

Workday Mobile

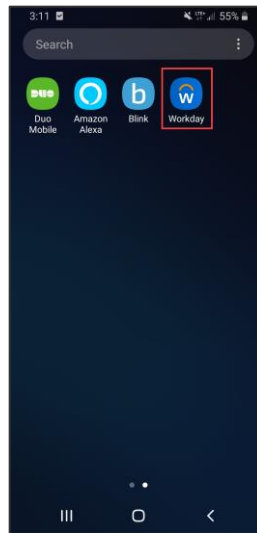
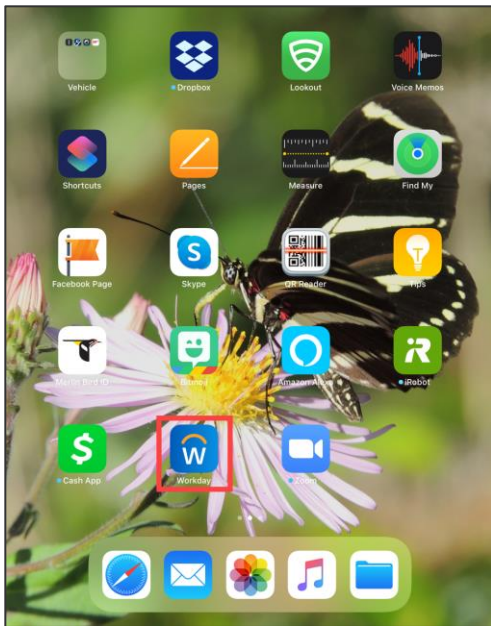
Because Workday is a Cloud-based system, you can access it from any device with an Internet connection by using the **Workday Mobile App**. This Job Aid covers basic instructions on setup and use of the **Workday Mobile App**.

***NOTE:** screenshots in this Job Aid reflect an Apple iPad and Android phone; images and operation will differ slightly for other device types

INSTALLING THE WORKDAY MOBILE APP

IPAD AND IPHONE

1. From your device, navigate to the App Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Get**, then **Install**.
4. Tap **Open** once the app has downloaded.
5. Follow App instructions for completing initial setup

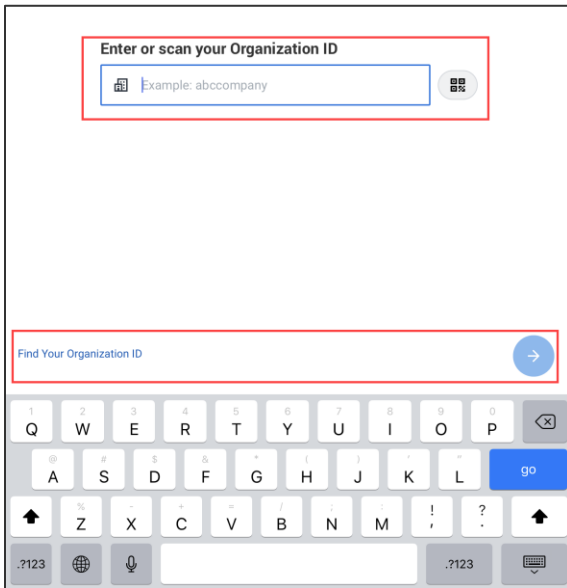


ANDROID

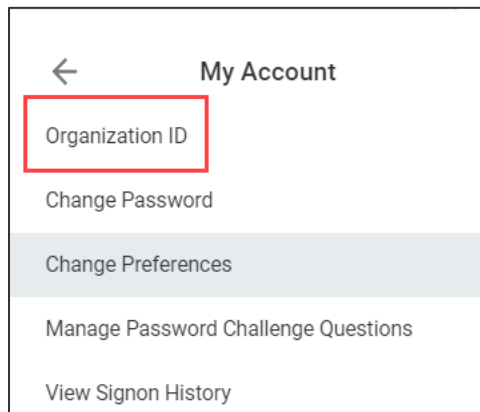
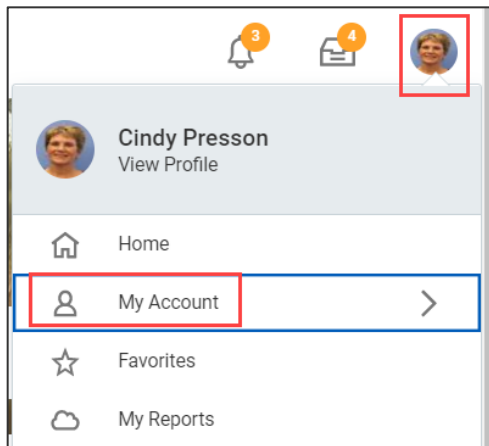
1. From your device, navigate to the Google Play Store.
2. Enter *Workday* in the search field and select **Workday** from the results.
3. Tap **Install**, then **Open** to launch the Workday Mobile app.
4. Tap the **Log In** button.
5. Follow App instructions for completing initial setup

ENTERING YOUR ORGANIZATION ID

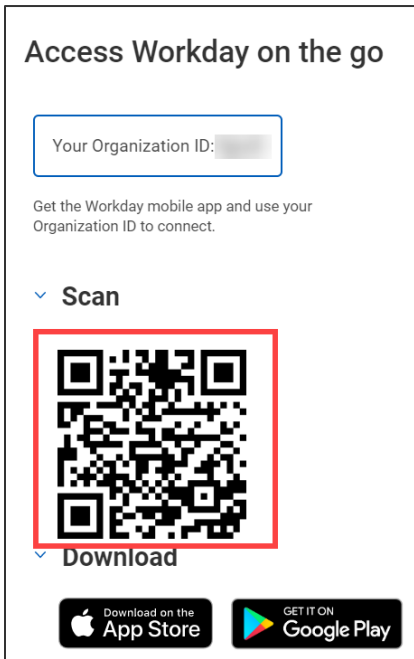
During the Workday Mobile App setup, you must enter your Organization ID. Instructions may be provided in the app setup itself; they are included here for your convenience.



1. From the **Workday Home Page** on your desktop or laptop, click your **Profile** picture and select the **My Account** option, then select **Organization ID**

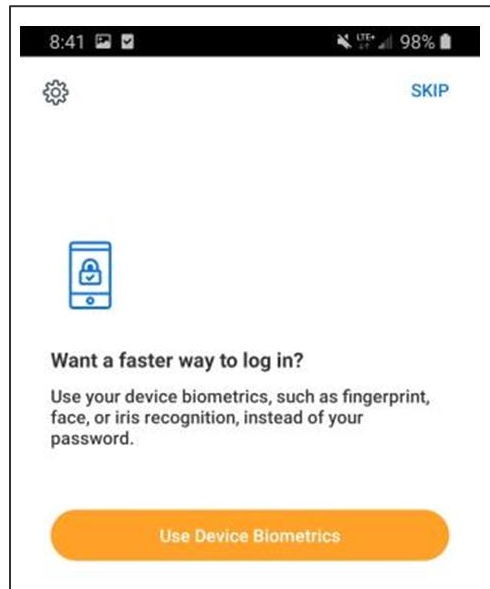
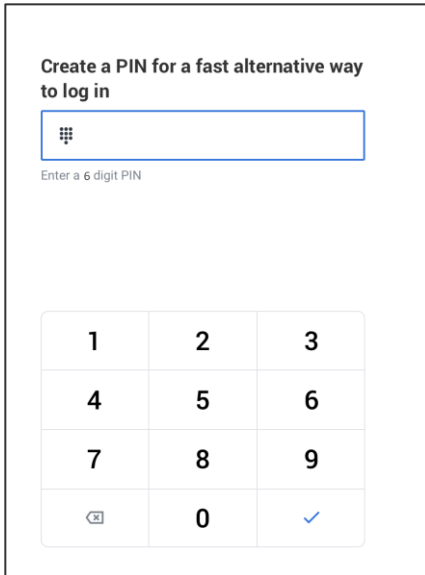


2. Scan the **QR code** displayed to enter the **Organization ID** automatically



SIGN-IN OPTIONS

Workday offers the option to use device biometrics for sign-in. This acts as a replacement for 2FA and stores your credentials in an encrypted state on your device. If you select this option, you will be required to set a 6-digit PIN to allow changes to your stored credentials linked to the Biometric option.

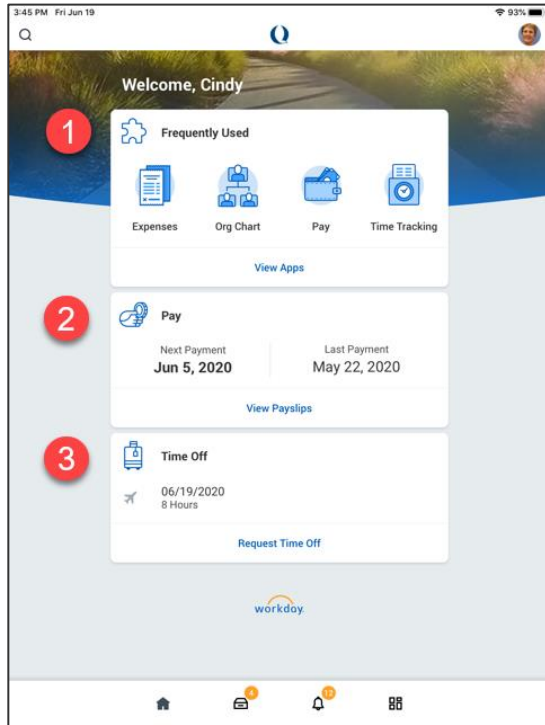


WORKDAY MOBILE APP NAVIGATION

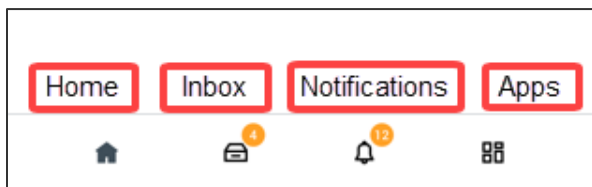
Navigation in the **Workday Mobile App** is essentially the same as that of the Web version; the **Workday Home Page** is the starting point, and displays:

1. **Frequently Used Applications**
2. **Pay** information/dates

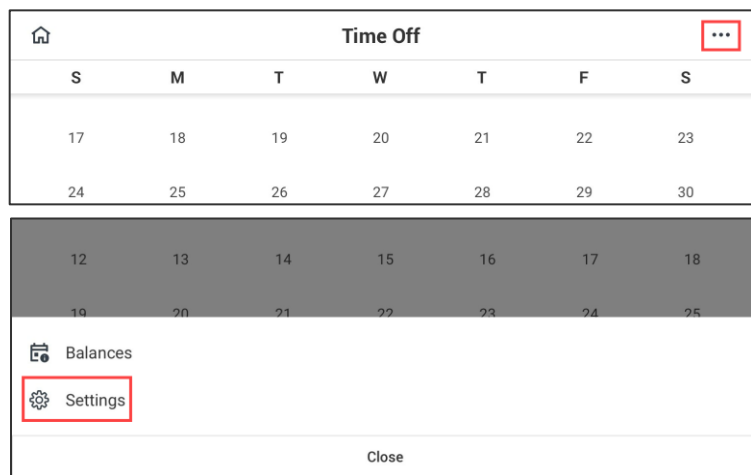
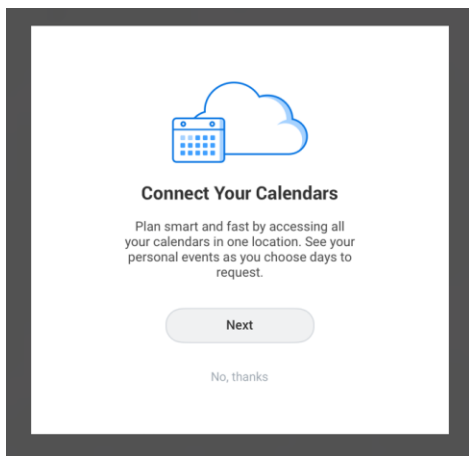
3. Time Off information for recent dates



The **Navigation Bar** features your **Inbox** and **Notifications** icons, access to all **Applications**, and return to the **Workday Home Page**



During setup, the **Workday Mobile App** features the ability to link your personal online calendar with the **Workday Calendar**; this can be configured at any time in the **Time Off** application settings.



MOBILE APP SECURITY

The FGCU **Workday Mobile App** is configured to provide the following security options:

- **Attachments** can be uploaded and viewed
- **Attachments** that require third party apps to review/download/upload are not supported through the mobile app. Using third party applications file types to review/download/upload from and to **Workday** is only available from a PC or Mac workstation connected to the FGCU network.

**NOTE: a third-party application may be needed for .xls, .xlsx, .docx and other similar file types. This does not include first party application/device functionality that is built into Workday, such as receipt photos for expense submissions.*

- **Check In/Check Out** utilizes location services
- Access to **My Reports** is available
- **Export to PDF/Excel** and **Payment Elections** will not be available unless your device is connected to the FGCU network

SIGNING OUT

To sign out of the **Workday Mobile App**, access your **Profile** and select the **Sign Out** option.

