
Workday Mobile App User Guide

Employees will use this procedure to download and setup the Workday Mobile application. Multifactor authentication will be required to access Workday on a device outside the Wells Fargo network (including mobile).

Note: The Workday Mobile smart phone application is to be used for fast and simple Self-Service transactions. For the full Workday experience, please access Workday from your computer.

Step-by-step guidance

1. On your mobile device, download Workday app from your device's app store. Search "Workday", then select the "Workday" app and Get/Install.
2. On your mobile device, Open the Workday app.
3. Tap the blue Log In button at the bottom of the first screen.
4. Manually input the organization ID: **wf**.
5. Tap the blue arrow in the bottom right of the screen.
6. This should bring you to a Workday Login Screen.
7. Sign in with the username and password provided to you.

Mobile Quick Tips

- Downloads from and uploads to Workday mobile are restricted by the system.
- Some tasks, reports, and data elements may not be in the exact location as you would see them on your PC.
 - You may need to search for a task on mobile that was visible elsewhere on PC. This is done by tapping the magnifying glass icon from the home page, then select "Tasks & Repots", then search.
 - Actions button on an Employee profile is 3 vertical dots on mobile. Check this menu if you cannot find a task elsewhere.
 - You may be required to tap the "More..." button to see, and drill into, all available data categories related to the profile.
- You can turn mobile notifications on or off via your mobile device.
 - Android:
 - From Workday app, select the menu icon in the upper left of the Home Screen.
 - Select "Push Notifications."
 - Toggle push notifications on or off.
 - iPhone/iPad:
 - From Workday app, select the menu icon in the upper left of the Home Screen.
 - Select "Push Notifications."
 - Toggle push notifications on or off.
 - From device (not in Workday app), select Settings.
 - Select Notifications.
 - Find/Select Workday. Toggle on notifications.