



**Human Resources Job Aid**  
**MOBILE APP**

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

# Mobile App

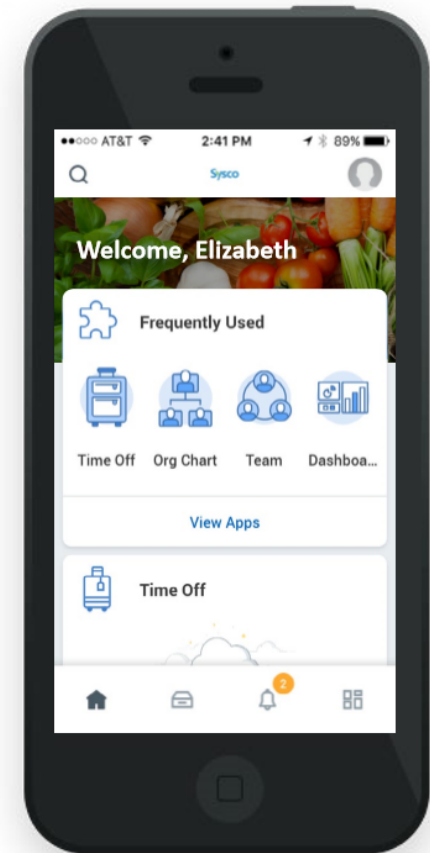
## INSTALLING THE MOBILE APP

### To install Workday on your Android device:

1. From your device, navigate to the Google Play Store.
2. Tap **Search** and type *Workday*.
3. Select the Workday app, then tap **Install**.
4. Tap **Open** to launch the app.
5. Accept the policies and conditions.
6. Tap the **Let's get started** button.
7. When asked for your employer name, type *sysco*.
8. Enter your Sysco Network ID and password, then tap **Sign In**.

### To install Workday on your iPad or iPhone:

1. From your device, navigate to the App Store.
2. Type *Workday* into the search field and select the Workday app from the search results.
3. Tap **Get and Install**.
4. Tap **Open** after the app has downloaded.
5. When asked for your employer name, type *sysco*.
6. Enter your Sysco Network ID and password, then tap **Sign In**.



### NOTES:

When asked for your employer name, type *sysco*, even if your employer uses a different name (such as Freshpoint or Buckhead Meats).

Before you can enter your credentials into Workday, Sysco will require authentication by entering your email address or User ID. Contact the Sysco Service Desk if you encounter issues logging in. Email [customer.support@corp.sysco.com](mailto:customer.support@corp.sysco.com) or call 281-584-1190.

# Mobile App

---

## WORKDAY APP CAPABILITIES

### ASSOCIATES CAN:

- View their:
  - Job Profile (all job details such as Position, Title, Time Type)
  - Manager History
  - Management Chain
  - Compensation
  - Pay Change History
  - Worker History
- Change their personal data:
  - Home Contact Information
  - Personal Picture
  - Emergency Contacts
  - Legal and Preferred Names
  - Veteran Status
- View all Org Charts/Associates across Sysco
- Complete some Onboarding Steps (excluding Federal Tax Election, Payment Elections, Policies)
- View Inbox/Archive and Notifications
- Request Time Off
- Rearrange Worklets/Apps

**NOTE:** Help text, comments, Federal Tax Elections, Payment Elections, Policies and some other functions (i.e., Favorites) are not available in the mobile app.

### MANAGERS CAN:

- Do everything associates can do
- View this information for their direct reports:
  - Job Profile
  - Contact Information
  - Position
  - Emergency Contacts
  - Time Off Balance
  - Compensation History
  - Job History
  - Management Chain
- Approve/Deny Time Off (Comments are not visible)
- View additional dashboards
- Approve Inbox items (Business Processes)
- Start Business Processes or Actions:
  - Terminate
  - Job Change
  - Compensation Change
  - Create Position

**NOTE:** To start a business process or task, click the **My Team Management** icon on the home page.