

# Workday Navigation Using an Apple Device

## Overview

This job aid provides basic information on how to navigate using the Workday app on your Apple 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

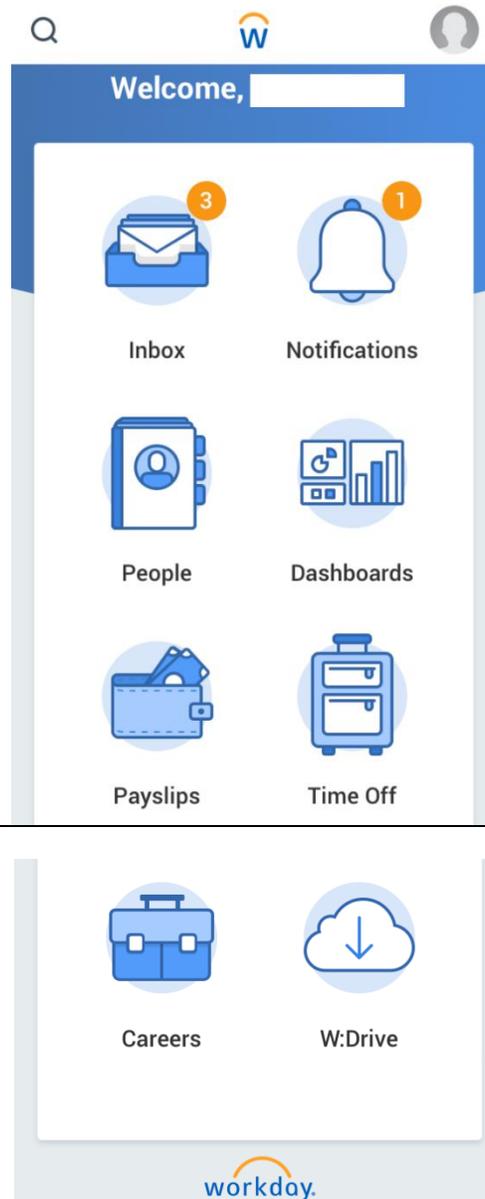
Use the **search** function to look for workers.

The **Inbox** worklet includes tasks and requests for you to complete in Workday.

The **People** worklet allows you find other employees.

The **Payslips** worklet shows your recent payments (U.S. only).

The **Careers** worklet allows you to Find Jobs and Refer a Candidate.



Use the **photo** icon to access a menu including your Profile.

The **Notifications** worklet includes updates about processes you are involved with.

The **Dashboards** worklet allows you to access your Talent and Performance information.

The **Time Off** worklet allows you to see available time off balance as of the last pay date (U.S. only).

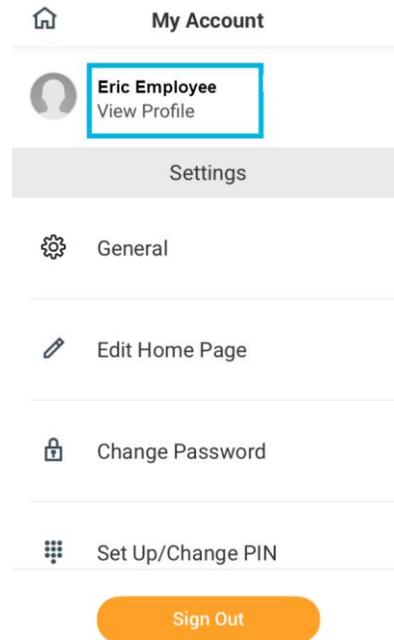
The **W:Drive** worklet allows you to access reports or documents.

**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 photo icon to access this view.

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



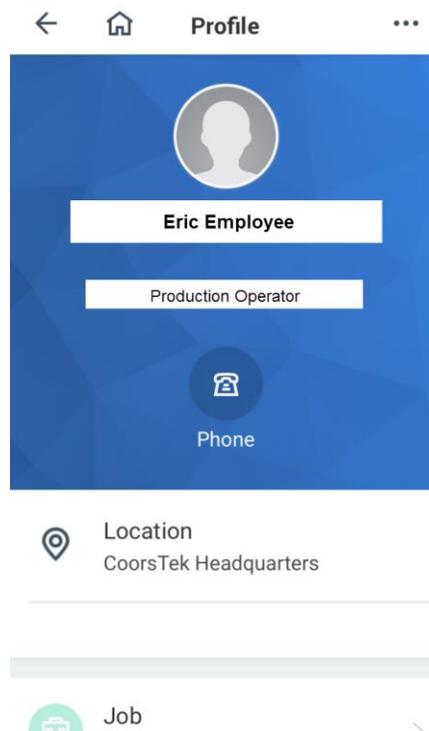
Select your name to view your profile.

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

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.



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

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

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

You have access to information specific to you

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

## 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).

**Can I configure my home screen on the app?** Yes, you may configure your home screen by selecting Edit Home Page on the app menu. Or to rearrange worklets from the app home screen, 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.