

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: Log in to Workday.

Click on the inbox icon in the upper right-hand corner.



The screenshot shows the Workday dashboard for a user named 'CHOC'. At the top, there is a navigation bar with a 'MENU' icon, the 'CHOC' logo, a search bar, and notification icons for messages, alerts, and an inbox with a red '1' badge. Below the navigation bar is a large banner image of two hands shaking. The main content area is titled 'Let's Get Started' and includes the date 'It's Thursday, February 15, 2024'. The 'Awaiting Your Action' section contains a task titled 'Benefit Change - Hire/Re-Hire : Choco Bear (123456) on 02/14/2024' with a red arrow pointing to it. Other sections include 'Quick Tasks' with buttons for 'My Payslips', 'Time Off Balance', and 'My Goals'; 'Timely Suggestions' with a 'Keep Your Work Contact Information Updated' message; and 'Announcements' with a '2023 W-2 Tax Documents Available' notice. A 'Hi Choco Bear! I'm Workday Assistant' chat bubble is also visible in the bottom right corner.

Or click on the task Awaiting Your Action.

Step 2: Find the benefits task you wish to complete.

The screenshot shows the CHOC user interface. At the top left is a 'MENU' icon and the CHOC logo. At the top right is a search bar with a magnifying glass icon and the text 'Search'. Below this is the 'Inbox' section. It has two tabs: 'Actions' (selected) and 'Archive'. Under 'Actions', there are filters for 'Viewing: All' and 'Sort By: Newest'. A list of tasks is shown, with the first one highlighted in a red box: 'Benefit Change - Return from Leave : Choco Bear (On Leave) (123456) on 02/12/2024' with a star icon and '1 day(s) ago - Effective 02/12/2024'. Below it is another task: 'Meal Period Waiver Election: Choco Bear (On Leave) (123456)' with a star icon and '1 day(s) ago - Effective 02/04/2024'. To the right of the inbox is the 'Change Benefit Elections' section, which shows '1 day(s) ago - Effective 02/12/2024', 'Initiated On 02/08/2024', and 'Submit Elections By 03/16/2024'. At the bottom of this section is an orange button labeled 'Let's Get Started' with a red arrow pointing to it from the right.

Click "Let's Get Started" to enroll in benefits.

Congratulations!

You now know how to check your Workday inbox for benefit tasks and notifications.



LONG LIVE CHILDHOOD

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

