



# Mobile County Multi-Factor-Authentication Token Policy

## OVERVIEW

This policy sets forth the policy and procedures relating to the use of the multi-factor-authentication (MFA) token for Workday. This policy applies to all employees who are paid through the Mobile County payroll system.

Mobile County has adopted Workday for its financial and payroll purposes. All employees must use a multi-factor-authentication (MFA) app to access their Workday account. MFA is available in three ways. Employees who do not download the MFA app or use the MFA token will not be able to access their Workday account, notwithstanding any documents where the law requires a hard copy.

1. Employees who have been issued a County cell phone will be required to download and use the free DUO App on their county cell phone.
2. Employees who do not have a County cell phone may download the free DUO App on their personal phone. (This does not give the County any access to any personal information on the employee's phone.)
3. Employees who do not have a County cell phone and who do not wish to download the MFA app on their personal cell phone may choose to receive a MFA token. Each time the employee logs into Workday a six-digit code will be sent to the token. The employee will then type the code into his/her computer or phone to access Workday. This token should be securely kept on the employee's keychain or a lanyard to prevent its loss.

It should be noted that the free phone app is easier to use than the token. The phone app only requires the employee to press ACCEPT or REJECT, rather than typing in the six-digit code.

## Application

1. Once assigned, the employee will be responsible for the token for duration of employment. If the token is lost or damaged, you will be required to reimburse the County \$30.15.
2. Notification of lost or damaged tokens must be made immediately to your entity's designated MFA administrator.
3. Payment can be made by cash, check, or money order to Mobile County Commission at the Treasury office located in Government Plaza, 8<sup>th</sup> floor, South Tower.
4. It is your responsibility to make sure this equipment is directly returned to your Human Resources representative, or IT department, when you leave employment of the Mobile County Commission. **You may not transfer this device to anyone, as it is a key component to maintaining a cybersecurity centered login process.**

Adopted: 6/26/2023



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## Signature Page

I have read this policy and agree to comply with all its terms and conditions. I acknowledge and understand that this device is the property of the Mobile County Commission.

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Signature

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Print Name

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Date

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Department/Agency