Workday for Mobile

The Workday Mobile App allows Georgia Tech Faculty and Staff to conveniently manage financial transactions on the go.

The app is best suited for managing your Workday inbox and completing tasks such as creating expense reports and completing approvals. Push notifications can be enabled for the Workday inbox if desired.

The mobile app does not have the full functionality of the desktop version. There are less worklets (icons), but you will still be able to rearrange them based on your preferences. Some functionality includes:

- **Manage Your Inbox:** The Inbox in the app is your personal activity stream. Your Inbox includes actions (e.g., Approvals and To Dos) sent to you as a result of actions performed within Workday.
- **View Notifications:** Notifications include status updates sent to you as a result of actions performed within Workday. For example, you may get a notification if you played a role in the approval workflow of a task.
- **Submit expenses anytime, anywhere:** You can start the reimbursement process before you return from your trip. Use the Workday Mobile App to photograph receipts and upload them into Workday from your phone.
- **Approvals:** Certain transactions can be initiated on your behalf such as expense reports and PCard transaction verifications. Once submitted, these transactions will be routed to your Workday Inbox for your approval. Transactions in your Inbox can be approved on your mobile device. After your approval, the transaction will automatically route to the next approver.
- **Reporting:** View reports and dashboards related to your grants from your phone.

Program Goals

- **Foster Collaboration & Transparancy**
- **Streamline & Standardize Processes**
- **Improve Reporting & Accessiblity**
- **Reduce Redundancies & Inefficiencies**

Executive Sponsors

- Dr. G.P. “Bud” Peterson
- Dr. Rafael L. Bras
- Dr. Chaouki Abdallah
- Jim Fortner

Campus Advisory Leadership Committee

- Bonnie Ferri, Vice Provost of Graduate Education & Faculty Development
- Jilda Garton, VP & General Manager of GTRC
- Jennifer Herazy, Chief Administrative Officer for Academic & Research Administration
- Steven McLaughlin, Dean College of Engineering

Learn More

transformation.gatech.edu