

## Getting started:

Workday Mobile provides users a convenient and simple alternative for how transactions are performed and information is viewed. The app is not intended to be a replacement for the website. The view and experience between the Workday website and mobile app will vary. Some features are exclusive to mobile apps and others don't include all of the detail or functionality available in the Workday website. If an email link is used in the mobile app to send a message to a coworker, the message will generate from the email account associated with the device (likely a personal email account).

## Installing the App:

- Search for “**Workday**” in either:
  - ❖ iOS (iPhone or iPad): App Store
  - ❖ Android: Play Store
- Enter the company name: **Trustmark**
- If required, agree to the terms.









## To Sign In:

- Use your existing Workday username and password for login credentials
- **Optional:** Create a mobile PIN and/or use fingerprint for a quicker login experience
- You will be asked if you want to receive notifications. If you click OK to allow mobile push notifications, the app will deliver a notification to your device when you have an action to complete in Workday. You may enable or disable those at any time by updating your settings.

## Navigation Icons:

Navigate the app by using these familiar icons:

Settings		Search	
Home		Related Actions	
Menu		Back Arrow	

## Available Features:

### Associates:

### Managers:

- **Search:** Find coworkers by name
- **Profile:\***
  - Change personal information
  - Add or update photo
  - Update business title
  - View benefit elections
- **Org Chart:** View org charts
- **Payslips:** View payslips
- **Time Off:**
  - View balances
  - Request time off
  - View time off and leave requests
- **Time Tracking:**
  - Check in/out\* or enter time
  - View work schedule
- **Inbox:** Review or approve many Inbox items
- **Team:** View information about your team
  - Click on any worker to go to their Profile
    - Related Actions icon will expose available Actions
      - Initiate a job or location change
      - Initiate a termination
- **Dashboards:** View available dashboards such as Anniversaries & Birthdays, Headcount and My Team Management
- **Time Off:**
  - Review and approve requests
  - View your team's balances
- **Time Tracking:** Review and approve time

**\*HINT:** To get to your own Profile, click on the circle containing your photo on the Home page or in the Menu. From there, the Related Actions icon will present a list of available Actions which you can select to view or change information.

*\*Use of the Workday Mobile app for purposes of tracking time requires manager approval.*

## To Sign Out:

From the home page:

- iOS (iPhone or iPad): Settings worklet, click Sign Out
- Android: Menu icon, click Sign Out

## To switch from the Trustmark tenant to another employer's tenant when you work for multiple companies using Workday Mobile:

From the mobile home page there are 2 options:

- Click on the Gear and change the tenant name and web address (if needed). Use the appropriate Workday user name and password for login credentials.
- Use QR code to connect to a tenant (the other company must have this option enabled)
  - To find the QR code, on your desktop sign into Workday of the company you want to access using mobile. Click on your photo in the upper right hand corner/My Account/Organization ID then scan the QR code using your mobile device. If you use a scan app, you can save the QR code as a favorite for future use. If not, you can save a screenshot of the QR code to a word document for future use. You will then be asked on your device if you want to connect to a new organization. Click Connect. This will change the tenant settings to match those of the company whose QR code you scanned.

## Security:

- **Data:** The app does not store or cache any business data on mobile devices. Only simple settings such as our Workday tenant web address and tenant name are stored.
- **Timeout:** The app will time out after 20 minutes. Best practice is to set an automatic device lockout after 2 minutes maximum.
- **Version:** The app will prompt you to upgrade to the latest version when you attempt to sign in to a version that is more than 3 months old.

## User Support:

- **Access or Passwords:** IT Service Desk – Open a ticket with the [Digital Tech Zone](#) or call 866-784-2576
- **Other Support:** [HROPS@trustmarkbenefits.com](mailto:HROPS@trustmarkbenefits.com)