Managing Notifications

By default, notifications to your email address are disabled (mute). This job aid provides instructions to change your email and push notification settings through Workday preferences.

On this job aid:

Changing Workday Notification Preferences

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Log into Workday

In the top right corner of your Workday home screen Click your picture icon (or cloud if no picture is available)



Select "My Account"

	View Profile	
ធ	Home	
8	My Account	>
器	Workbench	
☆	Favorites	
	Drive	
۵	My Reports	
?	Documentation	12
	Sign Out	

Click "Change Preferences"

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← My Account	
Organization ID	^
Change Password	
Change Preferences	
Manage Password Challenge Questions	
View Signon History	+

Scroll to the bottom of the page, where you will find the "Parent Notification Type" section. This is where you will change your email notification preferences.

On the left, you will see a menu to change notification type Email or Mobile Push notifications.

Click here to sort
Email
Mobile Push Notification

On the right you will see different Parent Notification Types, the items to change notifications are Business Process es and HCM (Adaptive insight is not available).

Email	
Mobile Push Notification	Parent Notification Type Alerts
Pop-up notification	Notification Type Time Off Frequency ★ × Immediately :=
	Parent Notification Type Business Processes
	Notification Type Approvals Frequency ★ × Immediately
	Notification Type Custom Business Process Notifications Frequency *
	Notification Type Delegation Notifications Frequency * Immediately :=
	Notification Type To-Dos Frequency * × Immediately :=

There are notifications for Approvals, Delegations, Tasks, etc. Please review each section to make sure the settings follow your preference. Each notification type will need to be changed individually.

To change the notification, click Frequency. Select one of the items on the list: Daily, Immediately, Mute. For Push notifications, the available options ate Immediately or Mute.

- a. Daily: Will send a summary of notifications once a day
- b. Immediately: You will receive an email as soon as the notification reaches your Workday Inbox
- c. Mute: No email will be send when the notification reaches your inbox.

Notification Type	Approvals	
Frequency *	× Immediately	:=
	Search	
	O Daily	
Notification Type	O Immediately	
Frequency *	O Mute	

Click OK