

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 ¹

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 ²

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 ³

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

Managers: View upcoming birthdays and work anniversaries for your direct reports.

Announcements ⁴

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

Apps ⁵

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.

Transform your
workday 

Global Navigation Menu ⁶

Allows you to access your apps and shortcuts from anywhere in Workday.

Manage Apps

Easily customize the apps you see and their order. The top app in each of your first four categories displays in the *Your Top Apps* section.

My Shortcuts

Create shortcuts for up to 10 tasks and reports.

Search Functionality ⁷

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.

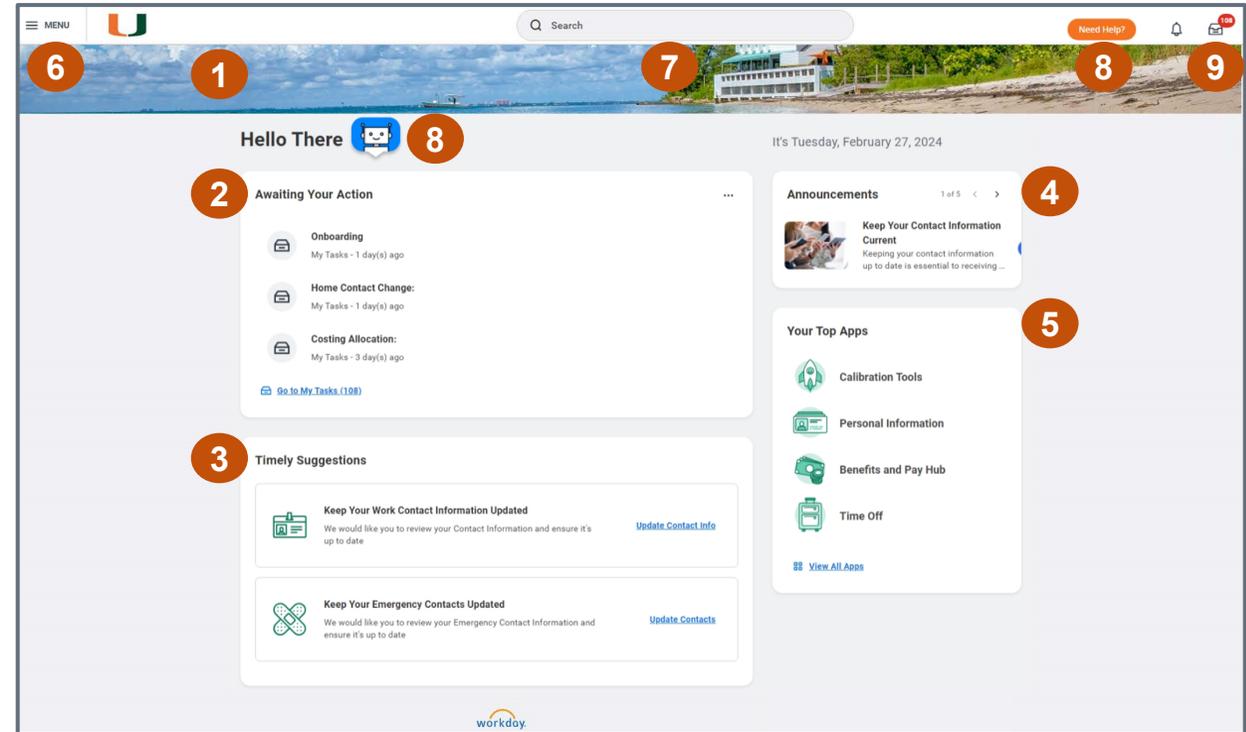
Tip: To search all categories at once (formerly known as All of Workday), add them to your *Saved Categories* list.

WalkMe Smart Tools ⁸

These smart tools, which require [installing this plugin](#) on your computer, make it easier to get help with Workday business processes.

My Tasks ⁹

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.



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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Global Navigation Menu

The **Global Navigation** menu now includes categories to make it easier to find and navigate items in Workday.

Menu 1

View your apps grouped by categories.

Shortcuts 2

Displays up to 10 shortcuts for easy access.

Categories 3

Click on the **arrow** button to expand a category and access the available apps.

Note: The order of categories cannot be changed.

More 4

Allows you to access external links.

Saved 5

Allows you to access all your Shortcuts, Favorites, and Drive items in a new screen (5b).

Add and Edit 6

Allows you to add, remove (for optional apps), and reorder* apps **within the same category**.

Note: Apps **cannot** be moved to a different category.

Tip: Edit the order of your apps in each category to customize which ones appear on the Workday home page.

The screenshot shows the Workday interface with the Global Navigation Menu open on the left and the main content area on the right. The menu is divided into categories: Menu (1), Shortcuts (2), Categories (3), More (4), Saved (5), and Add/Edit (6). The main content area shows the Shortcuts section (5b) with a table of shortcuts, the Favorites section with a table of favorites, and the Drive section with a table of drive items.

| Name | Type |
|------------|--------|
| [Redacted] | Task |
| [Redacted] | Report |
| [Redacted] | Report |
| [Redacted] | Report |

| Title | Type |
|------------|-----------------|
| [Redacted] | Business Object |

| Name | Item | Owner | Modified |
|------------|-------------------|-------|------------|
| [Redacted] | Document Template | Ma | 02/20/2025 |