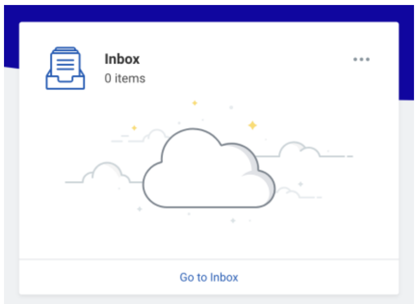
The Workday Inbox is used for tasks or actions assigned to you. This may include time off approvals, benefit changes, new hire forms, and many other items. It is very different from a standard email Inbox.

Access Your Inbox

- To go to your inbox find the following section on your Workday homepage and click “Go to Inbox”.



Alternatively, you could access it by clicking on the 

icon.

The orange badge shows the number of items you have pending in your inbox.

Using Your Inbox

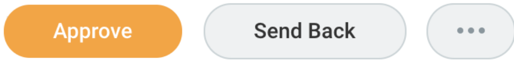
There are two sections of the Inbox - Actions and Archive:

Actions: Displays business process tasks, approvals, and To Dos in chronological order.

Archive: Displays initiated business process tasks and completed action items from the last 30 days.

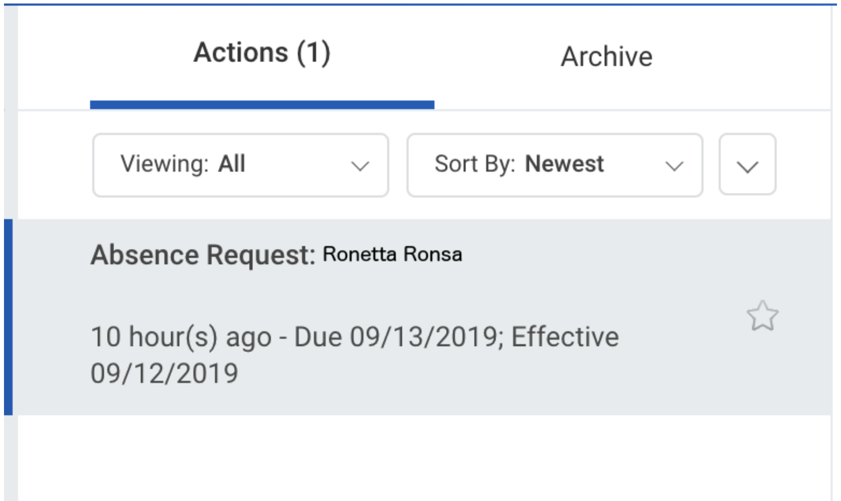
(**Note:** Older items can still be retrieved if needed)

To take action on an item, you will review the content in the right-hand pane and use the buttons at the bottom of the screen.



Note: The buttons available will vary depending on the task assigned - see examples below.

Below is an example of a time off request that has been sent to the supervisor for approval:



Once an Inbox item has been completed, it will automatically move out of the Actions folder into the Archive folder. Sometimes your Inbox item will be just one part of a longer process, so once it is completed then the subsequent tasks will generate action items for other employees (as needed).