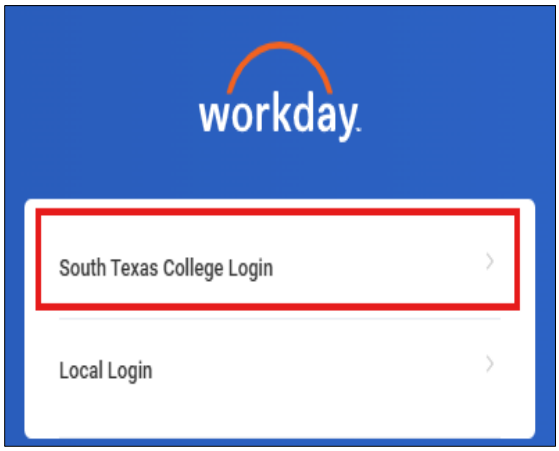
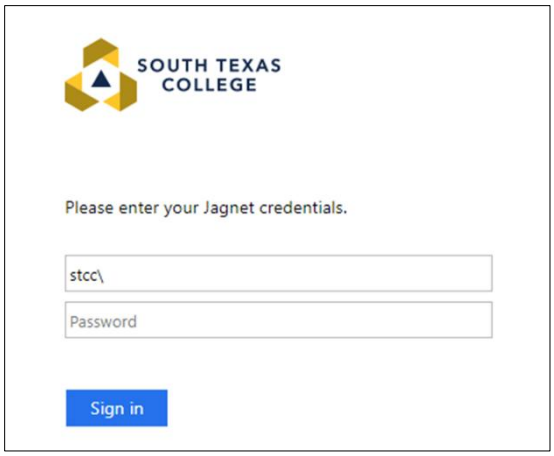
Approval of Hours Using the Mobile App (Supervisors Only)

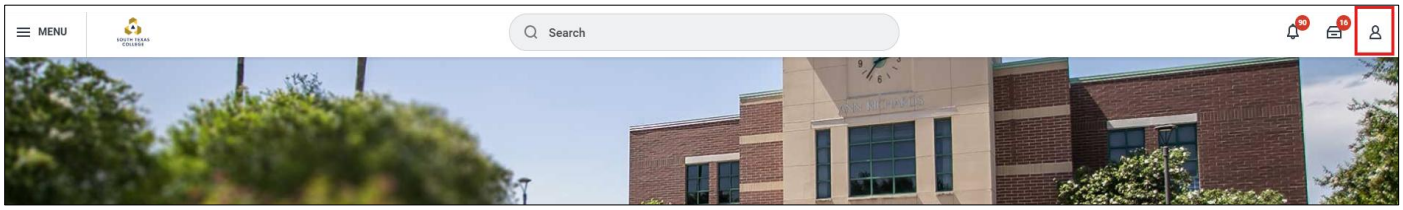
1. The Workday Mobile App is available for download on the App Store or Google Play Store.

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.

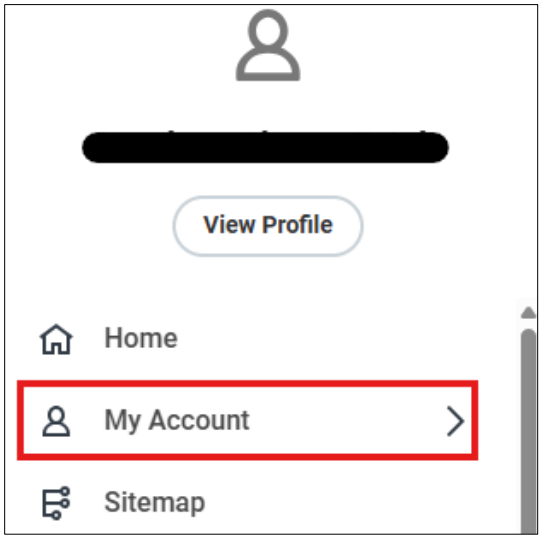


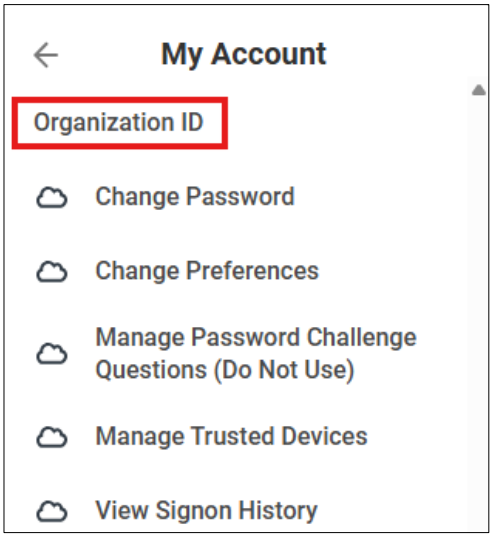


3. Click on the **profile icon** on the top right corner.

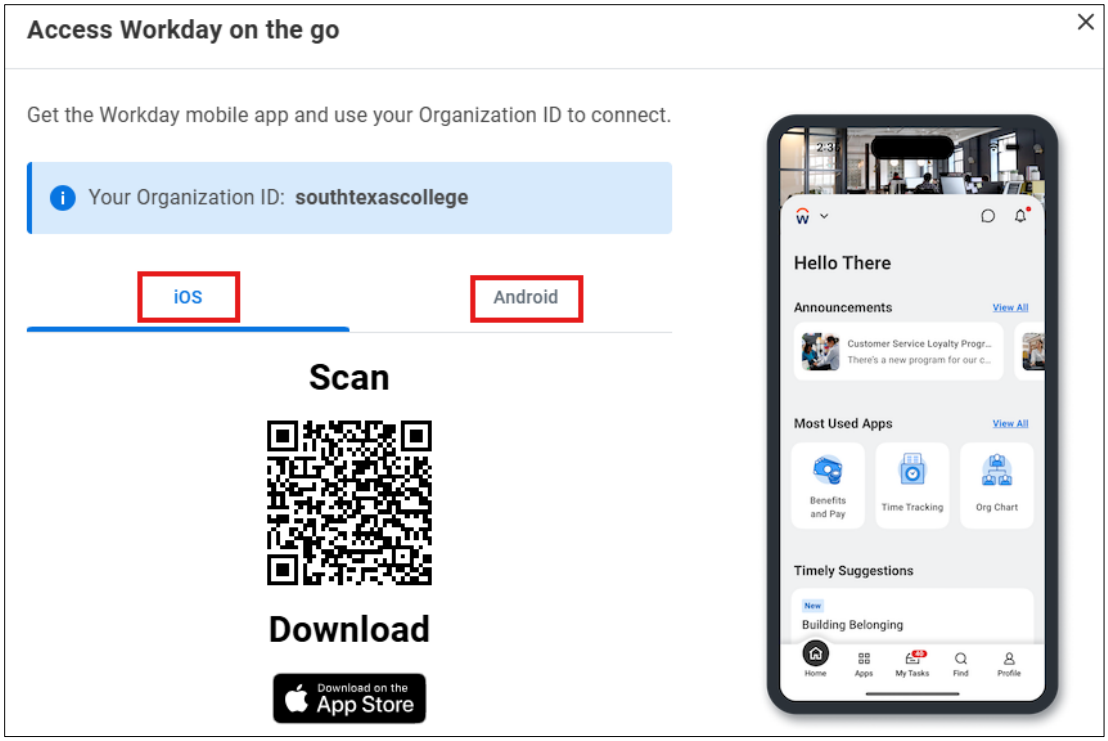


4. Click on **My Account**. Click on **Organization ID**.

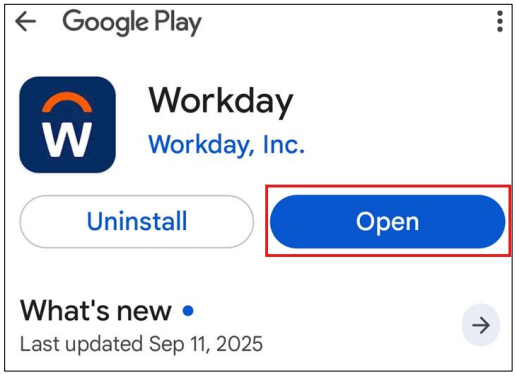




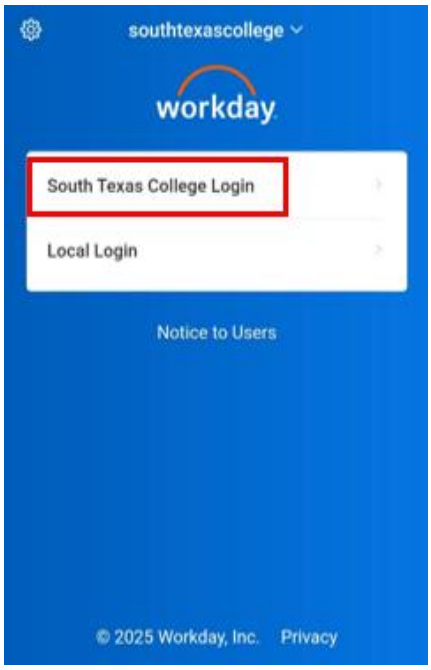
5. Click on the respective tab to scan the QR code on the mobile app.



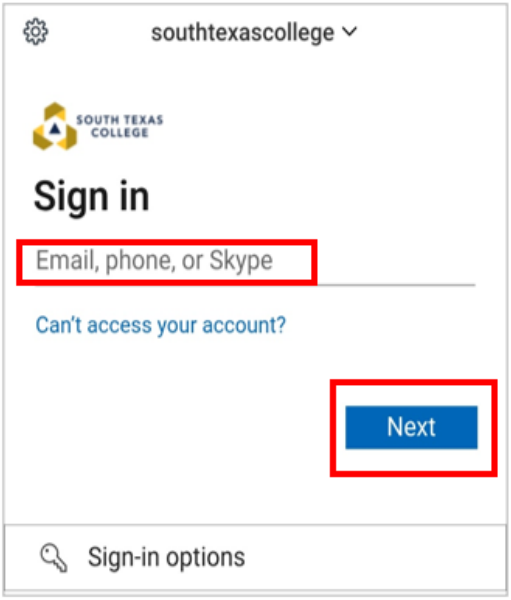
6. **Open** the Mobile App.

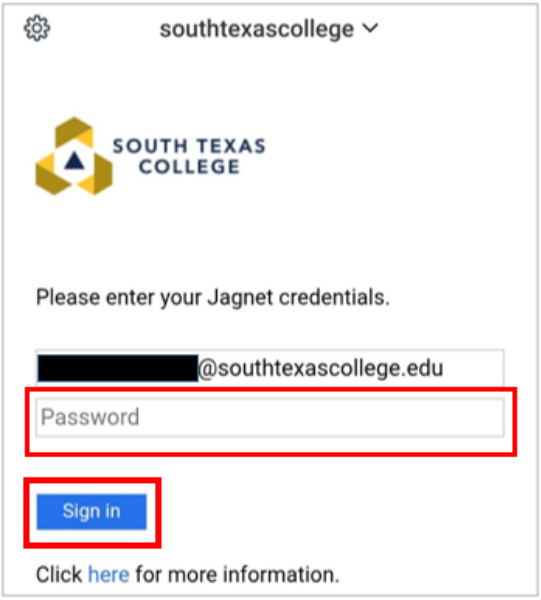


7. Once you are connected, click on **South Texas College Login**.



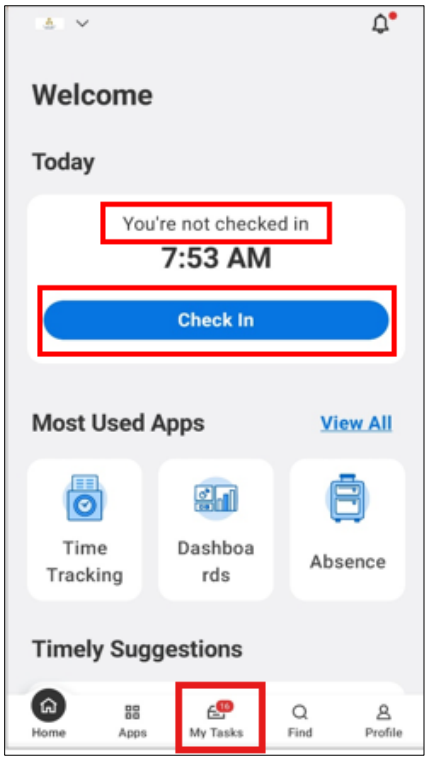
8. You will enter your **South Texas College email**. Click **Next**. You will enter your **password** and click **Sign In**.



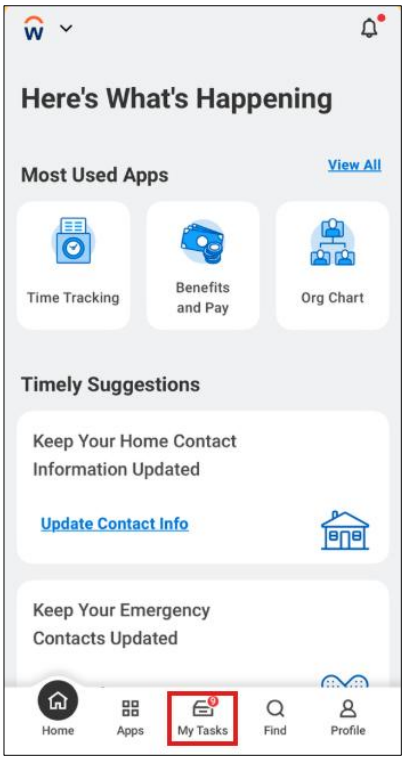


9. You will be directed to the home page of the app. You do not need to be connected to the STC WI-FI networks (Jaguar or Eduroam) to approve. If you are a non-exempt supervisor, you will see the first image. If you are an exempt supervisor, you will see the second image. Click on **My Tasks**.

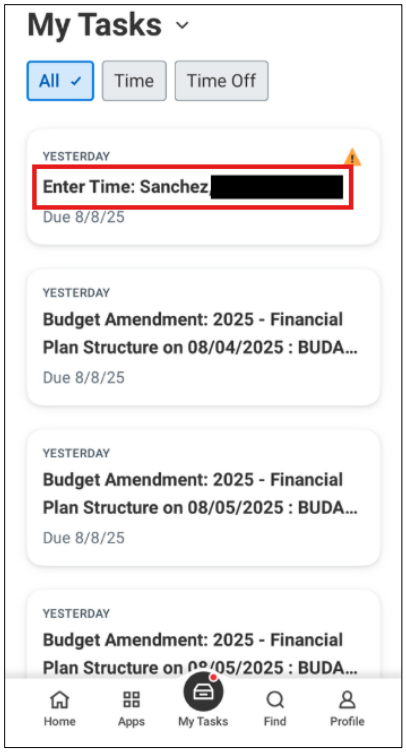
Non-exempt



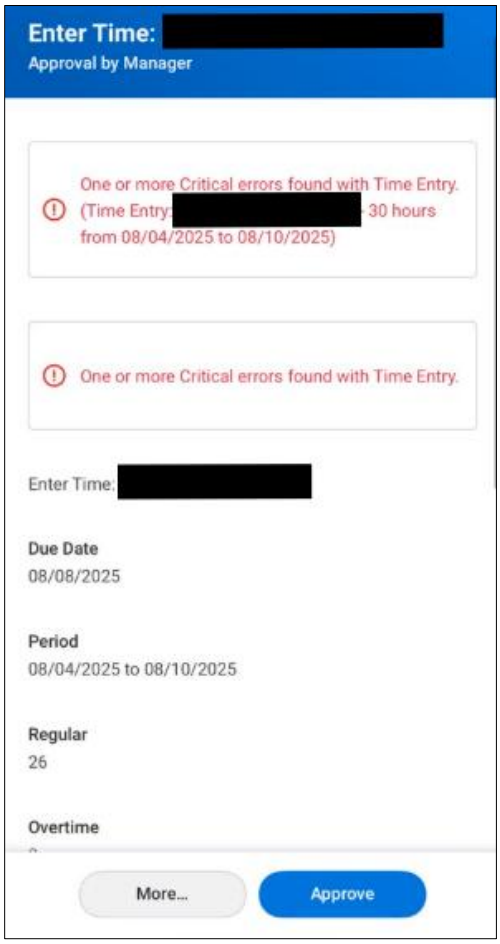
Exempt

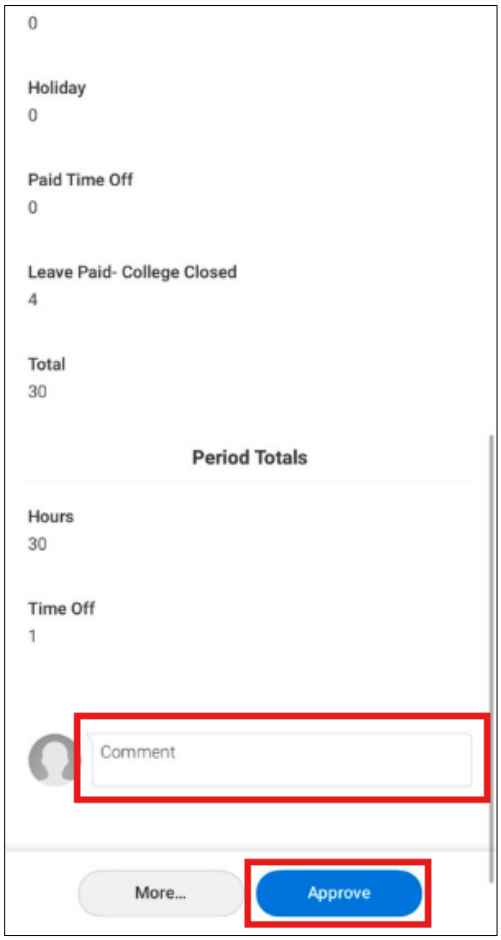


10. Click on the notification that says, **Enter Time: (employee's name)**.

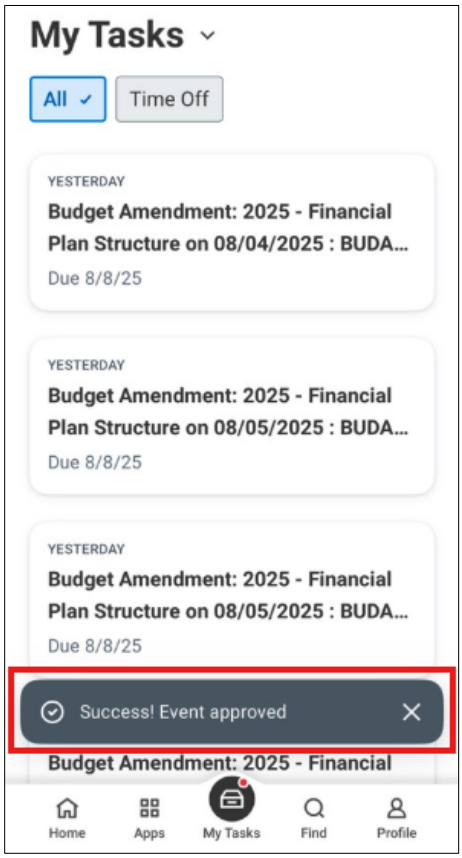


11. You will be shown a summary of the hours that the employee has submitted. If everything is correct, click **Approve**.





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 <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.