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**.

UNIVERSITY OF DELAWARE

CENTRAL AUTHENTICATION SERVICE (CAS)

Login with your UD ID or username and password
Username is either your UDelNet ID or your email address. UD ID is your numeric University identifier.
More help.

Username or UD ID:

Password:

✔ 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 you time off balances.
    - **My Time Off -** where you can view or request time off.

Self-Service

My Time Sheet	>	
My Schedule	>	
My Bank Balances	>	
My Time Off	>	
Help	>	

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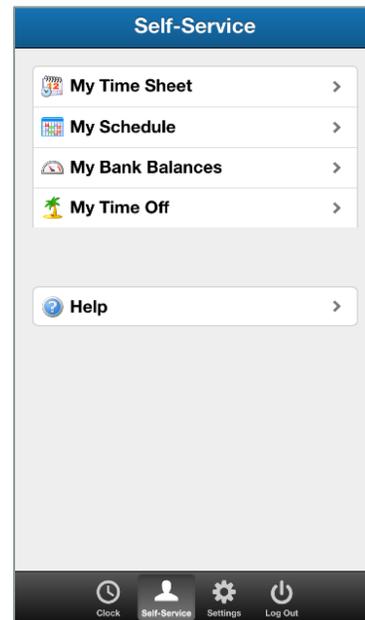
Below those functions is a **Help** option. This takes you to the Workforce Software help page. Click **Self-Service** or **Settings** to return to UD WorkForce Mobile.*

Help >

Clock | Self-Service | Settings | Log Out
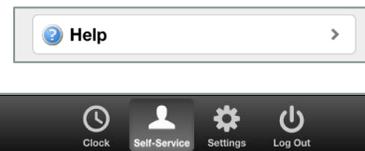
* Managers, Timekeepers, HR Managers and Business Officers will also see an additional button called **Employees** for their supervisor functions.

Self-Service | Employees | Settings | Log Out