

1. Search for the “Change Preferences” task in the Workday search bar.
2. Scroll down to the Channel Notification section:

Channel

Parent Notification Type Alerts

Notification Type Anniversaries
Frequency * x Daily

Notification Type Birthdays
Frequency * x Daily

Notification Type General Notifications
Frequency * x Daily

Notification Type Time Off
Frequency * x Daily

OK Cancel

3. Find the Notification Type you want to change. For example, if you want to get notified immediately anytime an approval hits your Workday My Tasks inbox, change the “Approvals” notification type frequency from Daily to Immediately.

Parent Notification Type Business Processes

Notification Type Approvals
Frequency * x Immediately

FYI – anything that says “Daily” will come in the Daily Digest email from Workday and this usually does not come until the following day. You can also completely Mute notifications as well.