Approval of Hours Using the Mobile App (Supervisors Only)

1. The Workday Mobile App is available for download on the <u>App Store</u> or <u>Google Play Store</u>.



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.

workday.		SOUTH TEXAS COLLEGE
South Texas College Login	>	Please enter your Jagnet credentials.
	>	stcc\
Local Login		Password
		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.

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the Workday mobile app and use your inization ID to connect.	Ω
Scan	Logan McNeil
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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)."

TODAY		
Enter Time: Garcia,	Michelle	
Due 10/16/24		
5D AGO		
Enter Time: Moren	o, Sonya Martin	ez
Due 10/11/24		
5D AGO		
Absence Request:	Moreno,	
Sonya Martinez		
Due 10/11/24		

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

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Enter Tim Approval by M	e: Garcia, Michelle		ធ	1 of 12	t
Enter Time: Ga	arcia, Michelle		Holiday 0		
Due Date 10/16/2024			Paid Time Off 0	ŗ	
Period 10/14/2024 to	0 10/20/2024		Leave Paid- C 0	ollege Closed	
Regular 40			Total 40		
Overtime				Period Totals	
Holiday			Hours 40		
0 Paid Time Off			Time Off 0		
0 Leave Paid- Co	ollege Closed		Corr	nment	
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workday.

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

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×		
	0	
	Approved	

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

