

PRISMA HEALTHSM

Workday Mobile Installation and Set Up Guide

Enjoy Workday on the Go!

- Workday Mobile goes wherever you go and can be accessed 24/7.
- Compatible with iPad, iPhone, and Android devices.
- Gives you simple, intuitive, and convenient access to Workday on-the-go.

As a **Team Member**, you can change personal information, such as emergency contacts, address, phone numbers, and much more. You can also view your Inbox, pay slips, and PTO balances.

As a **Leader**, you can access dashboard reports, approve task requests, and much more.



	Models	Operating System
Apple	All iPhone & iPad Models	iOS 15 or higher
Android	All Models	7.0 or higher



Get Workday Mobile App from Apple or Google Stores

Download the Workday Mobile App for:

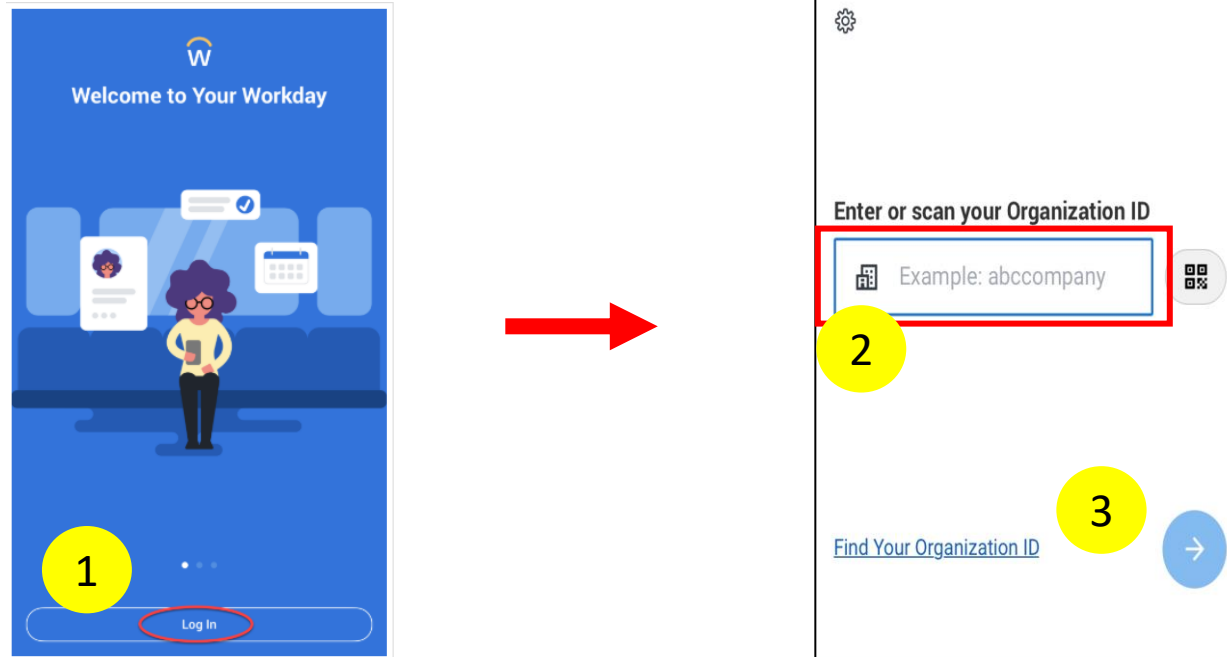
iPhone & iPad



Android Devices



Configure Workday Mobile



1. Once installed open Workday Mobile and tap **Log In** (on the blue screen)
2. Enter "prismahealth" in the field for **Organization ID**
3. Tap the **right arrow**

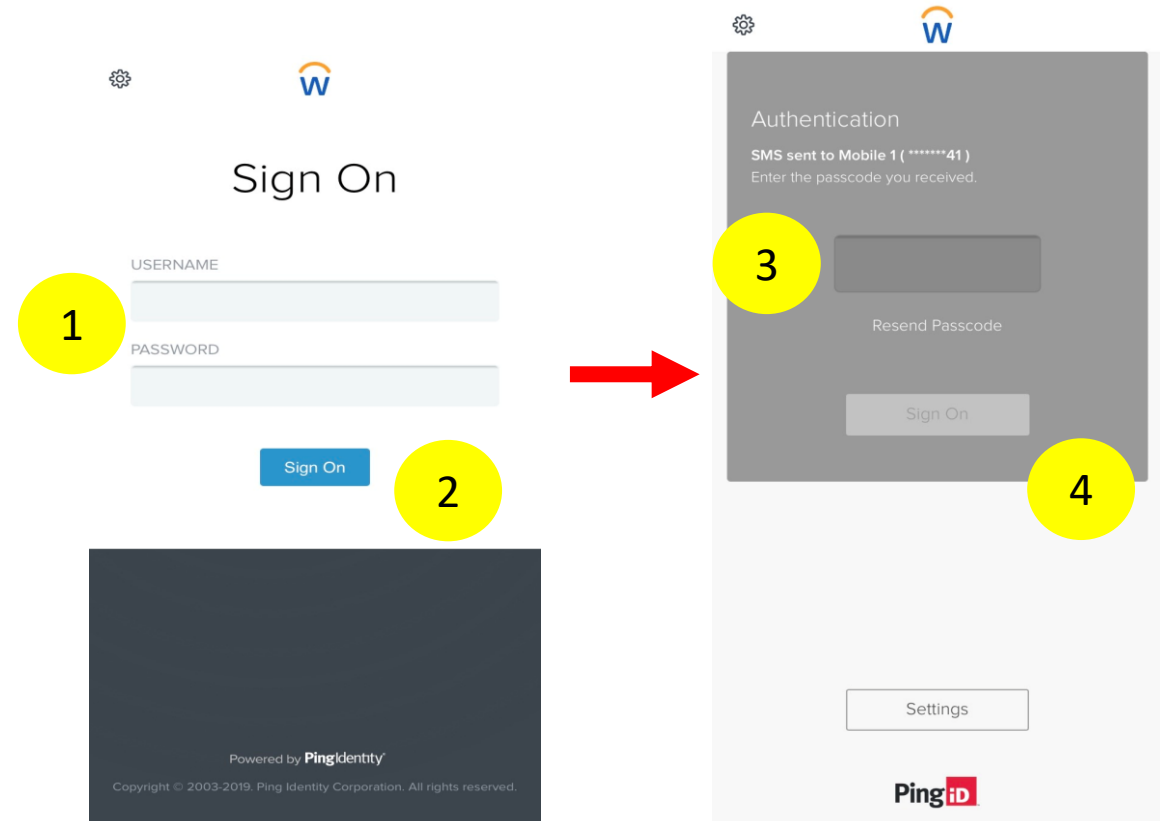
Note: These steps are required for the first log in only

Configure Workday Mobile (Cont.)

1. At the PingID screen, enter network ID and password
2. Tap Sign On

You will be promoted to enter a code. This code will be texted to you from PingID

3. Enter the code from the text message
4. Tap Sign On



Configure Workday Mobile (Cont.)

- Tap Skip for Face ID (iPhone) or biometrics (Android)
- Create a PIN or tap Skip; confirm PIN (if created)
- Tap OK to allow push notifications (if desired)

Note: By policy, Prisma Health prohibits the use of Face ID or biometrics. Setting up a PIN allows you to log into Workday Mobile without entering your Username and Password with each login.

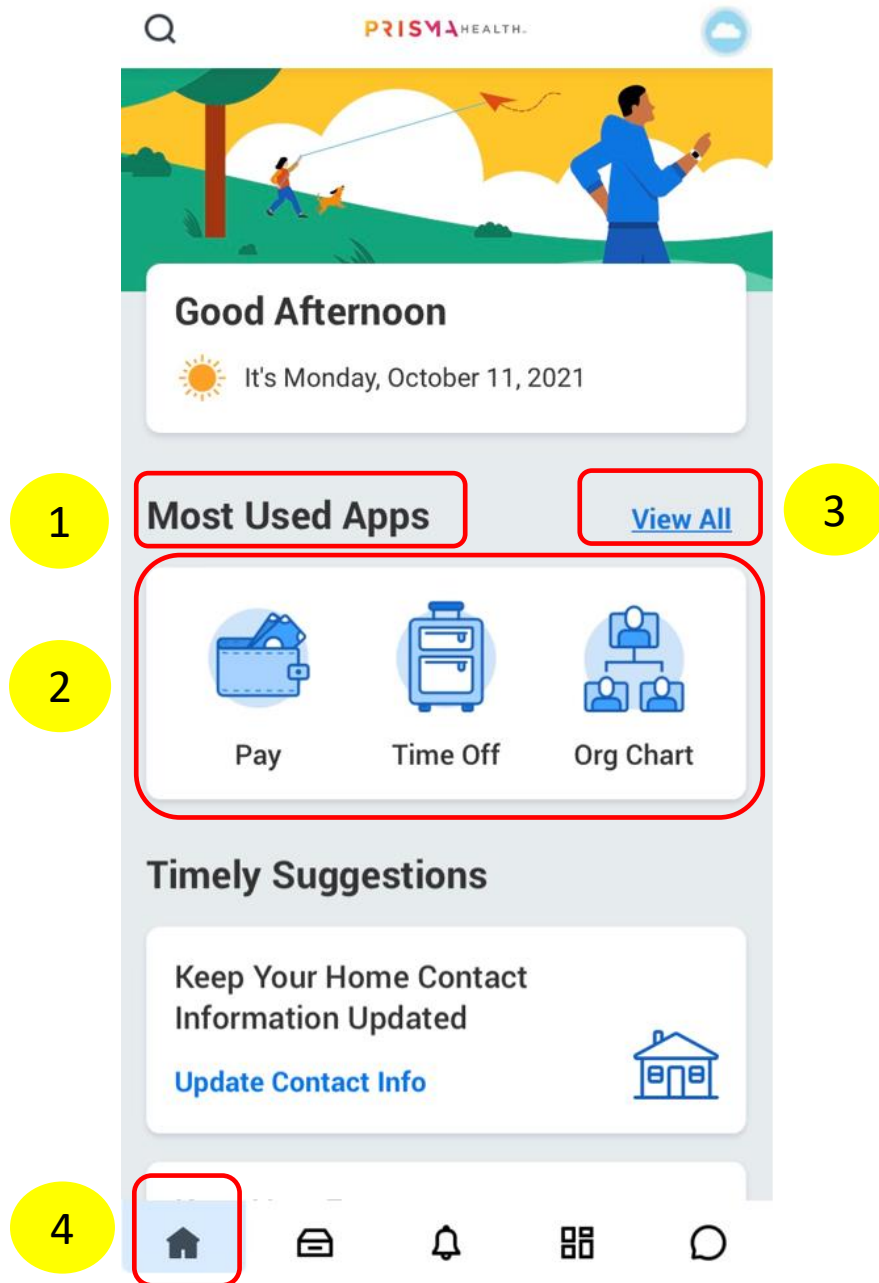
Skip

Create a PIN for a fast alternative way to log in

Create PIN

Enter a 4 digit PIN

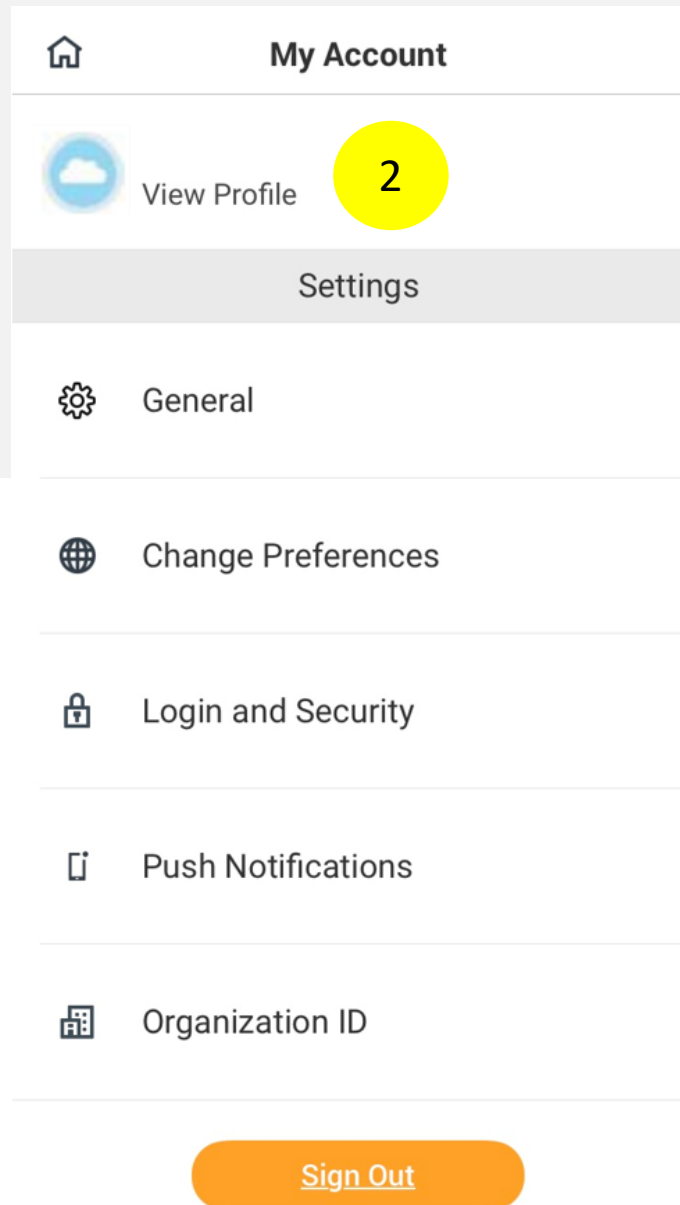
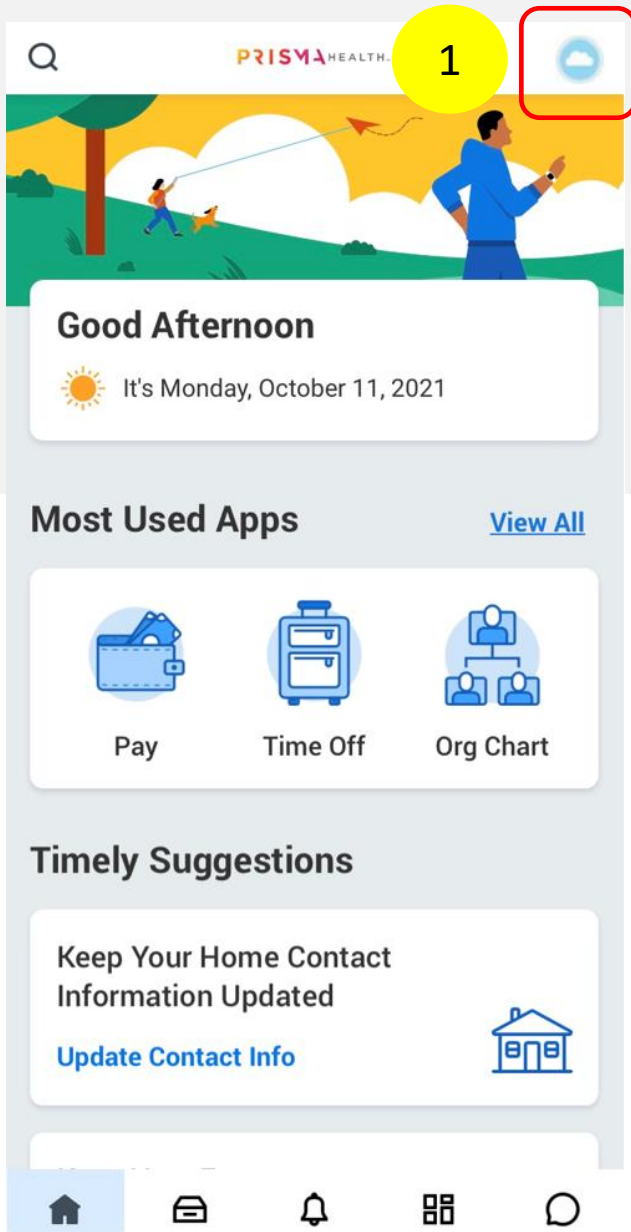
1	2	3
4	5	6
7	8	9
⌫	0	✓



Navigate Home Screen

The home page of Workday Mobile has less worklets than the desktop version.


1. Most Used Apps are shown at the top
2. Tap any app to open its corresponding actions
3. Tap View All to view all available apps
4. To return to the Home screen from any screen, tap the Home icon (iPhone or iPad) or the back arrow (Android)




Navigate to the Profile

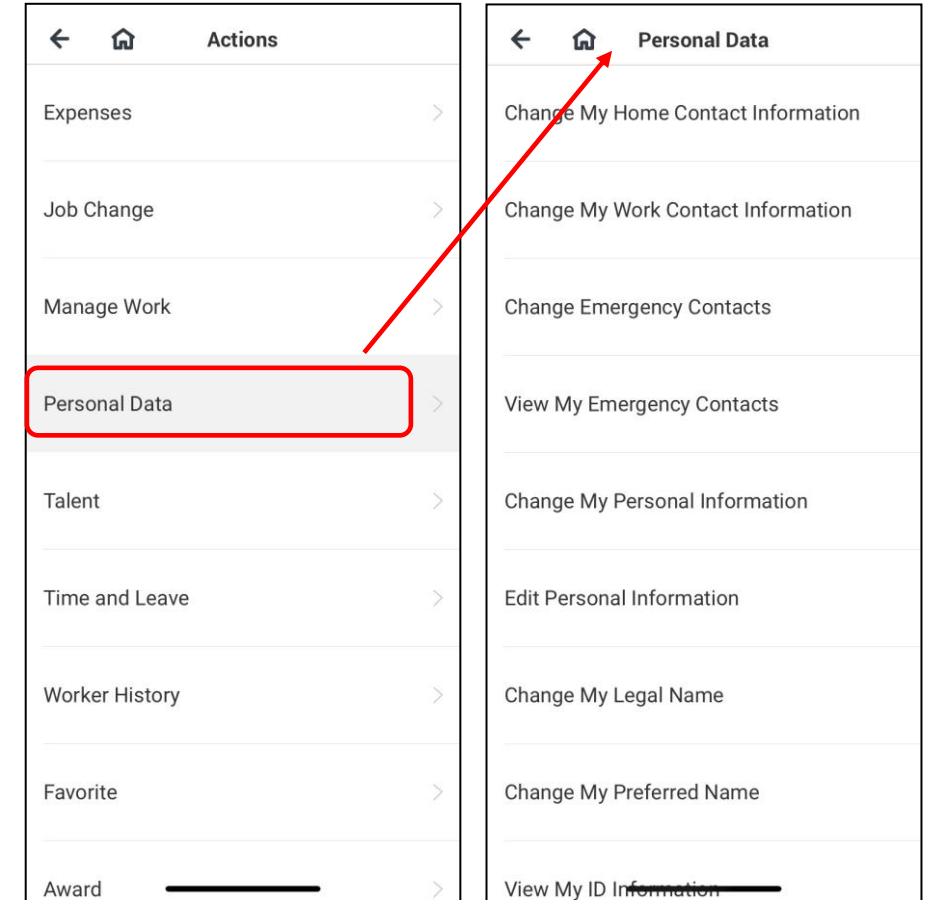
From the Home screen:

1. Tap on the Profile icon in the top left corner
2. Tap View Profile

On the Profile Menu tap the menu icon

(top right corner) for a list of available actions.

Change Personal Information

1. From View Profile screen, tap the 
2. Tap View Profile
3. Tap Personal Data
4. Tap the section you want to change
5. Tap the section you want to update and then make your edits
6. Tap Done
7. Tap Submit
8. A confirmation page displays and lists any approvals needed



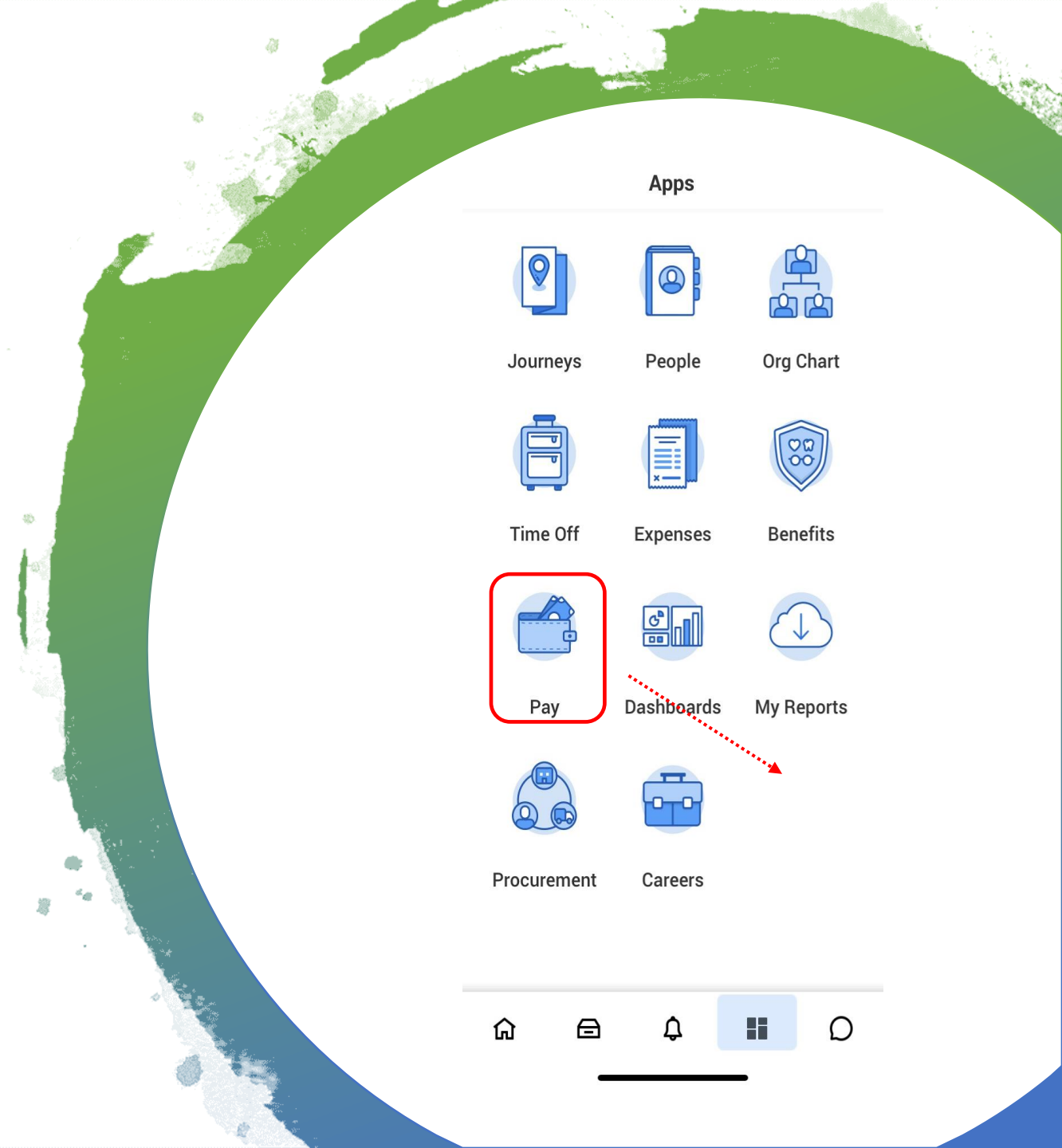
Rearrange Apps

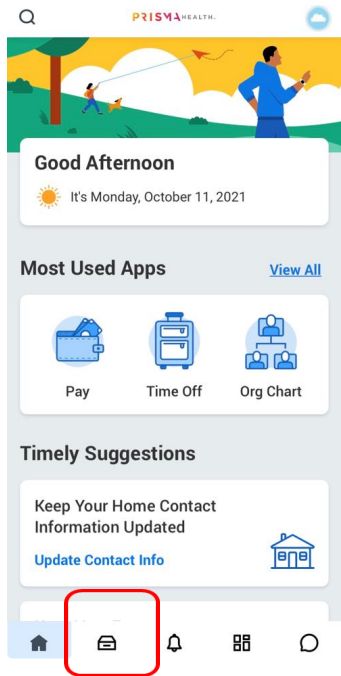
Move an app:

- From the Home screen, tap View All to view all available apps

Or tap the apps icon in the tray 

- Hold and drag an app to the desired location

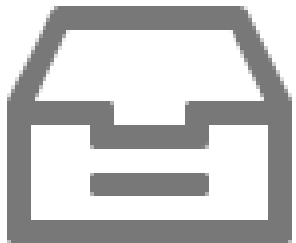


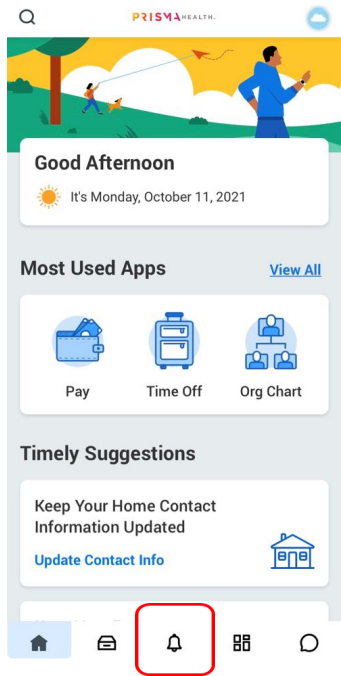


View Inbox

The Inbox is your personal activity stream. Your inbox includes actions (e.g., Approvals and To Dos) sent to you as a result of actions performed within Workday

1. Tap the Inbox icon in the tray at the bottom of the screen
2. Select an item to view more details
3. If all actions have been taken care of, the "Nothing Here. It looks like you're caught up" message is displayed





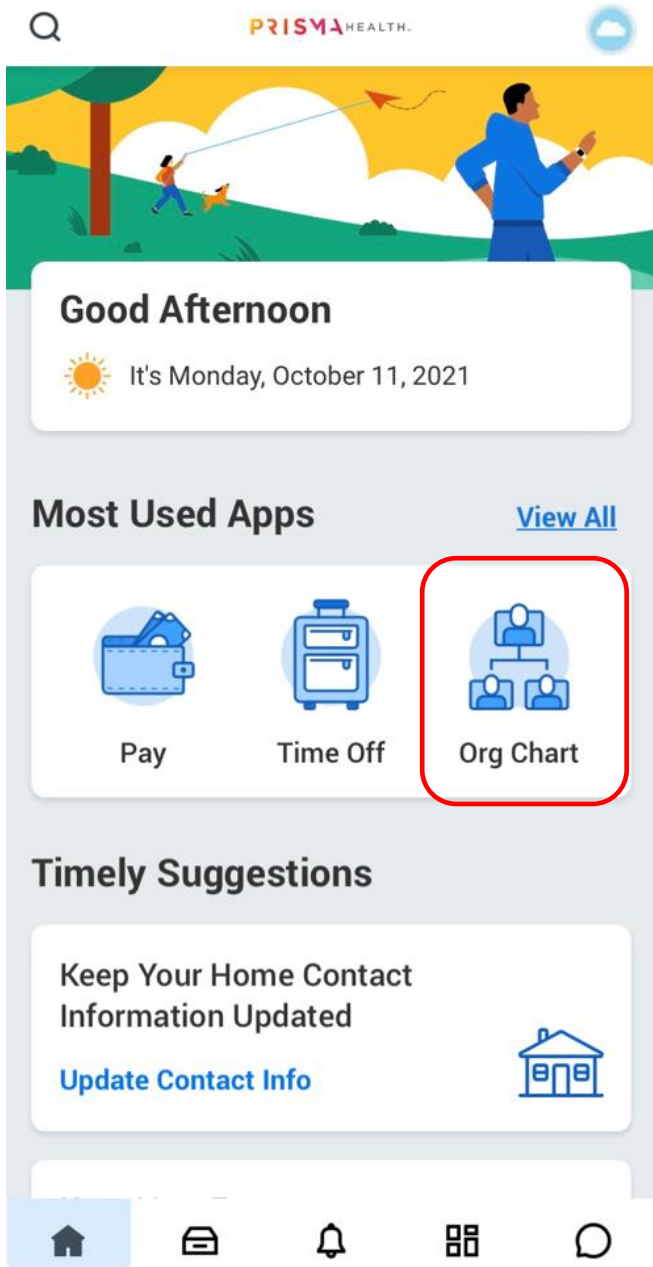
View Notifications

Notifications includes status updates sent to you as a result of actions performed within Workday

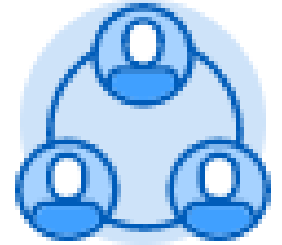
1. Tap the Notifications Bell in the tray at the bottom of the screen
2. Select an item to view more details
3. If all actions have been taken care of, the "Nothing Here. It looks like you're caught up" message is displayed



Push notifications can be allowed upon set up or anytime from the Profile icon on the Home screen.



Navigate the Org Chart



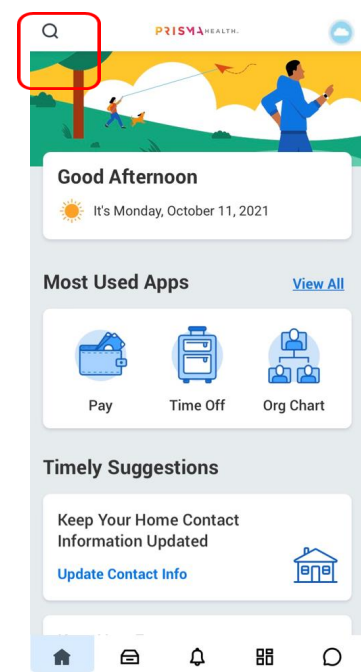
The Org Chart helps you identify where you and others fit into the overall structure of the organization.

1. Tap the Org Chart app to see the structure of your department
2. Select an image or a group of stacked images in the hierarchy to see how groups and individuals are connected within the organization
3. Swipe up or down, right or left to easily navigate through the org chart
4. Tap a Profile image to view a worker's profile page
5. Tap the Home icon (iPhone or iPad) or the back arrow (Android) to return to the Home page

Search


Search makes it easier to find people, tasks, and reports

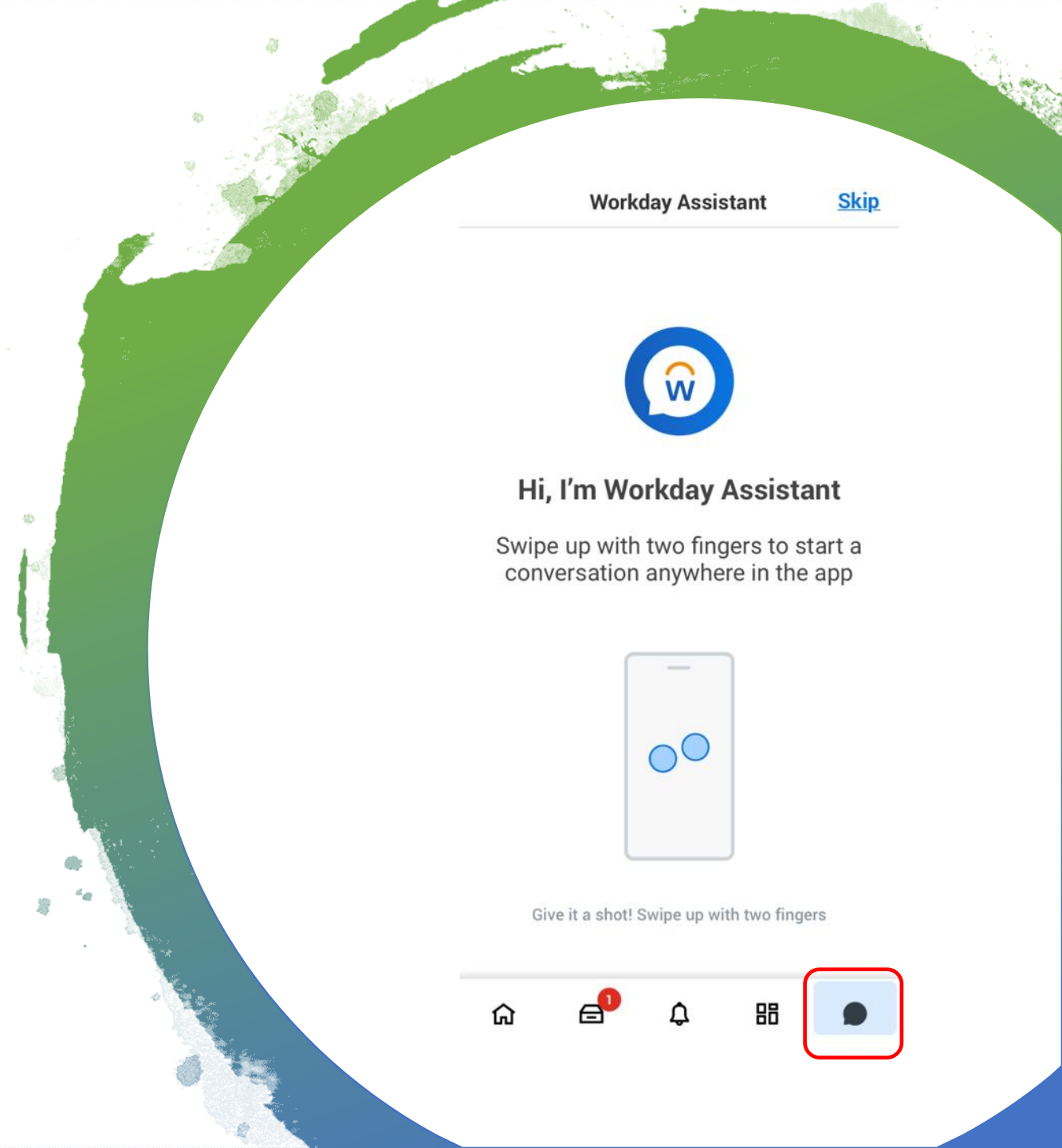
1. From the Home page, tap the Search icon in the top left corner
2. Enter the name of the Team Member you want to find, the name of task or report in the Search field
3. Tap the desired search result

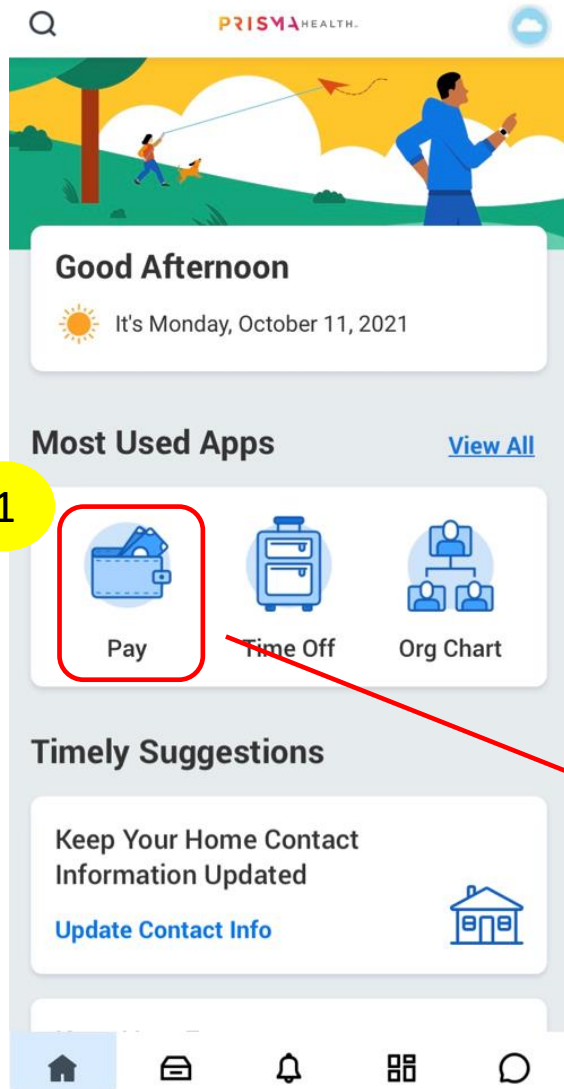


Workday Assistant

Workday Assistant is a digital chatbot designed to help complete tasks and retrieve information using your own words.

1. From the tray, tap on the chat icon  from any screen to access Workday Assistant
2. You will see the message on the right, the first time you use Workday Assistant.
Swipe up with two fingers to start using
3. Then click on one of the **blue buttons** or type a request in the **message box** then hit enter. Examples: "my cost center"; "find <name>"; "view my employee ID"
4. Results are returned based on your request. Information in **blue** is a hyperlink that will take you to the appropriate area to complete your request.

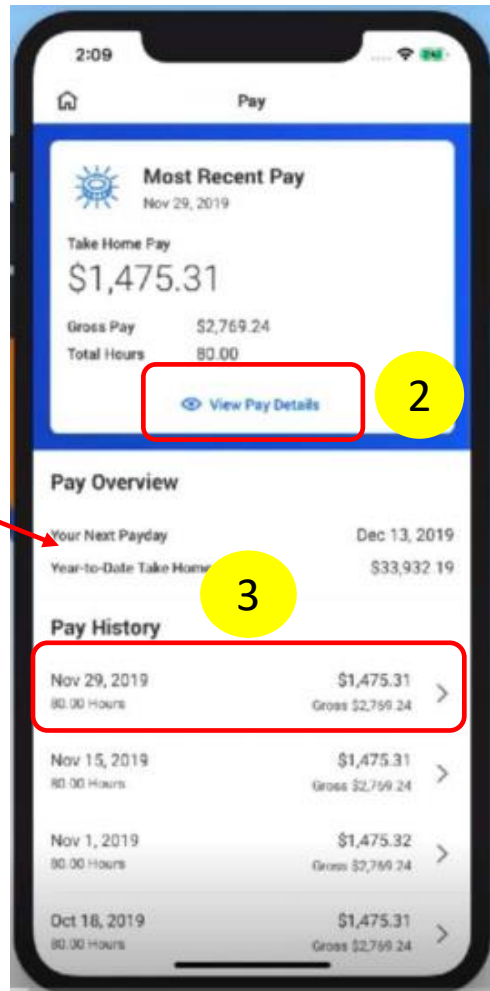




View Pay Slip



1. Tap the Pay app to view Most Recent Pay information
2. Tap View Pay Details
3. Or select the pay history that you want to view Current and Year-to-Date pay including details for Gross, Taxes and Deductions and more



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