NYU PeopleSync: Managing Your Time and Absence Inbox and Notifications

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Overview of PeopleSync Inbox and Notifications
Your PeopleSync Inbox includes tasks, approvals, and other items sent to you as part of a business process. Actions in PeopleSync can only be completed from your Inbox. Notifications are for informational purposes only.

Notifications Overview
Notifications make you aware of processes and pending actions as soon as they happen. You can customize your notifications preferences to receive them daily, immediately, or mute them.

How to Customize Your Email Notification Preferences

Steps:
1. Click on the Cloud icon in the upper right-hand corner.
2. Click on My Account.
3. Click on Change Preferences.
4. Scroll to the section for Email Notifications at the bottom of the page.
5. Select the notifications type setting to receive notifications: daily each morning at 9 a.m. (EST), immediately, or mute them. It is recommended to change all the items to the same settings to receive PeopleSync notifications at the same frequency.
6. Click the OK button.
7. Click the Done button.

Inbox Overview
The PeopleSync Inbox is used for tasks or actions assigned to you including Time Entry and Absence Requests. You'll know you have an action item in your PeopleSync Inbox as you also receive PeopleSync notifications in your NYU email inbox. At login, there is a number above the Inbox icon indicating how many items need to be addressed.

Note: You can access your Inbox from anywhere in PeopleSync by clicking on the Inbox icon at the top right of the page.
There is an **Actions** and **Archive** section of the Inbox.

- **Actions**: Displays business process tasks, approvals, and To Dos from newest to oldest.
- **Archive**: Displays initiated business process tasks and completed action items from the last 30 days.

Once an Inbox item has been completed, you will see it appear in the Archive section.

**Actions: Acting on Approvals**
Click the Actions tab to display the tasks awaiting your action within your PeopleSync Inbox. Select the task from the list on the left. Use the right pane to take action. Here are some steps and tips for common actions for items requiring your approval.

**Steps:**
1. To take action on an inbox item, click on the item you wish to address.
2. Review the item content in the right-hand pane.
3. Select the appropriate action using the buttons at the bottom of the screen. The available buttons will vary depending on the task assigned – see examples below.
   - Submit, Save for Later, Close.
   - Submit, Deny, Save for Later, Close.
   - Approve, Send Back, Add Approvers and Deny and Cancel accessed via the icon with 3 dots.
   - Note: **Add Approver** button is not currently enabled.

**How to Filter Your Inbox**
You can filter your Inbox to view items related to Time Entry and Absence Requests.

**Steps:**
1. Click the **Inbox** icon at the top right of your page.
2. Click the drop-down arrow next to **Viewing: All**.
3. Select **Time and Absence Requests**.

Note: Once you add a filter it remains as your default until you change it. To change it, click on **Viewing** under **Actions** and select **All** or a new filter from the drop-down options.