

NYU PeopleSync: Time and Absence Using the Workday Mobile App

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Managing Time

The Workday mobile app is available for iPhone and Android and can be downloaded in the Apple App Store or Google Play Store. See instructions for [Downloading the Workday Mobile App](#).

- All employees can view and submit their timesheets via the mobile app.
- ONLY student employees, non-exempt administrators, and researchers can enter time on their timesheet using the mobile app.
- There is no Time Clock functionality in the app. Employees cannot clock in and out via the app.
- Approvers can use the app to easily review and approve timesheets and time off requests for their employees.

Viewing Your Timesheet

1. Select the **Time Tracking** application icon to open the current pay period calendar.
2. Select **Enter Time**.
3. View **Week Breakdown** with Total Hours on Timesheet.
4. Tap Day to review Time Entered.
5. View the In and Out Time for the day.

Entering Time on Timesheet

1. Select the **Time Tracking** application icon.
2. Select **Enter Time** to open the current pay period timesheet calendar.
3. Tap the Day on the Calendar to enter time. The day is highlighted.
4. Click on plus (+) or **Add New** to open the Enter Time window.
5. Enter **In**: time in, tap check mark.
6. Enter **Out**: time out, tap check mark.
7. Skip this step, unless you are a student employee. Select **Position** for Time entry.

Note: Change the default position to the position you are entering time for. Hint: more current positions are at the end of the list.

8. Tap **Ok** at the top right corner or click the arrow in the top right corner. View entry.

Submitting Time

1. Select the **Time Tracking** application icon.
2. Select **Enter Time** to open the current pay period timesheet calendar.
3. View **Week Breakdown with Total Hours** on Timesheet for the time entered.
4. Click the **Submit** button to send it to the approver.
5. View the confirmation screen and tap the **Submit** button.
6. The success screen appears to indicate forwarding for approval.

Absence Management

All employees who are eligible for paid time off, including GSOC Students, can view sick, personal and vacation balances.

View Time Off Balances: Vacation, Personal Time, Sick

1. Tap the **Time Off** application icon to open the Time Off calendar.
2. Click on the icon **with three dots** at the top right corner.
3. Click on **Balances** from the drop-down at the bottom of the screen.
4. View **balances as of current date** for personal, sick and vacation time.
5. Click **Calendar** or enter another date for balances as of that date.
6. Click the **Done** button or click the check mark in the top right corner.

Request Time Off

1. Click on the **Time Off** application icon or scroll down to **Request Time Off**.
2. Tap **Dates to Take Time Off** on the calendar to highlight the day(s) to select.
3. Click **Next** to open the details window.
4. Select the **Type** of time off you are requesting by clicking on the search icon. The available options are based on your employee type.
5. Select the **Type** of time from the drop down.
6. Skip this step, unless you are a student employee. Select a Position by clicking on the search icon.

Note: Change the default position to the position you are requesting time off from. Hint: more current positions are at the end of the list.

7. Hours will default based on your schedule. To edit, click on the date and hours with the edit (pencil) icon.
8. Add **Comment**. These are not required but can provide more detail to the individual approving the request.
9. Click the **Submit** button.
10. The success screen appears to indicate forwarding for approval.

Signing Out

Be sure to sign out of the app when completed.

Click the **menu** icon at the top left and tap **sign out** on Android.

Click the **home** icon at the top right and tap **sign out** on iPhone.