



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

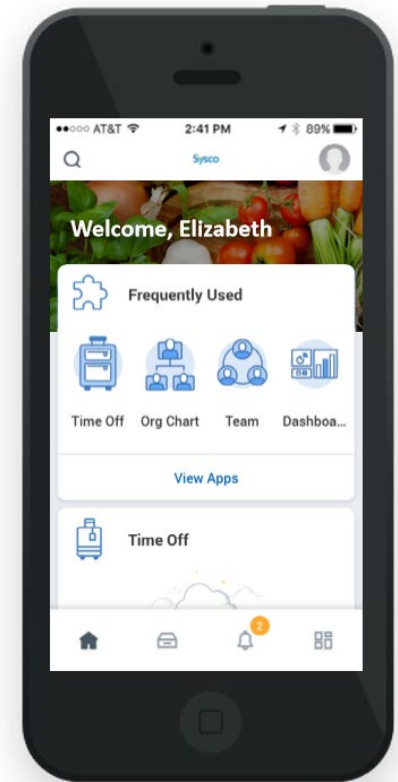
INSTALLING THE MOBILE APP

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 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 (salaried associates only)
- 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.