



# DOWNLOAD THE MOBILE APP



## USER GUIDE

### DEFINITION

This guide will help you download the Workday application to your mobile or tablet

### CONTEXT

- Any employee can download the mobile application.
- You can find the application on the App Store and Google Play. You can also access WD on your mobile via internet browser.

### WHO

- Any employee

*Latest update: August 2022*



# STEPS TO FOLLOW

- A** Search for the Workday mobile app in the App Store or Google Play. You can also access Workday from your mobile web browser.

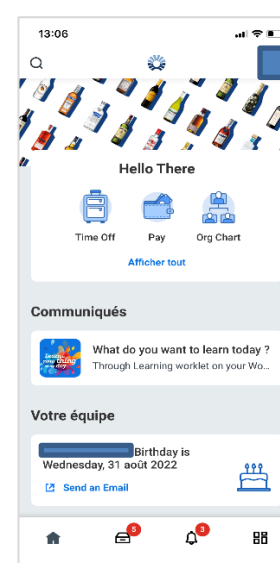
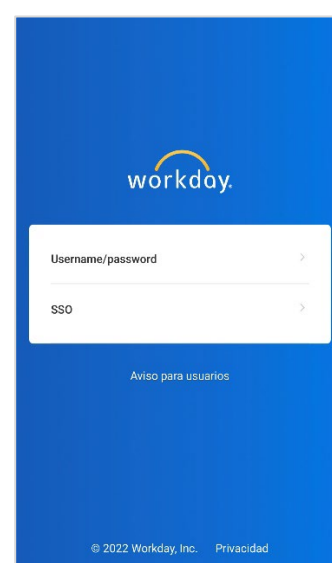
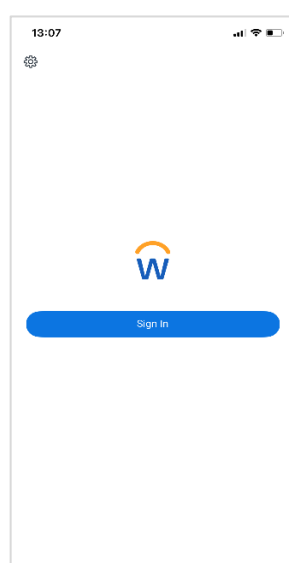


- B** Download the Workday application.



- C** On the first page of the application, click on "Login". Enter your login and password, then click on the "Login" button again to reach the Workday home page.

To learn more about the Workday version for smartphones and tablets, please see the appendix (**CF APPENDIX 1: Workday for smartphones and tablets**).



# ESCALATION PROCEDURE



If any problem arises in the process, please contact your local HR.

If you don't know where to locate your local HR, please review the "Identify my local HR" User Guide.

## Workday for smartphones and tablets

In our increasingly connected world, staying informed and having access to information always is essential. Your employees want access to important data and tasks, your managers need to be able to supervise their employees from anywhere, and your executives demand constant access to their key performance indicators so they can make better decisions.

At Workday, we embrace this "always connected" approach by designing, redesigning, and optimizing our applications so you can take full advantage of all that mobile technology has to offer. You can find the Workday app for mobile on the App Store and Google Play, and you can also access it through your mobile web browser.

### **Give your employees mobility**

Provide your employees with apps that go everywhere with them so they can spend more and more time with their customers. With Workday for smartphones and tablets, they can send time off requests or expense reports, check the status of their projects and capture time spent on activities in real time.



## **Simple, intuitive and constantly updated**

Simple and intuitive, Workday is built on native mobile platform features and natural gesture recognition. Information is optimised for mobile devices and delivered in the cloud so it is always up to date.

## **Information and visibility in a few clicks**

Mobile applications should offer more than just notification management. Workday's mobile solution allows you to keep track of your current tasks and gives you the visibility you need to make quick decisions. On the go, dashboards and reports improve efficiency and shorten response times, whether on or off the project. If your mobile device is lost or stolen, your data remains protected because it is stored in the cloud and not on the device.

## **More efficient management**

You should be able to manage your employees even when you are out of the office. From any connected mobile device, Workday provides access to important information about your entire team or a specific employee, anywhere, anytime. You can view team activity calendars, compensation data or appraisal interviews. You can also drill down into the details of each individual file so you can stay on top of what's happening with your team members even when you're not there.

## **A Unified Mobile Application**

Deploying and managing Workday for mobile is a breeze. Because all of our apps use the same security model, you can view and explore information from all other Workday components without having to switch environments.

Search for the Workday mobile app in the App Store or Google Play. You can also access Workday from your mobile web browser.



## Workday for smartphones and tablets

Functionality	iPhone	iPad	Android
Announcements	✓	✓	✓
Evaluation of potential	✓	✓	✓
Branding	✓		✓
Edit contact information	✓	✓	✓
Edit position	✓	✓	✓
Edit legal name/common name	✓	✓	✓
Edit the password	✓	✓	✓
Edit personal data	✓	✓	✓
Edit photo	✓	✓	✓
Scoring of entry and exit times	✓	✓	✓
Edit compensation		✓	✓
Custom dashboards and prompts	✓	✓	✓
Custom home page	✓	✓	✓
Dashboards	✓	✓	✓
Delegated authentication	✓	✓	✓
Personal Development Plan	✓	✓	
Expense reports	✓	✓	✓
Feedback (at any time and request for feedback)	✓	✓	✓
Inbox	✓	✓	✓
Applying for a position	✓	✓	✓
Mobile connection by secret code	✓	✓	✓
Mobile push notifications	✓	✓	✓
Schedule view	✓	✓	✓
Nested grids	✓	✓	✓
Block-notes	✓		✓
Unique access code	✓	✓	✓
One-off bonus	✓	✓	✓
Flow chart	✓	✓	✓
Pay slip	✓	✓	✓

# APPENDIX

Functionality	iPhone	iPad	Android
People (find employees)	✓	✓	✓
Performance evaluations	✓	✓	✓
Individual goals	✓	✓	✓
Personal notes	✓	✓	✓
Position (review and approval only)	✓	✓	✓
Projects	✓	✓	✓
Quick links	✓	✓	✓
Recruitment	✓	✓	✓
Reports	✓	✓	✓
Links to reports	✓	✓	✓
Resignation	✓	✓	
Document review and signing	✓	✓	✓
Indicators	✓	✓	✓
Search for people	✓	✓	✓
Self-service tasks	✓	✓	✓
Connection question	✓	✓	✓
Single sign-on	✓	✓	✓
Granting of shares	✓	✓	✓
Student Recruitment	✓	✓	✓
Talent Profile	✓		✓
Talent Assessment	✓	✓	✓
Team Profile	✓	✓	✓
Termination of employment/termination of contract of external interveners	✓	✓	✓
Entering hours	✓	✓	✓
Absence	✓	✓	✓
Historical	✓	✓	✓
Translations	✓	✓	✓
<u>W:Drive</u>	✓	✓	✓
Employee Profile	✓	✓	✓