Human Resources & Organizational Development is excited to announce the launch of Workday Mobile for Champlain College staff, faculty and student employees.  You will now be able to use Workday on select smart phones and tablets.

Below are some of the features available with Workday Mobile:

* Access to time entry (enter and submit time – not available on Android).
* Request time off via self service
* Limited approval ability via inbox
* Search capabilities
* Access to org-chart via directory
* View pay slips

Workday Mobile has limited functionality vs. the desktop version.

iPhone & iPad

Device Requirements: The Workday for iPad app requires iOS 5.1 or later. The Workday for iPhone app requires an iPhone or iPod Touch with iOS 5.1 or later.

Android

Device Requirements: The Workday for Android app requires an Android 2.3 (Gingerbread) or later.

(Time Entry functionality not available on Android)

**Instructions to enable Workday Mobile are below:**

Download the Workday Mobile App! –cid:image002.png@01CF27EB.5259AC00

When you launch the Workday Mobile app for the first time, you'll need to change the web address in the app settings.

1. Launch the Workday App

2. Select Settings (the gear icon in the upper right corner)

3. Change the Web Address to: <https://wd5.myworkday.com> (be aware the https:// may default in)

4. Our Tenant is: **Champlain**

5. Select Save

6. You will be directed to the Champlain user authentication site to log in

If you have any questions please reach out to [hrod@champlain.edu](mailto:hrod@champlain.edu) or call 651-5800.

Enjoy your Workday!