

# Workday Mobile App

## Audience: Manager



### Overview:

This job aid provides an overview of how to access Workday on Mobile Device(s).

Employees can access Workday from their mobile devices. The design of mobile web will differ from the desktop, but this does not impact the mobile app experience.

There are two ways to access Workday on mobile devices:

- **Workday App** – View and update individual information, view pay slips and manage payment elections. However, the App does not offer the full Workday business process functionality (e.g., create a requisition)
- **Mobile Web Browser** – Offers employees and people leaders full workday functionality. For heavy users of workday, People Leaders, HR, and Payroll, it is recommended to use browser over the app to avoid app limitations.

For security reasons:

- You will be required to login each time
- You should pin lock your device
- The session will time out after 10 mins

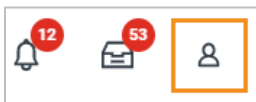
**Notes:** It is recommended to use Wi-Fi to access Workday whenever possible, to avoid incurring additional data charges. For more information, adhere to the Company Mobile Policy. Screen shots may look slightly different if using an Android.

This Job Aid covers:

- [Set-Up Workday Mobile App \(QRL Code\)](#)
- [Set-Up Workday Mobile App \(App Store\)](#)
- [Access Workday via App](#)
- [Access Workday via Browser](#)

## Set-Up Workday Mobile App (QRL code)

1. From your work desktop computer, open Workday and click your **profile** icon.

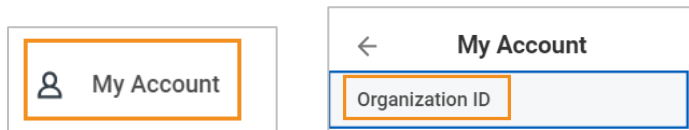




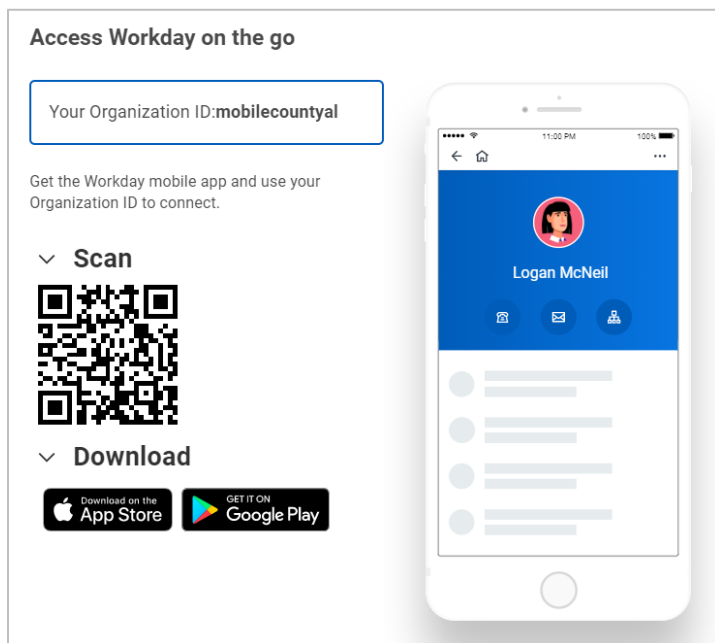
## Workday Mobile App

Audience: Manager

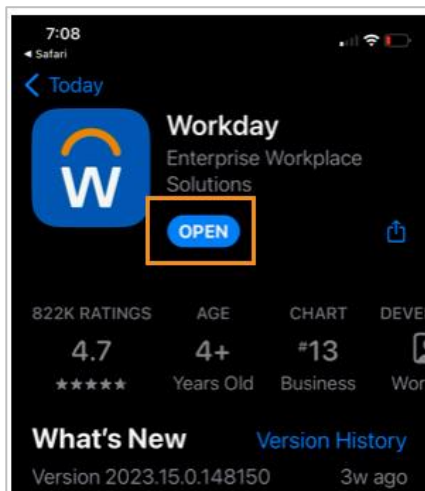
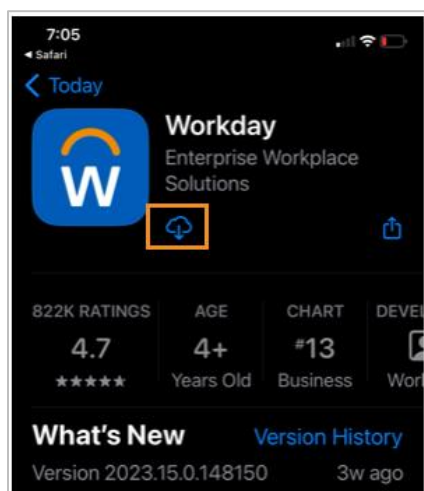
2. Select **My Account** and click **Organization ID**.



3. You can use your camera app on your phone to scan the QRL code. Tap the **page link** to locate the Workday app.



4. Tap the **download** icon and once downloaded, tap **Open**.

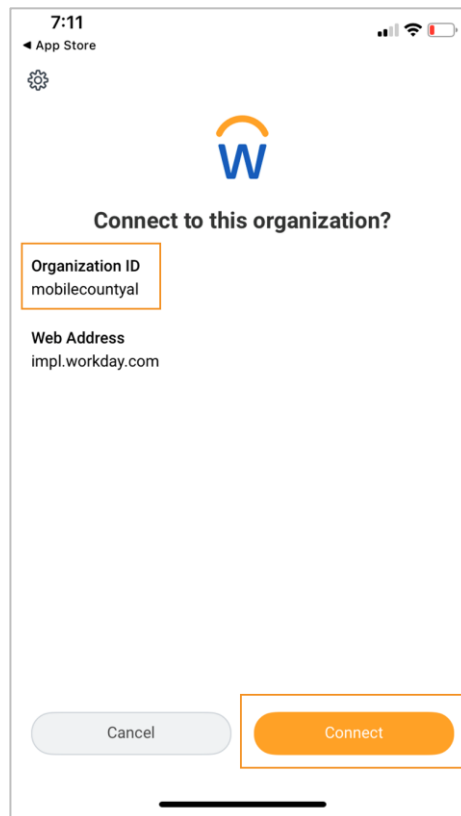
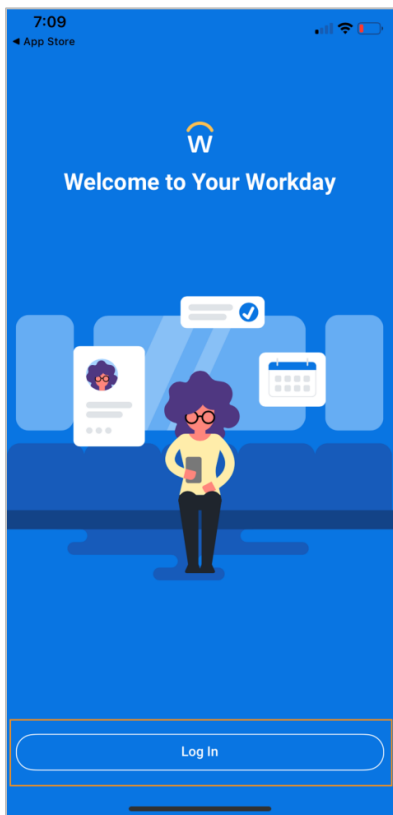




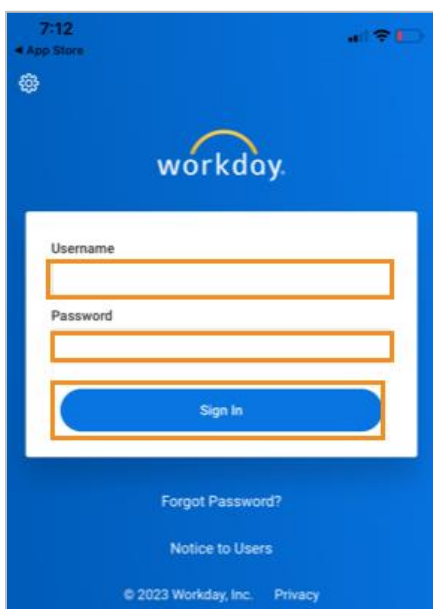
## Workday Mobile App

Audience: Manager

5. Tap **Log In** and confirm that the **Organization ID** matches the ID from your Workday profile. Tap **Connect**.



6. Enter your **Username** and **Password**. Tap **Sign In**.

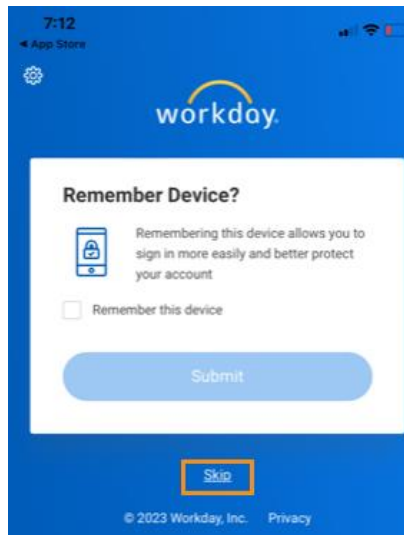




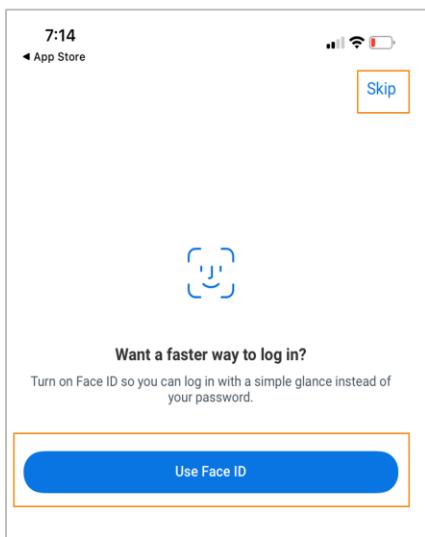
# Workday Mobile App

Audience: Manager

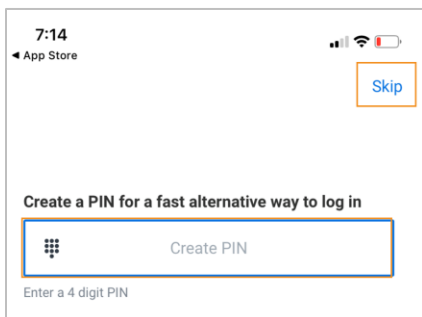
7. You can click the box to **Remember this device** and **Submit** or tap **Skip**.



8. Optional functionality to **Use Face ID** or **Skip**.



9. You may be asked to create a four-digit numeric **PIN** or **Skip**.

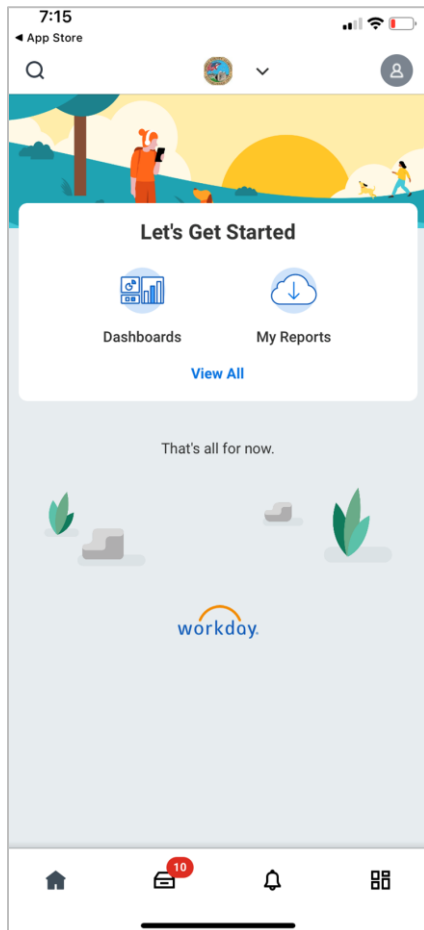




# Workday Mobile App

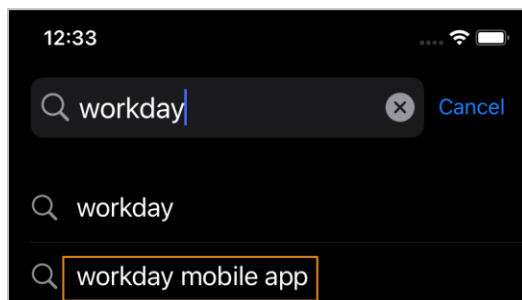
Audience: Manager

10. Welcome to your Workday mobile app homepage.



## Set-Up Workday Mobile App (App Store)

1. Navigate to your smart phone's/tablet's **App** or **Play Store**.
2. Search for and select the Workday Mobile App.





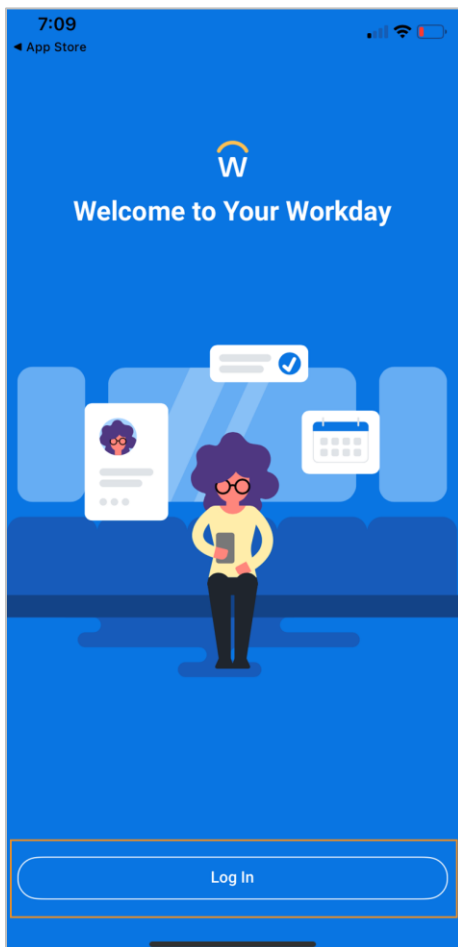
# Workday Mobile App

## Audience: Manager

3. Download and open the Workday app.



4. Tap **Log In**.

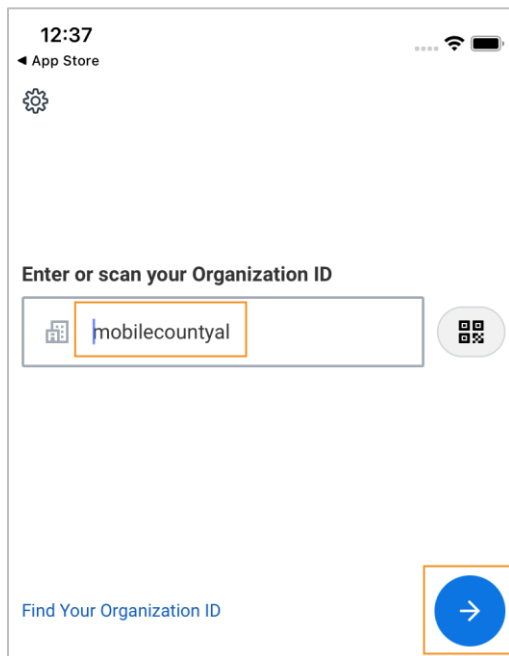




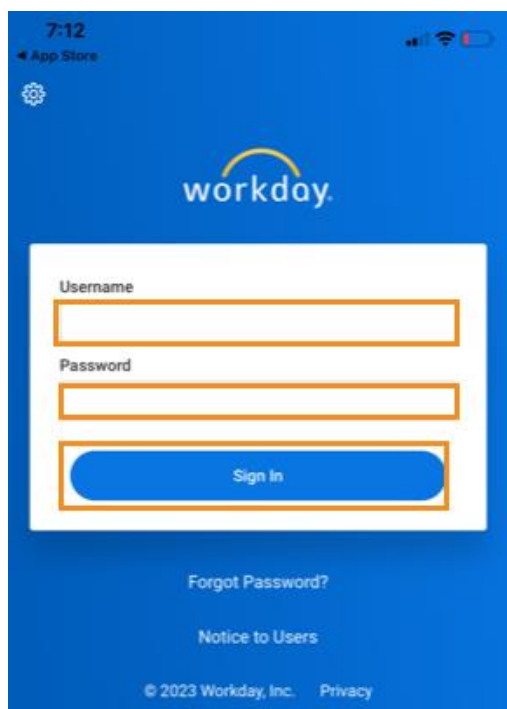
## Workday Mobile App

Audience: Manager

5. Type in the Organization ID field = **mobilecountyal** (case sensitive). Tap the **arrow** to continue.



6. You are now connected to Workday. Enter your login credentials, tap **Sign In**.



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Audience: Manager

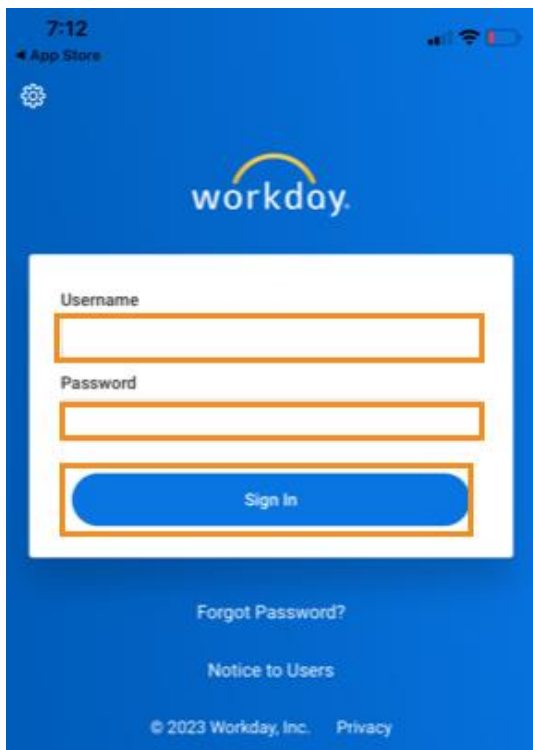


## Access Workday via App

1. Tap the Workday app to launch Workday.



2. Enter your login credentials and tap **Sign In**.







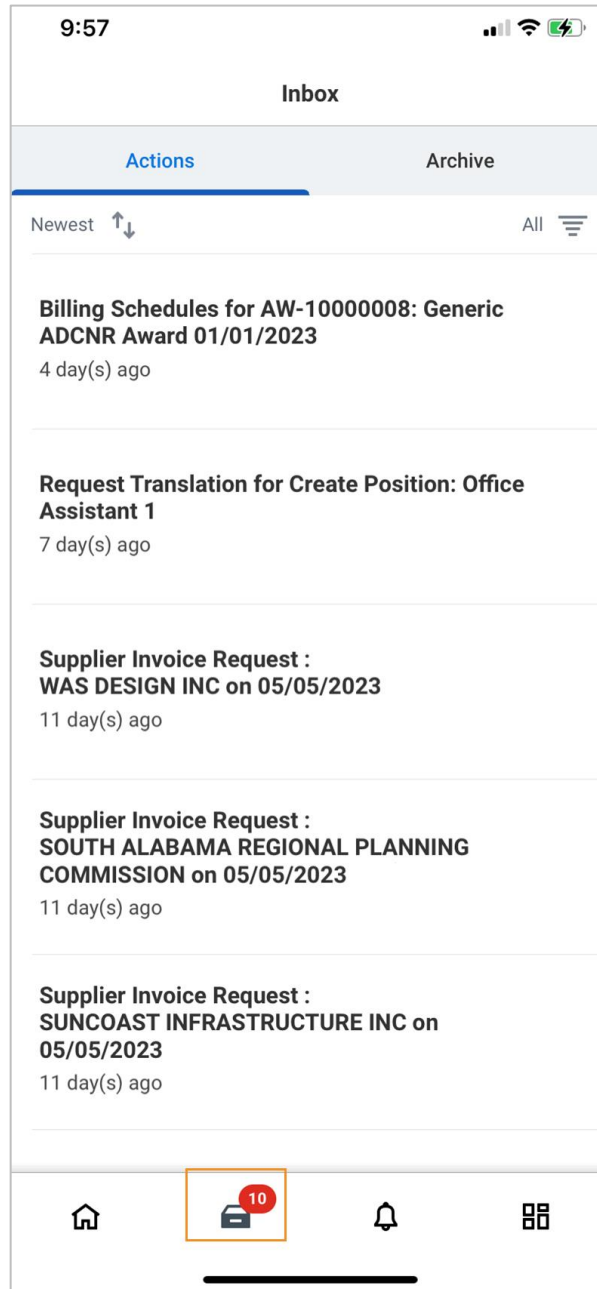
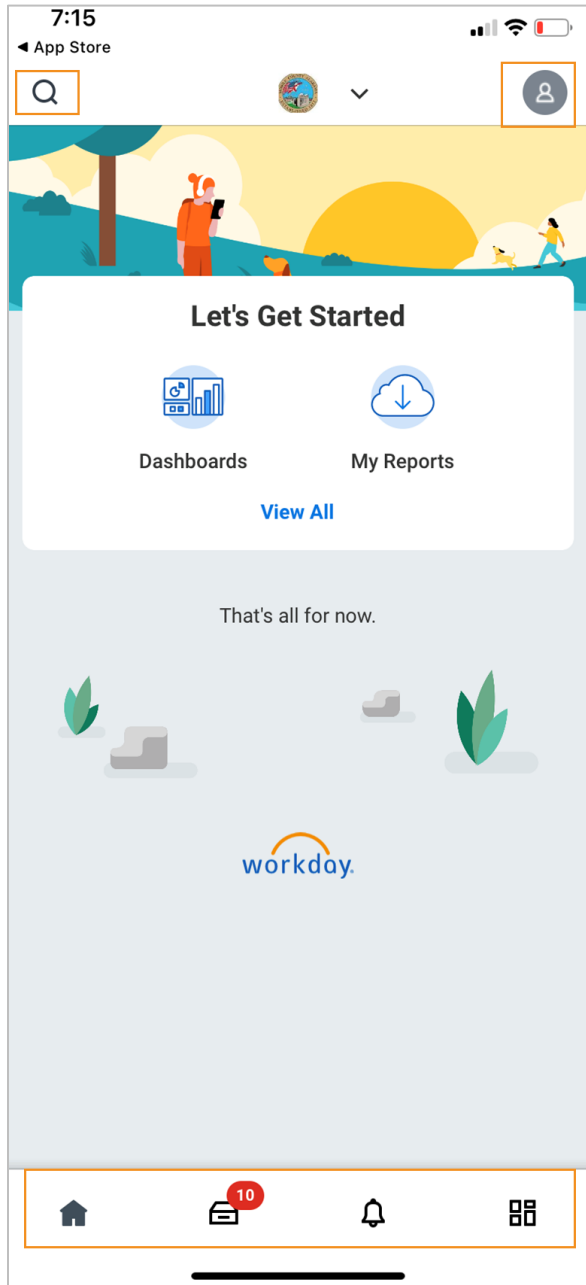
# Workday Mobile App

Audience: Manager

3. The Workday homepage displays.

The **Search** and **Profile** icons are on the top ribbon. The bottom ribbon includes the **Homepage**, **Inbox**, **Notifications**, and **Apps** icons.

Here is an example of the **Inbox** page and icon.

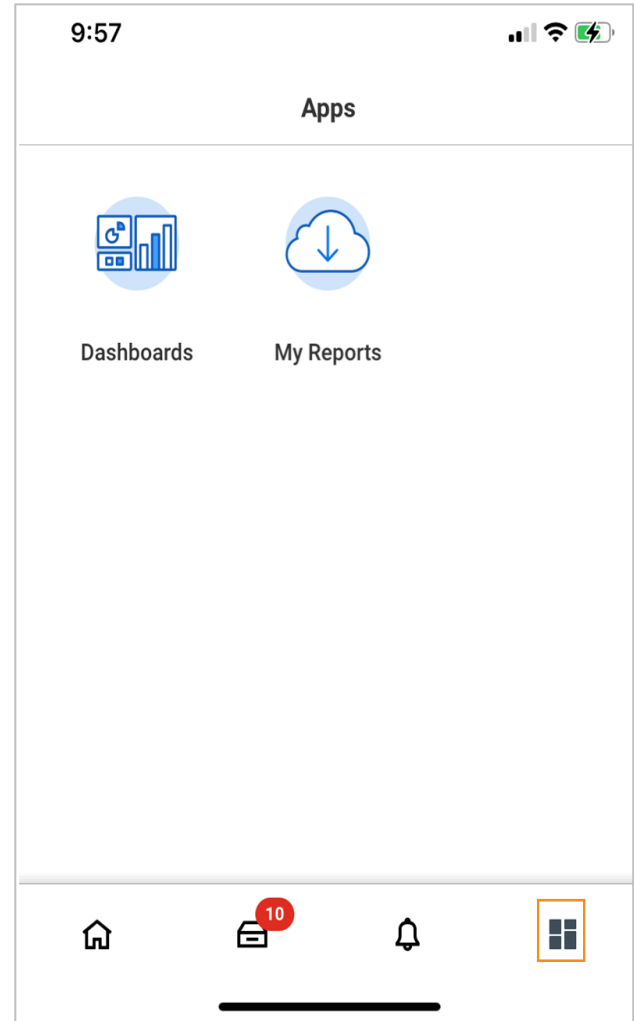
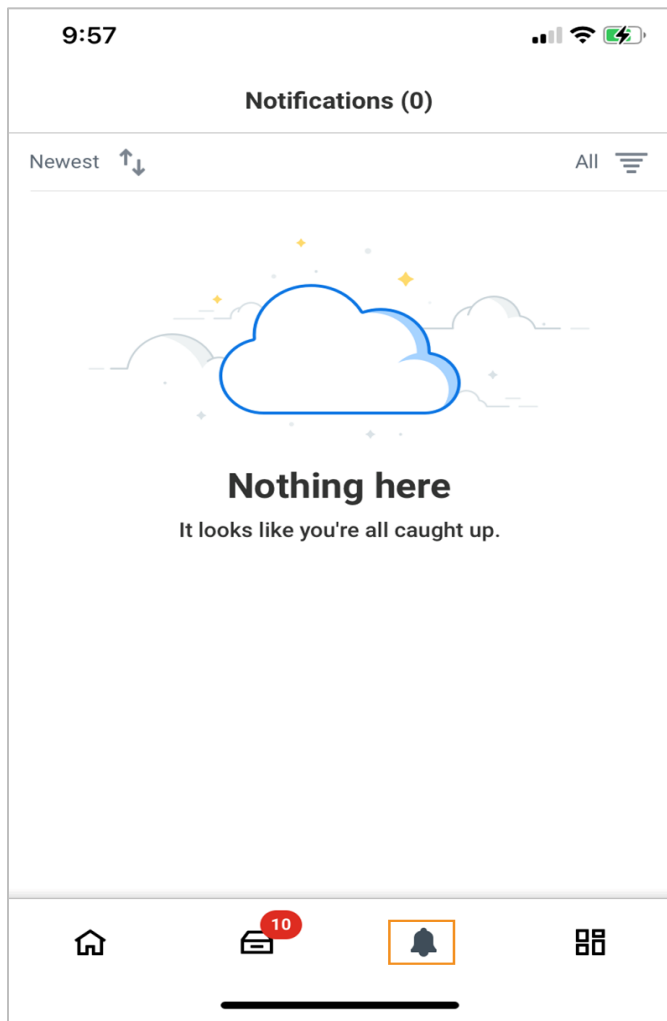


# Workday Mobile App

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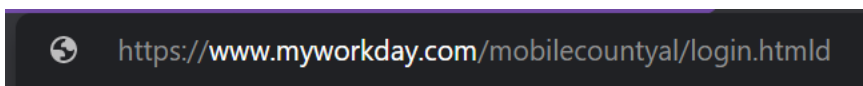


4. Here are examples of the **Notifications** and **Apps** pages and icons.



## Access Workday via Browser

1. Open a Browser (i.e., **Microsoft Edge**, **Safari**, or **Chrome**)
2. From your device navigate to <https://www.myworkday.com/mobilecountyal/login.html>

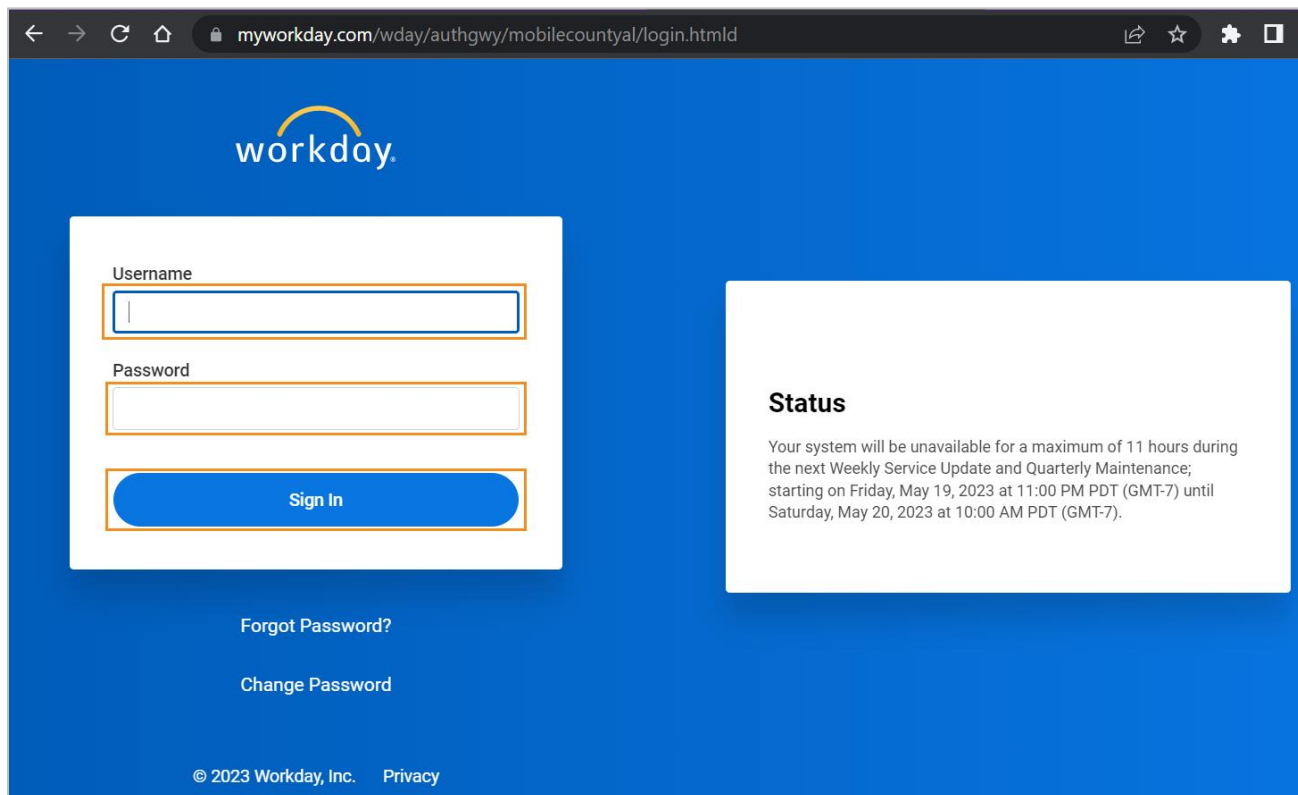




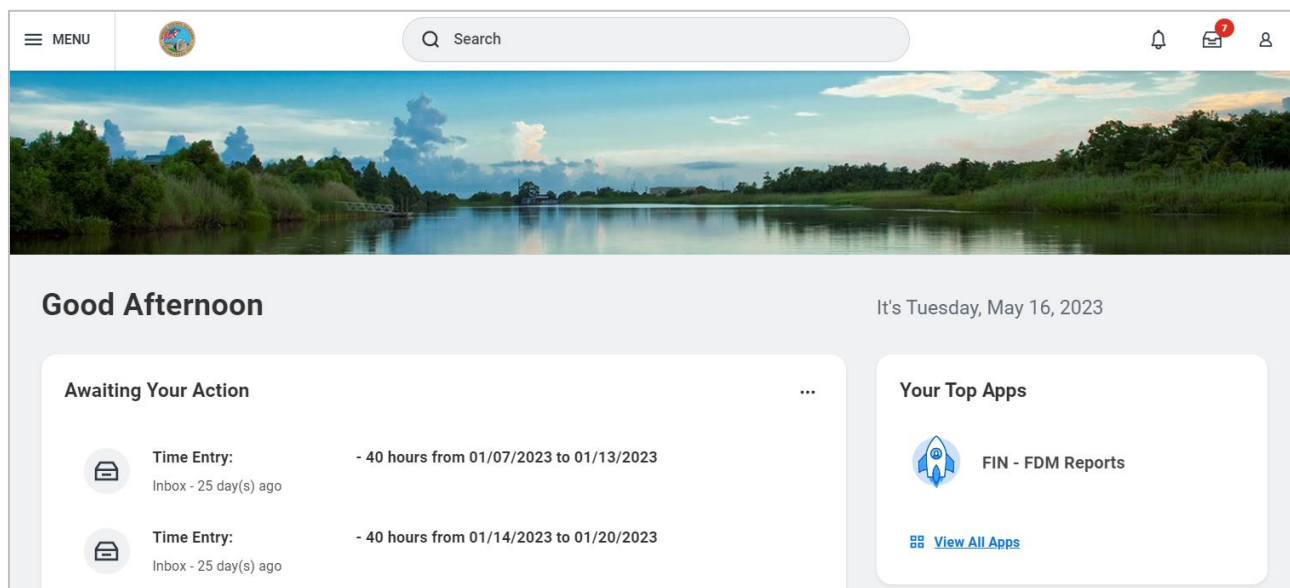
## Workday Mobile App

Audience: Manager

3. The Workday login page appears. Enter your network user ID for your **Username** and your **Password** (network password). Click **Sign In**.

A screenshot of the Workday login page in a web browser. The browser's address bar shows "myworkday.com/wday/authgwy/mobilecountyal/login.html". The page has a blue background with the Workday logo at the top. On the left, there is a white login form with fields for "Username" and "Password", and a blue "Sign In" button. Below the form are links for "Forgot Password?" and "Change Password". On the right, there is a white box with a "Status" heading and a message about system unavailability during a service update. At the bottom left, it says "© 2023 Workday, Inc. Privacy".

4. The Mobile Workday homepage displays.

A screenshot of the Mobile Workday homepage. The top navigation bar includes a "MENU" icon, a profile picture, a search bar, and notification and user icons. Below the navigation bar is a large landscape image of a river and trees. The main content area is divided into two columns. The left column has a "Good Afternoon" greeting and the date "It's Tuesday, May 16, 2023". Below this is a section titled "Awaiting Your Action" with two items: "Time Entry: - 40 hours from 01/07/2023 to 01/13/2023" and "Time Entry: - 40 hours from 01/14/2023 to 01/20/2023", both with "Inbox - 25 day(s) ago" labels. The right column has a section titled "Your Top Apps" with a rocket icon and the text "FIN - FDM Reports", and a "View All Apps" link.