
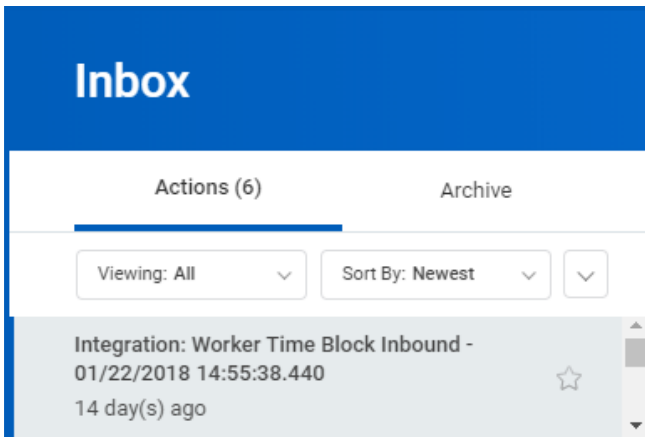


Using Your Workday Inbox

Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of our business processes.



View Your Workday Inbox

1. Near your Profile photo, select the Inbox icon .
2. Choose the **Actions** tab to view your business process tasks, approvals, and to dos.
3. Choose the **Archive** tab to access the status of your previous business processes.



Delegate Your Inbox

Workday allows you to delegate your Inbox items to a colleague. This is useful if you are unable to perform the actions yourself due to time off or a leave of absence.

1. Near your Profile photo, select the **Inbox** icon .
2. Choose the **Actions** tab.
3. Select the **More** icon , then **My Delegations**.
4. Select **Manage Delegations**.
5. Enter the Begin Date and End Date for the delegation.
6. In the **Delegate** field, select a user to delegate your tasks to.



Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

7. In the Do Inbox Tasks On My Behalf field, select whether to delegate all business processes, specific business processes, or none of the above.

Using Your Workday Inbox



Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of our business processes.

8. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
9. Select a Delegation Rule if you are delegating a business process.
10. Select **Submit**.
11. (Optional) From the pop-up, select **View Details** to view the confirmation page. Depending on the security settings, additional approvals may be needed.

Mobile – View Your Inbox

The Inbox is your personal activity stream. It includes actions (e.g., approvals or to dos) sent to you by our business processes.

From the navigation bar at the bottom of the screen:

1. Tap the **Inbox** icon .
2. Tap the **Actions** or **Archive** tab to access the corresponding information. You can filter Actions by tapping the **Filter** icon .
3. Select an item to view more details.


Mobile – Delegate Your Inbox

Workday allows you to delegate your Inbox items to a colleague. This is useful if you are unable to perform the actions yourself due to time off or a leave of absence.



Note: You can only delegate Inbox items on a task-by-task basis using the Workday Mobile application. In order to delegate all Inbox items within a certain time frame, you must use Workday on a web browser.

From the navigation bar at the bottom of the screen:

1. Tap the **Inbox** icon .
2. Select an item to view more details.
3. Tap **More > Delegate Task**.
4. In the Proposed Delegates field, select a user to delegate your task to.
5. Tap **Done**.
6. Tap **Submit**.