Navigate Workday for iPad

From the Home page, you can swipe up and down to scroll through available worklets. Use the Settings icon to navigate your app settings:

1. Select a menu item for more information.
2. Tap **Close** to return to the Home page.

View Your Inbox

The Inbox is your personal activity stream. It includes Actions and Notifications such as Approvals, To Dos, and status notifications that are sent to you by your organization's business processes. You can filter Actions by clicking filter pull-down.

From the Inbox worklet:

1. Swipe right to reveal Actions and Notifications.
2. Tap the **Actions** or **Notifications** tab to access the corresponding information.
3. Select an item to view more details.

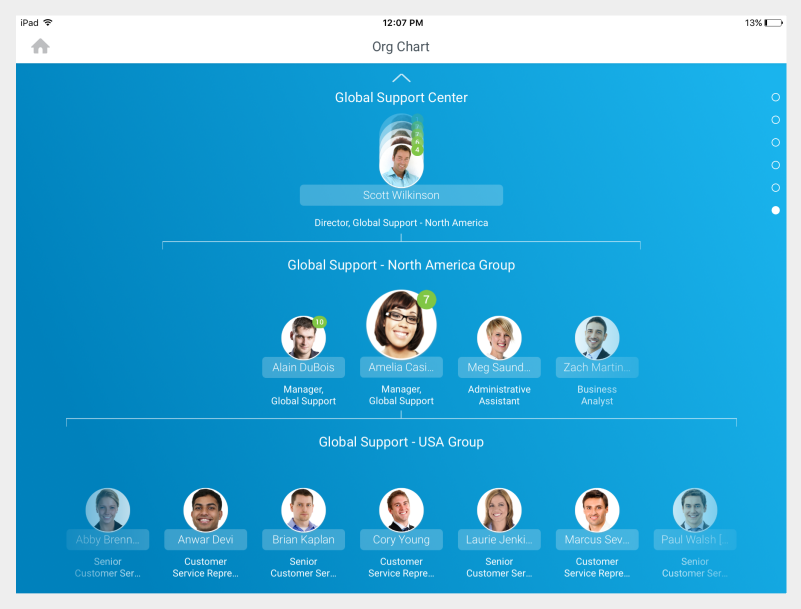
Sign Out

From the Home page:

1. Tap the **Settings** icon.
2. Tap **Sign Out**.

Navigate the Org Chart

The Org Chart helps you identify where you and others fit into the overall structure of your organization. It displays your position within the department, as well as those of your teammates. Within the Org Chart, you can navigate the structure of your department and company by tapping on individuals or groups.



From the Org Chart worklet:

1. Scroll up or down to see how groups and individuals are connected within the organization.
2. Tap an individual's image to view their Profile page.
3. Tap the **Back** arrow ← to return to the chart.

Search for Employees by Name

From the Home page:

1. Tap the **Search** icon.
2. Enter the name of the employee you want to find in the Search field. The results display.
3. Select the search result that matches your search. The individual's profile page displays.
4. Tap **Overview** to see information about an individual's skills, experience, and education. You can continue to tap across the other profile categories to review Personal Notes, Feedback, and Contact Information for this individual.
5. Tap the **Related Actions** to see additional actions you can perform from this screen.

Update Your Profile Photo

From your profile:

1. Tap the **Picture** above your name.
2. Select **Camera** to take a new photo. Optionally, you can select **Choose from Library** to use an existing photo from your iPad. Attachments can be imported from supported native apps using the **Import Attachment** option.
3. Take the photo.
4. Tap **Retake** or **Use Photo** when you are satisfied with the image you captured. A submission screen confirms that your photo has been sent for approval.

Change Your Contact Information

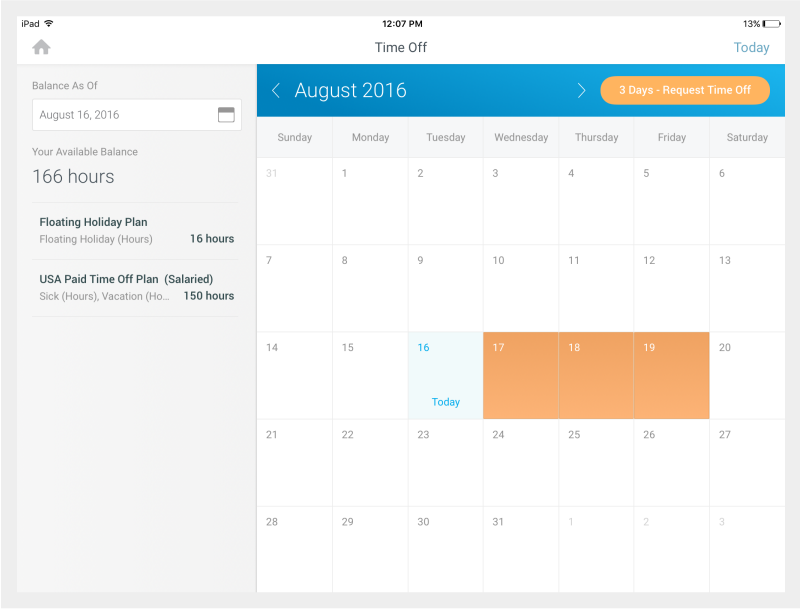
From the Home page:

1. Tap your **profile photo** to open your Profile page.
2. Tap the **Related Actions**.
3. Tap **Personal**. The Personal menu displays.
4. Select **Change Contact Information.** The Change Contact Information window displays.
5. Tap the **Edit** icon next to the information you want to change, and make your edits.
6. Tap **Done** to close the window.
7. Tap **Submit.** A confirmation page displays.

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.

1. Tap the **Time Off** worklet.
2. Select the days you want to request for time off. 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 hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
6. Tap **Submit**. A confirmation displays. Your request is routed to your manager for review and approval.

Enter Time Worked

From the Time worklet:

1. Tap **Enter Time**.
2. Tap a day of the week 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. Confirm the **Time Type**.
4. Tap the **Hours** field, and select the amount of time you worked.
5. Enter any additional information.
6. Tap **OK**. If incorrect, an error message will display.
7. Repeat the process to enter additional blocks of time for the day/week, as needed.
8. Tap **Submit** when you are ready to send your hours for approval.
9. Tap **Submit** to confirm that the reported hours are accurate and to authorize payment. You will see any approval that is needed once submitted.