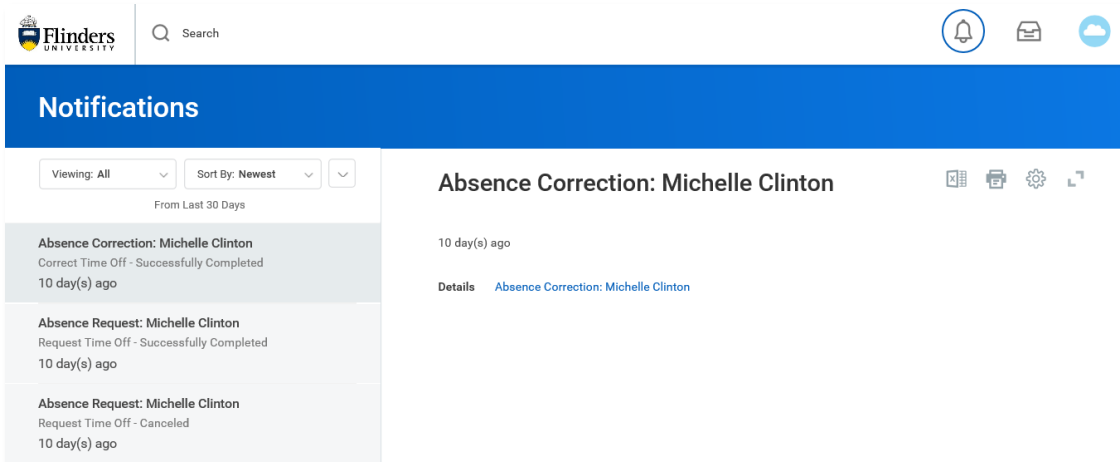


Notifications in Workday are there to let you know if something has been approved/requested/etc. Your notifications are relevant to People and Culture processes specific to you. For example: Absence requests or corrections. **No action** is required from yourself on a notification.

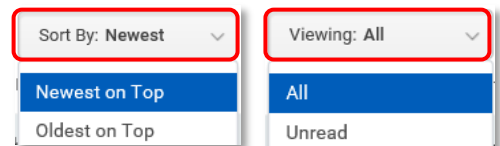
To navigate to your notifications, select the *bell* in the top right-hand corner of the system.



A list of your notifications will appear on the left of the screen, with the information of the highlighted notification appearing to the right.



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.



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.

