

Workday: Downloading Workday Mobile

Department: Office of Human Resources	HR Training Template No.:
Effective Date: 4/25/2025	Revision(s): V2
Subject: Downloading the Workday Mobile App	
Purpose: Guides users through the process of downloading the Workday Mobile app to their personal phone.	
Related References:	

How to Download

Step	Actions
1.	Visit the app store on either iPhone or Android and search Workday .
2.	Once the app has downloaded, select Log In .
3.	Enter FAMU
4.	Enter your username and password. These will be the same credentials you are used to using to log in to your Duo account.
5.	Depending on the device, it may prompt you to enable Touch ID or Face ID .
6.	Alternatively, you will also be prompted to set up a pin . You can use the pin for a quicker login.

Commonly Used Tasks

Step	Actions
1.	View Worker Profiles and Org Charts
2.	Enter Time
3.	Enter Time Off
4.	View Payslips
5.	Enter Expenses

Please reach out to workday@famuedu for additional information.