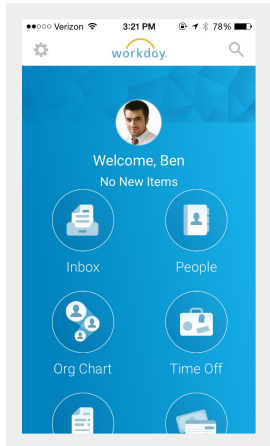## Navigate Workday

From the Workday Home page, you can swipe up or down to scroll through available worklets. Tap an icon to open its corresponding actions.

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.

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.

Navigate the Org Chart

The Org Chart helps you identify where you and others fit into the overall structure of the organization. Within the Org Chart, you can navigate the structure of your department and company by swiping through workers' profile icons.
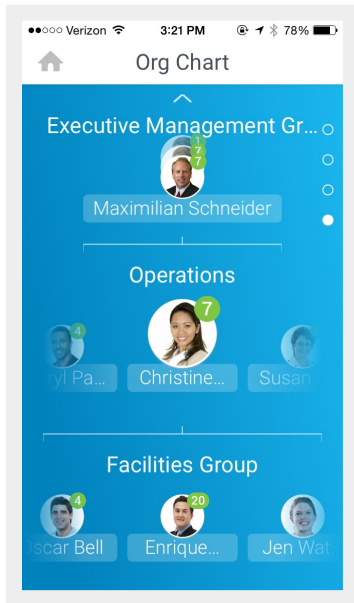
From the Org Chart worklet:

1. Select an image or group of stacked images in the hierarchy to see how groups and individuals are connected within the organization.

2. Swipe up or down to easily navigate through the company hierarchy.

3. Tap a Profile image to view a worker's Profile page.

4. Tap the **Back** arrow to return to the Org Chart.

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.

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.
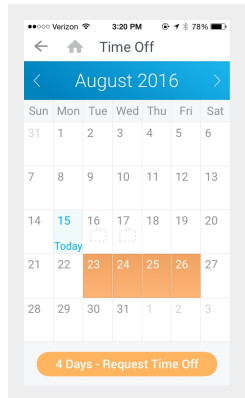
Request Time Off

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**.

workday | EDUCATION

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**.

Enter Time Worked

From the Time 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. Tap the **Hours** field, and select the amount of time you worked.

6. Enter any additional information.

7. Tap **OK**. If incorrect, an error message will display.

8. Repeat the process to enter additional blocks of time for the day/week, as needed.

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

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