# Workday – Change User Preferences

Last updated June 11, 2018

On June 11, 2018, all user preferences were changed to accommodate new functionality resident in Workday. The following are the new settings and impacted users:

1. Any user currently responsible for approving journal entries will receive an immediate email (with link to the transaction) notifying them that action is required in their Workday inbox
2. Any user that currently has reports scheduled or grants that have an award amendment that has been processed will receive a "Daily Digest" around 5pm each day that contains all the aforementioned items
3. Any initiator of a journal or one of the areas implementing the procurement module on Monday will receive a "Daily Digest" notifying them of approved transactions.

These settings will be applied to ALL users. Starting on Monday, June 11th, anyone wanting to reset their user preference back can do so by following the instructions:

1. Log in to Workday using your NetId
2. Click on the cloud in the upper right-hand corner, then click on the "My Account" option that is highlighted
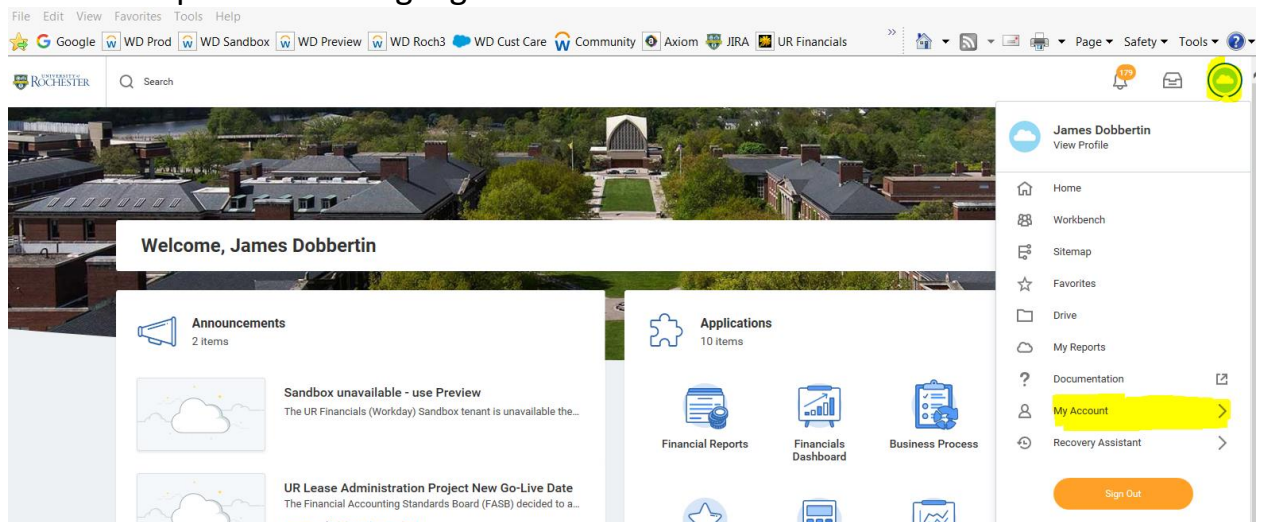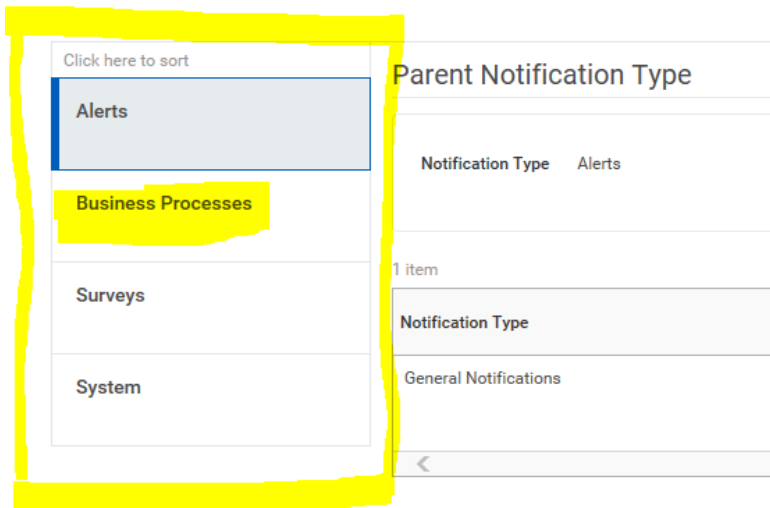
3. Select the "Change Preferences" option
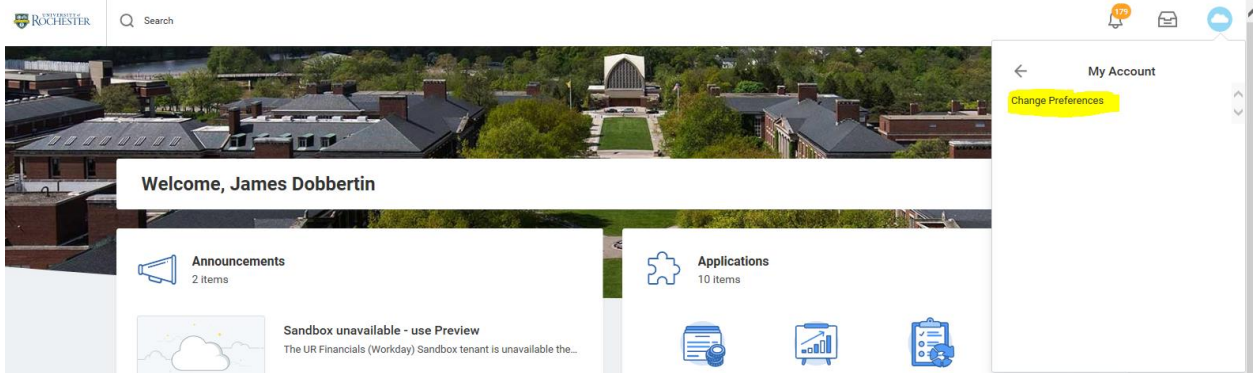
4. Scroll down to the section near the bottom that is highlighted and select the "Business Processes" tab

5. There are multiple preference options to select for each of the Notification Types listed.

6. All Notification Types allow for the following options (see the "Send Notifications Via Channels" field):

a. Apple Push Notification - will send an immediate notification to your iPhone if you have one

b. Daily Digest Email - will send a daily notification (around 5pm EST) to your Outlook email consolidating any notifications that occurred within the past 24 hours.   Daily digest notification examples are:

       i.   Initiator upon completion of a journal

      ii.   Grant Financial Analyst upon completion of an award amendment

    iii.   Scheduled report completion

    iv.   Procurement-only - initiator upon completion of a Requisition, Change Order, or Supplier Invoice Request (SIR)

   c. Disabled - will not send the user any messages outside of Workday

   d. Google Cloud Messaging - will send an immediate notification to your Android phone if you have one

   e. Immediate Email -will send an immediate notification to your Outlook email

7. The Notification Types contain the following items:

   a. Approvals – any transactions that require your approval in your Workday inbox. Examples are journal entries and (for procurement pilot areas) purchase requisitions and supplier invoice requests (SIRs)

   b. Custom Business Process Notifications –

   c. Delegation Notifications – sent if someone delegated their authority to you for a specific role

   d. Reassign Notifications – sent if someone reassigns a task to you

   e. Tasks – sent if you have a task

   f. To Do – sent if you have a "To Do"

Please contact the UR Financials Support Team (URFinancialsSupportTeam@UR.Rochester.edu) if you have questions or need assistance.   Thanks