

# *Workday: How to Check Workday Inbox for Benefit Tasks and Notifications*

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## How to Check Workday Inbox for Benefit Tasks and Notifications



# Step 1: Navigate to your Workday Home Page.

CHOC

Search

12 1

## Welcome

It's Thursday, May 26, 2022

### Awaiting Your Action

**Change Benefits for Life Event**  
Inbox - 27 day(s) ago

[Go to All Inbox Items \(1\)](#)

### Quick Tasks

[My Payslips](#)

[Time Off Balance](#)

[My Goals](#)

[View All Apps](#)

### Timely Suggestions

**Keep Your Work Contact Information Updated**  
We would like you to review your Contact Information and ensure it's up to date. [Update Contact Info](#)

### Announcements

**Compassion Fatigue**  
CHOC University is pleased to offer a series of 1-hour live-onl

Step 2: Look for the Awaiting Your Action card and click the pending task. Or, the Inbox icon at the top right-hand corner.

The screenshot shows the CHOC employee portal interface. At the top left is the CHOC logo. A search bar is located at the top center. In the top right corner, there is a red arrow pointing to an inbox icon with a notification badge. Below the header is a banner image of two hands reaching towards each other. The main content area is titled 'Welcome' and includes the date 'It's Thursday, May 26, 2022'. The 'Awaiting Your Action' section contains a card for 'Change Benefits for Life Event' with a red arrow pointing to it. Below this card is a link to 'Go to All Inbox Items (1)'. The 'Quick Tasks' section includes buttons for 'My Payslips', 'Time Off Balance', and 'My Goals', with a 'View All Apps' link at the bottom. The 'Timely Suggestions' section features a card titled 'Keep Your Work Contact Information Updated' with an 'Update Contact Info' link. The 'Announcements' section shows a card for 'Compassion Fatigue'.

Step 3: Find the Benefits enrollment task in your inbox and click Let's Get Started to enroll in benefits.

The screenshot displays the CHOC user interface. At the top left is the CHOC logo with a menu icon. To the right is a search bar labeled 'Search'. Below this is the 'Inbox' section. On the left side of the inbox, there are filters for 'Actions' and 'Archive', and dropdown menus for 'Viewing: All' and 'Sort By: Newest'. A task titled 'Change Benefits for Life Event' is listed, with a subtext '27 day(s) ago - Effective 05/09/2022' and a star icon. To the right of the task is a detailed view for 'Change Benefit Elections', showing '27 day(s) ago - Effective 05/09/2022', 'Initiated On 04/28/2022', and 'Submit Elections By 06/07/2022'. A red arrow points from the task entry to an orange 'Let's Get Started' button.

Congratulations! You now know how to check your Workday inbox for pending tasks and notifications.

The screenshot displays a Workday inbox interface. At the top left, there is a menu icon and the CHOC logo. To the right is a search bar with a magnifying glass icon and the text 'Search'. Below this is the 'Inbox' header. The main content area is divided into two columns. The left column has two tabs: 'Actions' (selected) and 'Archive'. Under 'Actions', there are two dropdown menus: 'Viewing: All' and 'Sort By: Newest'. A task card is visible, titled 'Change Benefits for Life Event', with a subtitle '27 day(s) ago - Effective 05/09/2022' and a star icon. The right column is titled 'Change Benefit Elections' and contains the text '27 day(s) ago - Effective 05/09/2022', 'Initiated On 04/28/2022', and 'Submit Elections By 06/07/2022'. A red arrow points from the task card to an orange button labeled 'Let's Get Started'.



# LONG LIVE CHILDHOOD

Have Questions or Need Help?  
Submit a Workday- Benefit Elections  
Help Case

