WORKDAY QUICK START GUIDE - Students

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

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)

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- Enter hours worked and record time off (sick time)
- Correct time entries – missing in/out, meal breaks, sick time, etc.
- Submit timesheets
- Replaces MyTime Timesheet

- Edit payment elections (direct deposit for regular pay and expense reimbursement)
- Update federal and state withholdings
- View or print payslips (pay stubs)
- View or print year-end tax documents (W-2)

- Update home and work contact information
- Add emergency contacts
- Change legal name or preferred name
- Replace existing profile photo
- Change business title

- View and apply to an LMU job
- Add your job history, education, language, professional affiliations, and certifications
- Replaces LionJobs and SEA

- View or download step-by-step reference guides for employee self-service and manager self-service functions

- View org charts by division, department, my team, or workers
- Find other workers by Supervisory Organization, etc.

- Add tasks/reports (My Payslips, Payment Elections, etc.)
- Bookmark custom reports

- View your requests

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Your Profile Overview
To access, click on Profile Photo > View Profile

Email
Display email address

Overview
View job details, including total number of jobs and other key information

Personal
Update personal information, legal name, preferred name, etc. (same as Personal Information application)

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

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