

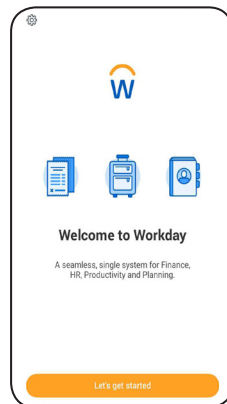
### NAVIGATION MENU

Worklet	Description	Employee Manager	
Personal Information	Change personal information, such as emergency contacts, address, and phone numbers. Take a photo and upload/update your profile from the device camera.	●	●
Pay	View pay slips and W-2.	●	●
Benefits	View information about beneficiaries and dependents.	●	●
Career	Search for jobs and refer candidates.	●	●
Expenses	Capture receipts and submit expense reports.	●	●
Time Off	View balances and request/correct time off.	●	●
Enter Time	Enter Time and check in or check out.	●	●
My Team	View organization chart.		●
Team Time Off	View balances and request/correct time off for your direct reports.		●
Recruiting	Search for candidates and view details for candidates, jobs, and prospects.		●
Inbox	Approve direct report's leaves of absence, job titles, expense reports, and photo change.		●

## Get Started

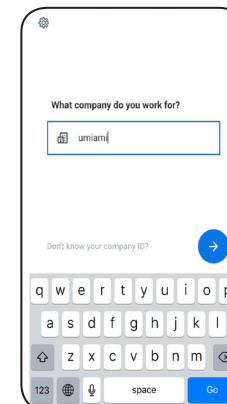
### Install the Workday Mobile App

- From your mobile device, download the Workday mobile app:
  - [App Store](#)
  - [Google Play](#)
- Once the Workday app has downloaded, open the app
- Tap **Let's get started**



### Complete One-Time Setup

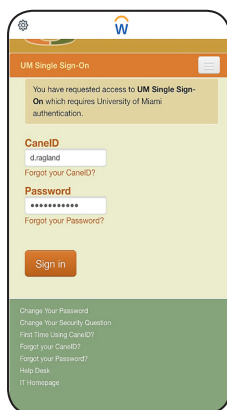
- What company do you work for?:  
Enter: **umiami**
- Tap



## UM Single Sign-On

### Single Sign-On

- Enter your CaneID
- Enter your Password



### Duo Multi-Factor Authentication (MFA)

- Choose your authentication method (e.g. "Send me a Push")
- Complete authentication with selected method (e.g. Review the login request on your mobile device and tap Approve to log in)

