

All Team Members have access to view and perform tasks in the Workday mobile application. Use this job aid to navigate Workday mobile features and functionality.

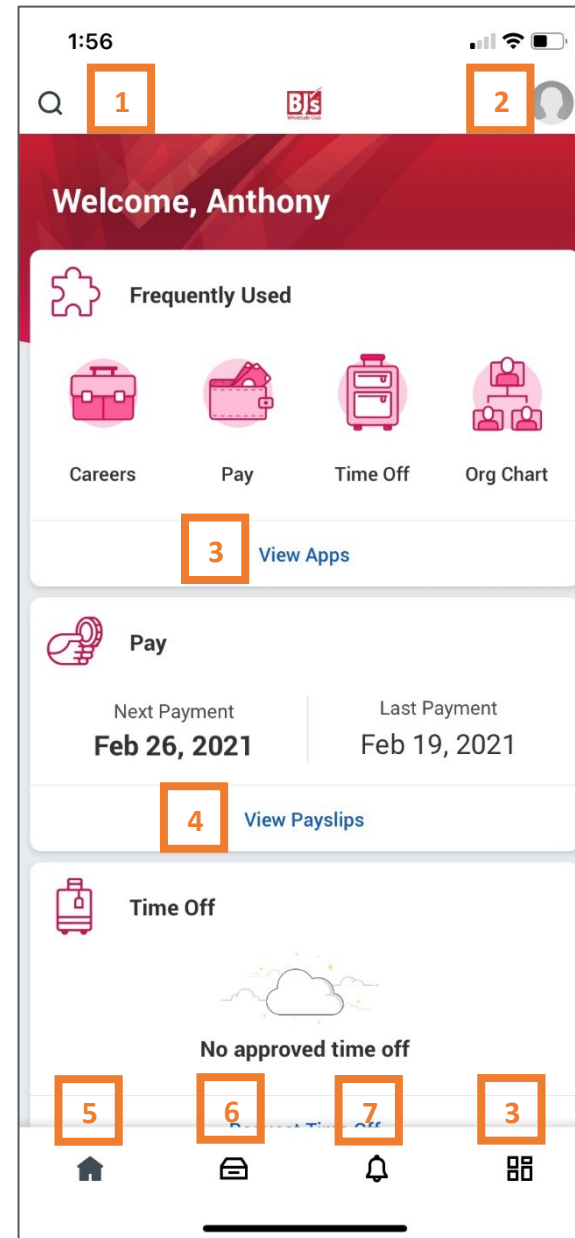
Mobile Navigation – Home Screen - iOS

From your Workday mobile home screen:

1. **Search:** Use to search for people, tasks, and reports.
2. **Profile:** View details about your information and initiate tasks that affect you.
3. **Apps:** Access to view additional information and actions for specific areas that you access regularly. *Available apps vary by security access and role.*
4. **Payslips:** Click to view recent payslip information
5. **Home:** Click to return to the mobile home screen.
6. **Inbox:** View Workday tasks and important messages
7. **Notifications:** View notifications for activities related to you.



NOTE: Some Workday tasks and business processes are only available on a computer. For example, you can view payslips on mobile and on a computer, but you can only change payment elections from a computer.



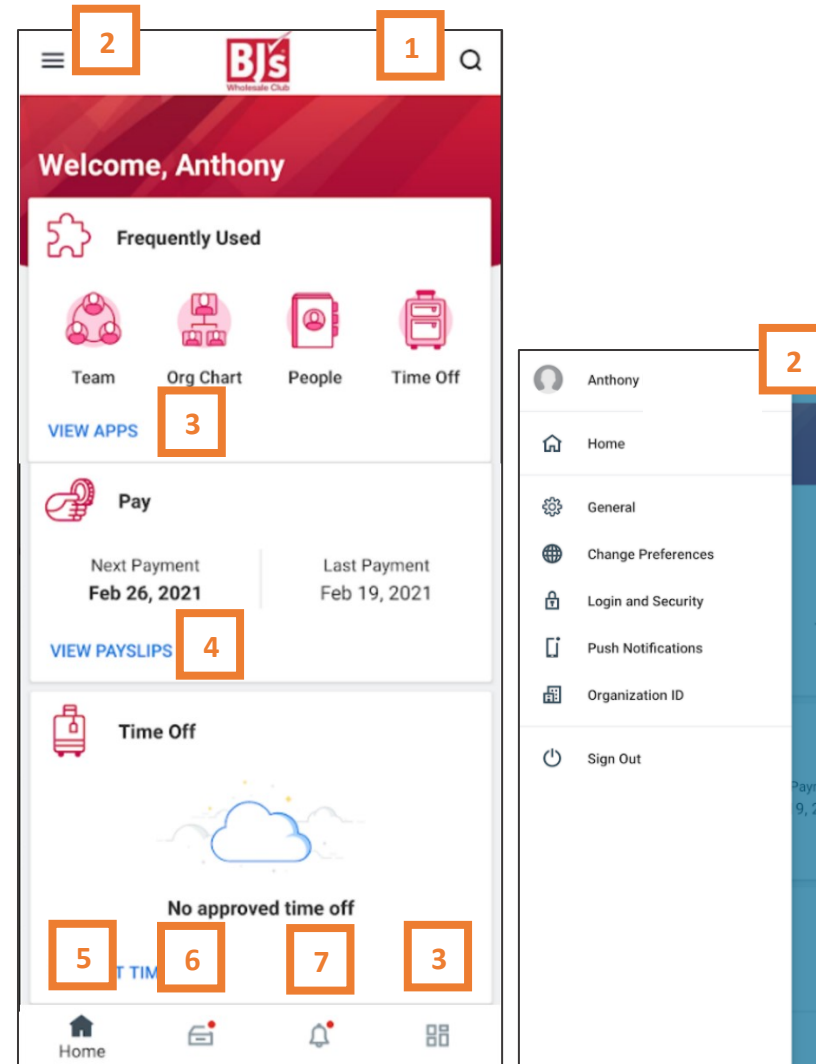
Mobile Navigation – Home Screen - Android

From your Workday mobile home screen:

1. **Search:** Use to search for people, tasks, and reports.
2. **Profile:** Click the menu and click your name to view details about your information and initiate tasks that affect you.
3. **Apps:** Access to view additional information and actions for specific areas that you access regularly. *Available apps vary by security access and role.*
4. **Payslips:** Click to view recent payslip information
5. **Home:** Click to return to the mobile home screen.
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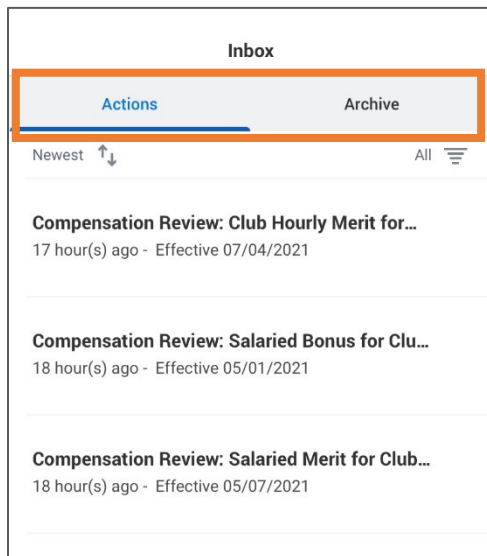
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Workday Mobile Inbox

Workday tasks and important messages display in your Workday inbox. Inbox items indicate tasks that you need to act on. Click the **Actions** tab to view and complete inbox items. Click the **Archive** tab to view completed tasks from the past 30 days.

1. Navigate to the inbox icon  at the bottom of your mobile screen to access your Workday inbox.



Workday Notifications

Select the notifications icon  to view alerts and reminders. When action is taken or a process is approved that involved you, you receive a notification. You can view notifications from the last 30 days.

Push Notifications

Once you install the Workday mobile application on your phone, you can choose to receive push notifications.

From your Workday mobile home screen:

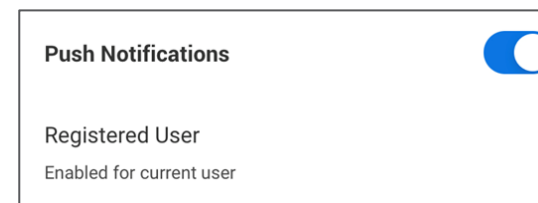
1. iOS - Navigate to the profile icon > select **Push Notifications**.



Android – Navigate to the menu > select **Push Notifications**



2. Toggle the switch on to blue if you would like to receive push notifications. Leave untoggled if you do not want to receive push notifications.

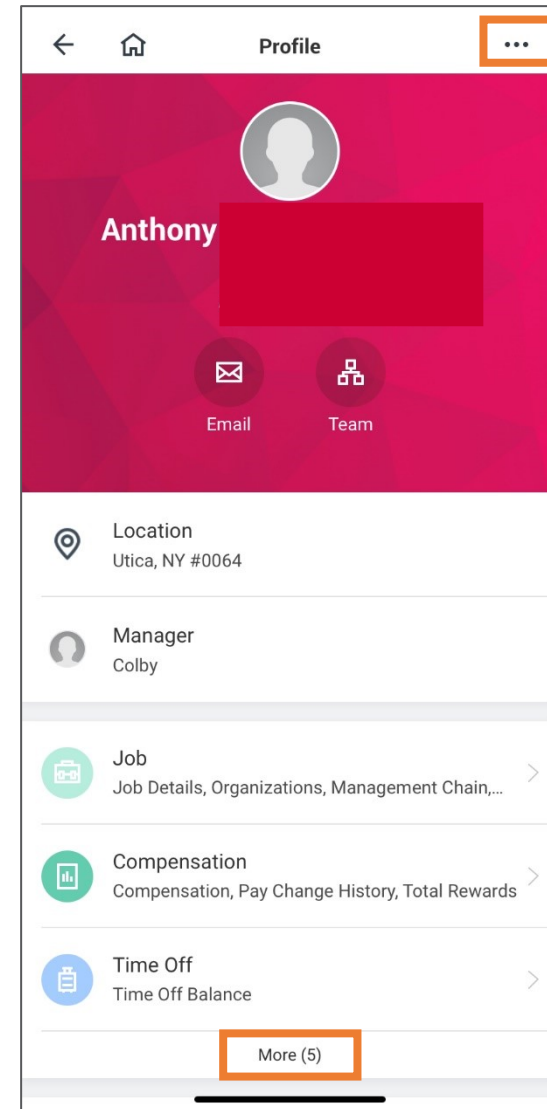


Workday Profile - iOS

Your profile provides a detailed view of your skills, experience, education, job details, contact information and more. You can also take action from your profile in addition to the search bar and applications. Click More to expand profile tabs.

Profile Navigation


- **Related Actions:** Click the **...** icon to view additional information and take action on certain topics.
- **Email:** Opens an email draft to this Team Member.
- **Team:** Displays your team's reporting structure (org chart).
- **Job:** Displays job details, worker history, organizations, employment data, support roles, service dates, and management chain.
- **Compensation:** Displays current compensation, total rewards, and pay change history
- **Time Off:** Displays current time off balances. Future time off requests are shown in Kronos/Fun.
- **Pay:** Displays pay slips, tax elections, and payment elections.
- **Performance:** Display performance reviews, capabilities, career development journeys, and feedback.
- **Career:** Displays learning, job history, job applications, skills, and additional details about your talent profile that you've added.
- **Personal:** Displays personal information, names, and IDs information.
- **Contact:** Displays personal contact information and emergency contact information.



Workday Profile - Android

Your profile provides a detailed view of your skills, experience, education, job details, contact information and more. You can also take action from your profile in addition to the search bar and applications. Click More to expand profile tabs.

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