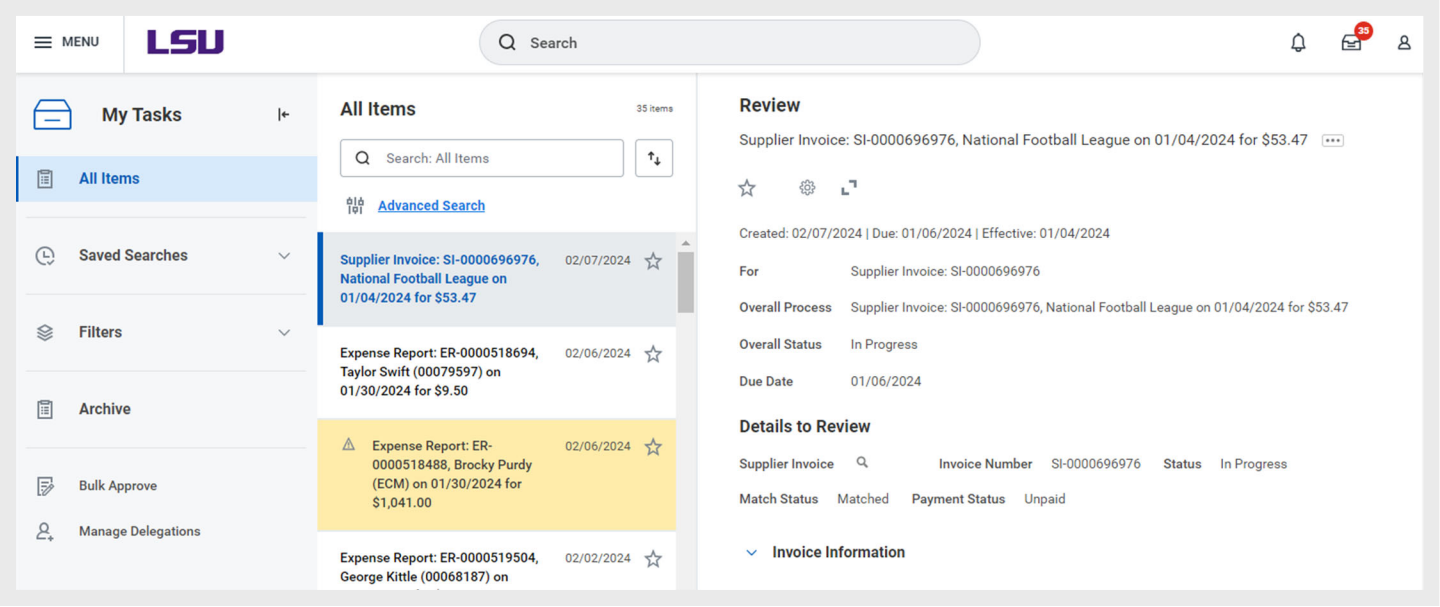
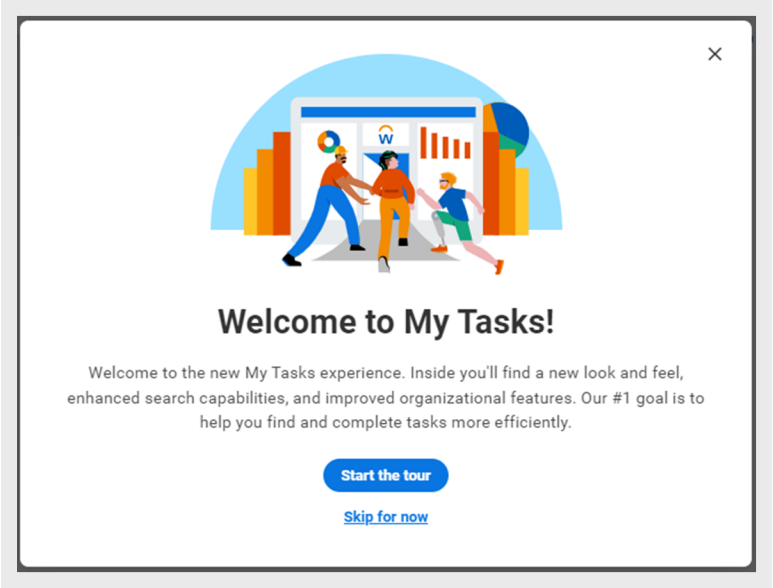
MY TASKS

The Workday Inbox is being overhauled and renamed to My Tasks. With My Tasks, Workday has reimagined the Inbox to allow for a more streamlined experience for users who tend to have large amounts of action items by introducing a new search feature. To access My Tasks, click on the existing box icon in the upper-right corner of Workday. A new collapsible navigation panel provides additional space for viewing tasks on the page and traditional Inbox features remain, such as custom filtering and sorting. The Inbox for delegates is also being changed to My Tasks. My Tasks will be available in the Workday system on Friday, February 16.



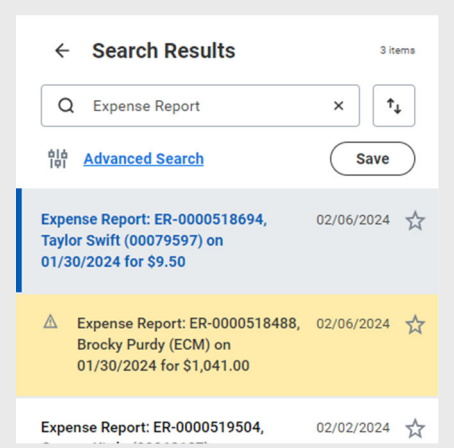
- **Welcome to My Tasks!**: New users to My Tasks will be presented with a guided product tour which introduces new features and functionality. If skipped, the tour will not reappear until the next day. Complete the tour or click X on the popup to dismiss the tour permanently.

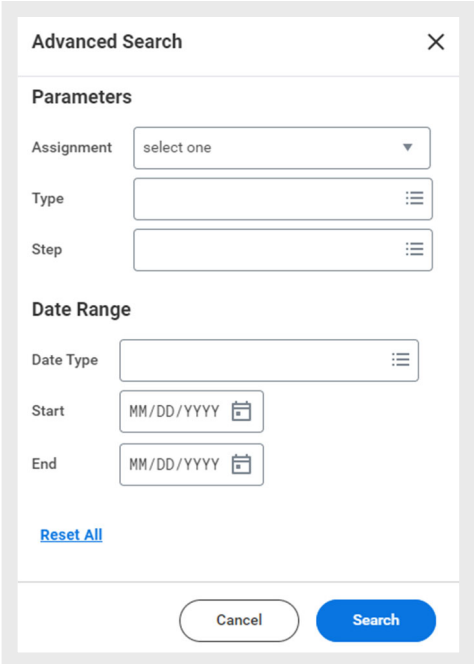


- **All Items**: Displays all tasks awaiting the user that require action, including any delegated tasks. Click on any task to view additional details. The selected task will be highlighted blue. Once action is taken, the tasks list will automatically refresh, move the completed task to the Archive section, and add any new tasks found.

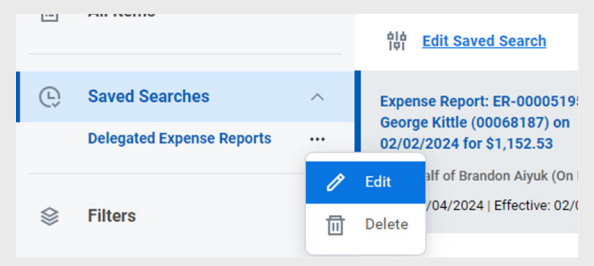
Tasks that are associated with a warning or validation will be highlighted yellow with a caution sign to the left of the task name.

- **Sort/View**: Click the up/down arrows icon to the right of the search bar for enhanced sorting and viewing options. A new simple display density option hides excess information that can clutter the list, such as due date and effective date.
- **Search**: The new search feature allows users to find important tasks more quickly through basic and advanced search options, which can be saved for easy access in the future under the Saved Searches section. The search feature is available in the All Items, Filters, and Archive sections of My Tasks.
    - **Basic Search**: The search bar within My Tasks allows users to search for keywords in a task name (e.g., business process name, worker name, date). The search bar will not find results based on details within a task, such as words in the expense report memo field.
    - **Advanced Search**: The advanced search feature supports searching for tasks using various task and date range parameters. The assignment parameter enables users to search for tasks assigned only to the user, assigned to multiple users, or delegated to the user. The task type parameter will only display task types that are currently awaiting the user.

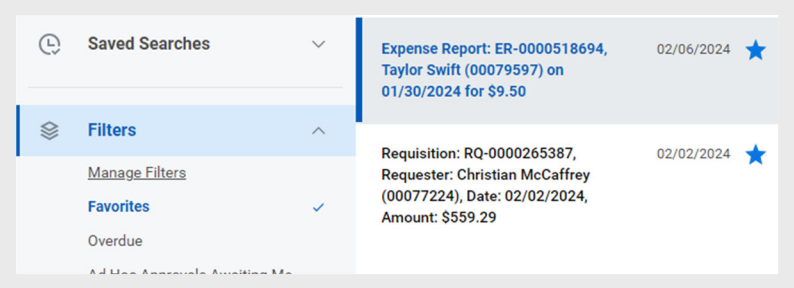




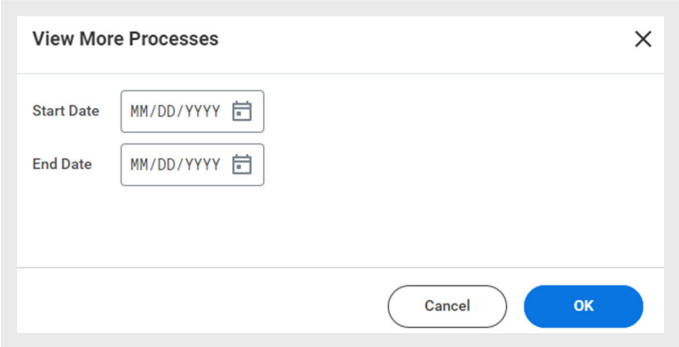
- **Saved Searches**: View saved searches by clicking the Saved Searches drop down menu. Saved searches can be edited or deleted by clicking the related actions (...) icon next to the search name.



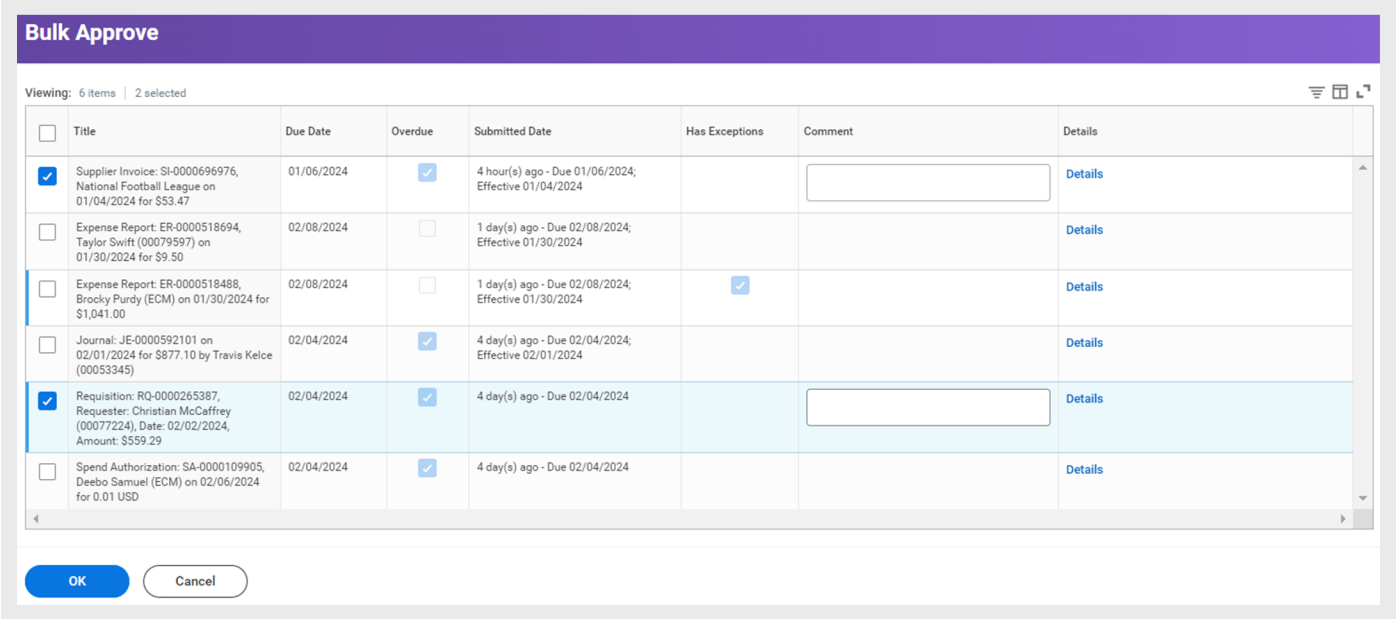
- **Filters**: View filters by clicking on the Filters drop down menu. If users currently have custom filters created, the existing filters will still be available in My Tasks. Custom filters can be created, deleted, and edited by clicking on Manage Filters.



Archive: Displays tasks worked on by the user in the past 90 days. To view tasks greater than 90 days old, type View More Processes in Workday's global search bar.



- **Bulk Approve**: Allows users to review all inbox approvals that are eligible for bulk approval, select the appropriate processes, and submit multiple approvals at once from one pop up screen. Users can leave comments or click into the task details to review before submitting for bulk approval.



- **Manage Delegations**: Allows users quick access to the My Delegations report, which displays the user's current delegation settings.

Workday is in the process of updating wording in the system from Inbox to My Tasks. Users may notice the word Inbox used in various parts of the system in the interim.