For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.
WORKDAY QUICK START GUIDE

Example of iOS Mobile App

Example of Android Mobile App

Home Page (Mobile)

1. Home Icon – Tap to return to the Workday home page
2. Search – Start by typing at least 3 characters
3. Notifications – View items that are for your information
4. Inbox – View list of items that require your action
5. Profile Photo – View profile, change preferences for notifications, etc.
6. Customize Applications – Add optional applications (worklets) unique to your role and job duties
7. Applications – Access by either: View Profile (5), Apps (6), or View Apps (7)

For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.

Example of iOS Mobile App

Example of Android Mobile App
For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.
WORKDAY QUICK START GUIDE

For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.

For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.

Expenses
- Create a spend authorization
- Create an expense report
- Edit travel profile
- View or edit recent expense reports
- **Replaces Concur**

Purchases
- Purchase LMU approved items from CDW, Amazon, and Office Depot (via Connect to Supplier Website)
- Create supplier requests
- Create and edit receipts
- Create invoices
- Verify (reconcile) transactions on purchase cards and travel cards
- and more!

Applicable only for **managers with direct reports or managers of student employees**

My Team Management
- View and approve your team’s absence requests
- Approve and correct your team’s timesheets
- View your team’s upcoming time off
- Request a business title change

Hiring
- Create a new position
- View job requisitions
- View or edit pre-hire tasks
- Enter interview results

Recruiting
- Create job requisitions
- View job requisitions
- View and search for candidates
- **Replaces PeopleAdmin and SEA**

Requests
- Request a supervisor change for an employee
- Change work study balance
- Note: employees also have this application, but only see their requests

Compensation
- Request a compensation change, job change, one-time payment, or termination for an employee
- Manage period activity pay
- View compensation details and history

Applicable only for **full-time faculty**

My Awards
- Available only to faculty with a grant award
- View your total awards, grant status, expenses
- and more!
Your Profile Overview
To access, click on Profile Photo > View Profile

**Email**
Display email address

**Team**
View org chart

**Summary**
Edit education, job, experience (similar to Career application)

**Job**
View service date, edit Directory information or update contact info for LMU Alert notifications (via the "More" tab >> "Additional Data")

**Academic**
For faculty only to view rank and tenure eligibility

**Compensation**
View compensation package, Total Rewards, salary grade, merit increase, etc.

**Benefits**
View benefits elections, view 403b contributions, view and edit beneficiaries

**Time Off**
View time off balance and time off requests (same as Absence application)

**Pay**
View payslips, update tax elections, etc. (same as Pay application)

**Contact**
Edit home and work information (same as Personal Information application)

**Personal**
Look up University ID number, update personal information, legal name, preferred name, etc. (same as Personal Information application)

**Performance**
View goals, performance review, feedback (same as Performance application)

**Career**
View and edit job history, education, language, etc. (same as Career application)

**Feedback**
View feedback received, requested, etc.

For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.
Profile Actions
To view, click Profile Photo > View Profile > Actions

- Please note, the Actions button is also called the Related Actions button.
- You may see the Actions button on other pages, e.g. for another person, task, or item.

For reference guides on these topics, select the “Workday Support” icon on the main Workday dashboard.