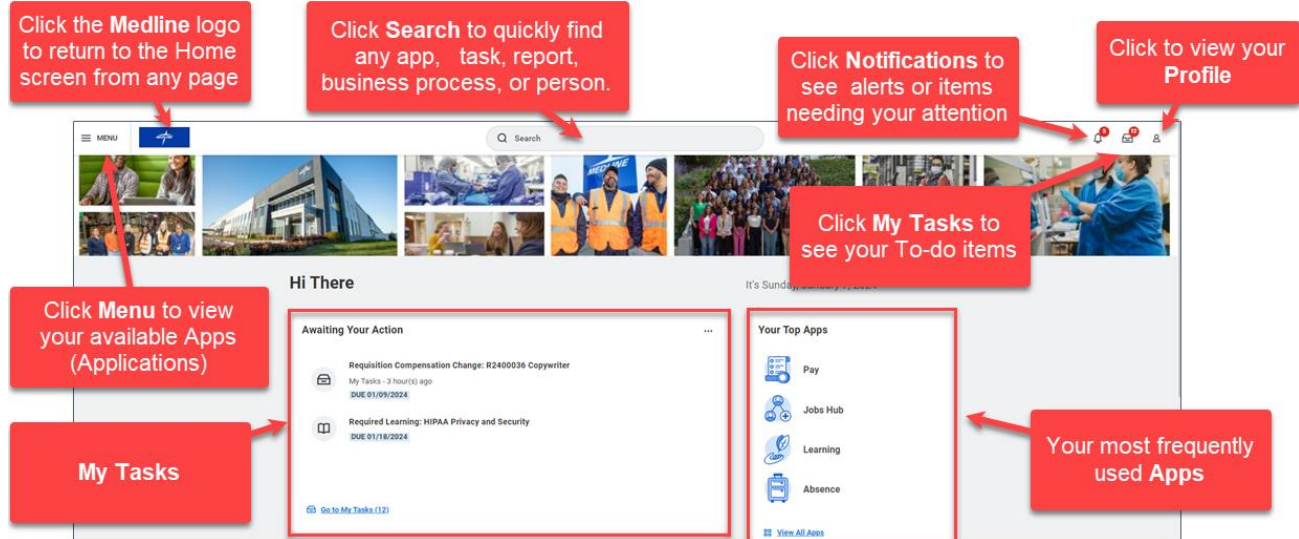


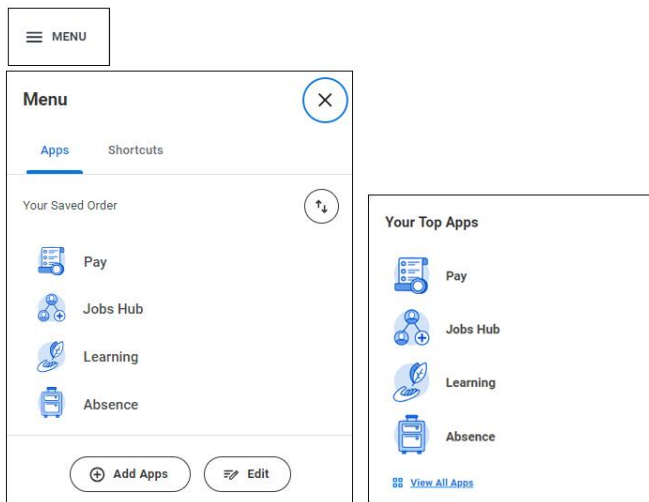
Navigation

Navigation Basics



Applications

Applications (or Apps) group information and processes by subject. Think of these like the apps on your smartphone. Click the **Menu** to see all apps or see your most commonly used apps in **Your Top Apps**.



Apps will appear based on your security role. For example, only employees with direct reports will see the **My Team Management App**.

Some frequently used Apps are:

- **Pay:** Link to ADP to see Payment Elections, Direct Deposit information, Tax Withholding Elections, and ADP Earning Statements and W2s.
- **Jobs Hub:** Browse Medline's list of open positions.
- **Learning:** Take required courses, Search and Enroll in optional courses.
- **Absence:** Link to Kronos to submit PTO request.

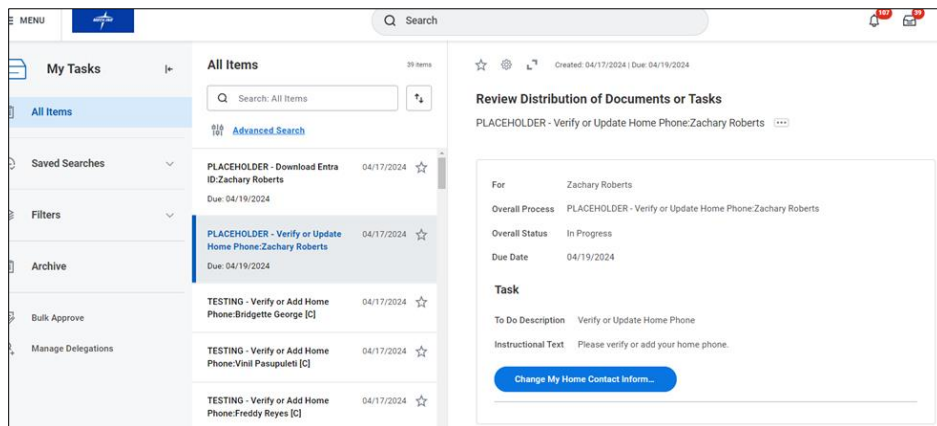
Notifications

Notifications typically share information such as confirmations of approval for a business process.

Note: Notifications can also share reminders for overdue/outstanding tasks.

My Tasks

My Tasks collects items that require your action. Think of it as a Workday to-do list. For example, you may already have a task called **Verify/Update Home Phone and personal information** that you need to complete.



Archive

The **Archive** tab can track progress in real time and see who must review/approve a task in progress, who has already done so, and who may be up next.

Once you complete a task from your **My Tasks** inbox, the task will be moved to the Archive for your records. In the Archive, you can see the remaining process required to complete the business process, including who has already approved or initiated the task.

Note: Employees and managers may not be able to see the full process remaining, based on the business process.

Profile

Your profile collects all your personal and job information in one convenient place.

