

# Workday Navigation Using an Android Device

## Overview

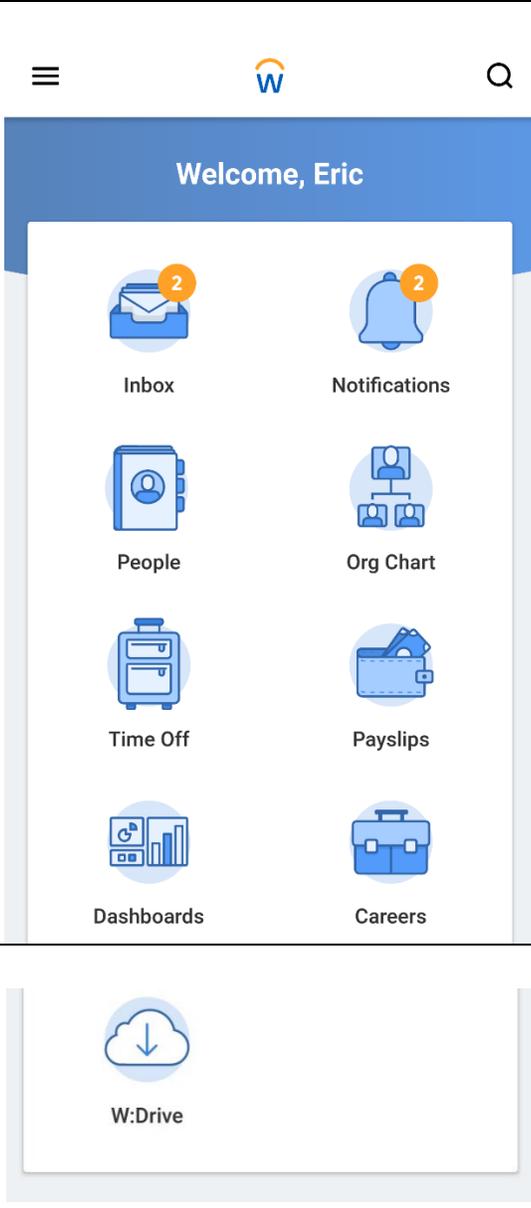
This job aid provides basic information on how to navigate using the Workday app on your Android device.

**Who Does This:** Employee

## Things to Know:

- Refer to the Accessing Workday job aid for instructions to install and log in to the Workday app on your device.
- Refer to [www.coorstek.com/workdayhelp](http://www.coorstek.com/workdayhelp) for job aids on many Workday functions. Workday functionality and data in the app and the cloud platform are identical but navigation may differ in the app.
- For a limited time, you will only have access to Employee Self Service (ESS) functionality using the app.

## Home Screen

<p>Use the <b>list</b> icon to access a menu including your Profile.</p>		<p>Use the <b>search</b> function to look for workers.</p>
<p>The <b>Inbox</b> worklet includes tasks and requests for you to complete in Workday.</p>		<p>The <b>Notifications</b> worklet includes updates about processes you are involved with.</p>
<p>The <b>People</b> worklet allows you find other employees.</p>		<p>The <b>Org Chart</b> worklet allows you to explore the company hierarchy and find other employees.</p>
<p>The <b>Time Off</b> worklet allows you to see available time off balance as of the last pay date (U.S. only).</p>		<p>The <b>Payslips</b> worklet shows your recent payments (U.S. only).</p>
<p>The <b>Dashboards</b> worklet allows you to access your Talent and Performance information.</p>		<p>The <b>Careers</b> worklet allows you to Find Jobs and Refer a Candidate.</p>
<p>The <b>W:Drive</b> worklet allows you to access reports or documents.</p>		<p><i>To rearrange worklets, select and hold a worklet until all worklets move. Drag worklets to desired position and select Save. You may also edit your home page color theme.</i></p>

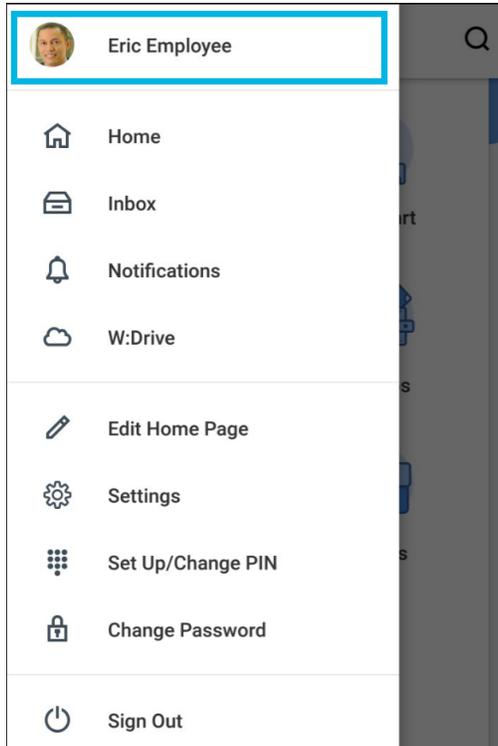
**Note: Functionality offered in the Workday app may differ from the cloud environment accessed from a desktop.**

## App Menu

From the app home screen, use the list icon to access this view.

Select **Home** to return to your app home screen.

Here you also have access to **Edit Home Page, Settings, Set Up/Change PIN, and Change Password.**



Select your name to view your profile.

Select **Inbox, Notifications, or W: Drive** to access these worklets.

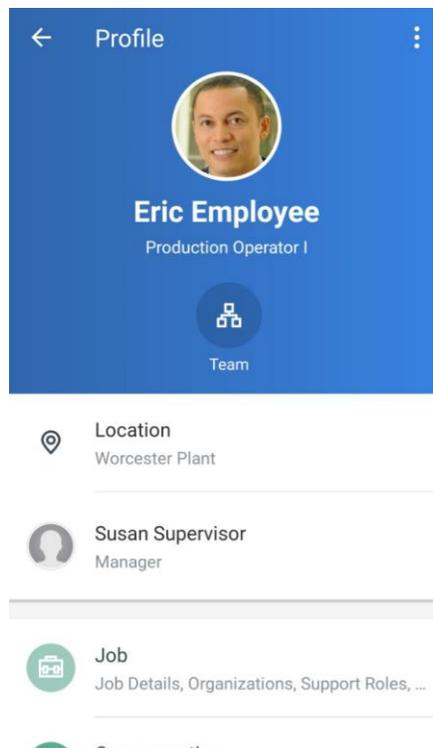
You will not automatically be signed out of the app. You may select **Sign Out** here.

## Profile

Select the **arrow** icon to exit your Profile.

To add or change your photo, select **your photo** or the **photo** icon.

You have access to information specific to you.



Select the **related actions** icon for additional menu items including Personal Data and Talent.

Select the **Team** icon to view an organizational chart of your team.

Scroll down to view and / or select each profile group including Job, Compensation, Contact, Personal, Performance, Career, and more.

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## FAQ's

**If I update my information in the app, will I need to update again in the cloud platform?** No, all updates you make, whether in the app or online in the cloud, will be visible through both access methods.

**Can I manage my goals in the app?** Yes, access this function from your **Profile** by selecting the **related actions** icon. Then choose the menu item **Talent** and the function **Edit Goals**.

**Can I update my payroll tax elections and/or payment elections in the app?** No, at this time these functions are only available on the cloud platform (from a computer).