



Notification Preferences



The Notification Preferences tip sheet is for All Employees.

Overview

In Workday, employees have the option to change the frequency that Workday Notifications are pushed to the employee's email, employees also have the option to update the preferred language, preferred clock display, and other settings.

Update Email Notification Frequency

1. Click on the **Profile** icon and select **My Account**.
2. Select **Change Preferences**.
3. Scroll down and select the **Email** tab.
4. Review the notification types and select the preferred frequency for each. A notification frequency must be selected for all notification types.

NOTE: Options include Daily, Immediately, and Mute. Not all options are available for all notification types. Please consider how frequently you will be in the Workday system to see notifications and the timeliness of needed action in your decision for email notification settings.

Update Mobile Notification Frequency

1. Click on the **Profile** icon and select **My Account**.
2. Select **Change Preferences**.
3. Scroll down and select the **Mobile Push Notification** tab.
4. Review the notification types and select the preferred frequency for each. A notification frequency must be selected for all notification types.
5. Select **OK**.