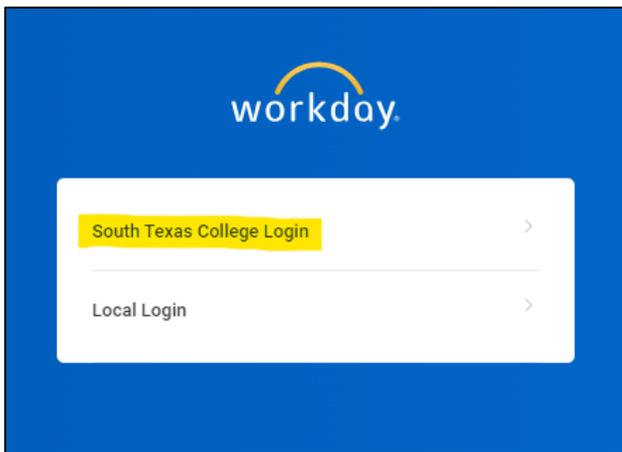


Approval of Hours Using the Mobile App (Supervisors Only)

1. The Workday Mobile App is available for download on the [App Store](#) or [Google Play Store](#).



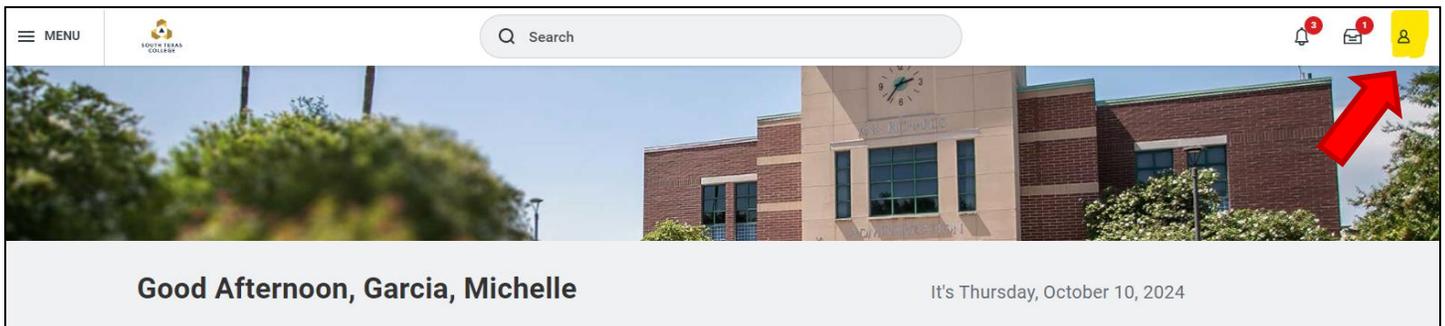
2. To connect the Workday Mobile App to your Workday account, log into Workday to obtain the organization ID QR code to connect to the app.



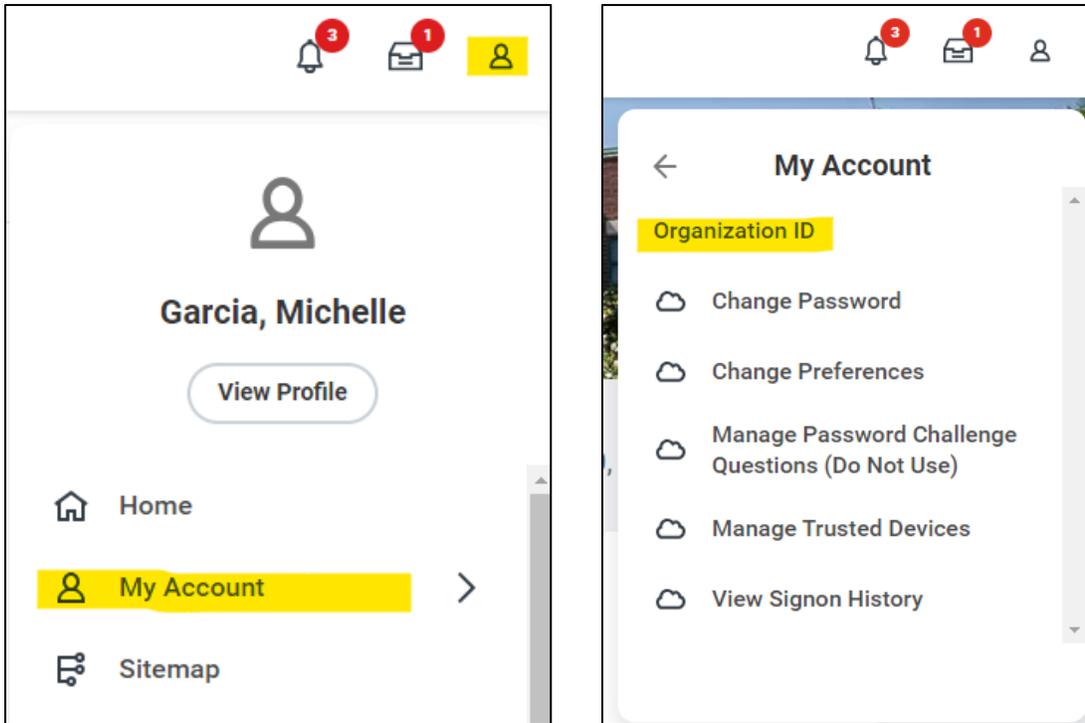
Please enter your Jagnet credentials.

Sign in

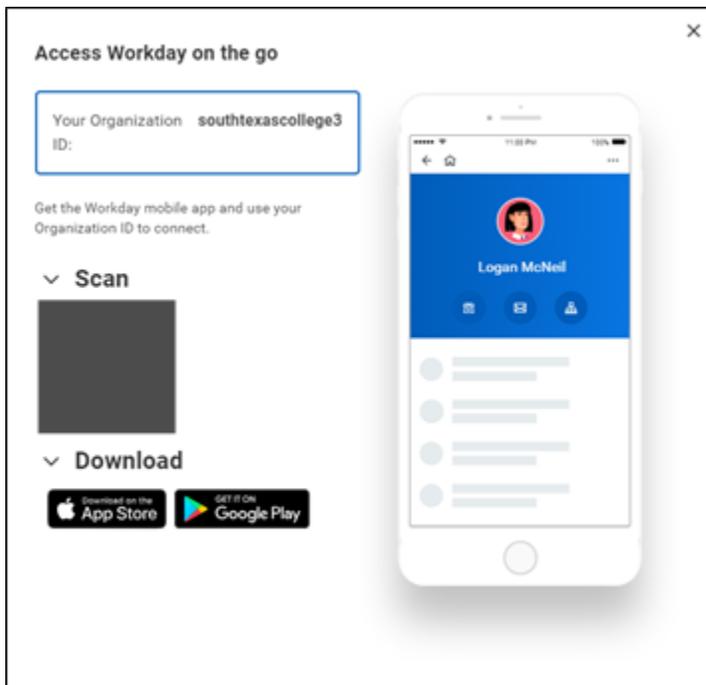
3. Click on the avatar in the top right corner.



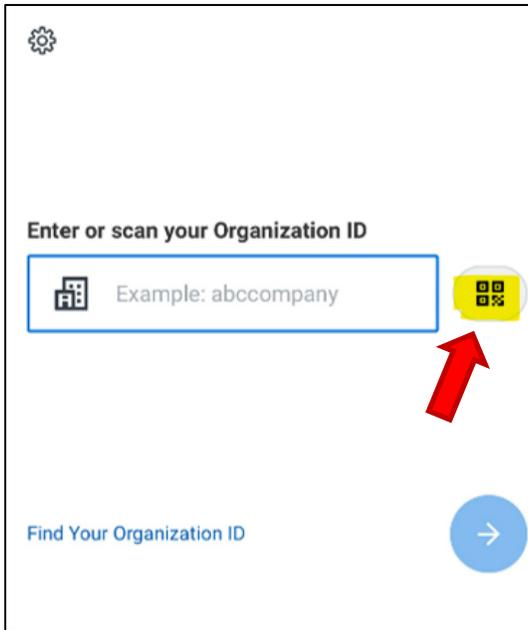
4. Click on **My Account**. Click on **Organization ID**.



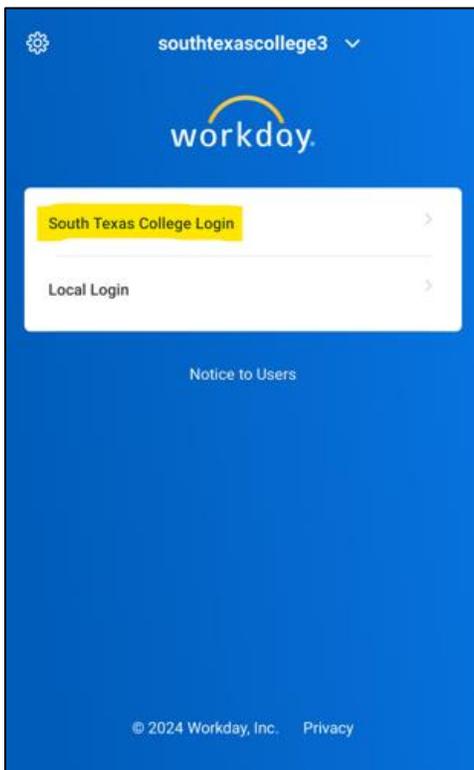
5. You will receive a unique QR code to scan using the mobile app. Please log into your account to retrieve your personal QR code.



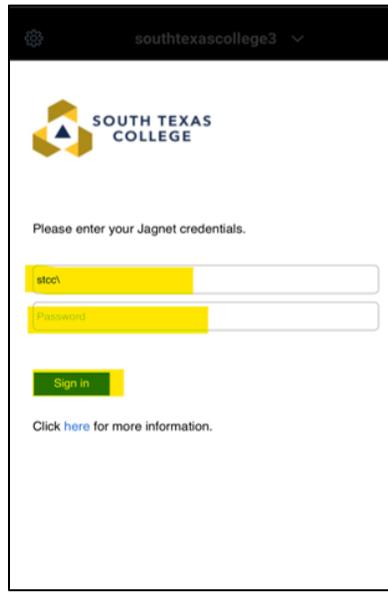
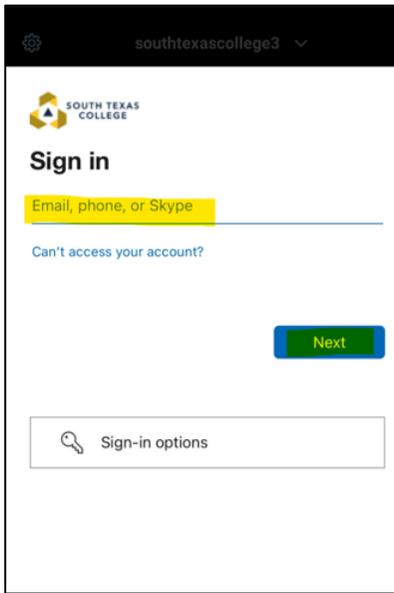
6. Open the Mobile App. Click on the QR code icon located on the right.



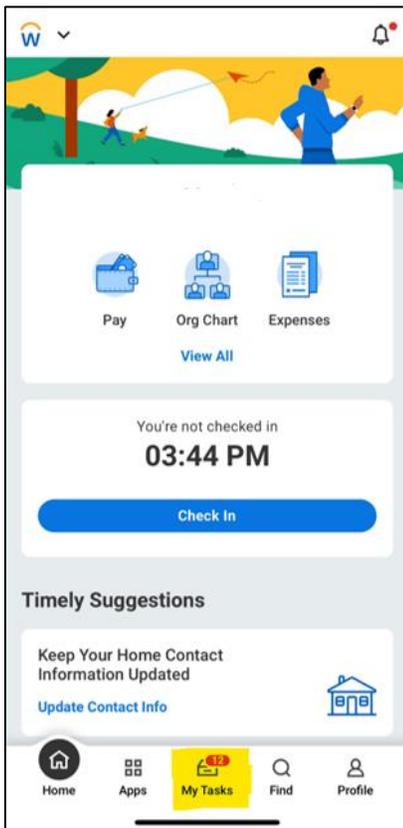
7. Once you are connected, click on **South Texas College Login**.



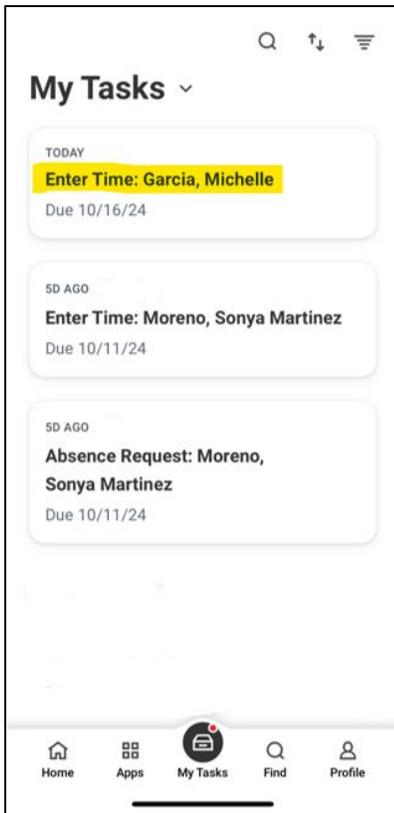
8. You will enter your South Texas College email. Click **Next**. You will be prompted to enter your password and click **Sign In**.



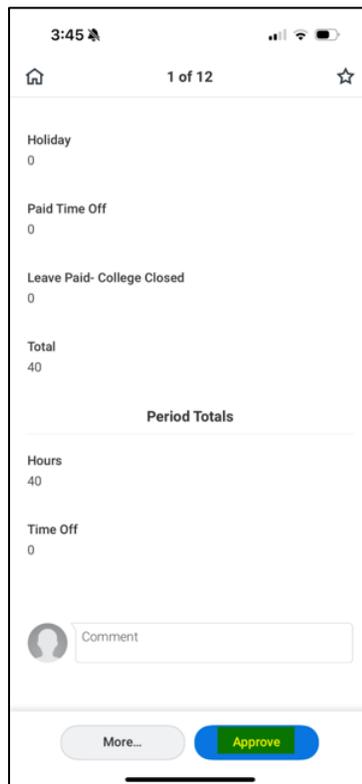
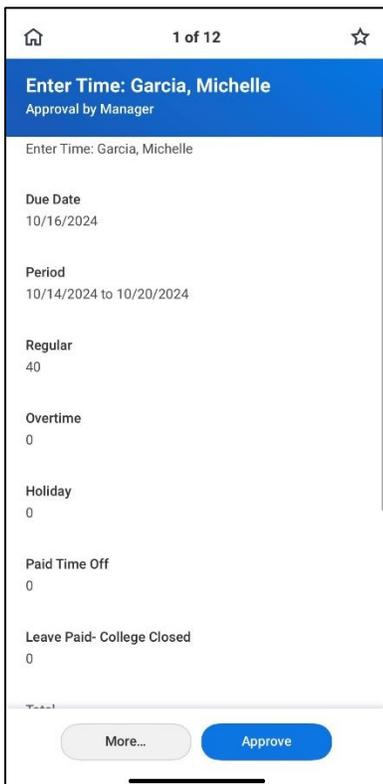
9. You will be directed to the homepage. Click on **My Tasks**.



10. Click on the notification that says, "**Enter Time: (employee's name).**"



11. You will be shown a summary of the hours that the employee has submitted. If everything is correct, click **Approve**.



12. When you see this screen, it means that you have successfully approved the employee's hours.



If the hours are not approved, the employee may not be paid for the hours worked. The employee may have to wait until the following pay period to receive payment for the hours worked.