Workday Time and Absence – Mobile Guide

This guide shows you how to use the Workday time system and its various features on a mobile device. You can easily log your timesheet and request time off on the Workday app.

Installing and Setting up the Workday Mobile App

You can download the Workday app from the Apple App Store or Google Play. Once the app is downloaded and installed, follow the steps below to setup and log your time.

Ensure that you are connected to the corporate wifi or VPN before proceeding with the setup. Authentication is based on Aloha.

1. Launch the Workday app on your phone.

1. Click on the Gear icon on top left corner.
2. Enter Tenant name: salesforce
3. Enter Web Address URL: https://www.myworkday.com
4. Click Save
Optional and Recommended - Mobile PIN

You will be prompted if you wish to set up a PIN for authentication. This will make it easier and faster for you to access Workday. Because of the sensitive data in Workday, sessions will timeout after a period of inactivity and will require authentication. This is similar to other banking mobile apps such as Paypal, Citibank, and etc that contain sensitive information. For security reasons, Workday doesn’t preserve the status of your session or resume a timed-out session.

1. **Click on Set Up PIN**

2. **Enter a PIN** - 8 numeric characters and click on the green check button
PIN will expire in 30 days and users are prompted to reset it. There are also 3 maximum failed attempts. After the maximum failed attempts has been reached, users will need to login through Aloha. Once successful, they can reset their PIN.

A user must set up their Mobile PIN for each device they use to access their Workday account. The user can specify the same mobile PIN for each device.

**Logging Time Worked for Hourly Employee**

1. Launch the *Workday* app and login with your SSO.

![Workday app login screen](image)

1. Tap *Enter Time*.
2. Select the date to enter time.
3. Tap *Add New*.

![Workday app time entry screen](image)
1. Leave as Regular if entering regular worked time.
2. Enter exact Time In by the min, do not round time entries.
3. Enter exact Time Out by the min, do not round time entries.
4. Select Out Reason (if out for lunch, select Meal)
5. By default, Not Applicable is selected. If you selected Meal as the Out Reason, you must deselect Not Applicable by clicking on the “x”. However, if you waived your meal/break then you need to select either you were NOT provided the opportunity or you were provided the opportunity to take a meal break.
6. Tap Done.

Repeat the process to record additional time worked for each day of the week.

You might receive an error message regarding the meal period if you are an employee in California and one of the guidelines below are not met.

- If you choose to waive your meal break, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.
- If you work more than 5 hours without a meal break, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.

Errors: 1
SFDC encourages you to take a timely meal break each day! Please select a value for Waived Meal/Break for your time entry on 2014.
10:29

- If you work more than 5 hours and the Out Reason is Out, you need to select whether or not you were provided the opportunity to take a meal break according to the Company’s Time Recording Policy.

Errors: 1
SFDC encourages you to take a timely meal break each day! Please select a value for Waived Meal/Break for your time entry on 2014.
10:29

1. Once ready to submit the timesheet for the week, tap Submit.
2. Tap Done to confirm.
3. Add any comments that you have.
4. Tap Submit.
For more information, visit the Workday Hourly Guide.

**Requesting Time Off**

1. Tap Time Off.
2. Select Request Time Off.
3. Select the date(s) for time off.
4. Click on Select Time Off Type.

1. Select Time Off Type. In this case PTO.
2. Adjust the hours if necessary.
3. Tap Submit.
1. You will see the requested time off (suitcase icon) on the calendar.

For more information, visit the Workday Hourly Guide or the Workday Salaried Guide.