



# Workday Mobile App User Guide

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The Workday mobile application can provide you a convenient way to enter time, request time off, update personal information, and work inbox approvals on the go. The Workday Mobile smart phone application is to be used for fast and simple self-service transactions. Employees are not required to use the Workday Mobile app; Wells Fargo provides it solely for employees' convenience. For the full Workday experience, access Workday from your computer. Whether you use Workday Mobile or access Workday from your computer, continue to track all your time worked, including any time logging in and out of Workday.

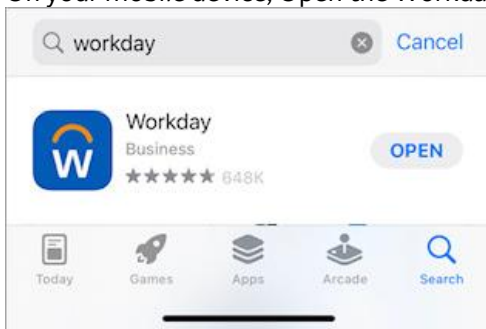
This document walks you through how to download and sign into the Workday app and navigate the app to perform self-service transactions.

**Before you begin:** Multifactor authentication through HYPR or RSA SecurID is required to access Workday on a device outside the Wells Fargo network (including mobile). Refer to the [HYPR User Guide](#) or the [RSA SecurID User Guide](#) for installation and configuration steps. If you already have a multi-factor authentication service configured on your device, proceed to the steps below for the Workday mobile app.

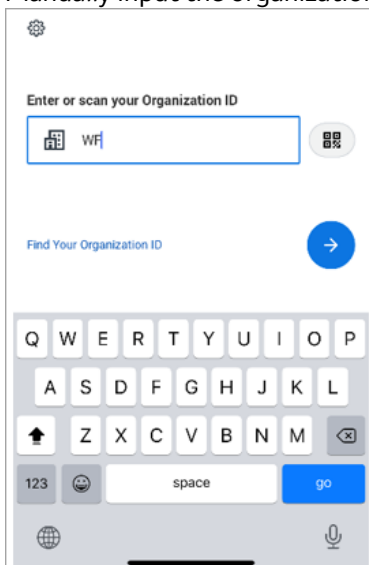
**Note:** These instructions are for both iOS and Android devices, although only iOS device screenshots are shown in this guide, the Android screens are almost identical.

## Download and sign on to the Workday app

1. On your mobile device, download Workday app from your device's app store. Search "Workday," then select the Workday app and Get/Install.
2. On your mobile device, Open the Workday app.



3. Select the blue Log In button at the bottom of the first screen.
4. Manually input the organization ID: **wf**.



5. Select the blue arrow in the bottom right of the screen. This should bring you to a Workday Login Screen.
6. Sign in with your Wells Fargo email and AD-ENT password. Select **Next**.

7. You will be prompted to choose a multifactor authentication (MFA) method. If needed, refer to the [HYPR User Guide](#) or the [RSA SecurID User Guide](#). Select **Finish** after setup.
8. After completing authentication, you should be taken to the Workday mobile home screen.

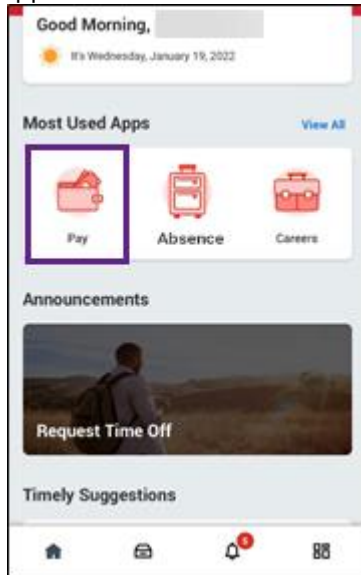
## Mobile Quick Tips

- Downloads from and uploads to Workday mobile are restricted by the system.
- Some tasks, reports, and data elements may not be in the exact location as you would see them on your PC.
  - You may need to search for a task on mobile that was accessed elsewhere on PC. This is done by tapping the magnifying glass icon from the home page, then select “Tasks & Repots”, then search.
  - Actions button on an employee profile is 3 vertical dots on mobile. Check this menu if you cannot find a task elsewhere.
  - You may be required to select the “More...” button to see, and drill into, all available data categories related to the profile.
- Employees who use assistive technologies can refer to the [Workday Accessibility Interactions](#) section of this guide for navigation methods specific to Workday Mobile.
- You can turn mobile notifications on or off through your mobile device.
  - Android:
    - From Workday app, select the menu icon in the upper left of the Home Screen.
    - Select Push Notifications.
    - Toggle push notifications on or off.
  - iPhone/iPad:
    - **From Workday app**, select the menu icon in the upper left of the Home Screen.
    - Select Push Notifications. Toggle push notifications on or off.
    - **From device** (not in Workday app), select Settings.
    - Select Notifications.
    - Find/Select Workday. Toggle on notifications.

## View your payslip in the Workday Mobile application

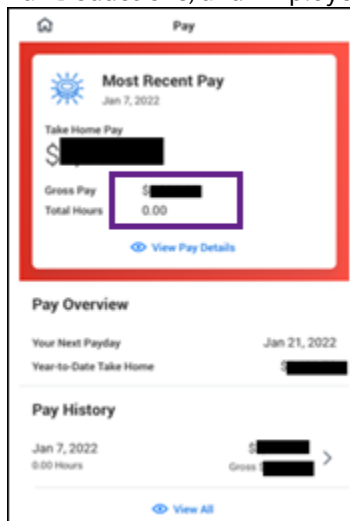
This section provides instructions on how to access and view your payslip using the Workday mobile application.

1. After you sign on to the Workday mobile app, select the **Pay** application. **Note:** Select **View All** to see additional apps.

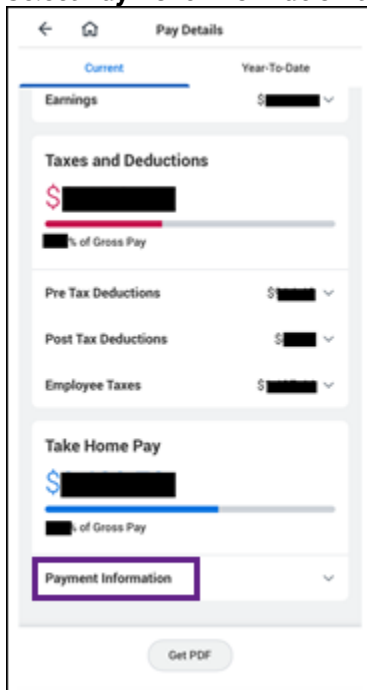


2. On the main screen, you can view your Take Home Pay, Gross Pay, the date for Your Next Payday, and your Year-to-Date Take Home Pay.

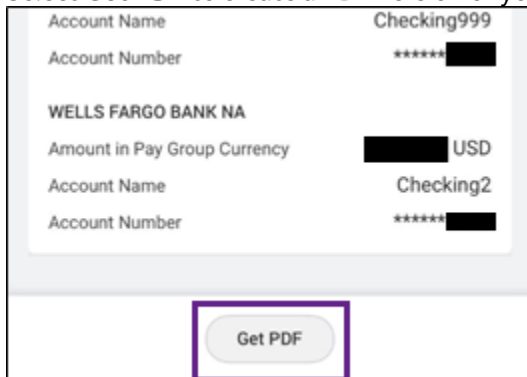
Select **View Pay Details** to see information about your taxes and deductions, including Pre-Tax Deductions, Post Tax Deductions, and Employee Taxes.



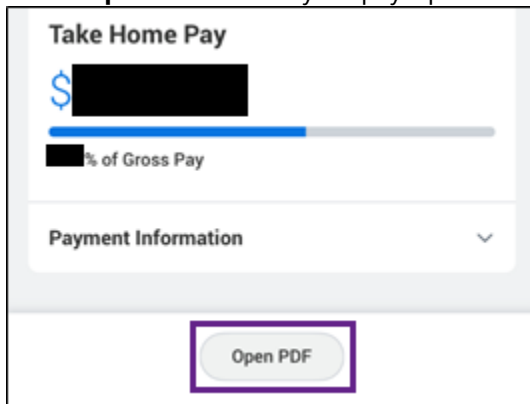
3. Select **Payment Information** to view your direct deposit information.



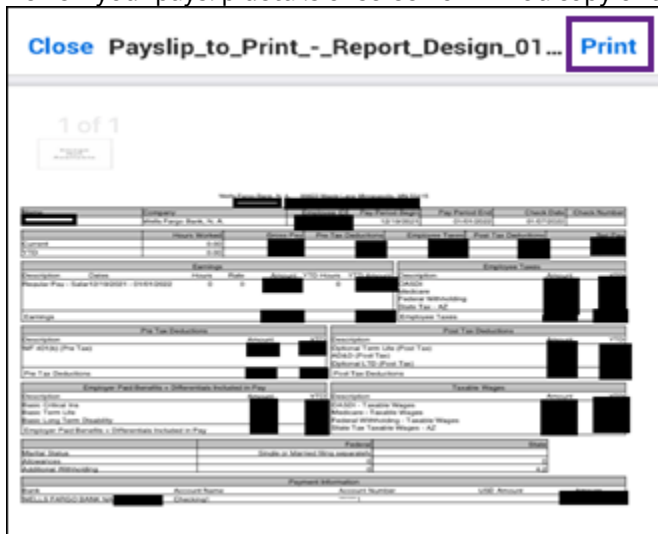
4. Select **Get PDF** to create a PDF version of your payslip.



5. Select **Open PDF** to view your payslip.



- Review your payslip details onscreen or **Print** a copy of the PDF.



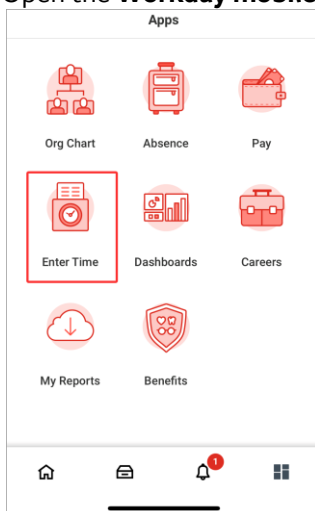
## Time management through the Workday Mobile application

This section provides instructions on how to enter time worked and view or request time off using the Workday mobile application. Time entry and time off requests can also be completed on your computer using the browser version of Workday.

### Enter and submit time worked through the Workday mobile application

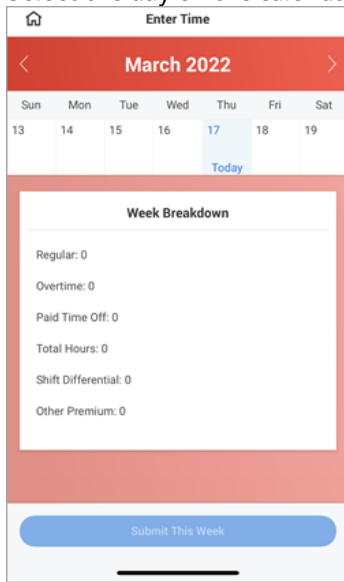
Employees required to enter time worked, which includes non-exempt U.S.-based and some exempt international employees, follow the steps below on your mobile device.

- Open the **Workday mobile application** and select the **Enter Time** app.

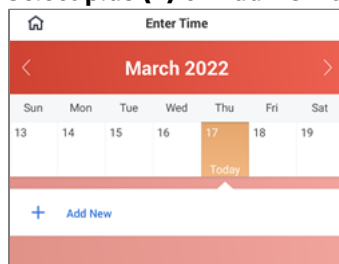


- Select **Enter Time** to open the current week's calendar.

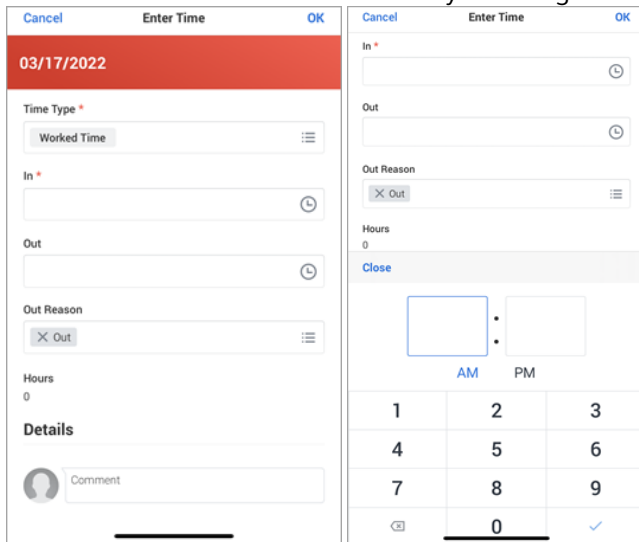
3. Select the day on the calendar to enter time. The day should now be highlighted.



4. Select **plus (+)** or **Add New** to open the **Enter Time** window.



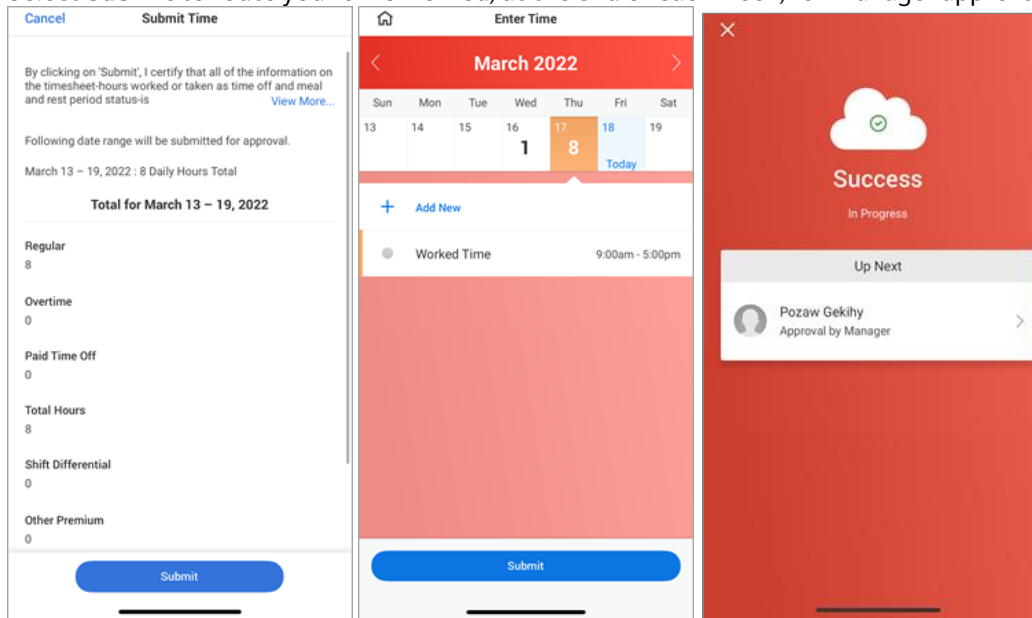
5. Enter time worked on the selected day including the **In**, **Out**, and **Out Reason** fields.



6. Select **OK** to confirm your time worked entry.

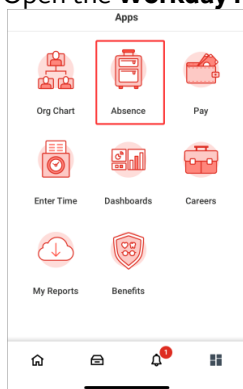


7. Select **Submit** to route your time worked, at the end of each week, for manager approval.

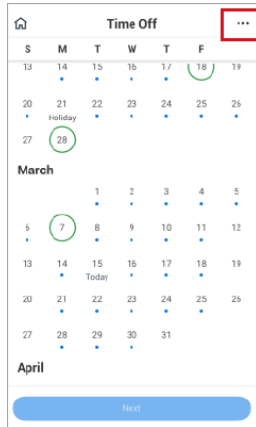


## View time off balances through the mobile application

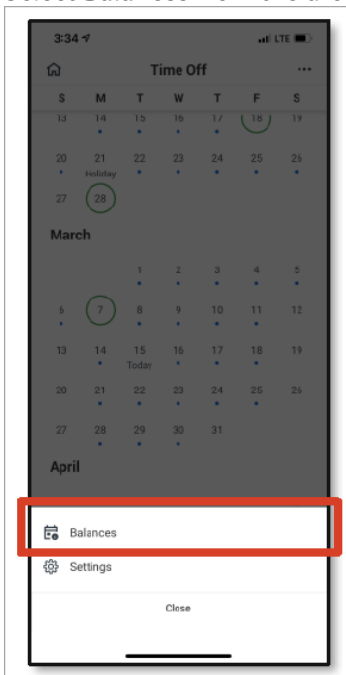
1. Open the **Workday mobile application** and select the **Absence** app to access the **Time Off Calendar**.



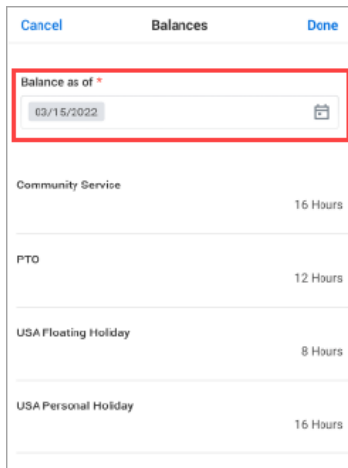
2. Select the three dots (...) in the top right corner of the mobile application.



3. Select **Balances** from the drop-down list at the bottom of the application.

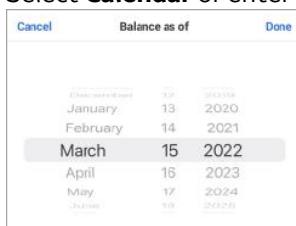


4. View **Balances as of Current** for each type of time off.



**Note:** The balance totals don't reflect future accrued time or time off requests after the Balance as of date. To see your available balances as of year-end, select the last day of the calendar year, for example 12/31/2022.

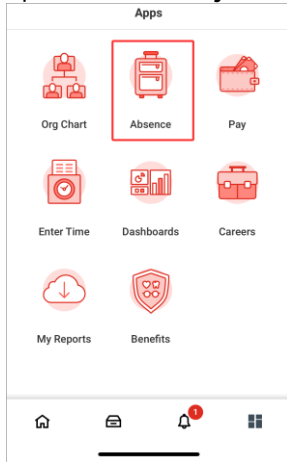
5. Select **Calendar** or enter another date for balances as of that date.



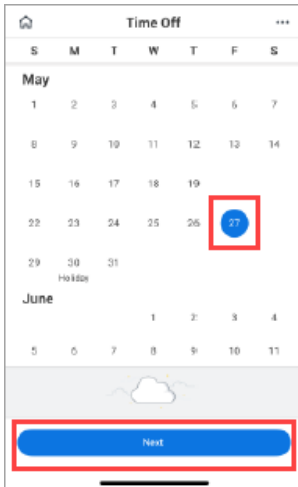
6. Select the **Done** button or the **check mark** in the top right corner of the application.

# Requesting time off through the Mobile application

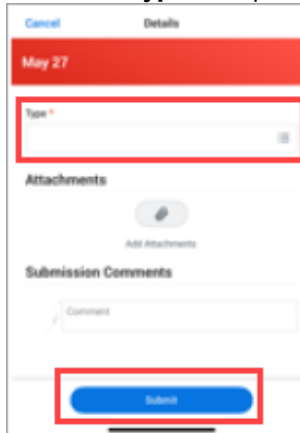
1. Open the **Workday mobile application** and select the **Absence** app.



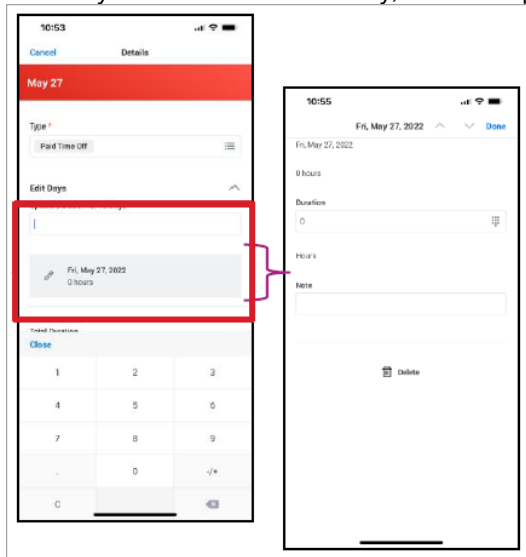
2. Select the **Dates to Take Time Off** on the calendar to highlight the requested day(s).



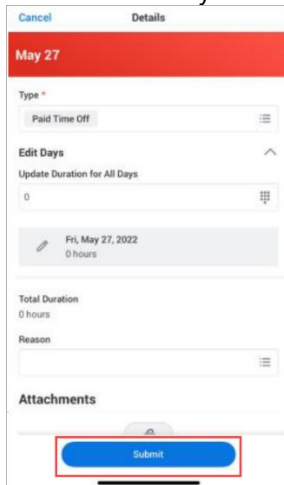
3. Select **Next** to open the details screen.
4. Select the **Type** of requested time off from the drop-down list.



Note: If you need to remove a day, select the pencil icon.



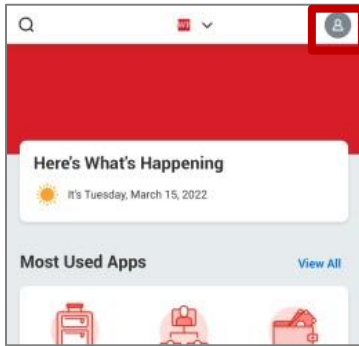
5. Review time away details and select **Submit**.



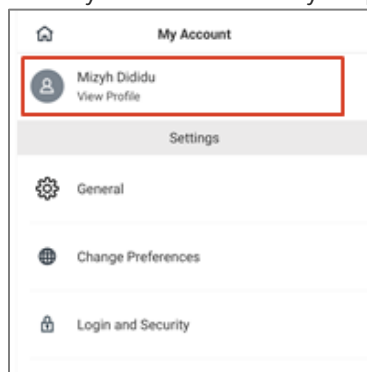
## Change your personal address or phone number through Workday Mobile

This section provides instructions on how to update your personal address and phone number (Home Contact Information) using the Workday mobile application. You can update this information by accessing your profile on the app.

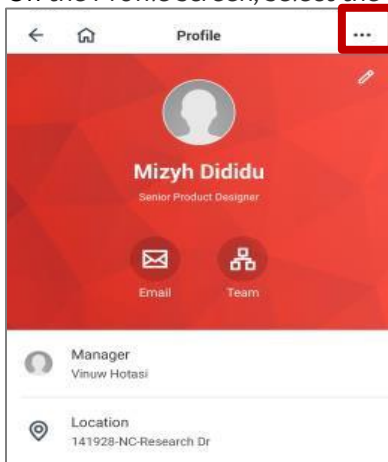
1. Select the **Profile** icon.



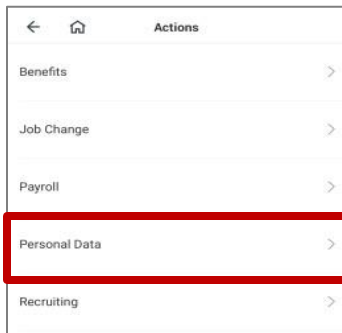
2. Select your name to view your profile.



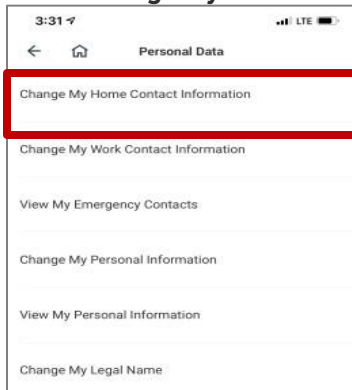
3. On the Profile screen, select the three dots.



4. Select **Personal Data**.

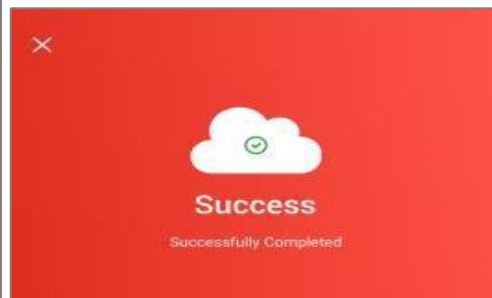
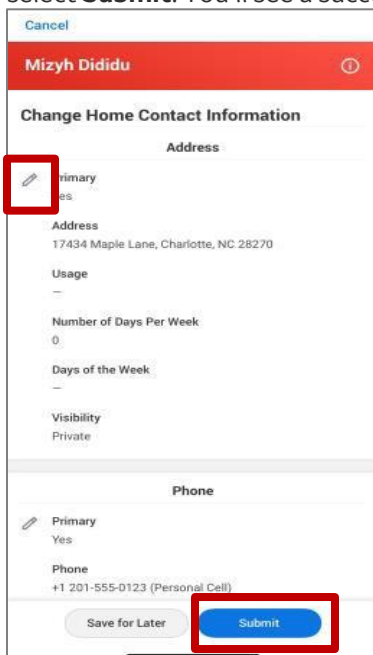


5. Select **Change My Home Contact Information**.



**Note:** You can also update other personal data using the mobile app, including work phone number, emergency contacts, legal name, and other personal information like date of birth and marital status.

6. Select **Edit** (the pencil icon) to update contact information. When your updates are complete, select **Close**, then select **Submit**. You'll see a success message.

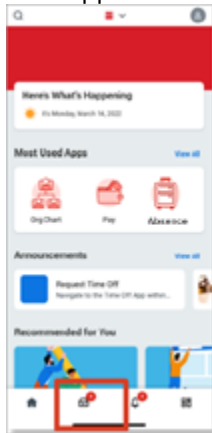


# Managers: Approving Time in the Workday Mobile Application

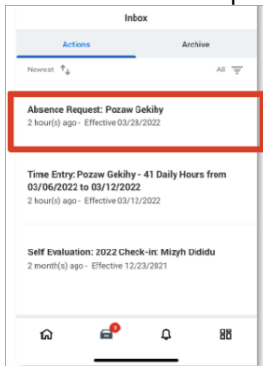
Follow these instructions to approve your employee's time off requests and timesheets in the Workday mobile application.

## Approving requests for time off

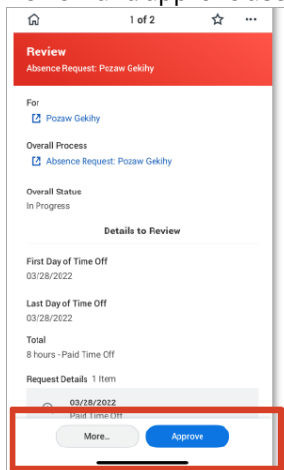
1. Access your Workday Inbox. **Note:** If you view the notification of the Absence Request (through the bell icon), you can't approve or act on the event. You can only approve from the Inbox item.



2. Select Absence Request item.



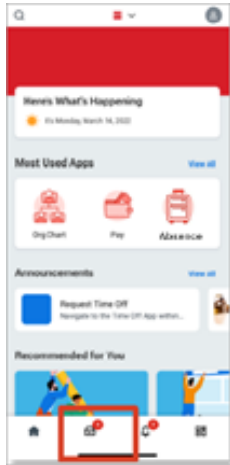
3. Review and approve absence request.



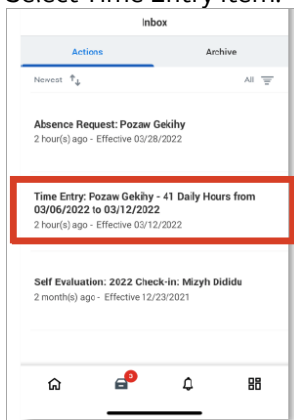
**Note:** The employee who requested the absence (time off) will receive a notification in Workday once you approve their time off request.

## Approving timesheets

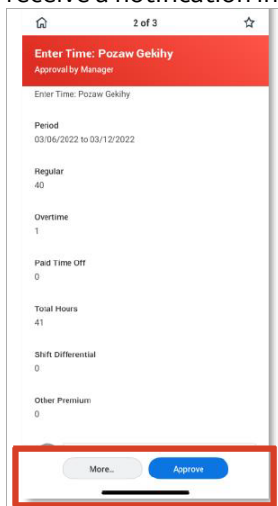
1. Access your Workday Inbox. **Note:** If you view the notification of the Time Entry submission, you can't approve or act on the event. You can only approve from the Inbox item.



2. Select Time Entry item.



3. Review the details on the Enter Time screen and approve. **Note:** The employee who submitted the time entry will receive a notification in Workday once you review and approve their timesheet.





## Workday Accessibility Interactions

In this section, find the navigation patterns and methods within Workday as they relate to various assistive technologies, including, but not limited to JAWS, NVDA, or device contrast settings. Additionally, within Workday, you can access more navigational instructions through the Accessibility Interaction Overview link found by tabbing twice on any refreshed screen in Workday.

### Best Practices

Workday allows employees to complete tasks and actions related to HR. The following information discusses some best practices to use when navigating Workday.

- When reading information presented in a table using screen reading assistive technology, select the option "Turn on the new tables view" (also referred to as Tables 2.0). This option should be an action located prior to place focus on the table. Tables 2.0 creates a comprehensive table display for users of screen reading assistive technologies. This is expected to be a default view beginning in March of 2022, at which time no additional action will be needed.
- Do not use your device's available high contrast mode. There are known issues with default high contrast modes on devices that are in the process of remediation.
  - For increased contrast, use the browser plugin for high contrast. If you have questions on installing the plugin, submit an Accommodations Request.
- Internal Job Search: If you do not receive any results when searching for a job on our internal site using screen reading assistive technologies, tab past the search button to find and select the "Skip to Results" link. Your assistive technology will identify the number of results received after your selection if at least one result is available.
- External Job Search: If you have tried to search for a position on the external site using screen reading assistive technologies with no results, tab past the search button to find and select the "Skip to Results" link. Your assistive technology will identify the number of results received after your selection.

## Pages and Tasks

This section discusses some of the pages within Workday and the interactions you may need to perform from those pages.

- Tab once when loading any new page in Workday to access the Skip to Main Content feature. This will allow you to bypass the top navigation of Workday and access page content.
- Tab twice when loading any new page in Workday to access the Accessibility Overview. This page provides more detailed information and navigation tips about Workday.
- To view items that you need to-do within the system, navigate to the Inbox.
- To view items that do not need action, navigate to notifications.

## Reporting

There are several applications within the system that provide a preview of available reports. These dashboards may contain reports that are incompatible with screen reading technology. To find the information from these reports, search for the reports using the search bar function. Several categories of reports you may want to search for are listed below along with corresponding search terms. **Note:** Search terms must be typed into the search bar exactly as listed below to successfully return the report result.

- **Search Term for Pay Reports:**
  - My Payslips
- **Search Terms for Talent & Performance Reports:**
  - Goals
  - Development Actions
  - Talent Info
  - Performance Reviews and Check-ins
  - Current Competencies
- **Search Terms for Team Talent & Performance (Managers Only):**
  - My Team's Current Performance Goals
  - My Team's Current Performance Ratings
  - My Team's Performance Status
  - My Team's Development Actions
  - My Team's Current Check-ins
  - My Team's Feedback Requests
  - My Team's Talent Summary
  - My Team's Talent Info
- **Search Terms for Time & Absence (Managers Only)**
  - My Team's Upcoming Time Off
  - My Team's Reported Time
  - Workers on Leave Detail

## Mobile Accessibility Interaction Overview

Workday mobile offers some of the same functions available on the desktop site. However, the desktop version of the site is recommended for the best experience. A few of the functions in mobile can be easier to access through a specific method of interaction.

- When entering time or submitting a candidate referral, users of Android Talkback should scan the full screen rather than skipping to interactive elements as some fields are not properly associated to their labels.
- For detailed pay information (for example, deductions or earnings), users of Talkback (Android) and Voiceover (iOS) should access the desktop site.
- For benefits information, users of Talkback (Android) and Voiceover (iOS) should access the desktop site for the best experience.
- When using the mobile application navigation menu, users of Talkback (Android) and Voiceover (iOS) will hear an option for "Home." This option will only close the navigation menu. It will not return you to the home screen of the application.
- When accessing Your Account on iOS, users will not receive a status update when saving preferences and may become trapped in this portion of the app.

- When requesting time off, users of iOS Voiceover are not provided instructions on how to complete the task. To request time off, the user must select a calendar day prior to using the next button. Without selecting a calendar day, the next button will be inactive.
- For detailed Worker History, users should access this information through the desktop site.

## Additional resources and information

For technical issues downloading or logging into the app, contact Teamworks at Home Support line at 1-877-869-7964 options 3, 1, 3.

If you use assistive technology, such as JAWS or a screen reader, and need support, please contact the new HR Digital Accessibility hotline at 1-877-721-3620.

For questions navigating within the app, contact Employee Care at 1-877-HRWELLS (1-877-479-3557) and select option 2. We accept all relay calls, including 711. This line is available Monday through Friday 7:00 a.m. to 7:00 p.m. Central Time.