

How to Download and Access Workday Mobile

1. Click on the App Store app (iPhones) or the Google Play Store app (Androids) on your device.

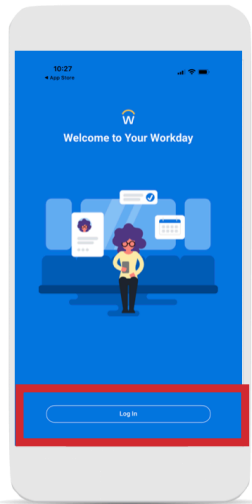


2. Search for “Workday” and click “Install” or “Get” to download the Workday Mobile App.

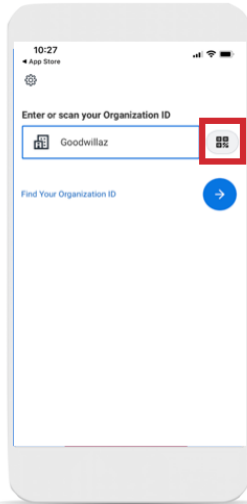


Note: Once downloaded, the Workday app will appear on the home screen of your device.

3. Open the app on your device and click **Log in**




4. Type in the organizational ID **goodwillaz** or click the icon to access your device’s camera and scan the QR code.




Access Workday on the go


Your Organization ID: **goodwillaz**

Get the Workday mobile app and use your Organization ID to connect.

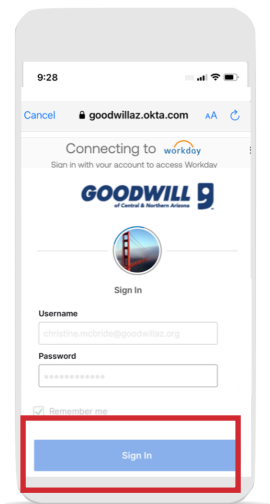
SCAN 

DOWNLOAD

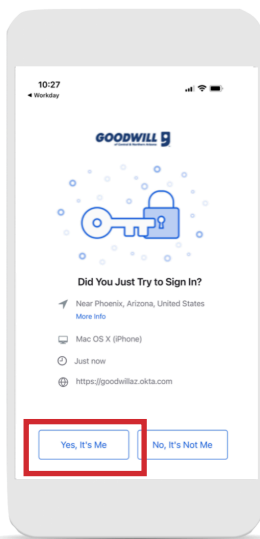
 Download on the App Store

 GET IT ON Google Play

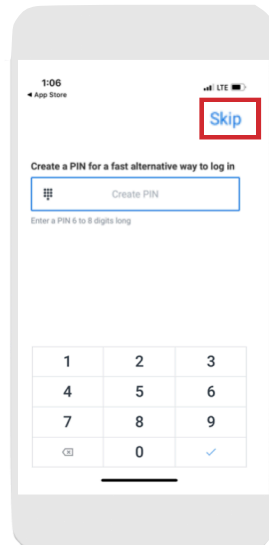
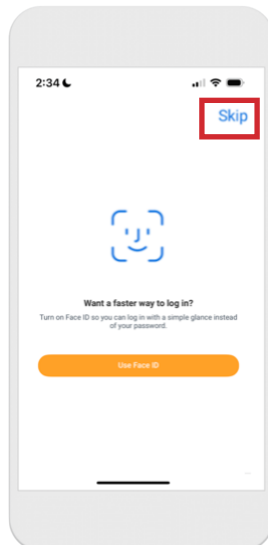
5. Sign in using your employee login details



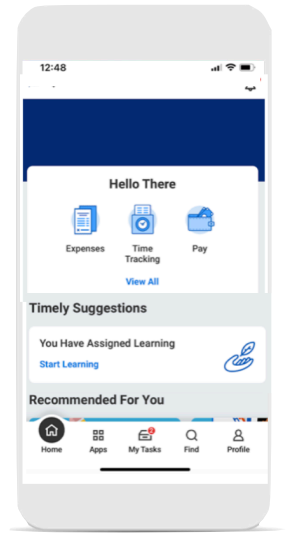
6. Confirm the login push from Okta, if prompted



7. Return to the Workday App, choose extra security settings (e.g. Face I.D., PIN Code) or click “Skip”.

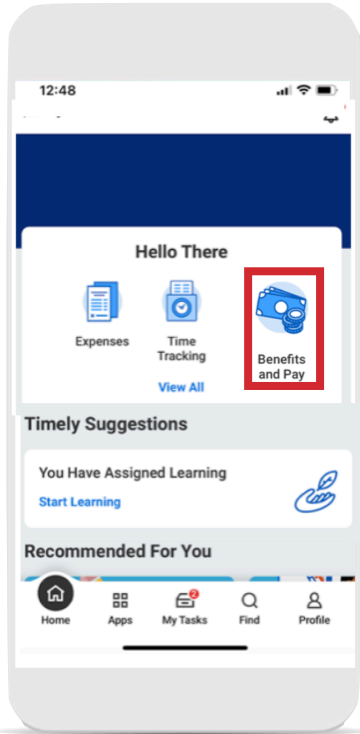


8. Begin using Workday Mobile



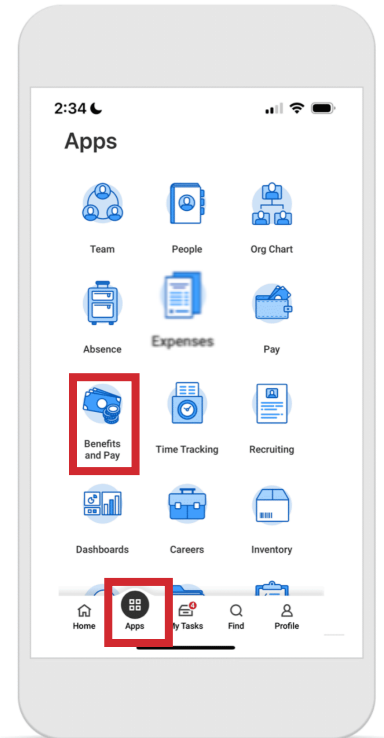
How to Setup Payment Elections for Reimbursement in Mobile

Payment elections for personal reimbursements must be setup before the team member can create expense reports. It is not necessary for the team member to setup payment elections for reimbursements in the Workday mobile app if the team member has already set up their payment elections for reimbursements in the desktop version of Workday.



1. Login to Workday Mobile and click on the **Benefits and Pay** app

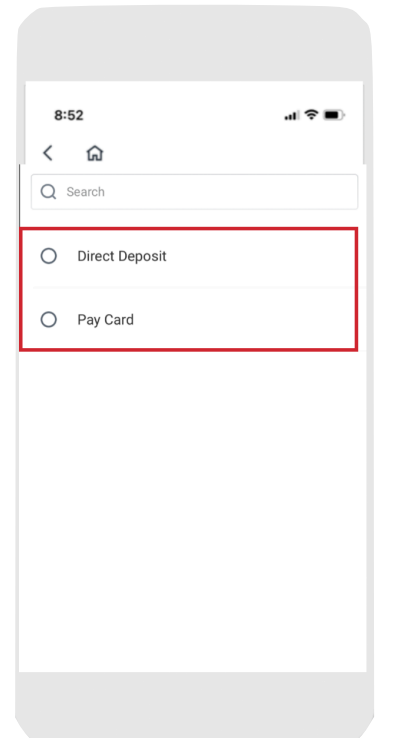
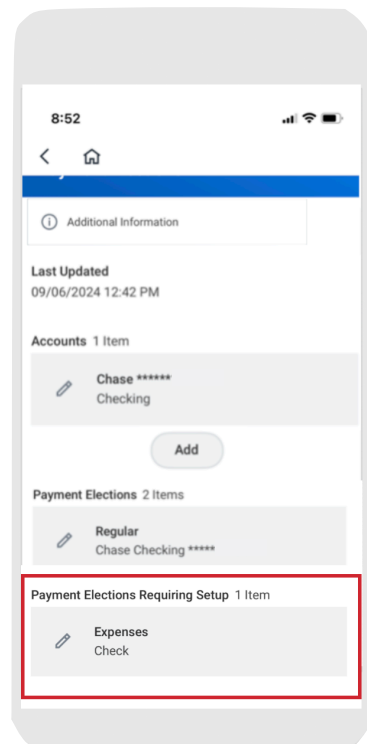
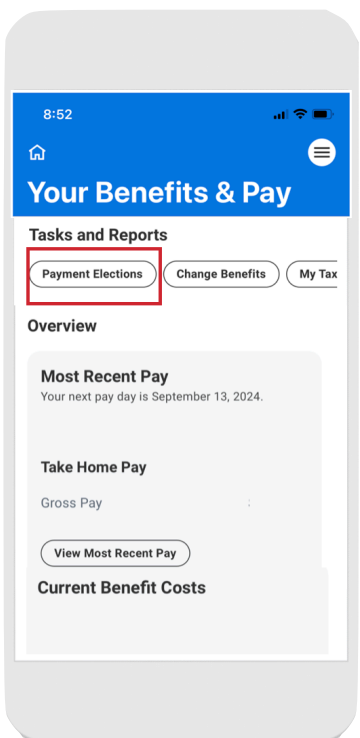
Note: Click on **Apps** at the bottom of the screen if the **Benefits and Pay** app does not appear on your Workday Mobile Home Page

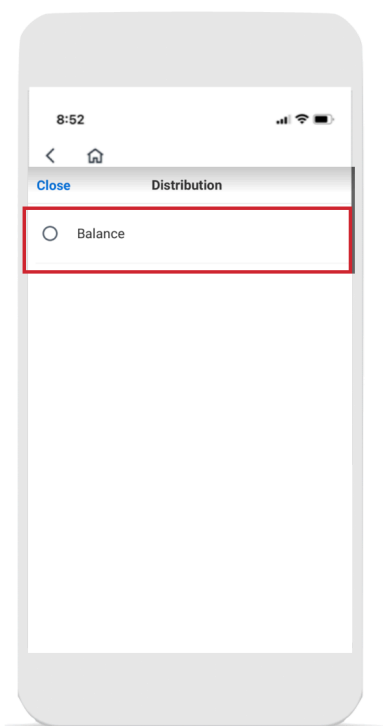


2. Click **Payment Elections**

3. Click the Expenses account under **Payment Elections Requiring Setup**

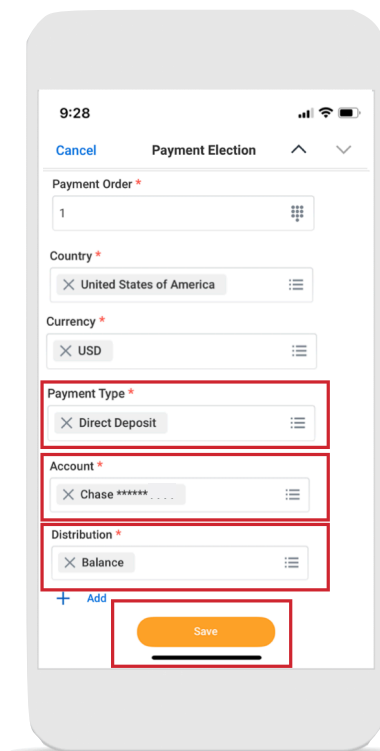
4. Select Direct Deposit or Pay Card





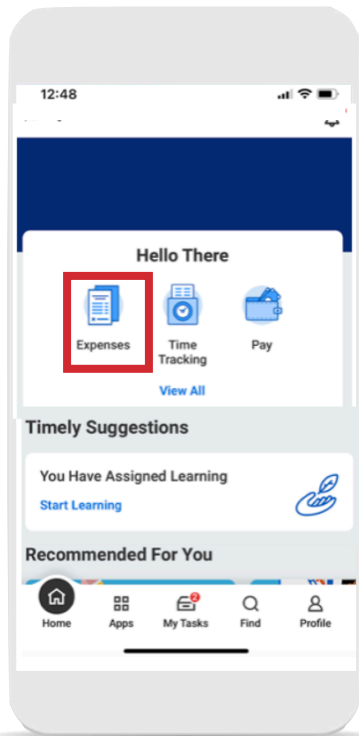
5. Select **Balance**

6. Make the appropriate selections and click **Save**



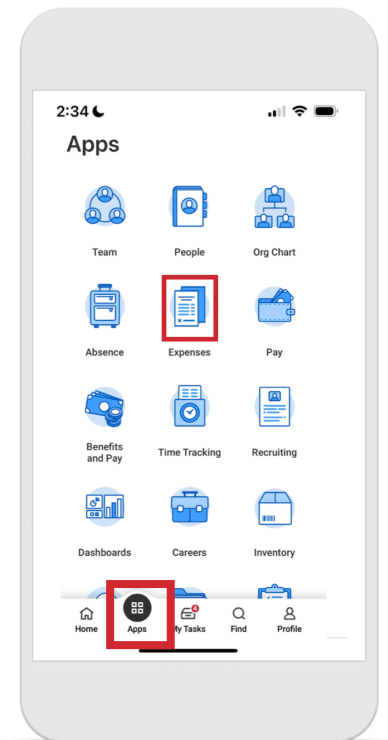
Workday Expenses Mobile App: How to Create an Expense Report for Personal Mileage Reimbursement

The Expenses App in Workday Mobile similarly provide the same functions as the Expenses Hub in the desktop version of Workday. Review the steps below to learn how to create an expense report for personal mileage reimbursement and how to upload receipts in the expense line in the Workday Mobile app.

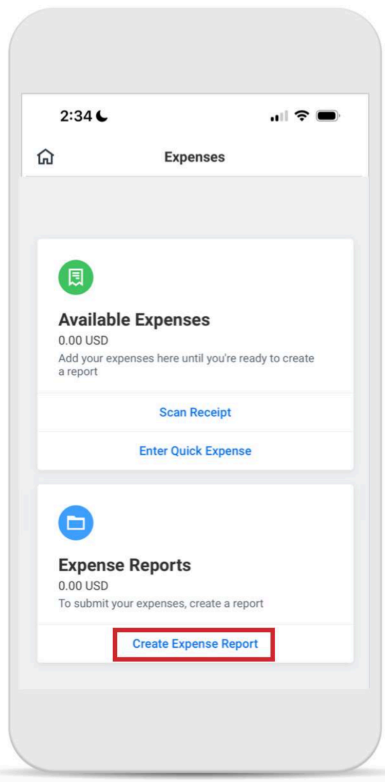


1. Login to Workday Mobile and click on the **Expenses** app

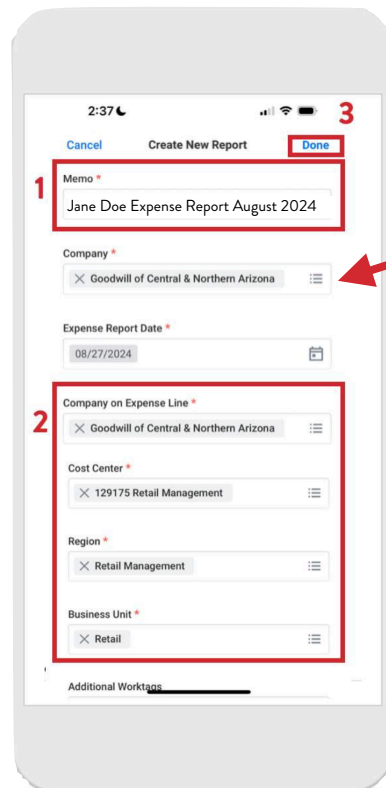
Note: Click on **Apps** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click **Create Expense Report**



3. Enter all necessary information



1. Enter the name of the expense report (team member name, month and year).

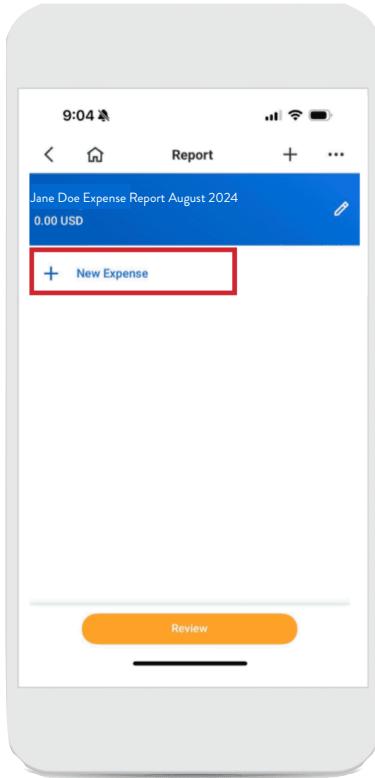
DO NOT CHANGE THE COMPANY LINE!

2. If the expense needs to be assigned to a different company select the appropriate option under the "Company on Expense Line" section.

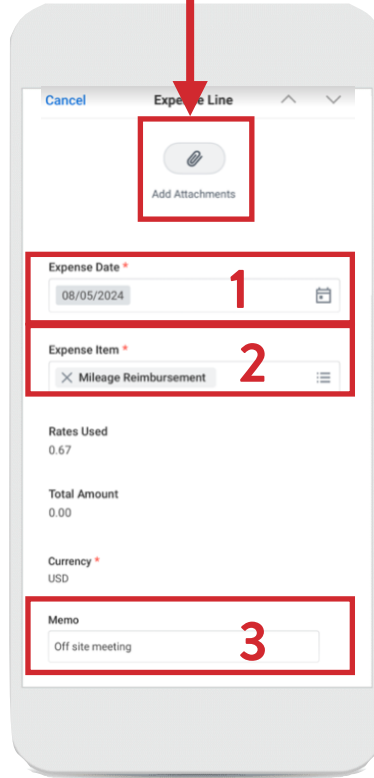
Note: The Cost Center, Region and Business Unit will auto-populate.

3. Click Done

4. Click *New Expense*

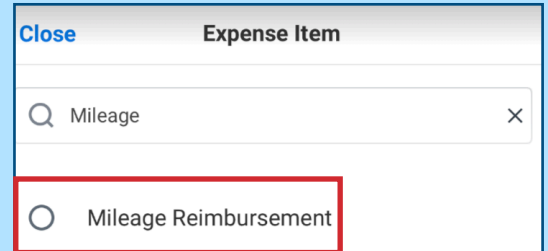


Note: Receipts are **not** needed for personal mileage reimbursements.



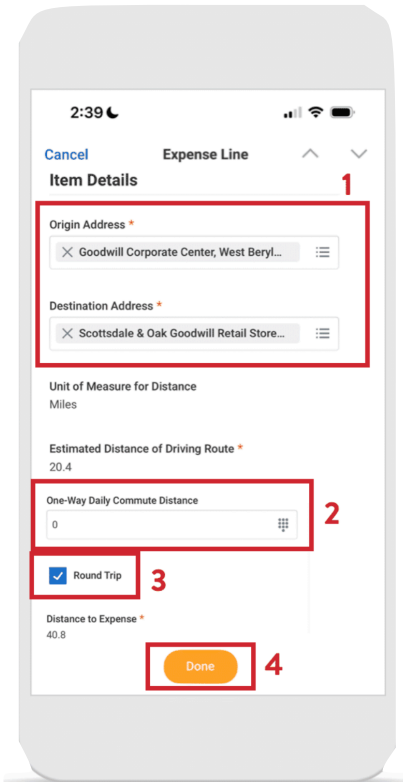
5. Enter all relevant information

1. Enter the date of the expense
2. Click the expense item section > type mileage in the search bar > select mileage reimbursement



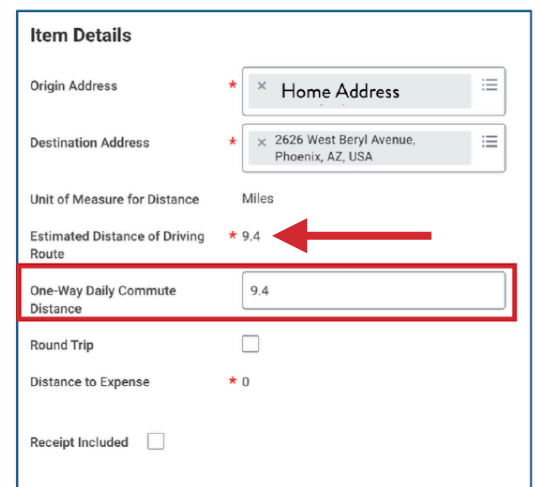
3. Enter the business purpose for the mileage expense

6. *Scroll down* and enter all relevant information

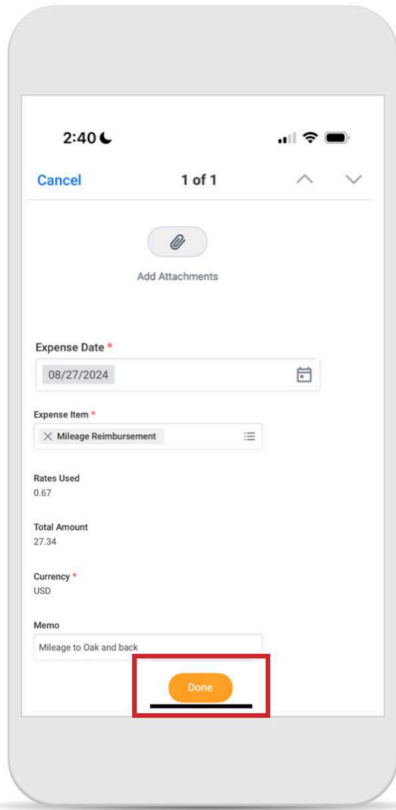


1. Enter the appropriate origin and destination addresses
2. Enter your personal one-way mileage commute distance under the “One-Way Daily Commute Distance” section, if applicable
3. Select the “Round Trip” check mark, if applicable
4. Click Done

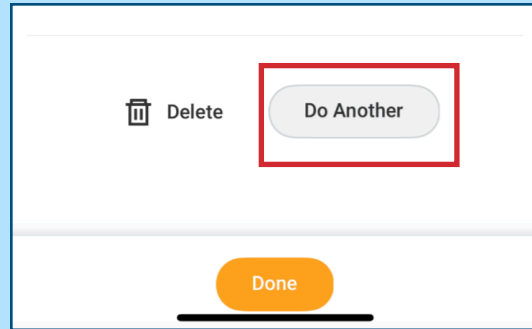
*Under the **Item Details** section, enter your home address under the **Origin Address** section and your regular work site address under **Destination Address** to calculate your personal one-way distance commute.*



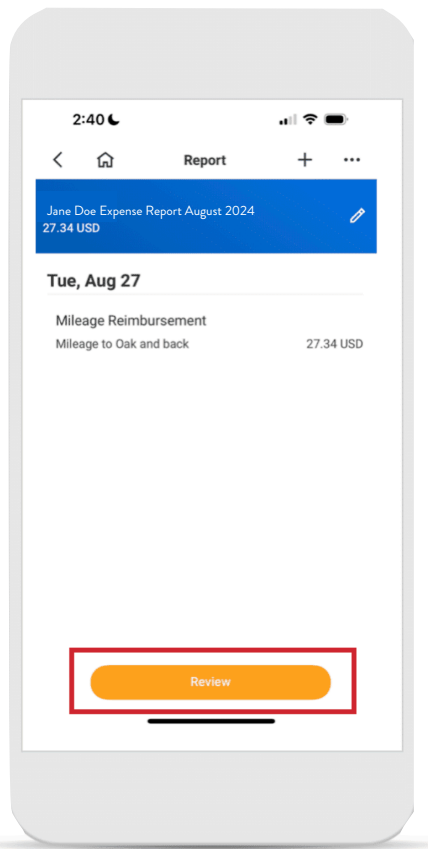
7. Review the information on the page and then click **Done**



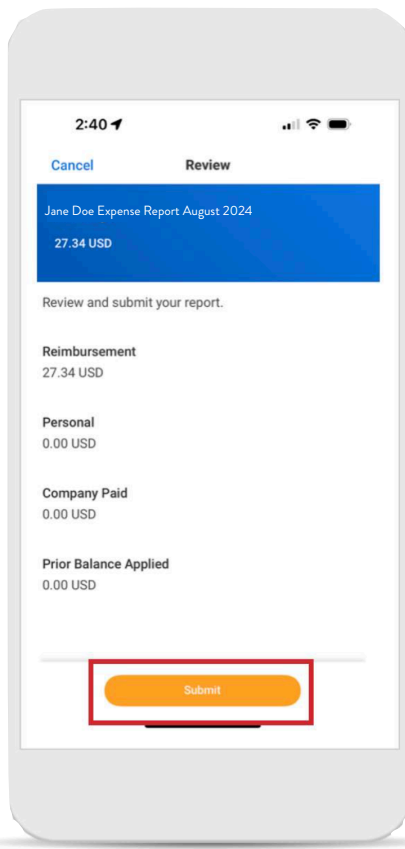
Note: Alternately, click the **Add Another** button to add another expense line to the report. Team Members who travel to multiple sites on the same day must add a new expense line for every leg of their travels.



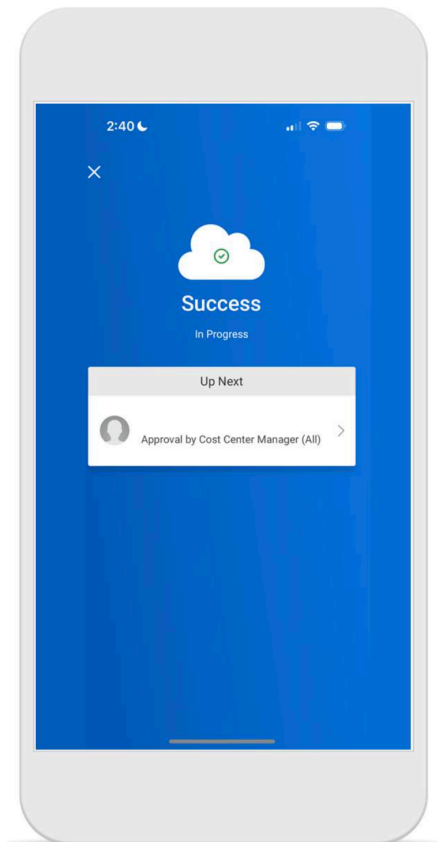
8. Click **Review**



9. Click **Submit**



10. The next steps in the business process appear on the screen.



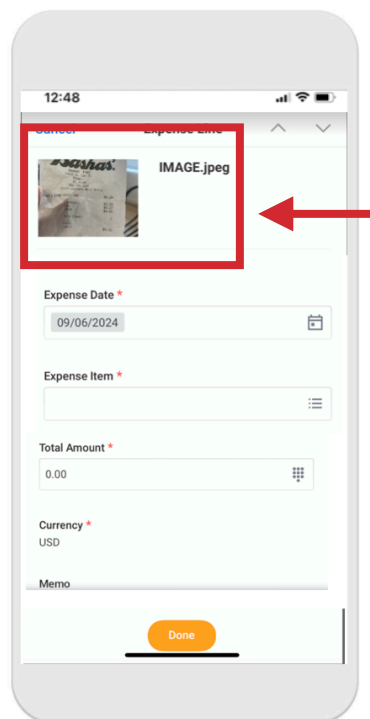
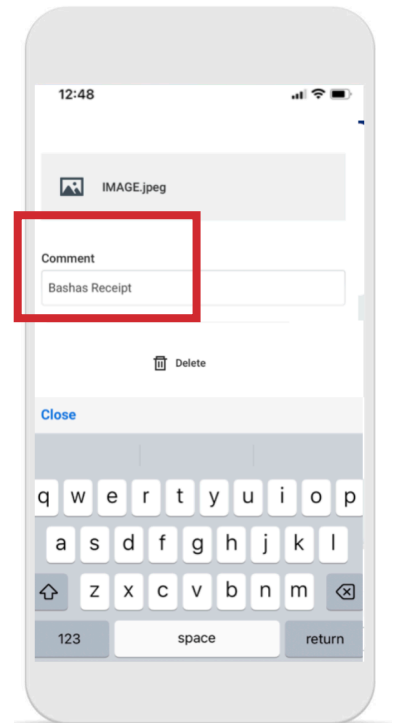
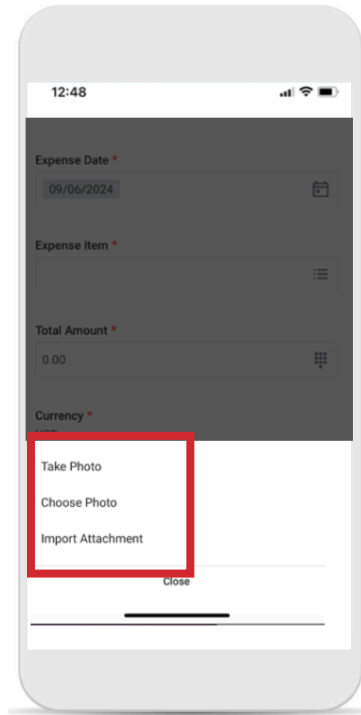
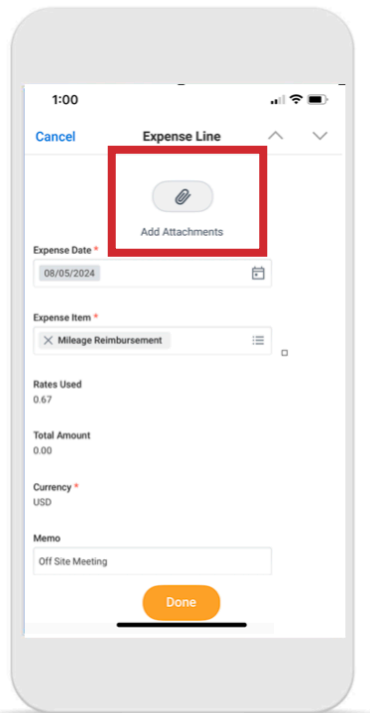
Uploading Receipts

Although receipts are not required for personal mileage reimbursement, receipts are a requirement for every other type of expense item. Review the steps below to learn how to upload a receipt in the expense line when receipts are necessary.

1. To upload a receipt to the expense line click **Add Attachments**

2. Select Take Photo, Choose Photo from your camera roll or Import an Attachment

3 Add a comment for the receipt (optional)



Note: The receipt appears at the top of the expense line.