Getting Started: Manager Inbox

Business Process/Tasks

For each task you perform in Workday, there is a business process, which defines the required steps. To view your tasks, click the **Inbox** worklet.

Inbox and Notifications

To view your Inbox:

1. Click the **Profile icon** > **Inbox**.

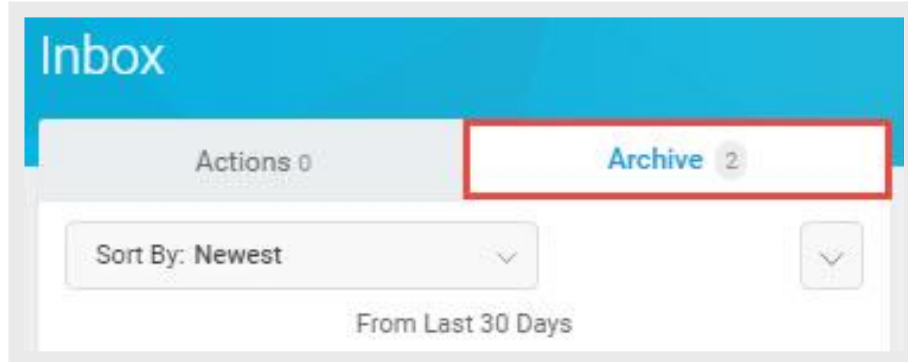
   The Actions tab will contain your business process tasks, approvals, and to-dos. Actions can be filtered with the view pull-down menu.

   The Archive tab displays the process status of any business process you have been involved in.

2. Click **Notifications** from the Profile icon. Here, you can view configurable alerts (birthdays, anniversaries, time off, etc.) and reporting notifications.

Archive Tasks / Status

1. Click your **Profile icon** > **Inbox**.
2. Select the **Archive** tab, which tracks all business processes you have initiated. The Actions tab will contain your business process tasks, approvals, and to-dos.



Add Inbox Delegations

From the profile menu:

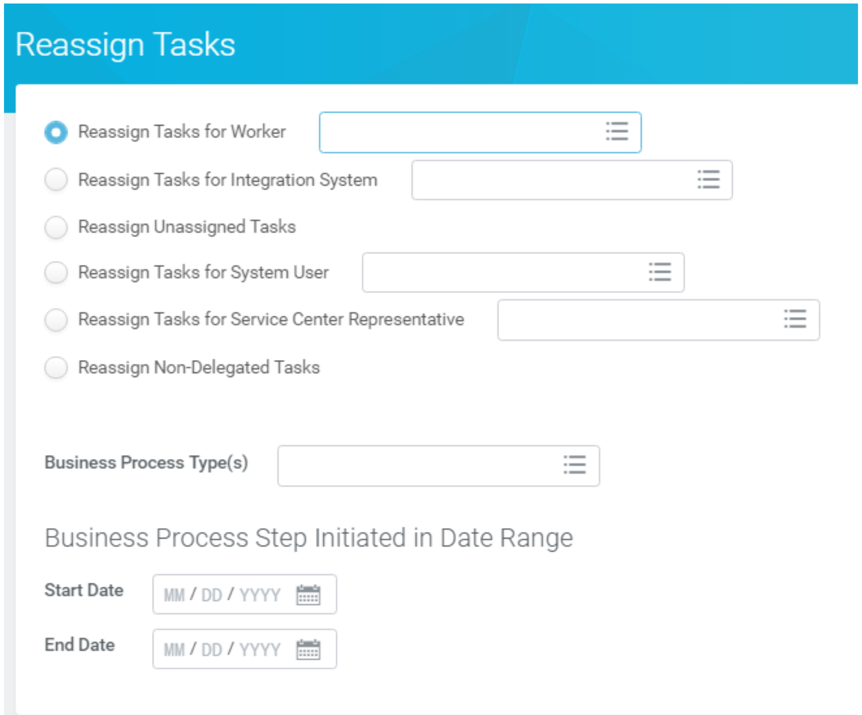
1. Click **Inbox** and the **Actions** tab.
2. Click the unlabeled pull-down list and **My Delegations**. Here you can view your current delegations or add new ones.
3. Click the **Manage Delegations** button.
4. Select Begin and End dates to let the system know how long the delegation will last.
5. Select the person you want to delegate your inbox to. Typically this would be someone on your management team or one of your peer managers.
6. Select the business processes you want your delegate to do inbox tasks on your behalf or select **For all Business Processes**.
7. Click **Submit.**

Reassign Tasks

From the profile menu:

1. Click Org Chart to view the Timekeepers and Time Approver’s aligned to you.
2. Navigate to the required Timekeeper or Time Approver’s profile.
3. Click Actions, select Business Process, and choose the Reassign Tasks option.

   Note: The selected employee’s name defaults into the Reassign Tasks for Worker field.
4. Click **Ok** to confirm this is the correct employee and go to the *Reassign Workers Tasks* screen.



5. Select the required employee from the **Reassign To** field.

   Note: The manager can reassign the task to themselves or another employee.
6. Enter a reason for the reassignment in the **Reassignment Reason** field.
7. Click **Ok** to confirm the change in assignment.

   Note: Workday displays the message, “The task was completed successfully.”