



Wanda WorkSmart's Workday Tips & Tricks

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Did you know the Workday mobile app allows employees and managers to perform many self-service tasks on the go? Mobile capabilities include viewing payslips, viewing and editing personal information, submitting travel expense reports, submitting and approving time and absence requests, electing tax withholdings, and more!

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Getting Started

Installing the Workday app is easy.* For step-by-step guidance, please refer to these Smart Guides:

- [Installing Workday Mobile App - Android](#)
- [Installing Workday Mobile App - iPhone/iPad](#)

Mobile Time Tracking

The Workday mobile application can be used to enter time and view your schedule while on the go or away from your desk. There are many options available for entering time in Workday.

- For detailed instructions, refer to the [Mobile Time Tracking Smart Guide](#).
- If your agency uses Work Reporting Codes, see [Enter and Submit Time with Work Reporting Codes](#).

Mobile Expense Reports

Employees can use the Workday mobile application to submit Expense Reports on the go. This feature will primarily be used to upload receipt photos of incurred expenses when creating an Expense Report. To learn more, review the [Mobile Expenses Smart Guide](#).

Some Functions Not Enabled

Keep in mind, for security reasons, some functions are only available on the State network and not enabled for mobile. Functions will not display on your mobile device if they are not available. Examples include:

- Change banking account information
- Update payment elections
- Download data

For a list of mobile capabilities, please see the [Mobile Functionality Guide](#).

**Agencies supported by OCIO for IT services may use the Workday mobile app. If your agency has an internal IT department, check for any policies regarding mobile apps on work and personal devices before downloading the app on your iPhone or Android device.*

For more information, visit WorkSmart.iowa.gov or email WorkSmartSupport@iowa.gov for support.