



**Associate 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

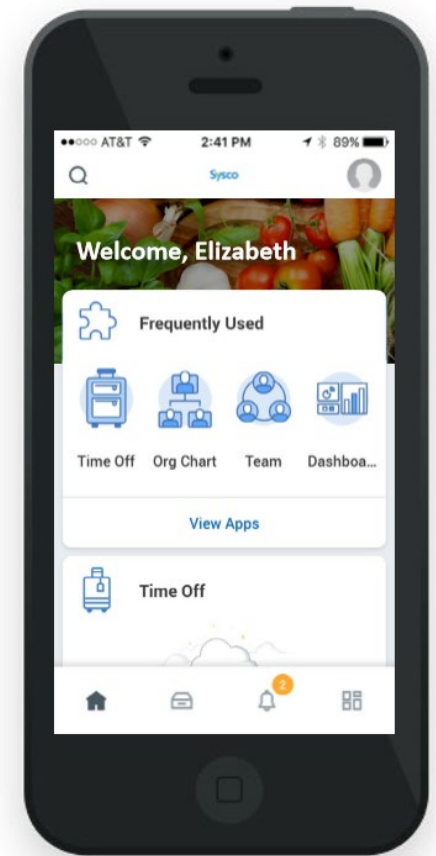
## INSTALLING THE MOBILE APP

### 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. Tap the **Log In**.
6. When asked for your Organization ID, type *sysco*.
7. If prompted for an email address, enter your company email address. (If you do not have a company email address, enter *networkid@sysco.com*. If you receive an error, click **Next**.)
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 Organization ID, type *sysco*.
6. If prompted for an email address, enter your company email address. (If you do not have a company email address, enter *networkid@sysco.com*. If you receive an error, click **Next**.)
7. 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).

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.

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## 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.