

## Using Your Inbox

### Inbox Options

From the Home page, tab to the Inbox link. The Inbox link will have the number of tasks to attend to for example "Inbox (2)". If you want to see Inbox activity you will need to submit hours and days off.

Be aware that employees will have items to complete and revise while managers will have many more items such as approvals. There are numerous possibilities that can end up in your inbox, so we will cover a general process.

Your inbox may have a message at the top if there is an issue. That message would start as: "Your Attention is Required." And then list the error or issue. An example would be a date that is invalid, that could be for example: "Effective Date < Current Moment (Time Off Request Event)" If you get stuck on a meaning of a message, see your HR representative.

The inbox is divided into My Tasks, My Requests, Process Status, and Notifications.

### My Tasks

The inbox is setup as tasks in a table; the first column is the task button with the task to do named on the button. There are many types of tasks you may need to do. A common task would be to Revise your timesheet. For example this would look like this, the Button text would be "Revise. Please see approver for more information, Time Off Request, Jane Smith (W2002001)." When you select the task button for a Time Off Request, you would be put into the Time Off page to modify the date, hours, or type of leave.

You will also have the option of a button "View Remaining Process" if you have submitted timesheets. This will lead to a page showing the remaining steps of your submissions. An example would be "Request Time Off, Approval by Timekeeper (Approver), Jack Gordon (W10511212)". Every item is a link where you can either get more information or complete your part of a process.

### My Requests

An example of a request could be "Legal Name Change: Jane Smith (W2001421) Successfully Completed 05/17/2016 05/13/2016 01:56:02 PM". You will also see Time Off requests here.

### Process Status

This has more detail on the tasks including: Initiated On, Completed On, and Tasks I Worked On.

### Notifications

These are notices related to your tasks and the application such as "Reported Time for Employees 2016-05-12 11\_14 EDT is now available in My Reports". You can also set the time period for what notifications you wish to see.

### Managers Inbox

Examples of the additional items that can appear here are:

"Review Personal Information Change: Arnie Smith (W0002412)"

"Review Complete Form I-9: Lee Smith (W0007258)"

"To Do Citizenship Status Change: Personal Information Change: Rod Smith (W0002518)"

Selecting a task such as these will generally result in a detail page describing the event and including a button "Proceed to Submit Changes".