

## INBOX & NOTIFICATIONS

Any actions you are required to take within Workday will be sent to your Inbox as a task to complete. You can view details and take action on these tasks inside your Inbox. All complete tasks and/or actions you have taken will be stored in the Archive tab. You can find the status of events you have initiated or actions you have completed in the Archive tab.

### VIEW YOUR INBOX

To view your inbox click the **Inbox** icon in the upper right hand corner of the screen.



The **Inbox** link will contain your business process tasks, approvals, and to-dos. The Inbox has two tabs, **Actions** and **Archive**. The Archive tab displays the process status of any business process you have been involved with in the last 30 days. The Actions tab contains all the business process tasks, approvals, and to-dos and will remain in your Inbox until you take action on them.

### VIEW YOUR NOTIFICATIONS

To view your notifications click the **Notifications** icon in the upper right hand corner of the screen.



The **Notifications** box contains configurable alerts (birthdays, anniversaries, time off, etc.) and reporting notifications. This is also where PDFs will download to that you "Print" from Workday (payslips, tax info, reports, etc.)

### INBOX FILTERS

Filters can only be applied to the Actions tab of the Inbox. Filters are useful if you are searching for a particular action or set of actions, especially if there are many Actions within your inbox. The standard filters are:

Filter	Description
<b>All</b>	All current business process tasks, approvals, and to-dos waiting your attention.
<b>Favorites</b>	Inbox items you starred as favorites.
<b>Overdue</b>	Business process items past their due date.

To select a filter, click on the **Down Arrow** ▼ next to Viewing.


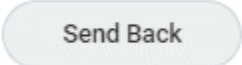
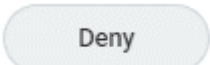
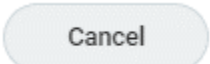
By default the inbox shows the most recent item at the top of the list. To change this, click on the work **(Newest)** next to the Setting icon and select a different sorting option.

By default the inbox shows the notifications and archived actions from the past 30 days. To view archived items older than 30 days, select the down arrow icon and choose **View More Processes**.

**NOTE:** If a group of people share the same role that is built into a business process to receive an action or notification, then they may receive the same emails. A custom filter may have to be built to segregate those shared emails.

## INBOX ACTIONS

Managers and approvers can take a variety of actions when they receive an inbox item in Workday.

Button	Description
	When you click <b>Approve</b> , you are telling the system and the initiator that you reviewed and agree with all the information within that inbox task or item.
	When you click <b>Send Back</b> , you will be required to input a comment and indicate the employee who you are sending the item back to. Provide a clear reason for what needs to be changed or modified for this item to gain your approval.
	You may need to click More on an inbox task to see the additional options. <b>Deny</b> will stop this process completely. You will be required to input a comment to indicate why this is being denied.
	Click <b>Cancel</b> to disregard all changes. The item will remain in your inbox.