New Functionality: Email Notifications for Time-Off Requests

**Topic/Function:** Managers can now receive an email when their employees request time off.

**Audience:** Managers

**Description:**
A configuration change has been made that allows managers to receive an email directly to their Outlook account when one of their employees submits a time off request in Workday. Managers will also continue to receive an action item in their Workday Inbox.

With this configuration change, by default all managers will receive these email updates. If you do not wish to receive Time-Off Approval notifications to your email, follow the steps below to turn them off.

**How to Update your Settings**
1. Click on your picture or the cloud icon in the top right hand corner of Workday.
2. Go to My Account.
3. Go to Change Preferences.
4. Scroll down to the Parent Notification Type section.
   a. This sections allows you to manage what types of notifications are sent to you email as well as Apple Push Notifications or Google Cloud Messaging.
5. Choose Business Processes tab.
6. In the Approvals section, choose the type of notification you would like to receive. If you do not wish to receive email notifications, unselect, Immediate Email.
   a. Note – you must pick at least one option. If you would rather not receive notifications, select a delivery option you don’t have. For instance, if you have the Workday mobile app on your iPhone, select Google Cloud. If you have the app on your Android phone, select Apple Push Notifications.

**Types of Notifications Available**
The following notification settings are available:

- Apple Push Notification Service – notifications sent to iPad and iPhone devices
- Daily Digest Email – notification sent in one daily email
- Google Cloud Messaging Service – notifications sent to Android devices
- Immediate Email – notifications sent to the Email Address for Business Processes upon receipt

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.