



The Basic Mobile Navigation tip sheet is for all employees.

Workday provides mobile applications so users can easily access and complete self-service tasks and view reports. This tip sheet is an introduction to some of the applications and basic navigation found on Workday mobile. Applications can be found by selecting **View All** (found below the top apps on your screen) or **Apps** (located at the bottom of the screen).

People

1. Access the **Find Workers** report to search for people.
2. Once the report is selected, search for workers by:
 - i. scrolling through the list
 - ii. selecting the magnifying glass and typing the name in the search bar
 - iii. using the filter to narrow your search (example – cost center, supervisory organization, region)
3. Once you find the worker, select the name to see relevant information, such as location, manager, title, and contact information.

Org Chart

1. View organization charts and metrics
2. Once the app is selected, the organization you belong to should appear, along with your manager's organization.
3. From this point, you can navigate the organization by swiping up, down, or across the screen. You can also select the profile picture to move through the organization chart or drill into the specific organization.
4. Note that a number found at the top right hand corner of the profile picture indicates the number of direct reports associated with that worker.

Pay

1. View Pay Slips
 - Once the app is selected, your most recent pay is displayed at the top of the screen.
 - Select **View Pay Details** to navigate to more information on that payment. This includes:
 - i. Pay period.
 - ii. Gross Pay (drill into **Earnings** and **Absence Plans** for more detail)

- iii. Taxes and Deductions (drill into **Pre Tax Deductions**, **Post Tax Deductions**, and **Employee Taxes** for more detail)
- iv. Take Home Pay (drill into **Payment Information** for more detail)
 - Select **Print Payslip Image** to view a printable version of the pay detail.
 - Select **Previous Payslip** to view information from previous pay at the top of the **Pay Details** screen)
 - You can also view **Pay History** to see previous pay detail.

Note: You can **Manage Payment Elections** within the Pay app by selecting the related action button (3-dots) at the top of the screen. Please see Editing Direct Deposit Information tip sheet for steps to editing and adding bank accounts, along with changing payment elections.

2. View your benefits and make benefit elections during open enrollment.
 - Once the app is selected, you can choose from the following:
 - Change Benefits
 - View Current Benefit Elections
 - View My Beneficiaries
 - View Dependents

Note: You can make specific benefit changes, based on qualifying events.

Learning (CNM & SFCC Only)

- View your Employee **Learning Transcript**
- View and enroll in employee training courses.
- Drop employee training assigned to you.

Note: Dropping required training does not remove the requirement. Contact your Workday Learning Administrator for guidance.