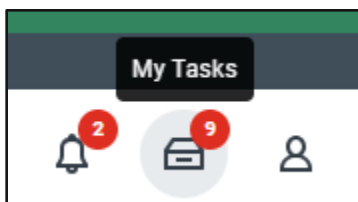As a new hire, there are important tasks that must be completed. These tasks are found in **My Tasks**, indicated by the **Inbox icon.** It is critical for new hires to know where to find these tasks and complete them in a timely manner.

Check your My Tasks/Inbox

1. Select My Tasks/Inbox.

2. Locate **All Items** for tasks to complete. Expand the navigation pane by clicking on the arrow.

3. Select an item from the list and follow the instructions to complete each task.

*Note: Click the **star** to favorite a task, the **gear** to view details, or the **double arrows** to enter full screen mode for that task.*

You will find tasks related to updating personal information and emergency contact information, reviewing required notices, managing payroll elections, and more.

Tasks may vary depending on your role in the organization. You will only be provided with the tasks that you are required to complete based on your role.

e.g., Student employees may see a Paid Family Leave Waiver and FMS employees may be directed to specific compliance training for their role.
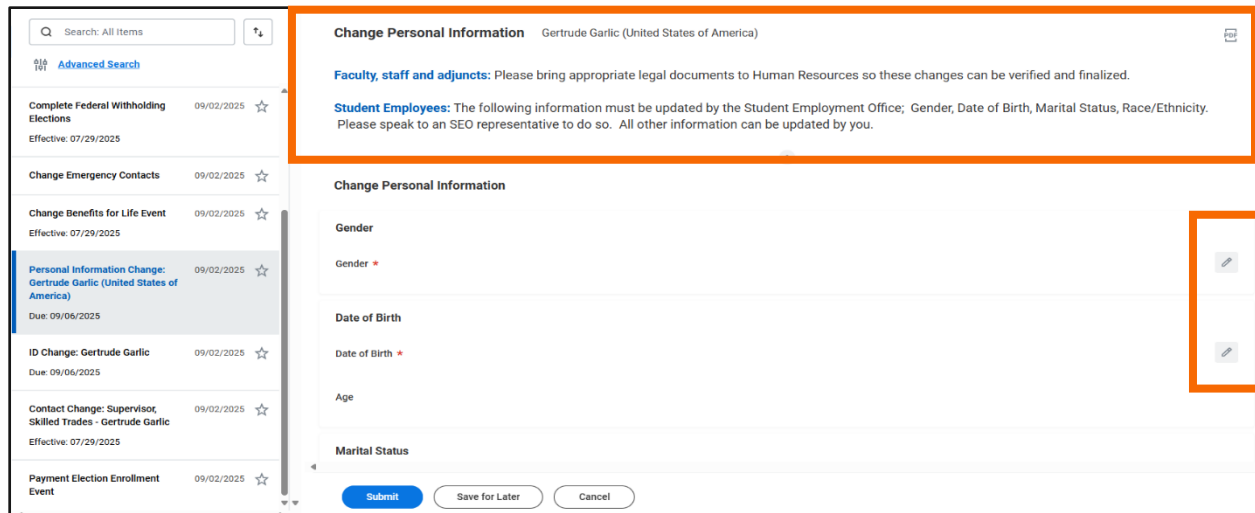
Complete Tasks

1. Review and complete each task. Remember to select Submit to finalize a task or Save for Later to return and finish a task in the future.

2. Some documents (e.g., Wage Theft Prevention Notice) require acknowledgement. Review the document by clicking on the pdf file to open.

3. After reviewing, select the **I Agree** box to acknowledge. Comments are not required but they may be entered.
    ***Note:** You must click **Submit** to complete the acknowledgement.*

4. To edit the information on your screen, select the **edit (pencil) icon**, e.g., Change Personal Information.

Items with a red asterisk (*) are required and must be entered before submitting.
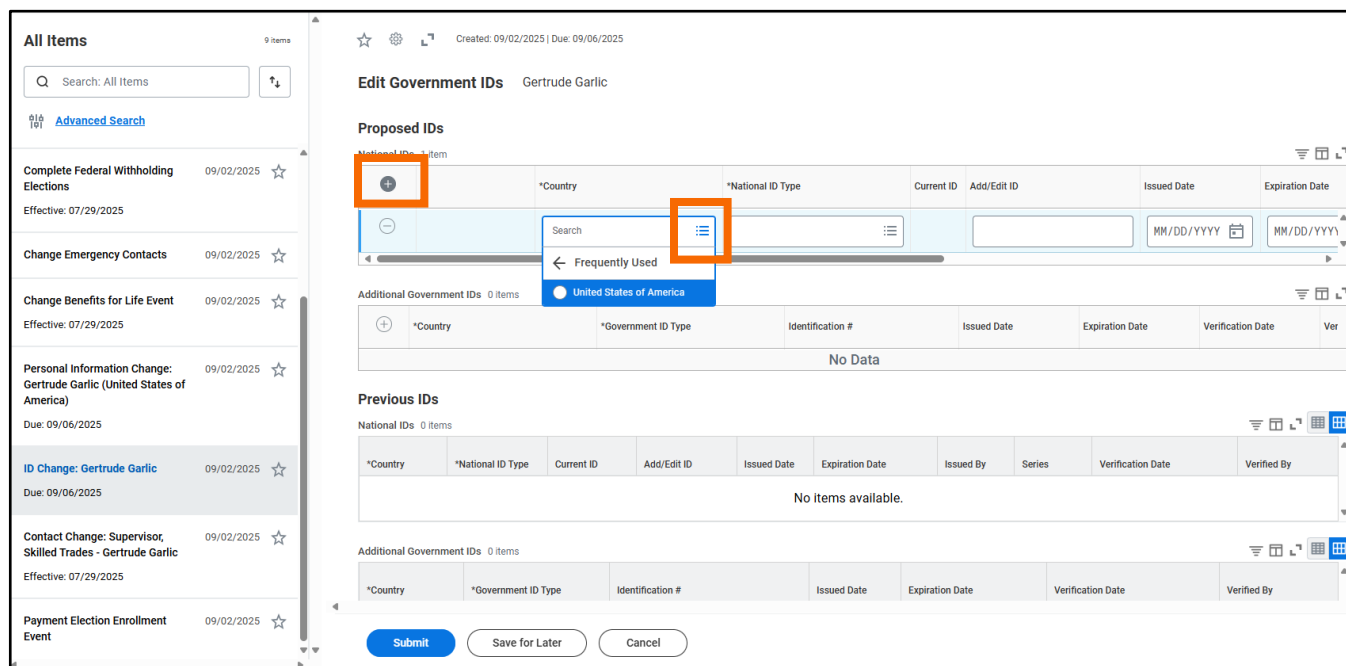
5. To add information to a table, select **Add Row (plus sign)**, e.g., Edit Government IDs.

6. Some boxes have pre-populated selections. To see your choices, click the menu button and select an option.

Note: If you need additional assistance with a particular task, there are individual job aids and videos with step-by-step instructions for tasks like **Manage Payment Elections**, including Direct Deposit, **Complete Federal Withholding Elections,** and **Change Benefits for Life Event**.

View Completed Tasks

Select the Archive folder from **My Tasks** to find tasks you have already completed.