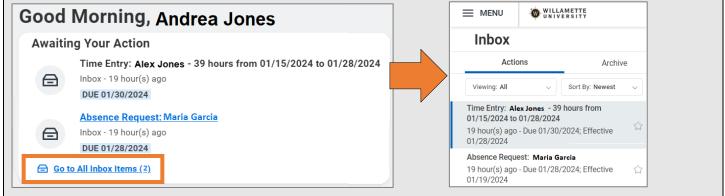


Starting in March, 2024, the current Workday Inbox will be relabeled as My Tasks and have enhanced functionality. The information below describes the changes.

Current Inbox View

In the current view, the section containing tasks to complete is called the Inbox. Upon clicking on **Go to All Inbox Items**, you are presented with a list of tasks, with tasks that have yet to be completed under Actions and tasks that have been completed under archive.



Revision to My Tasks

1. The home page looks largely the same. Let's Get Started The greeting changes to Let's Get Started Awaiting Your Action and the Go to All Inbox Items link will be Time Entry: Alex Jones - 39 hours from 01/15/2024 to 01/28/2024 labeled Go to My Tasks. Ð Inbox - 19 hour(s) ago DUE 01/30/2024 Absence Request: Maria Garcia Inbox - 19 hour(s) ago ⋳ DUE 01/28/2024 Go to My Tasks (2) 2. There is a new column to the All Items My Tasks left of the tasks containing a number of functions, along with î↓ Q Search: All Items 間 All Items a new search bar at the top of the list of tasks. You can now 官하 Advanced Search \bigcirc **Saved Searches** access all the features of your Time Entry: Alex Jones - 39 hours from old Inbox more easily from this Filters 01/15/2024 to 01/28/2024 navigational panel. 19 hour(s) ago - Due 01/30/2024; Effective 01/28/2024 You can also collapse the **[**] Archive Navigation panel to maximize Absence Request: Maria Garcia screen space by clicking on the F 19 hour(s) ago - Due 01/28/2024; Effective **Bulk Approve** T 01/19/2024 collapse button. **Manage Delegations**



3.	Search task titles in All Items, Ar Filters to find and act on tasks m	All Itome		
4.	You can sort and organize your tasks as you see fit. You can choose between two different views of your tasks using the new Display Density options. The Simple view enables you to browse quickly through task titles, while the Detailed view provides additional information on each task.	All Items Q Search: All Items t Advanced Search		Sort By Newest on Top Oldest on Top Due Soonest on Top Display Density Simple Detailed Oate View Absolute Relative
5.	•	tion to search using additional Tas er to find specific tasks. You can rther filter your search results. Advanced Search Parameters Assignment select one Type := Step := Date Range Date Type := Start MM/DD/YYYY : End MM/DD/YYYY : Search Cancel	Type Sear	the Assignment, nt select one select one Assigned Only to Me Assigned to Multiple People Delegated to Me Ch Background Check Change Organization Assignments for Worker Enter Time Hire Offer Onboarding
6.	Use Saved Searches to automa matching search criteria. Once added to your Saved Searches I	you run and save a search, it's		My Tasks I← Items ved Searches ∨