

THIS GUIDE IS FOR: ALL EMPLOYEES

MANAGING NOTIFICATIONS IN WORKDAY@OK

Workday@OK uses the term notifications to refer to the notifications you receive on the bell icon that displays on your Workday@OK account, located on the top right. Notifications on the notifications page are items that you need to know about but don't require action, including:

- **Background notifications.**
 - Example: Scheduled reports, reports ready on **My Reports** or processes for which you selected **Notify Me Later**.
- **Collaborative alerts.**
 - Example: Campaign and engagement plan notices.
- **Configurable alerts.**
 - Example: Birthdays, time off and custom alerts.

To manage these notifications:

1. Click on your picture in the top right corner of the Workday@OK homepage.
2. Click **My Account**.
3. Click **Change Preferences**.
4. Scroll to the **Channel Section** toward the bottom of the page.
5. You can change the frequency for the following items:
 - a. **Approvals** – whether you receive notifications on approvals
 - b. **Custom Business Process Notifications** – whether you receive notifications of various steps of workflow.
 - c. **Tasks or To-Dos** – whether you receive notifications related to individual tasks or to-do items within a business process.
6. The frequency options are:
 - a. **Daily** – sends a digest email with all notifications daily at midnight.
 - i. **Note:** this means any notifications you receive in this category will not be immediate.
 - ii. **Note:** Workday@OK doesn't send a separate Daily Digest email for each notification type.
 - iii. **Note:** Workday@OK limits Daily Digest emails to 50 action items and 50 notification items. The remaining items will be linked.
 - b. **Immediately** – notifications show up in your inbox/notification bell immediately.
 - c. **Mute** – notifications are muted.
 - i. **Note:** If you choose to mute notifications, you should log into Workday@OK frequently to view any current notifications.