

Features of My Tasks!

(Formerly known as Inbox)

On March 9, 2024, Workday will be changing the Inbox to My Tasks.

This Inbox reimagined will change how you find and approve tasks/events.



My Tasks Features: Name Change

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'My Tasks', contains several sections: 'All Items' (highlighted with an orange border), 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The 'All Items' section shows a list of tasks with columns for task name, date, and a star icon. The main content area shows the details of a task titled 'Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer'. The details include a progress bar, a 'Start' button, and a 'Details' section with fields for Target Hire Date, Hire Date, Hire Reason, Location, and Document Language. A 'Next' button is visible at the bottom of the details view.

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Manage Delegations

All Items 29 items

Search: All Items

[Advanced Search](#)

Task Name	Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	☆
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	☆
Compensation Review: Global Support Leadership	01/17/2023	☆
Compensation Review: Compensation Review	01/17/2023	☆
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00	01/03/2023	☆
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)

12/23/2023

Hire Date *

Hire Reason

Location *

San Francisco

Document Language

English (United States)

Next

My Tasks Features: Improved Navigation

The screenshot displays a web application interface with a blue header and a white main content area. The 'My Tasks' sidebar is highlighted with an orange border. The main content area shows a list of tasks under 'All Items' and a detailed view of a task titled 'Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer'.

My Tasks Sidebar:

- My Tasks
- All Items
- Saved Searches
- Filters
- Archive
- Manage Delegations

All Items List:

Task Title	Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	☆
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	☆
Compensation Review: Global Support Leadership	01/17/2023	☆
Compensation Review: Compensation Review	01/17/2023	☆
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00	01/03/2023	☆
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

Task Details: Initiate Offer for Sergio Clayton - R-00194 Cloud Engineer

1 month(s) ago

Start ▾

Details

- Target Hire Date (Job Requisition): 12/23/2023
- Hire Date *
- Hire Reason
- Location *: San Francisco
- Document Language: English (United States)

Next

My Tasks Features: Sort

The screenshot displays a web application interface for 'My Tasks'. The left sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The main content area shows a list of tasks under the heading 'All Items' (25 items). A search bar is present above the list. A sorting dropdown menu is open, showing options for 'Sort By' and 'Display Density'. The 'Sort By' options are 'Newest on Top' (selected), 'Oldest on Top', and 'Due Soonest on Top'. The 'Display Density' options are 'Simple' and 'Detailed' (selected). The task list includes items such as 'Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer' and 'Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative'. A 'Next' button is visible at the bottom of the list.

Task Title	Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	
Compensation Review: Global Support Leadership Effective: 04/01/2023	01/17/2023	
Compensation Review: Compensation Review Effective: 04/01/2023	01/17/2023	☆
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 Due: 01/05/2023	01/03/2023	☆
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

My Tasks Features: Title Search

The screenshot displays the 'My Tasks' interface. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The 'All Items' section is active, showing a search bar with the placeholder text 'Search: All Items', which is highlighted with an orange box. Below the search bar is a list of tasks. The first task is 'Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer' with a date of 01/26/2023. Other tasks include 'Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative', 'Compensation Review: Global Support Leadership', 'Compensation Review: Compensation Review', 'Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00', and 'Calibrate: 2022 Talent Calibration - HR Services Department'. The main content area shows 'Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...' with a progress bar and a 'Start' button. Below this is a 'Details' section with fields for 'Target Hire Date (Job Requisition)', 'Hire Date', 'Hire Reason', and 'Location'. A 'Next' button is visible at the bottom of the main content area.

My Tasks

All Items 29 items

Search: All Items

[Advanced Search](#)

Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer 01/26/2023

Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative 01/24/2023

Compensation Review: Global Support Leadership 01/17/2023

Effective: 04/01/2023

Compensation Review: Compensation Review 01/17/2023

Effective: 04/01/2023

Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 01/03/2023

Due: 01/05/2023

Calibrate: 2022 Talent Calibration - HR Services Department 12/14/2022

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)

12/23/2023

Hire Date *

Hire Reason

Location *

San Francisco

Document Language

English (United States)

Next

My Tasks Features: Advanced Search

The screenshot displays a web application interface for 'My Tasks'. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The main content area is divided into three sections: a list of tasks, a task details view, and an 'Advanced Search' modal.

Task List:

Task Title	Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	☆
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	☆
Compensation Review: Global Support Leadership	01/17/2023	☆
Effective: 04/01/2023		
Compensation Review: Compensation Review	01/17/2023	☆
Effective: 04/01/2023		
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00	01/03/2023	☆
Due: 01/05/2023		
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

Task Details:

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start ▾

Details

Target Hire Date (Job Requisition)
12/23/2023

Hire Date +

Hire Reason

Location +
San Francisco

Document Language
English (United States)

Next

Advanced Search Modal:

Advanced Search [Reset All](#)

Task

Task Type

Task Step

Date Range

Date Type

Start

End

Search Cancel

My Tasks Features: Saved Searches

The screenshot displays a web application interface for 'My Tasks'. On the left, a sidebar contains navigation options: 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The 'Saved Searches' section is highlighted with an orange border and lists three saved searches: 'Any Calibration', 'Any Requisition', and 'Shared Participation Comp Review'. The main area is divided into two columns. The left column, titled 'All Items', shows a list of tasks with search filters and a search bar. The right column, titled 'Initiate Offer for', shows details for a specific task for Sergio Clayton, including a progress bar and various fields like 'Target Hire Date', 'Hire Date', 'Hire Reason', 'Location', and 'Document Language'. A 'Next' button is visible at the bottom of the details view.

My Tasks

- All Items
- Saved Searches**
 - Any Calibration
 - Any Requisition
 - Shared Participation Comp Review
- Filters
- Archive
- Manage Delegations

All Items 29 items

Search: All Items

[Advanced Search](#)

Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	☆
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	☆
Compensation Review: Global Support Leadership	01/17/2023	☆
Effective: 04/01/2023		
Compensation Review: Compensation Review	01/17/2023	☆
Effective: 04/01/2023		
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00	01/03/2023	☆
Due: 01/05/2023		
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)

12/23/2023

Hire Date *

Hire Reason

Location *

San Francisco

Document Language

English (United States)

Next

My Tasks Features: Existing Functionality

The screenshot displays the 'My Tasks' application interface. On the left, a navigation sidebar contains 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Manage Delegations'. The 'Filters' section is highlighted with an orange border. The main area is divided into two panes. The left pane, titled 'All Items', shows a list of tasks with columns for task name, date, and a star icon. The right pane, titled 'Initiate Offer for', shows details for a task assigned to Sergio Clayton for the role of R-00194 Cloud Engineer. A progress bar is visible at the top of the details pane, and a 'Next' button is at the bottom.

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Manage Delegations

All Items (29 items)

Search: All Items

[Advanced Search](#)

Task Name	Date	Star
Offer for Job Application: Sergio Clayton - R-00194 Cloud Engineer	01/26/2023	☆
Offer for Job Application: Rachel Pearson - R-00201 Customer Service Representative	01/24/2023	☆
Compensation Review: Global Support Leadership Effective: 04/01/2023	01/17/2023	☆
Compensation Review: Compensation Review Effective: 04/01/2023	01/17/2023	☆
Requisition: REQ-7159, Requester: Beth Liu, Date: 01/03/2023, Amount: \$900.00 Due: 01/05/2023	01/03/2023	☆
Calibrate: 2022 Talent Calibration - HR Services Department	12/14/2022	☆

Initiate Offer for Sergio Clayton ... R-00194 Cloud Engineer ...

1 month(s) ago

Start

Details

Target Hire Date (Job Requisition)
12/23/2023

Hire Date *

Hire Reason

Location *
San Francisco

Document Language
English (United States)

Next



Thank You

