

SAINTS CONNECT Using the Inbox

OVERVIEW

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.

You'll know that you have a Workday Inbox item waiting for you because you will receive a notification in your Marymount email inbox (Gmail) directing you to Workday. Once you log in, you will see a number above the Inbox worklet indicating how many items need to be addressed.



STEPS

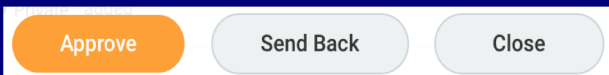
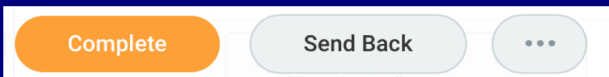
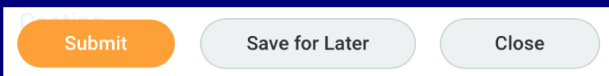
There are two sections of the Inbox: Actions and Archive



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 be 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.



NOTE: 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).

Related Job Aids:

- [Using the Inbox](#)

Helpful Resources:

- [SaintsConnect Portal](#)
- its@marymount.edu

Employee: Self-Service