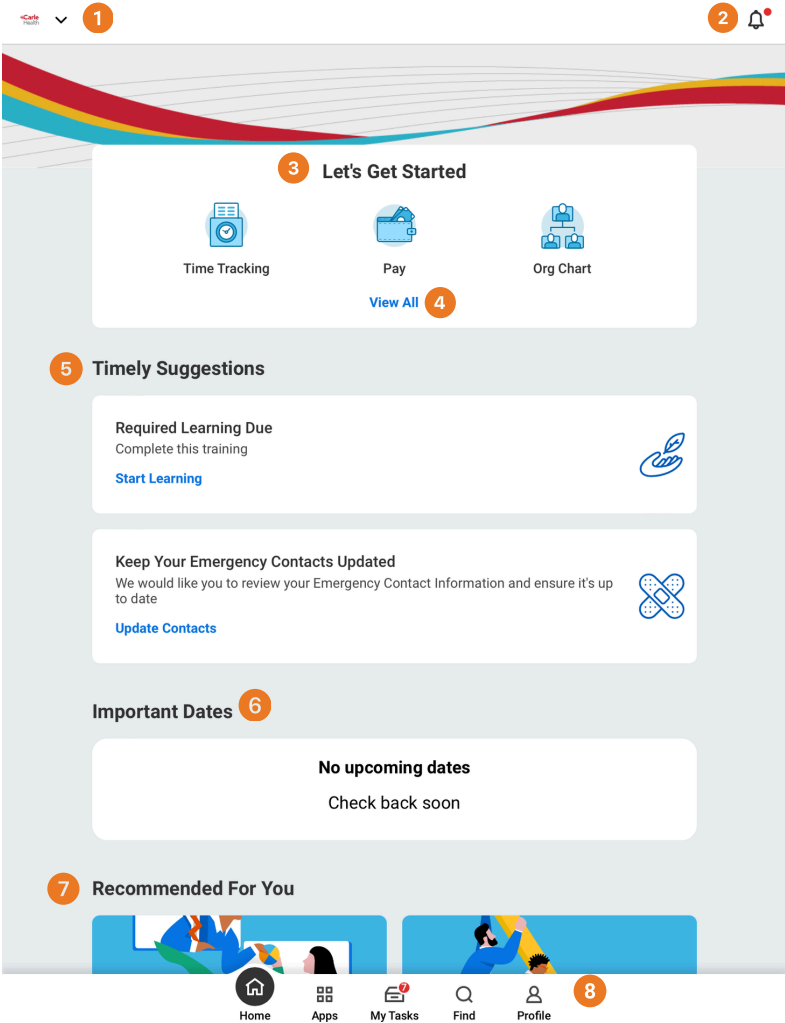# Mobile Apps for Managers

Use this job aid to familiarize yourself with the Workday Mobile App features. The Workday App provides you with a mobile and secure method to access your personal and business task information anywhere at anytime.

Home Page

The Workday Mobile App provides quick access to the information that matters to you. Each number corresponds with a tool you can find on the home page.

1 Use this menu to view the Organization ID, settings or sign out.

3 The Apps menu will have three of your commonly used Apps.

5 The "Timely Suggestions" menu will suggest tasks to you keep you on track.

7 The "Recommended For You" menu provides tasks relevant to your activity in the App.

2 Click the bell to see your personalized Notifications.

4 Click the "View All" to view all the apps available.

6 The "Important Dates" menu keeps you on top of deadlines.

8 The Toolbar provides additional access to the Apps page, your personalized To-Do list, Search page and your profile.

Note:

The taskbar is present on every screen in the mobile app. It consists of the following shortcuts:

Home | Apps | My Tasks | Find | Profile

Apps

The Workday Mobile App provides quick access to the information that matters to you. All apps may not be available to you.

Absence — In this app, you can make time off requests and view your total PTO and sick time.

Benefits and Pay — In this app, you can view your tax documents, recent pay, benefits, total rewards, and payment elections. You can change your benefits and request one-time payments.

Dashboards — In this app, you can view tasks and other specific functional areas that are relevant to your position in the Workday system making insights into business processes and operations simpler.

Expenses — In this app, you can capture receipts, create expense reports and enter quick expenses.

Journeys — In this app, you will find the resources and tasks to guide you through position changes. You can view active and completed journeys.

Learning — Learning content is not available within the mobile application. However, you will receive notifications of how many learning tasks you have incomplete.

My Reports — In this app, you can search for and view reports by report tag or date.

Org Chart — In this app, you can view the organization chart, reporting and team structure as well as each team member's public profile.

Pay — In this app, you can view your tax documents, recent pay, benefits, total rewards, and payment elections. You can change your benefits and request one-time payments.

People — In this app, you can search for and view team member profiles including their job details, location, team, manager, org chart and public contact information.

Staffing — In this app, you can view and add new open jobs.

Procurement — In this app, you can edit receipts. You can also find receipts via filtering by purchase order, date, supplier, tracking number or created by person.

Team — In this app, you can view information on your team members. This includes their calendars, compensation, performance reviews, corrective action plans and other relevant information.

Time Tracking — In this app, you can view your work schedule and submit your time.