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.
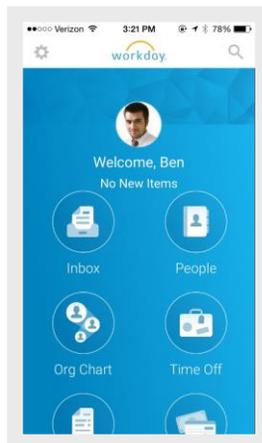
You can also change the background color of your Home page from tapping and holding on a worklet and tapping the color of your choice.

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.
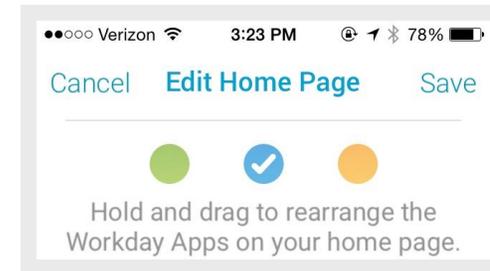
2. Tap **Save**.

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.

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. (Hourly) Tap **In** and **Out** time and **Out Reason** from the prompts.

6. Select any additional information your organization requires, including Cost Center, Job Profile, Waived Meal/Break, and Division.

7. (Non-hourly) Tap the **Hours** field, and select the amount of time you worked.

8. Enter any additional information.

9. Tap **OK**. 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** or **Submit This Week** when you are ready to send your hours for approval. Review your submitted time and add any comments.

12. Tap **Submit** again to confirm that the reported hours are accurate and to authorize payment. Next steps for approval will display.

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**.

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.

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.

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.

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.