Explore Your Workday Home Page

The Workday home page is designed to make navigation easier and help you organize and complete your tasks.

**University Banner Images**
University of Miami banner images appear at the top of the home page and update according to the time of the day. Depending on when you log in to Workday, you’ll see a different campus image.

**Awaiting Your Action**
Up to three of the most recent My Tasks items appear, which you can also access from the My Tasks icon.

**Team Highlights**
Quickly access information about your direct reports, including Goals that are overdue or off track.
*Not Shown: This section is only visible to managers.

**Timely Suggestions**
Highlights reminders, such as upcoming time off, and quick access to your important information, such as home and work contact information.

**My Shortcuts**
Create shortcuts for up to 10 tasks and reports.

**Search Functionality**

**Personalized Search Results**
Use Saved Categories to choose the order in which Workday searches through categories and displays the results.
Tip: Can’t find what you’re looking for? Review your selected Saved Categories.

**Search Categories**
You have the option to select different categories when searching within Workday.
Tip: To search all categories at once (formerly known as All of Workday), add them to your Saved Categories list.

**WalkMe Smart Tools**
These smart tools, which require installing this plugin on your computer, make it easier to get help with Workday business processes.

**My Tasks**
Formerly known as your Workday Inbox, allows you to filter, organize, and manage tasks in one location. Up to three of your most recent My Tasks items also appear in the “Awaiting Your Action” section.

**Global Navigation Menu**
Allows you to access your apps and shortcuts from anywhere in Workday.

**Manage Apps**
Easily customize the apps you see and their order. The first four will display in the Your Top Apps section.

**Announcements**
Select an announcement to see all details. If more than one is available, use the arrow icons to scroll to the next announcement.

**Apps**
Formerly known as worklets, apps (e.g., Pay and Benefits Hub, Time Off, My Team) are accessible under “View All Apps” and the Global Navigation Menu.

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**Additional Resources**
Want to learn more about your Workday experience?
- Bookmark this page: workday-info.miami.edu/new-home-page
- Visit Workday Releases on the informational website

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