



Navigate Workday for iPhone/Android

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



Rearrange Your Worklets

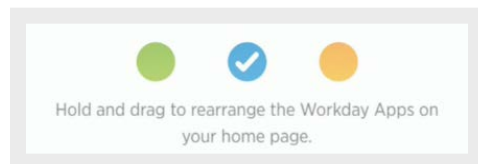
From the Home page:

1. Tap the **Settings** icon  or **prompt** icon  for Android.
2. Tap **Edit Home Page**.
3. To move a worklet, hold and drag it to the desired location.
4. Tap **Save**.

Change Background Color (iOS Only)

From the Home page:

1. Tap the **Settings** icon  or **prompt**  icon.
2. Tap **Edit Home Page**.
3. Tap one of the circular icons for the color you want to choose.
4. 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) that are 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.

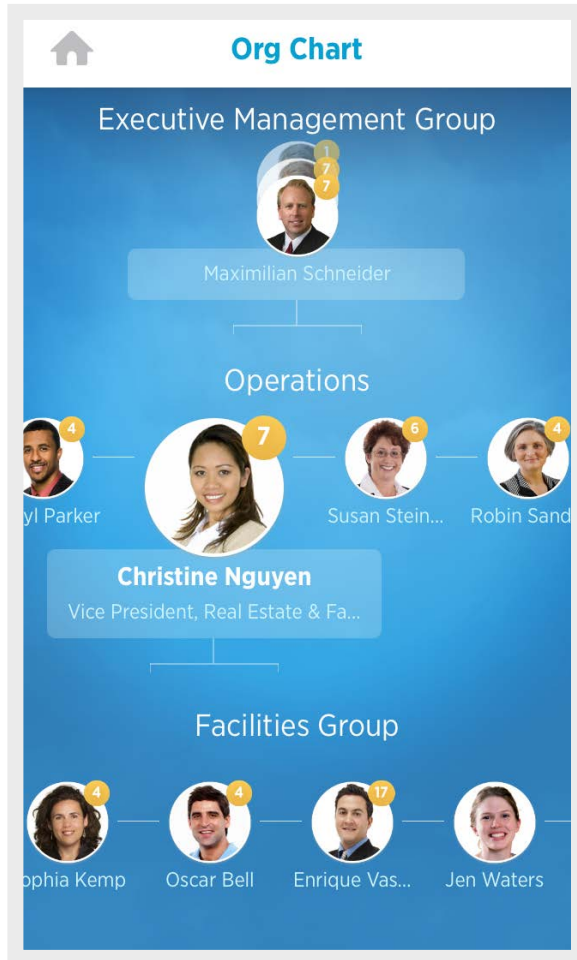
Search for Employees by Name

From the Home page:

1. Tap the **Search** icon .
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.

Change Your Contact Information

From the Home page:

1. Tap your **Profile Icon**.
2. Tap the **Related Actions**.
3. Tap **Personal**.
4. Select **Change Contact Information**.
5. Tap the information you want to change and make your edits.
6. Tap **Done**.
7. Enter any comments 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 **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 **Select Time Off Type**.
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. Tap **Submit**. A confirmation page displays. Your request is routed to your manager for review and approval.

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 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. Tap the **Quantity** field and select the amount of time you worked.
6. 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.
10. Tap **Done > Submit** to confirm that the reported hours are accurate and to authorize payment.

You will see any approval that is needed once submitted.

Signing Out

From the Home page:

1. Tap the **Settings** or **Prompt** icon.
2. Tap **Sign Out**.