UD WorkForce Mobile can be used to perform several WorkForce functions from a mobile device such as a smartphone or tablet.

1. Enter http://www.udel.edu/udworkforce/ using a browser on your smartphone or tablet.
2. Click the UD WorkForce Log in button
3. Enter your CAS log-in credentials (UDelNet ID and password) and click Log In.
4. After logging in, you will see the **Self-Service** functions.
   - **My Time Sheet** - where you can view time entries
   - **My Time Sheet** - AFSCME 3472 and Non-Exempt employees can also **edit** their timesheets
   - **My Schedule** - where you can view your work schedule, if applicable.
   - **My Bank Balances** where you can view your time off balances.
   - **My Time Off** - where you can view or request time off.

Below those functions is a **Help** option. This takes you to the Workforce Software help page. Click **Self-Service** or **Settings** to return to UD WorkForce Mobile.*

* Managers, Timekeepers, HR Managers and Business Officers will also see an additional button called **Employees** for their supervisor functions.