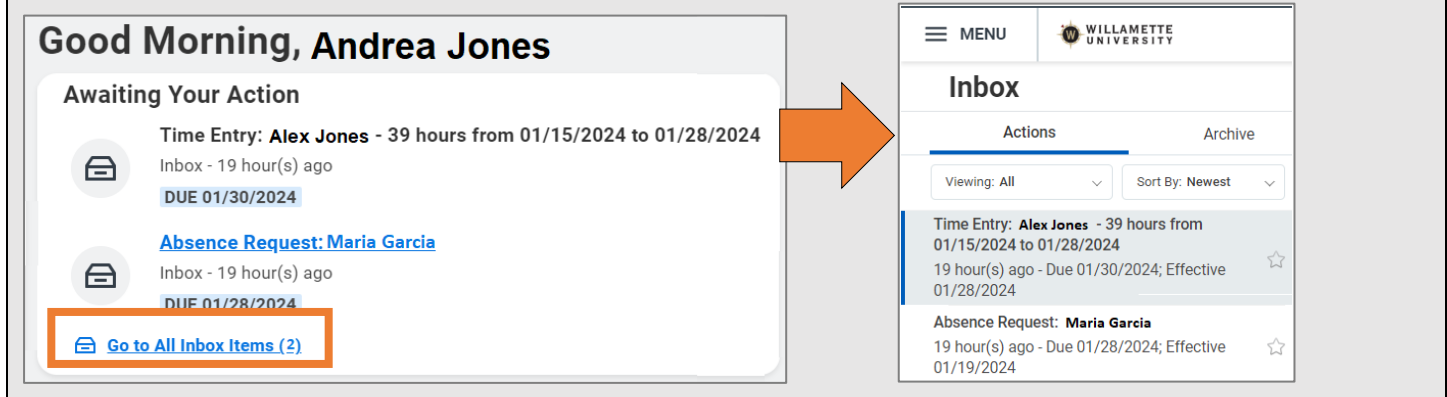


New Workday Inbox Called “My Tasks”

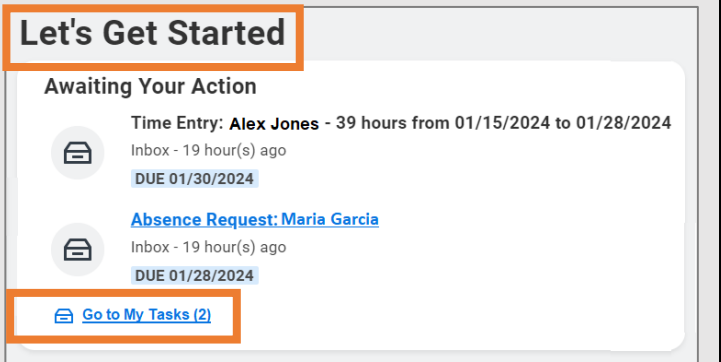
Current Inbox View

In the current view, the section containing tasks to complete is called the Inbox. Upon clicking on Go to All Inbox Items, you are presented with a list of tasks, with tasks that have yet to be completed under Actions, and tasks that have been completed under Archive.



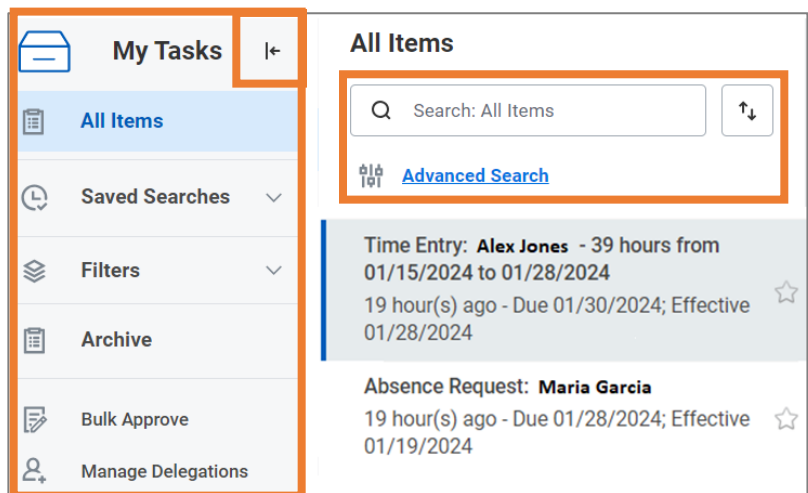
Revision to My Tasks

1. The home page looks largely the same. The greeting changes to Let’s Get Started and the Go to All Inbox Items link will be labeled **My Tasks**.

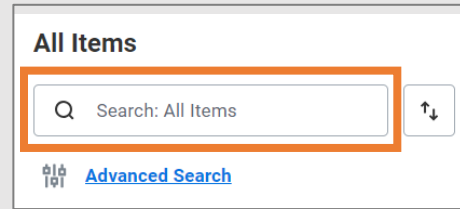


2. There is a new column to the left of the tasks containing a number of functions, along with a new search bar at the top of the list of tasks. You can now access all the features of your old Inbox more easily from this navigational panel.

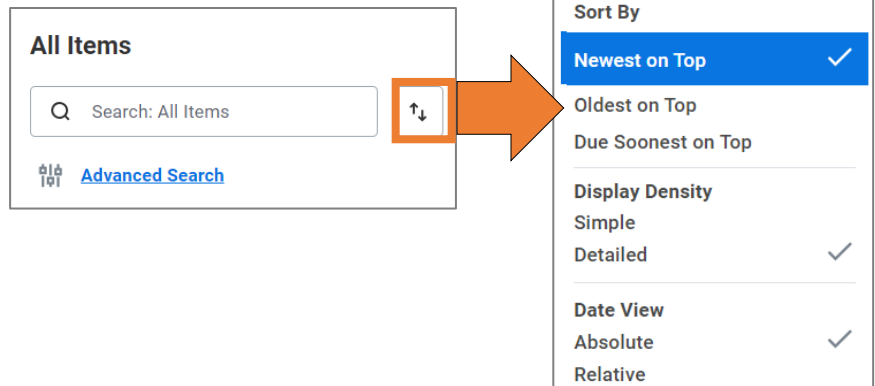
You can also collapse the Navigation panel to maximize screen space by clicking on the collapse button.



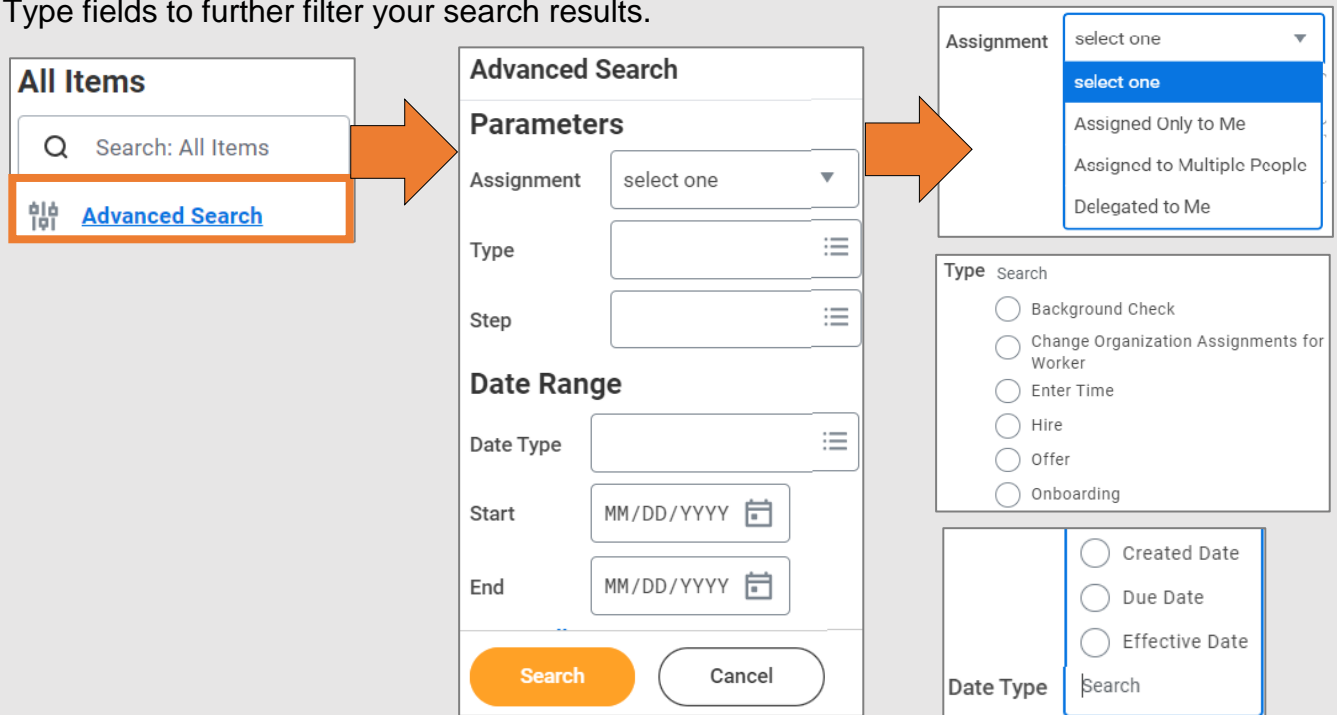
3. Search task titles in All Items, Archives, and Filters to find and act on tasks more efficiently.



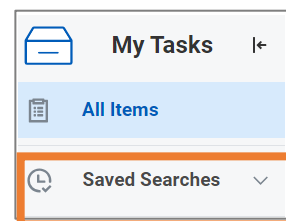
4. You can sort and organize your tasks as you see fit. You can also choose between two different views of your tasks using the new Display Density options. The Simple view enables you to browse quickly through task titles, while the Detailed view provides additional information on each task.



5. Use the Advanced Search option to search using additional Task and Date range parameters, making it even easier to find specific tasks. You can click in the Assignment, Type, and Date Type fields to further filter your search results.



6. Use a Saved Search to automatically organize all tasks with matching search criteria. Once you run and save a search, it's added to your Saved Searches for easy access.



New Benefits and Pay Hub

Current Navigation

Currently, as shown below, there are two separate menu items used to obtain information about your pay and your benefits. Clicking upon one of them will open up a grid divided by action items in the first column and items you can view in the second column.

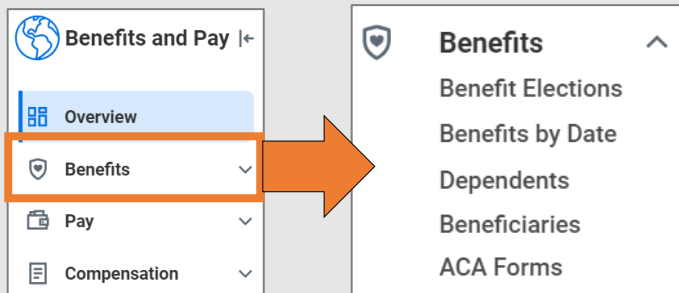
New Navigation

The new navigation combines the previously separate Benefits and Pay menu selections to one menu choice, Benefits and Pay. After clicking Benefits and Pay, you will be led to an overview screen containing your most recent pay, paycheck deduction, current benefit costs, compensation history, and a high-level compensation summary. You can click on links in each section to obtain more detailed information.

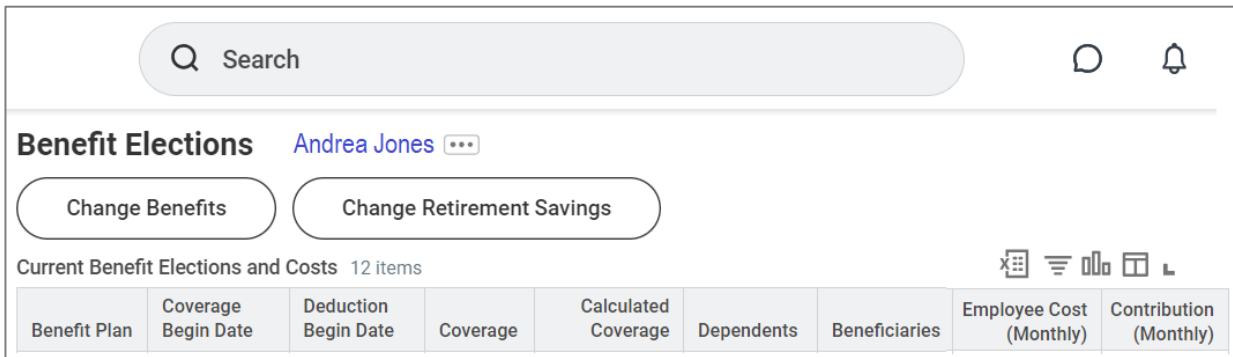
Effective Date	Description	Amount
EFFECTIVE: 01/01/2024	X,XXX.00 USD Annual Cost of Living Adjustment	↑
EFFECTIVE: 07/01/2022	X,XXX.00 USD Annual	↑

Benefits Pages

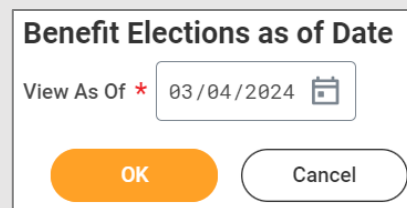
1. Clicking on **Benefits** in the left-hand column of the overview screen will unfold a menu related to benefits. An explanation of each subsection follows.



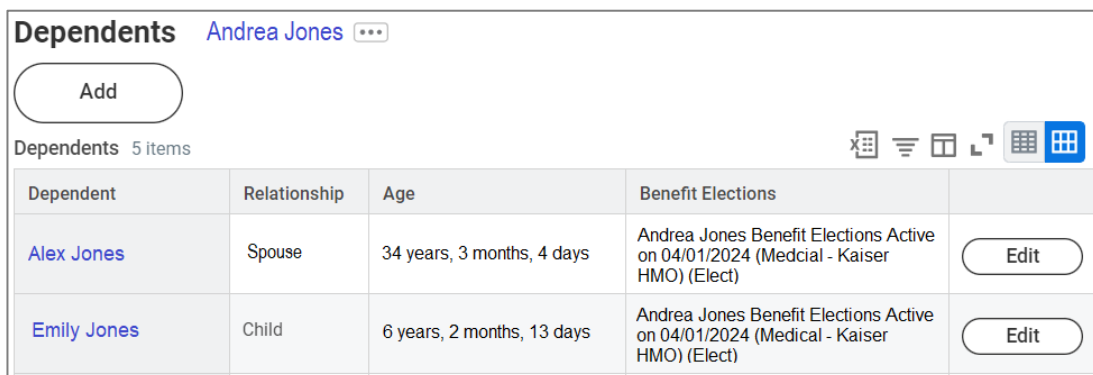
2. **Benefit Elections.** Clicking Benefit Elections will display a listing of your current elections, with coverage level, dependents, beneficiaries and employee/employer contributions for each. From this screen, you can click on Change Benefits and Change Retirement Savings to modify your current elections if eligible to do so.



3. **Benefits by Date.** Selecting this item will allow you to set a future date to see how your elections will change from their current status, or enter a date in the past to see the benefits you elected historically.



4. **Dependents.** Brings you to a list of your current dependents and the plans they are enrolled in. Use this screen to add additional dependents or modify information for your current dependents.



5. Beneficiaries. Selecting this choice leads you to a page listing current beneficiaries and the plans they are assigned to. Click the Add button to add new beneficiaries. You can also edit which plans they are assigned to and change personal information associated with the beneficiaries.

Beneficiaries Andrea Jones ⋮

Add

Beneficiaries 3 items
🔍 ☰ 📄 🔄 📊 🗃️

Beneficiary	Relationship	Benefit Elections	
Alex Jones	Spouse	403(b) Defined Contribution - Fidelity: 100% Supplemental Accidental Death and Dismemberment (AD&D) - Guardian (Employee): 100% Contingent Supplemental Life - Guardian (Employee): 100% Contingent Voluntary 403(b) - Fidelity (Pre-Tax): 100%	Edit

6. ACA Forms. A list of historical Affordable Care Act 1095-C forms is displayed with the ability to view or print each.

My ACA Forms Andrea Jones ⋮

Change 1095-C Printing Election

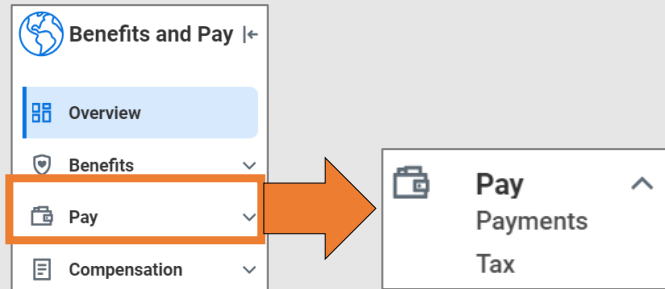
🔍 ☰ 📄 🔄 📊 🗃️

Year	Company	Form	Latest	
2022	Willamette University	1095-C	Yes	View/Print
2021	Willamette University	1095-C	Yes	View/Print

(continued on next page)

Pay Pages

- To get more details about your pay information, click **Pay** in the submenu.



- Payments.** This selection leads to a summary screen divided into four sections.

- In the top section, you can click buttons to compare two paychecks and review your pay/ earnings and deduction history by date range.
- Recent Pay** displays your take home pay from your most recent paycheck as well as a list of the current deductions taken out of your paycheck.
- All Payslips** lists payslips by pay date, with the ability to view details and/or print them.
- Payment Elections** provides a view of the current direct deposit in use with the ability to add more as desired.

Payroll Hub - Worker Payments Information

Compare Period
Pay History
Earnings/Deductions History

Recent Pay

Most Recent Pay
Your next pay day is February 29, 2024.

\$X,XXX.XX

Take Home Pay

Gross Pay \$X,XXX.XX

[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.

\$X,XXX.XX

Total

Federal Withholding (Federal)	\$XXX.XX
Kaiser Medical	\$XXX.XX
OASDI (Federal)	\$XXX.XX

[More \(11\)](#)

All Payslips

Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
01/31/2024	01/01/2024	01/31/2024	Willamette University	X,XXX.XX	X,XXX.XX	View	Print
12/29/2023	12/01/2023	12/31/2023	Willamette University	X XXX.XX	X XXX.XX	View	Print

[View All 97 Payslips](#)

Payment Elections

[Add](#)

1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Regular Payroll	Direct Deposit	Bank Of America ***** 1234	***** 9003	Balance Yes	Edit

- Tax.** This page lists your historical W-2 forms, with the ability to view and/or print each.

You can also opt out of paper delivery of the W-2 on this page, which allows you to retrieve the information more quickly in January.

Payroll Hub - Worker Tax Information

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Willamette University	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

All Tax Documents

7 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2023	Willamette University	W-2	01/11/2024	View/Print
2022	Willamette University	W-2	01/12/2023	View/Print

Compensation Pages

- To obtain information about your overall pay and compensation changes over time, click **Compensation** from the submenu.

Benefits and Pay |<

- Overview
- Benefits
- Pay
- Compensation**

Compensation

- Bonus & One-Time Pay...
- Compensation History
- Compensation Summary

- Bonus & One-Time Pay.** Selecting this item will lead you to a list of bonus and one-time pay payments ordered by the effective date.

Bonus and One-Time Payments

0 items

Effective Date	Status	Position	Amount	Currency
----------------	--------	----------	--------	----------

- Compensation History.** This choice displays compensation changes that have occurred over time.

My Compensation History

11 items

Effective Date	Position	Reason	Compensation Changes			
			Type	Name	Current	Proposed
01/01/2024	Marketing Manager	Request Compensation Change > Base Salary Change > Cost of Living Adjustment	Salary	Salary Plan	XX,XXX.XX USD Annual	XX,XXX.XX USD Annual
07/01/2022	Marketing Manager	Request Compensation Change > Base Salary Change > HR Only	Salary	Salary Plan	XX,XXX.XX USD Annual	XX,XXX.XX USD Annual

4. Compensation Summary.
Provides you with current total salary.

My Compensation Summary

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
XX,XXX.XX	XX,XXX.XX	USD USD	Annual

Company [Willamette University](#)

Plan Assignments 1 item



Effective Date	Plan Type	Compensation Plan	Assignment
01/01/2024	Salary	Salary Plan	XX,XXX.XX USD Annual