Change Email Notifications

MyURHR allows each user to customize their notification preferences. Notifications may be sent via push or email from MyURHR.
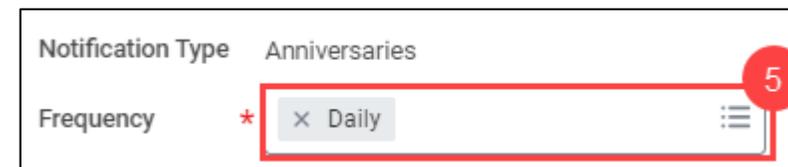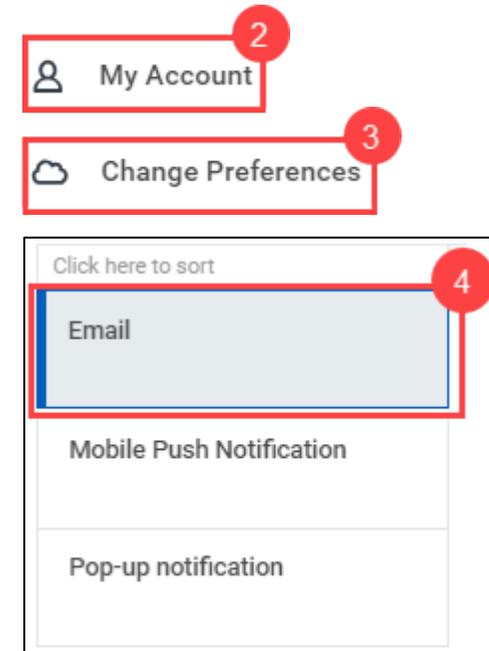
Overview of Notification Types

Notification types are grouped into parent notification types. Below are the most common notification types within each parent notification types:

- Alerts include: anniversary (of hire date), birthday, general notifications, time off, and upcoming shifts.
- Business Process includes:
  - Approvals: Received when something requires your review or approval.
  - Custom Business Process Notifications
  - Delegation Notifications: Received if someone delegated their authority to you for a specific business process or delegated access to their My Tasks.
  - Reassign Notifications: Received if someone reassigned a task within a business process to you.
  - Tasks: Received when you are required to complete a task.
  - To-Dos: Received when you are required to complete a To-Do. It is a reminder to complete an action or task in or out of Workday.
- HCM includes notifications when you give feedback
- Procurement includes request for quote notifications, supplier contract expiration, supplier contract renewals
- System includes:
  - Activity Comments: Received when you are "tagged" (@Your Name) within a comment for a business process.
  - Share Notifications: Received when you are part of a shared step in a business process.

Change Email Notifications

1. From the Workday Home Page, navigate to the **Profile** icon.
2. Select **My Account.**
3. Select **Change Preferences** from the sub-menu.
4. Under the **Channel** section, select **Email** as the notification preference.
5. For each Notification Type, select **Frequency** from the drop-down menu.
   A. Daily - Sends a daily digest once per day for the notification type.
   B. Immediately - Sends an immediate notification for the notification type.
   C. Mute - This frequency disables all notifications for the notification type.

Note: To remove a frequency, select the (x) to the left of the selected frequency.

6. Select **OK** to complete.