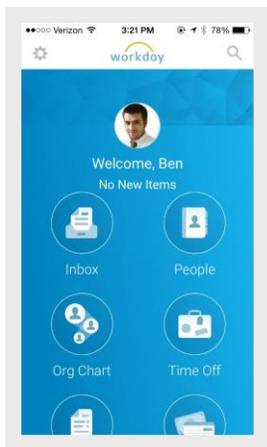




Note: Mobile web user experience now uses the same link as the desktop, closely mirroring the desktop user experience. The design of mobile web will differ due to responsive design. This change does not impact the mobile app experience.

Navigate Workday

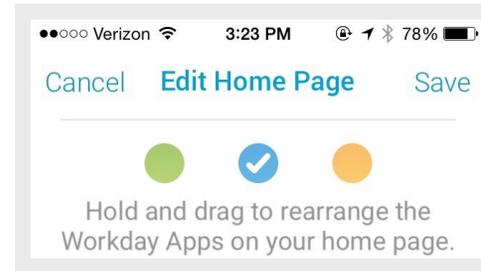
From the Workday Home page, you can swipe up or down to scroll through available worklets. Tap an icon to open its corresponding actions.



Rearrange Your Worklets & Change Background Color

From the Home page:

1. To move a worklet, touch-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 .



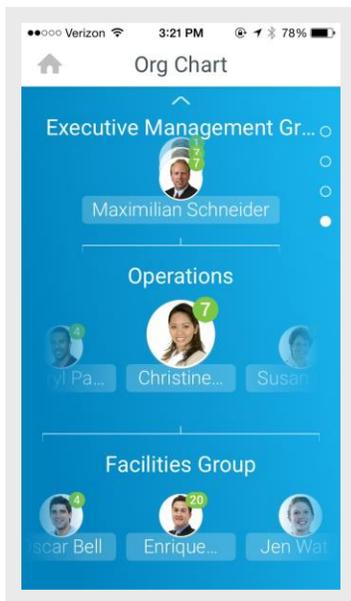
Note: (iOS 9 + only) People Search defaults My Team hotlinks if logged in as an employee or manager.

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

Add Personal Notes

Use personal notes to store information about an individual that is important to remember. Only you will be able to see the note.

From a worker's Profile page:

1. Tap **Personal Notes**.
2. Tap **Add New**. The Add Note screen displays.
3. Type your note.
4. Tap **Done**. You can view the Personal Note anytime from the worker's Profile page.

Edit Your Personal Goals

From the Home page:

1. Tap on your **Profile Icon** to open your profile.
2. Tap the **Related Actions** icon (for iPhone , for Android ).
3. Tap **Talent & Performance**.
4. Tap **Personal Goals**.
5. Tap **In Progress** or **Completed Goals**. You can also select **All Other Goals** or **Organizational Goals**.
6. Tap **Add New**.
7. Enter the goal and any supporting information.

8. Tap **Done** > **Submit**.
9. Enter any comments and tap **Submit**.

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 checkmark 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, which is identified by an asterisk.

6. Enter any comments at the bottom of the page and tap **Submit**. A confirmation page displays and lists any needed approval.

Enter Expense and Submit Expense Report

Use the Expenses worklet to track expenses, upload receipts, and submit expense reports.

From the Expenses worklet:

1. Tap **New Expense**.
2. Tap the **Camera** icon to take a photo of the receipt. For an iPhone, you can also choose an existing photo or import an attachment. For an Android, you can also select an existing photo from the gallery. If you took a photo, tap **Use Photo**.
3. Enter an Amount, Date, and any other supporting information. Your organization may require you select an Expense Item.
4. Tap **Done**.

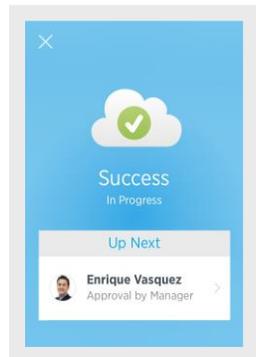
Repeat previous steps to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the Expense worklet:

1. Tap **Expense Reports** > **New Expense Report**.
2. Include the Company, Expense Report Date, Cost Center, and Region.
3. Tap the **Additional Worktags** prompt. Add information your organization may require like Location and Project.
4. To add a Project, tap **Project** from the Additional Worktags prompt.
5. Select your **Project** > **back arrow** icon > **back arrow** icon > **Done**.



Note: The amount of projects you can choose for your expense report may vary per your organization's configuration. An inactive (closed) project will not appear in available projects.

6. Tap **Done**.
7. Tap **Add Expense**.
8. Tap **Existing Expenses**. You can also choose to add more expenses in this step by tapping **New Expense**.
9. Choose the pre-existing expenses you want to include in the report by tapping the **checkmark** next to each expense item you have saved.
10. Tap **Done**.
11. Tap **Review**.
12. Review your expense items for accuracy and correct any errors, then tap **Submit**. A confirmation screen shows your expense report has been routed for 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 **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.

From the Time Off worklet:

1. Tap **Request Time Off**.
2. Select existing time off.
3. Update hours, as desired.
4. 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. You can also use the Auto-fill feature to automatically fill out your time based on the time you entered in a previous week.
3. Tap **Add New**.
4. Confirm the Time Type.
5. If selecting a Project, select the **Time Type** prompt  > **Project, Project Phase, and/or Project Task** (if required).



Note: A worker must be assigned to an active project in order to bill time against it. A worker can add the project, project phase, and/or project task based on your organization's configuration and requirements. You may be able to use the Auto-fill feature from the Enter button if your time is identical to the prior week.

6. (Hourly) Tap **In** and **Out** time and **Out Reason** from the prompts.
7. Select any additional information your organization requires, including Cost Center, Job Profile, Waived Meal/Break, and Division.
8. (Non-hourly) Tap the **Hours** field, and select the amount of time you worked.
9. Enter any additional information.
10. Tap **OK**. If incorrect, an error message will display.
11. Repeat the process to enter additional blocks of time for the day/week, as needed.
12. Tap **Submit** or **Submit This Week** when you are ready to send your hours for approval. Review your submitted time and add any comments.
13. Tap **Submit** again to confirm that the reported hours are accurate and to authorize payment. Next steps for approval will display.

Check In/Out (Hourly Employees)



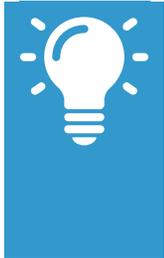
Note: (iOS only) You can check in/out without designating a location or project.

From the Time Tracking 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, including Cost Center, Job Profile, Waived Meal/Break, and Division. Select the Project as Time Type if applicable.



Note: (iOS only) A worker must be assigned to an active project in order to bill time against it. A worker can add the project, project phase, and/or project task based on your organization's configuration and requirements. You may be able to use the Auto-fill feature from the Enter button if your time is identical to the prior week.

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.

Workday Drive (W:Drive)

The Workday Drive (W:Drive) is a virtual drive where you can store your scheduled and shared reports and access them from your iPhone, Android, or iPad.

From the Home page:

1. Tap the **W:Drive** worklet.
2. Tap **More Reports** and the **Report Tags** prompt .
3. Filter your search by Business Object or Report Tags. Tap your selection once located.

4. Tap the number prompt  to select the number of days to view reports created within the last "X" days.

Today View (iOS only)

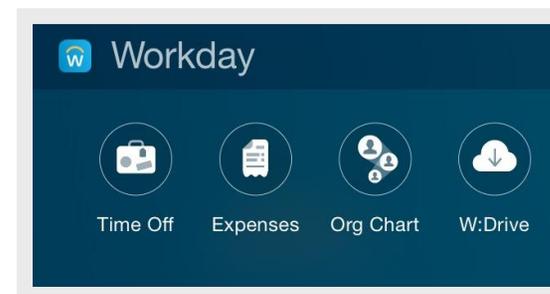
The Today View is displayed in the Notification Center and contains helpful widgets to see how your day is shaping up. The Workday widget provides quick access to the first four icons from the Home page.

From the top of your home screen:

1. Swipe down to display the menu bar.
2. Tap the **Today** tab if it does not 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.
5. 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 four icons.

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



iCloud Document Storage (iOS only)



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

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

1. From the Enabled Task > Import document from desired cloud service.
2. Tap **More** > swipe left or right next to the storage service to enable or disable.

