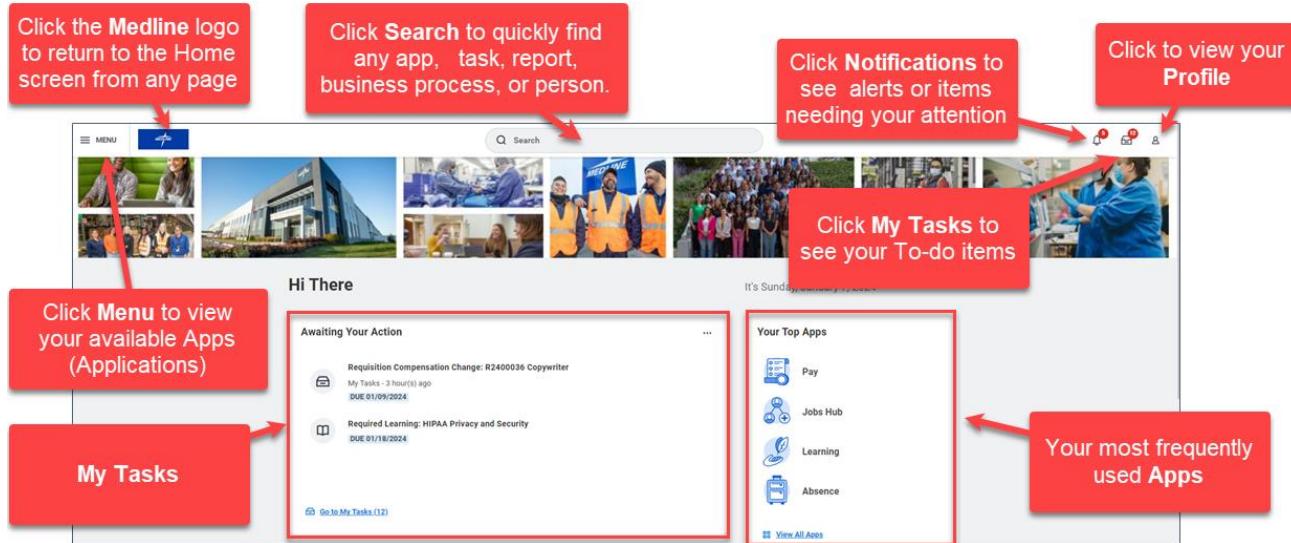


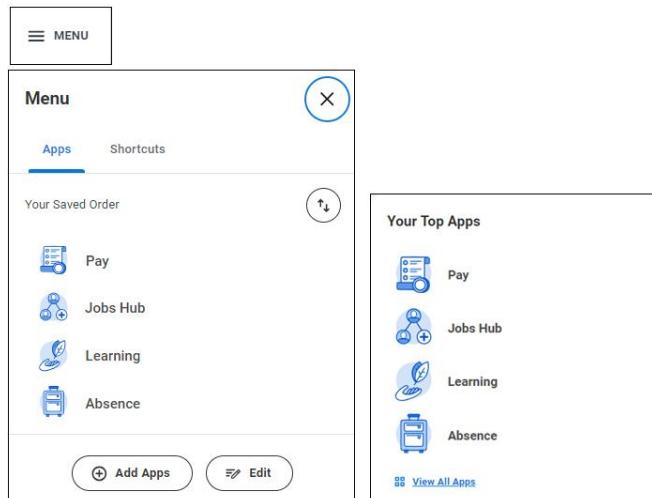
Navigation

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.

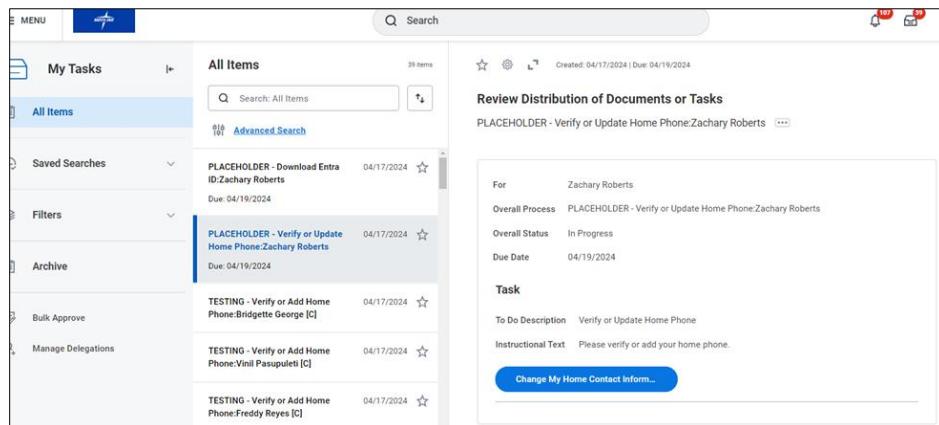
Notifications

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.



The screenshot shows the 'My Tasks' application interface. The left sidebar includes tabs for 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'All Items' tab is selected, showing a list of tasks. One task is highlighted: 'PLACEHOLDER - Verify or Update Home Phone:Zachary Roberts' (Due: 04/19/2024). The right panel displays detailed information for this task, including the assignee (Zachary Roberts), overall process (PLACEHOLDER - Verify or Update Home Phone:Zachary Roberts), overall status (In Progress), due date (04/19/2024), and task description (Verify or Update Home Phone). It also includes an 'Instructional Text' field with the placeholder 'Please verify or add your home phone.' and a 'Change My Home Contact Information' button.

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.

The screenshot shows the employee profile page for Steve Carell, an Accountant (IA). The page is divided into several sections:

- Left Sidebar:** A vertical menu with icons and labels for Summary, Job, Compensation, Contact, Personal, Pay, Performance, Career, and Feedback. The "Summary" item is currently selected.
- Header:** Includes a "MENU" button, a "PDF" export icon, a search bar, and notification icons for 2 messages, 6 tasks, and 8 pending actions.
- Profile Summary:** Displays basic information: Location (MFG - Mexicali1), Manager (Emily Blunt), Employee ID (120349), and Cost Center (91200 MARKETING - G & A).
- Job Details:** A table of job-related information:

Employee ID	120349
Supervisory Organization	Medline Top Level Sup Org >> Emily Blunt
Position	Accountant (IA) (+)
Business Title	Accountant (IA) (+)
Job Profile	Accountant
Assignment Type	International Assignment
Employee Type	Regular
Management Level	Individual Contributor Professional
Time Type	Full time
FTE	100.00%
Location	⌚ MFG - Mexicali1
- Skills:** A section with a "Edit Skills" button.
- Internal Projects:** A section with an "Add" button.
- Job History:** A section with an "Add Job History" button.