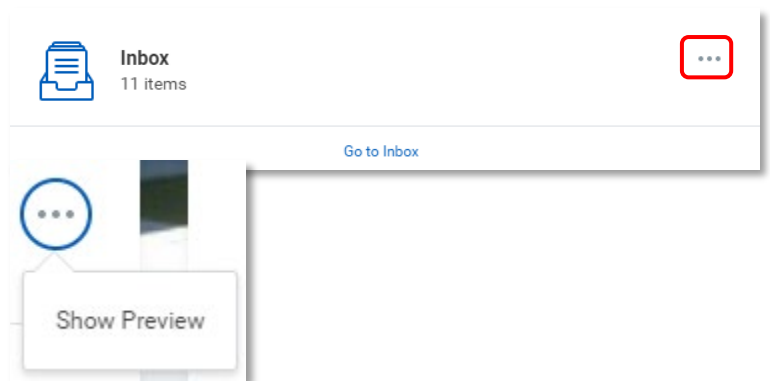


Your Workday inbox is where you can find your People and Culture actions

To navigate to your inbox, select the *tray* in the top right-hand side of the system.



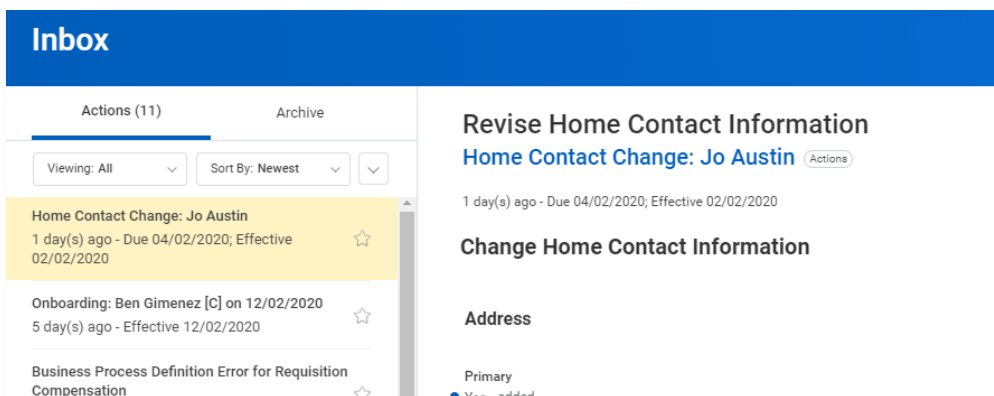
Or, navigate from your *Inbox* on the bottom left of the home page.



Select the 3 dots to show a preview of your inbox on your home page.

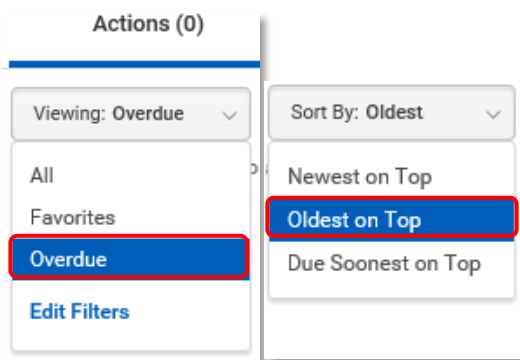
Once you navigate to your inbox, if you have new actions, they will appear listed by Newest on Top.

A list of your action items will appear on the left of the screen, with the information of the highlighted action item appearing to the right.



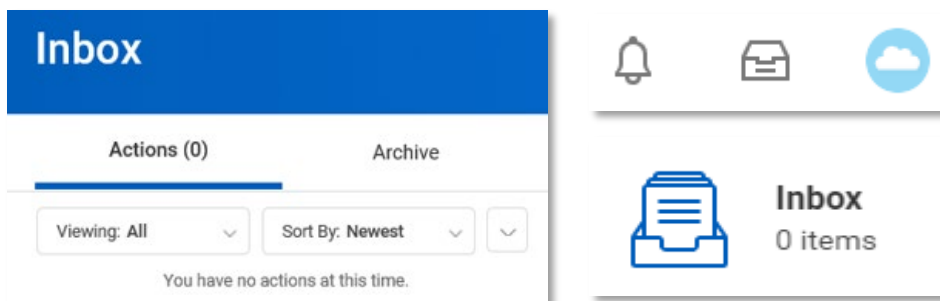
If you have a larger number of actions, you can adjust what you view by choosing to View Overdue or Favourite items.

Click on *Viewing:* and select *Overdue*

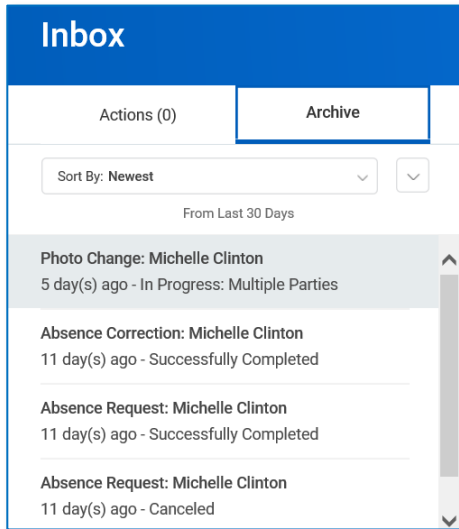


You can also sort your inbox. Click *Sort By:* and select *Newest on Top*, *Oldest on Top* or *Due Soonest on Top*.

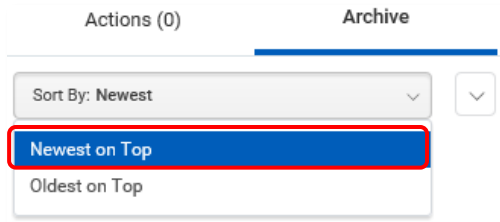
If you do not have any new actions, your inbox will clear.



Any completed/historical Actions can be found under the Archive tab.



In your Archive inbox tab, you can select Sort By: to change from viewing Newest on Top or Oldest on Top.



Additionally, you can select to Refresh or View More Processes. To do so, select the down arrow at the end of the left field.

