

Introducing **WORKDAY MOBILE**

for managers and supervisors



In 2021, WSU employees will have the option to use Workday from their mobile devices. Here's what you need to know:

Workday Mobile is easy to access and use.

Workday Mobile is an app for iPhone, iPad and Android devices, designed to enable employees to conduct essential functions from anywhere.

Using Workday Mobile is by choice.

WSU employees are not required to use the mobile app on personal devices. All essential Workday tasks and functions can be performed from a university provided computer.

Personal devices remain safe and private.

The Workday Mobile app uses the same security framework as the web platform. Multi-factor authentication (MFA) is used, and data is never stored on personal devices.

Managers and supervisors can use Workday Mobile to:

- Approve time off
- Approve hours worked
- Approve expense reimbursements
- View your inbox and notifications
- Approve transactions
- View reports and dashboards



Modernization Initiative

WASHINGTON STATE UNIVERSITY

