



OFFICE OF TECHNOLOGY SERVICES

ANNOUNCEMENT



Workday Release Update

Introducing My Tasks - formerly known as Inbox

On December 19, 2022, Workday will enable the **My Tasks** feature in Workday. My Tasks is a redesigned inbox that streamlines the user interface. This will enable users with high volume records to quickly and easily filter, sort, and search

for tasks, approvals, etc., that are sent as part of your organization's business processes

Accessing My Tasks

To access My Tasks, click on the existing inbox icon in the upper-right corner of the Workday home page. Once inside My Tasks, there is a new navigational panel to view the following:

- All Items
- Filters
- Archive
- Bulk Approve
- Manage Delegations

The navigational panel is collapsible by clicking on the collapse icon on the top-right section to provide additional space for viewing items on the page.



My Tasks



All Items

3 items



All Items



Search: All Items



Filters



Manage Filters

Favorites

Overdue

Delegated to Me

federal tax election

security

termination



Archive



Bulk Approve



Manage Delegations

Request Process :

10/04/2022



Contact Change:

09/09/2022



Promotion:

09/09/2022

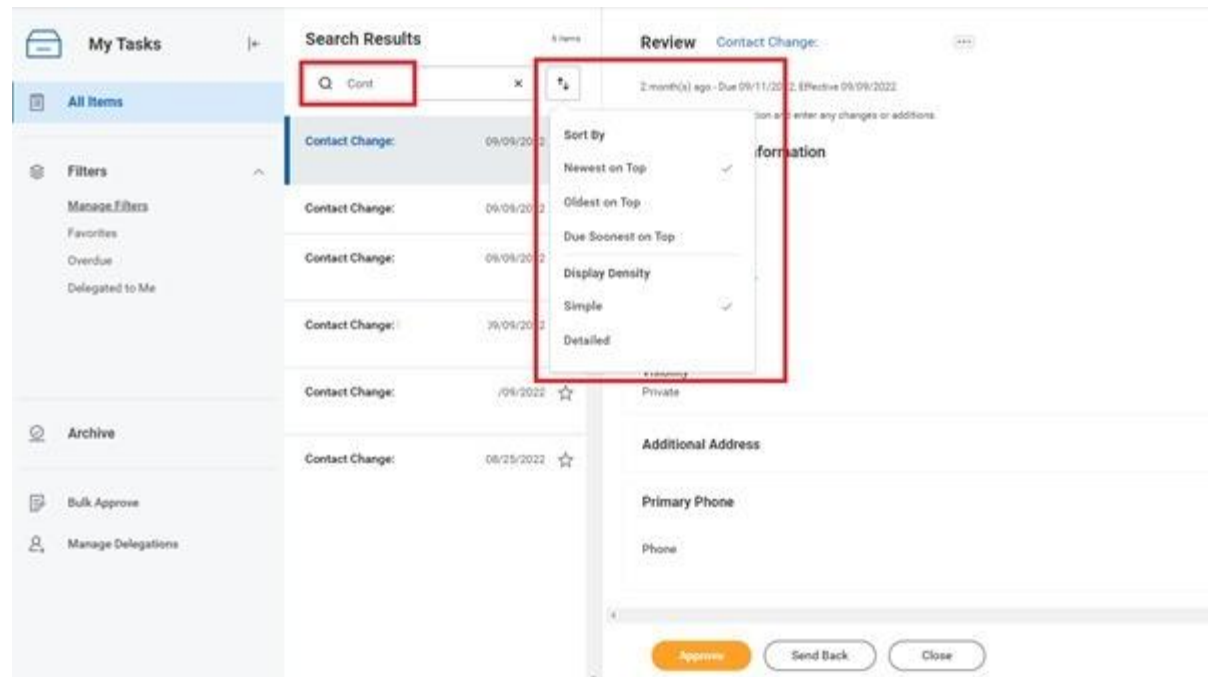


New Search Field in My Tasks

My Tasks Search feature allows you to find important tasks more quickly in All Items, Archive, and Filters. My Tasks search enables you to:

- Search using flexible word order and case insensitivity
- Search while in delegation mode
- Sort tasks by newest, oldest, and due soonest

Display Density changes the amount of information that you are shown in the preview items list.



Archive Search

My Tasks Archive displays all tasks from the last 90 days with the same search and sorting functionality in All items

My Tasks

All Items

Filters

Archive

Bulk Approve

Manage Delegations

Archive 13 items

Search: Archive

From Last 90 Days

Response Message

Child Processes 2 of 2

Created Date and Time

Status

Percent Complete

Total Processing Time

Technical Details

Subsequent Processes

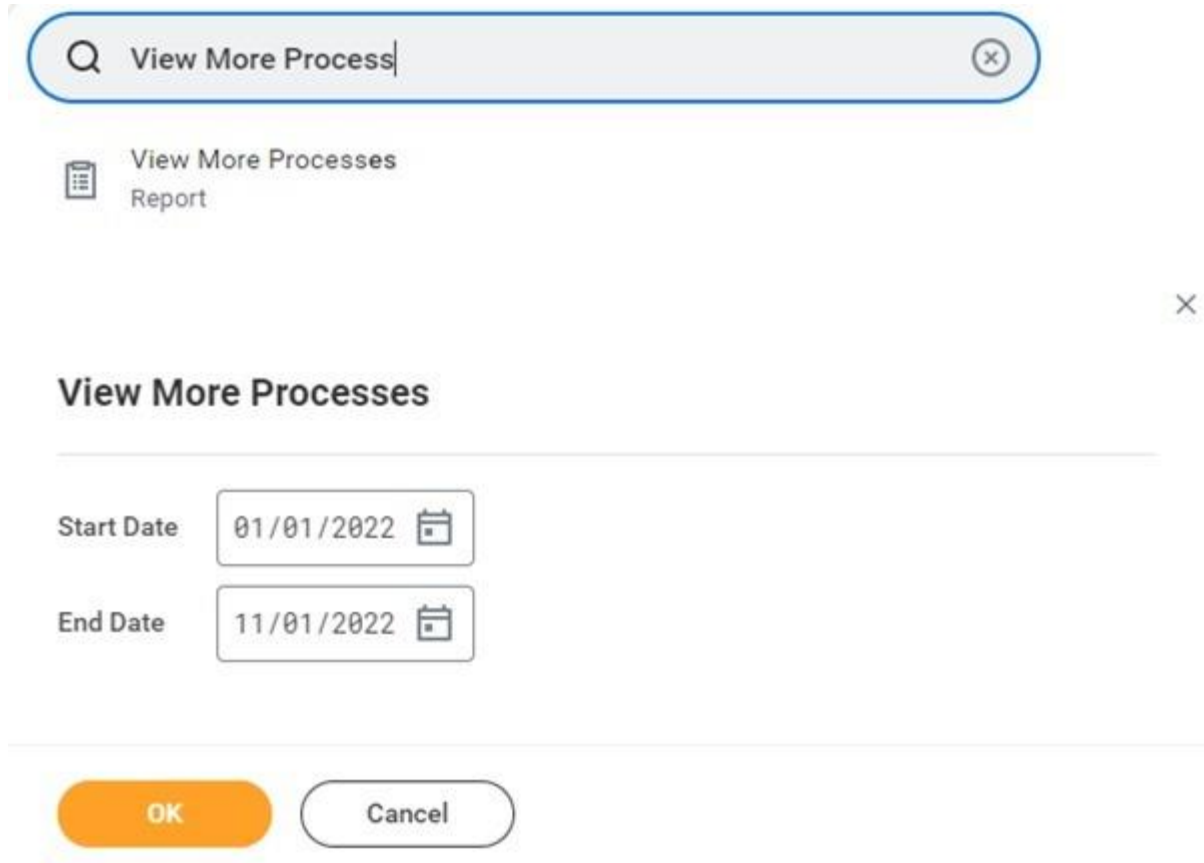
Process

Integration Process: Reports

Item	Date	Status
Integration: Schedule Large Reports - 10/31/2022, 9:12:54.583 AM	10/31/2022	Completed
Expense Report: EXP-04-00003 on 10/03/2022 for \$1.00	10/03/2022	Completed
Personal Information Change:	09/07/2022	Completed
Personal Information Change	09/07/2022	Completed
Personal Information Change:	09/07/2022	Completed
Time Entry: 32.6 hours from 08/16/2022 to 08/31/2022	08/31/2022	Completed
Time Off Request:	08/29/2022	Completed
Time Off Request:	08/25/2022	Completed
Contact Change:	08/24/2022	Completed
Time Off Request:	08/24/2022	Completed

View More Processes

My Tasks Archive display defaults to show tasks in the last 90 days. In order to view tasks greater than 90 days ago, a report can be accessed by typing View More Processes in the main Workday search bar to view completed tasks based on a date range.



The image shows a search bar at the top with the text "View More Process" and a magnifying glass icon on the left and a close icon on the right. Below the search bar is a search result for "View More Processes Report" with a calendar icon. Below this is a dialog box titled "View More Processes" with a close icon in the top right corner. The dialog box contains two date input fields: "Start Date" with the value "01/01/2022" and "End Date" with the value "11/01/2022". At the bottom of the dialog box are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

View More Process

View More Processes Report

View More Processes

Start Date 01/01/2022

End Date 11/01/2022

OK Cancel

Manage Delegations

When applicable, Manage Delegations is now available in the My Tasks Navigation panel. It is now easier and quicker to access your delegates page.

Training and Webinars - December 7, 2022; 10:00 am

Workday Wednesday - My Tasks (formerly known as Inbox)

Join the Training team as they step through the new features for My Tasks - a redesigned inbox that streamlines the user interface. This feature provides a format to easily filter, sort and search for tasks. This will facilitate a quicker way to find and complete tasks for high volume users.

Who should attend: Employee

[Register here](#)

Job Aids

The following are the Job Aids for the My Tasks:

[My Tasks, Archive and Filters](#)

[Manage Delegations](#)



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