

## Installing Workday Mobile

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## USER GUIDE

As an employee, by using Workday Mobile you can change personal information, such as emergency contacts, address, phone numbers, and much more.

Most importantly, you can view detailed pay slips, request time off, and print W2s. Depending on your department, you may be able to use the Time App for tracking too.

### INSTALLING THE APP ON YOUR DEVICE

1. Install the Workday app by using the camera on your phone. Point your phone camera to the QR code below and it will prompt you to install the App and connect it to our workday tenant. If you are asked to enter an organization ID – enter:  
**ccitc**

∨ Scan



2. Choose the correct login method:  
**Employee with Active Directory Account** - for employees with a County or City email account.  
**All other users**- for employees without a County or City email account.
3. Enter your **username and password** and tap **Sign In**.  
**Do not click Sync Calendar. This is your personal calendar.**
4. From the App, you will be able to view your Notifications, Inbox and Apps from the main page. You can search for People, Tasks and Reports.