Notifications in Workday are there to let you know if something has been approved/requested/etc. Your notifications are relevant to People and Culture processes specific to you. For example: Absence requests or corrections. **No action** is required from yourself on a notification.

To navigate to your notifications, select the *bell* in the top right-hand corner of the system.



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Notifications		
Viewing: All     Viewing: Newest     Viewing: Viewing: All       From Last 30 Days	Absence Correction: Michelle Clinton	XI 🗗 🎲 🖓
Absence Correction: Michelle Clinton Correct Time Off - Successfully Completed 10 day(s) ago	10 day(s) ago Details Absence Correction: Michelle Clinton	
Absence Request: Michelle Clinton Request Time Off - Successfully Completed 10 day(s) ago		
Absence Request: Michelle Clinton Request Time Off - Canceled 10 day(s) ago		

Your Notifications will appear listed from newest to oldest. You have the option to sort by Oldest on Top or Newest on Top. You can also view All or just the Unread notifications. 
 Sort By: Newest
 Viewing: All

 Newest on Top
 All

 Oldest on Top
 Unread

New notifications are shown by a white number in an orange circle next to the bell. The circle will disappear when you go into your notifications and click on an item in the list.







