

Workday Changes: New Features Are Here!



The March 2024 Workday upgrade was successfully completed this past weekend. As part of this upgrade Workday now has three new features:

My Tasks, **Benefits and Pay** application, and **the Jobs Hub** application.

My Tasks

Workday has retired the current **Inbox** feature and transitioned to a redesigned task management solution called **My Tasks**.

My Tasks features include:

- **Improved Navigation:** Delivers a more intuitive user experience, reducing confusion when finding a task
- **Improved Search:** Makes locating tasks easier and faster
- **Organization:** Saved searches allow task organization without the need for custom filters
- **Awareness:** New users will be presented with a guided product tour that disappears once a user completes or dismisses it

Please note that **none** of your existing tasks in the Workday **Inbox**, pending or completed, have been lost during the transition to **My Tasks**.

Benefits and Pay Application

The Benefits application has transitioned to the new **Benefits and Pay** application. This is a single location to conveniently review and maintain your benefits, compensation, and payroll information.



Benefits and Pay

Note that you will continue to see the Pay application until it is phased out. The information contained in the Pay application is the same information available in the new **Benefits and Pay Application**.

Jobs Hub Application

The Career application has transitioned to the new **Jobs Hub** application. This new application provides a personalized experience to access job openings, job alerts, and referrals, all in a centralized location.



Jobs Hub

Training materials are available on the [Workday website](#) or use these direct links:

- [Benefits and Pay](#)

- [Jobs Hub](#)
- [My Tasks](#)

As always, for any technology-related questions or issues, please contact the IT Service Desk:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on [OIT's web page](#)
- by phone at 240-567-7222

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IT Communications

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