

# My Tasks and Notifications

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My Tasks is a redesigned Inbox that enables users to easily filter, sort and search for their tasks. This helps users quickly find and complete Workday tasks. For workers using My Tasks, some user interface elements can still refer to Inbox.

## Access My Tasks

You can access My Tasks from:

The top right corner of your screen, from the My Tasks icon (previously inbox icon)



The Awaiting Your Action section on the home page.

**Awaiting Your Action**

**Create Position: Student**  
 My Tasks - 14 day(s) ago

**Background Check for**  
 My Tasks - 14 day(s) ago

**Assign Organizations:**  
 My Tasks - 14 day(s) ago

[Go to My Tasks \(96\)](#)

A screen will display the new functionality.

## My Task Menu

☰
MENU

Q Search

**My Tasks**
|←

**All Items**

**Saved Searches**

**Filters**

**Archive**

Bulk Approve

Manage Delegations

**All Items**
4 items

Q Search: All Items

[Advanced Search](#)

Evaluate Student Application: Biological Sciences Major - Fall 2023 Undergraduate Grouping (Default)	08/12/2022 ☆
Evaluate Student Application: Undeclared - Fall 2022 Undergraduate Grouping (Default)	04/27/2022 ☆
Evaluate Student Application: Biological Sciences Major - Fall 2022 Undergraduate Grouping (Default)	10/13/2021 ☆
Evaluate Student Application: Mechanical Engineering Major - Fall 2022 Undergraduate Grouping (Default)	10/13/2021 ☆

**Admissions Evaluation for Committee Member**  
  

Created: 08/12/2022

Get Started

## All Items

View All Items to see all pending tasks assigned to you.

**My Tasks**
|←

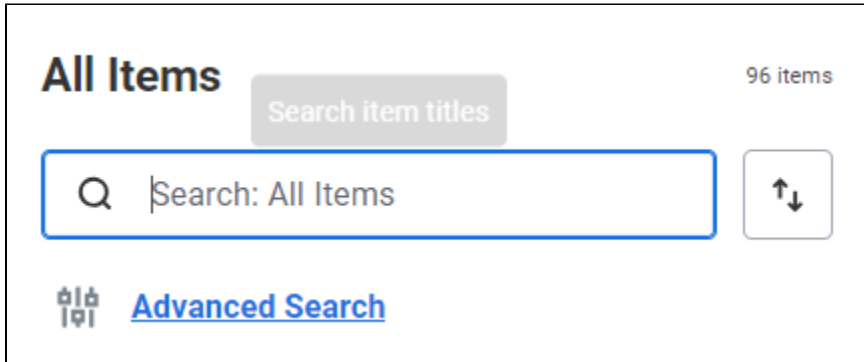
**All Items**

Page 2

## Search

You can search for tasks across all items, in the archive, or within filters, using these search types:


**Title Search:** Search task titles using the search field. You don't need to use case-sensitive terms or exact word order in your searches.



**All Items** 96 items

Search item titles

Q Search: All Items

 [Advanced Search](#)

## Advance Search

Use additional task and date range parameters to refine your search further.

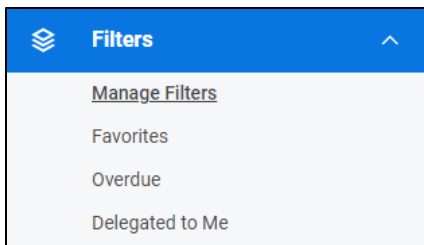
The Assignment and Step parameters aren't available when using Advanced Search in the archive.


## Saved Searches

Use a saved search to categorize tasks automatically based on the search parameters. When you create and save a search, you can access it from the Saved Searches tab. You can create and use saved searches only in All Items. You can't share saved searches.

## Filters

Displays all filters and options. Workday enables you to configure filters in My Tasks based on: Business process type, custom conditions and maximum row count. You cannot share filters.

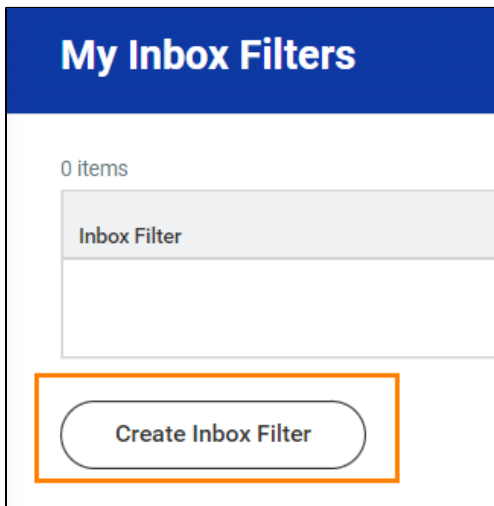


 **Filters** ^

- [Manage Filters](#)
- Favorites
- Overdue
- Delegated to Me

Select **Manage Filters** to view all current filters or create a new filter.

To create a new filter, click **Create Inbox Filter**.



Enter a **Description** and select **For All Business Process** or **Specific Business Process Type(s)**. You may filter more in depth by listing a Task(s) associated with the specific business process type. Click **Ok**, then **Done** to save.

### Create Inbox Filter

Inbox Filter

(empty)

Description

\*

Interview

Maximum Row Limit

200

#### View Definition

\*

☐ For all Business Processes
 ☒ Business Process Type(s)

× Interview

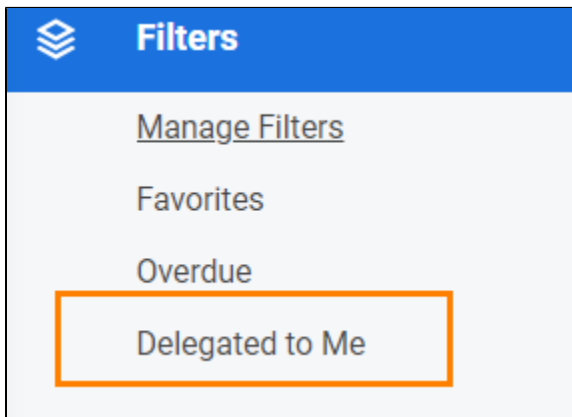
⋮

Task(s)

× Rate Interview

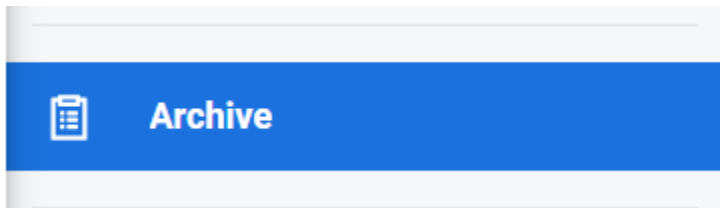
⋮

You can also filter automatically favorite items, overdue or delegated to you



## Archive

View the Archive to see all tasks that you resolved in the last 90 days. You can search archived items.



## Bulk Approve - Employees Only

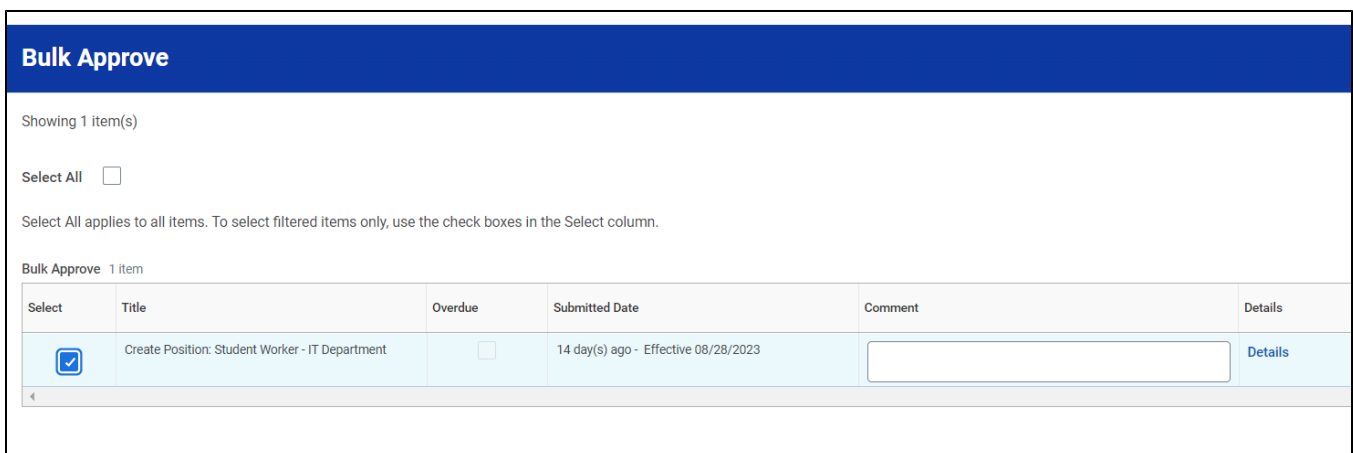
You can approve some items in bulk. Not all business process supports bulk approval. To approve items in bulk:

Select "All Items" in the left menu

Select "Bulk Approve"

A window will open with the items available to bulk approve.

Select specific items or select all and click OK.



## Manage Delegations - Employees Only

You may also create a new delegation or manage current delegations from My Tasks. . Please view the [Manage Delegation](#) job aid for additional delegation information.

### My Delegations

Current Delegations
Current Task Delegations
Delegation History
Delegated Tasks
Business Processes allowed for Delegation

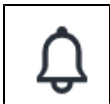
0 items

Begin Date	End Date	Delegate
No items available.		

Manage Delegations

## Notifications

The Notification bell will indicate students any notification. By pressing the bell it will display all the notifications pending.



By pressing the notification bell, Workday will display the full message on the right side of the screen.

### Notifications

Viewing: All
Sort By: Newest
From Last 30 Days

Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.  
2 hour(s) ago  
Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.

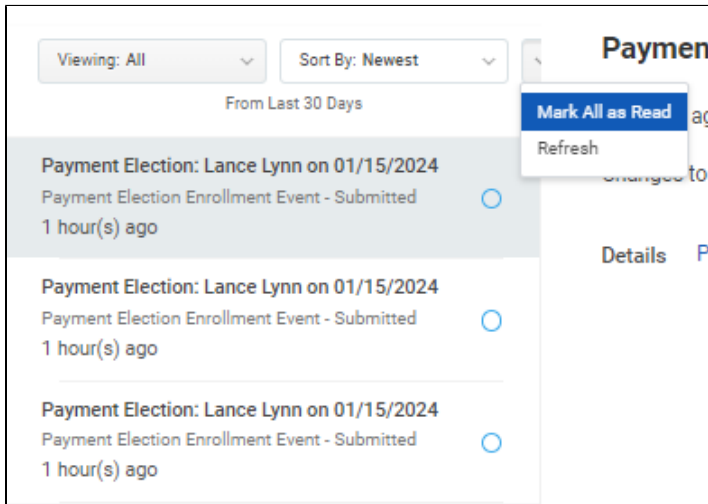
Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.  
2 hour(s) ago  
Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.

State Tax Election for Onboarding: Lance Lynn  
Complete State and Local Withholding Elections - Canceled  
5 hour(s) ago

Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.  
2 hour(s) ago  
Investment Management Major - Undergraduate - Primary (01/14/2024) for Lance Lynn (3000044): Your job has finished.

View Details

Click the Arrow Down and select the circles next to the notifications or select "Mark All as Read" to mark that all notifications has been seen and read.



To filter the notification by unread, press the Viewing option

To sort from oldest to newest, press the Sort By option