

## Bramble, Tracey

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**From:** WorkDay, DOT [DOT]  
**Sent:** Tuesday, December 10, 2019 11:12 AM  
**To:** DOT-AG-SUPV-GL; DOT-Secretary1; DOT-Secretary2  
**Subject:** Workday Update: Changing Notification Preferences

Too much, too little, or just right? Changing notification preferences in Workday

We're all learning ways to configure Workday so it best fits the way we like to do things. Back in May when we started on the Workday journey, many of us set preference on what information we wanted to come to our email inboxes and how often. Now might be a good time to revisit those choices and make sure what you have selected still works for the way you like to work.

Here's a link to the Workday job aid that will walk you through setting those preferences -  
<https://iowadot.gov/workday/docs/employee/Preferences.pdf>

For those of you who are involved with **random drug and alcohol testing**, **stay tuned** there will be more to come on this for you.

*The Workday Team*

