# Wanda WorkSmart – Mobile Functionality Video Transcript

**Title Slide [cartoon animation of Wanda waving with two people thinking]:**

**Hi there! Welcome to the Wanda WorkSmart series** designed to inform you of what's new, what's changing, and what benefits you can expect in Workday. I'll also be addressing several key questions asked by State of Iowa employees.

In this session, we'll be talking about Mobile Functionality. Let's dive in!

## Scene 1 [animation of Wanda pointing]:

Currently, State of Iowa employees do not have a mobile app to access their information, initiate business processes, or review transactions.

## Scene 2 [animation of Wanda cheering with graphic of a tablet with Workday logo showing]:

In the future, the Workday Mobile App will allow employees to perform certain self-service functions, such as:

- View payslips
- View and edit personal information
- Submit Travel Expense Reports
- Enter and submit time and absence requests
- Elect tax withholdings, and more!

## Scene 3 [animation of Wanda cheering at an airport with two people sitting with laptops]:

Workday's Mobile functionality and cloud technology allow you to access your information anytime, anywhere, and from any device.

## Scene 4 [animation of Wanda sitting in chair typing on laptop]:

Now, let's take a look at Top 5 Mobile Functionality questions asked by State of Iowa employees!

## Scene 5 [animation of woman thinking and Wanda pointing and talking]:

**Question #1:** Can all employees use the Workday mobile app?

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 State-issued and personal devices before downloading.

## Scene 6 [animation of man thinking and Wanda pointing and talking]:

**Question #2:** How do I download the Workday Mobile App?

Step-by-step instructions for Installing Workday Mobile for iOS and Android will be provided in a Smart Guide posted in the Training section of the WorkSmart.iowa.gov website.

**Scene 7 [animation of two people sitting at a table on laptops and Wanda talking]:**

**Question #3:** Is the mobile application secure?

Yes. The State of Iowa and Workday have policies in place to ensure the protection of employee data. For example, employees are unable to download data or change banking information via the mobile app.

**Scene 8 [animation of man sitting at a desk typing on computer and Wanda cheering]:**

**Question #4:** What if I don't have a mobile device or don't want the Workday Mobile app?

No problem! The mobile app is an option, not a requirement. While convenient for employees on the go, those who work primarily on State premises or are remotely connected to a State network via VPN may not need it.

**Scene 9 [animation of man thinking with computer showing Iowa.gov and Wanda talking]:**

**Question #5:** Where can I find a list of mobile capabilities?

A breakdown of mobile capabilities is available in the Resources section of the WorkSmart.iowa.gov website.

**Scene 10 [animation of Wanda typing on laptop]:**

This wraps up our session about Mobile Functionality! Stay tuned for more topics to come. Until then, visit our website at **WorkSmart.iowa.gov** for more information.

Thanks for watching! This is Wanda WorkSmart, signing off, and remember, work SMARTER, not HARDER…with Workday!