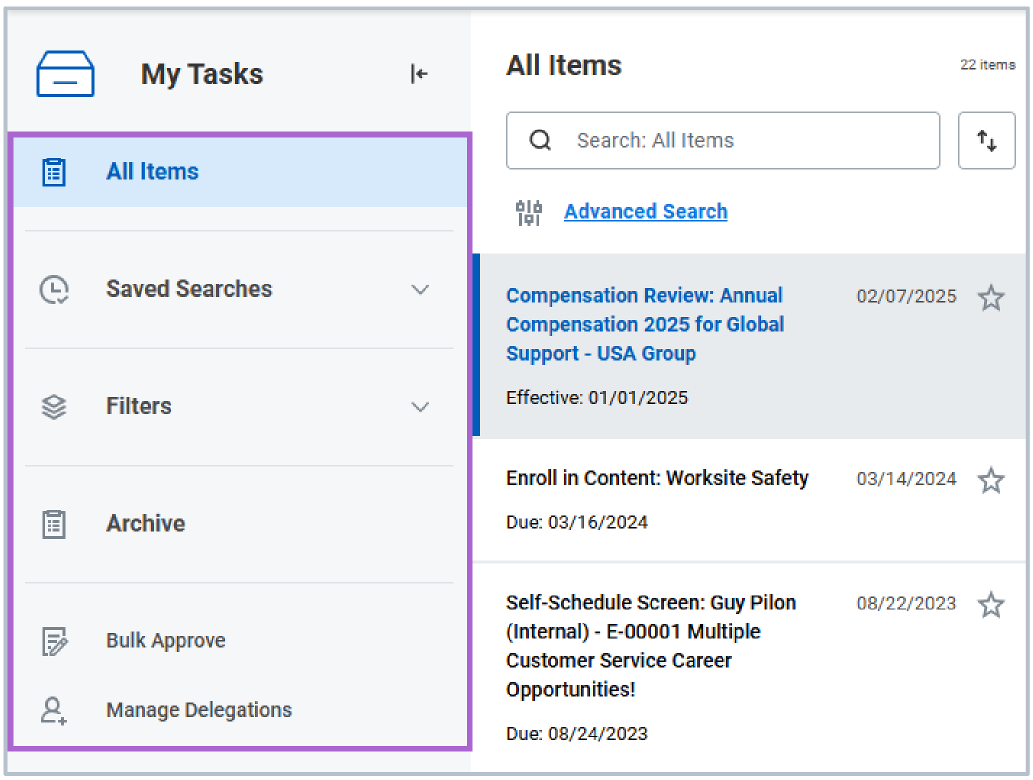
Getting Started: Use Your My Tasks

Employee

Your My Tasks section includes notifications of tasks, approvals, due dates, and other items sent to you as part of your organization's business processes. You can access your My Tasks using your desktop web browser.

View Your My Tasks

1. Near your Profile photo, select the **My Tasks** icon.
2. Choose the **All Items** tab to view your business process tasks, approvals, and to-dos.
3. Choose the **Saved Searches** tab to display all the saved searches you have created via Advanced Search.
4. Choose the **Filters** tab to view a category of items such as Overdue, Absence/Time, and Expense Report Approvals.
5. Choose the **Archive** tab to access the status of your previous business processes.
6. If applicable, the Bulk Approve and Manage Delegations actions will also be available in your My Tasks section.



My Tasks Features

1. The My Tasks navigational panel is collapsible, allowing for more screen space to complete your tasks.
2. The sorting option allows you to sort your My Tasks items by Newest on Top, Oldest on Top, and Due Soonest on Top.
3. From the display option, select your display density by either choosing **Simple** or **Detailed**. Detailed provides more information to identify which tasks need your attention.

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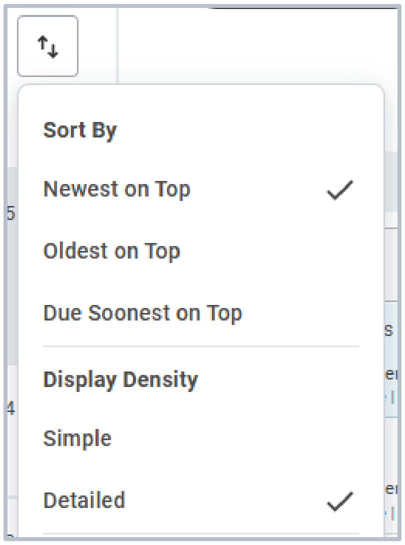

4. Mark an item as a favorite by selecting the star icon and it will display in your Favorites filter.
5. Use the search functionality on the All Items and Archive tabs to find a specific task.

Delegate My Tasks

Workday allows you to delegate your My Tasks items to a colleague. This is useful if you are unable to perform the actions yourself when you are away.

1. From My Tasks, select **Manage Delegations**.
2. On the Current Delegations tab, select the **Manage Delegations** button.
3. Enter the begin date and end date for the delegation.
4. In the Delegate field, select a user to delegate your tasks to.

Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

5. In the Do My Tasks On My Behalf field, select whether to delegate all business processes, specific business processes, or none of the above.
6. Select the **Retain Access to Delegated Tasks within My Tasks** checkbox to view and modify your My Tasks while delegated.
7. Select **Submit**. Depending on the security settings, your organization may require additional approvals.

Note: From your My Delegations page, select the Business Processes Allowed for Delegation tab to view which business processes you can delegate.