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## My Tasks

**All-Items**

**Saved Searches**

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## **Archive tab**

## **Bulk Approve**

## **Manage Delegation**



**Note:**

## **My Tasks Features**

The My Tasks navigational panel is collapsible, allowing for more screen real estate to complete your

tasks.



Customize your sorting options within My Tasks





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*As a reminder, you may not have access to certain Workday Reports due to security. Please email [wdfinance@slu.edu](mailto:wdfinance@slu.edu) with any questions.*

