

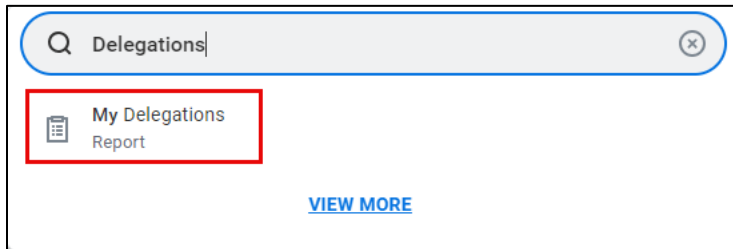
# Delegating Tasks

## Managers and Employees

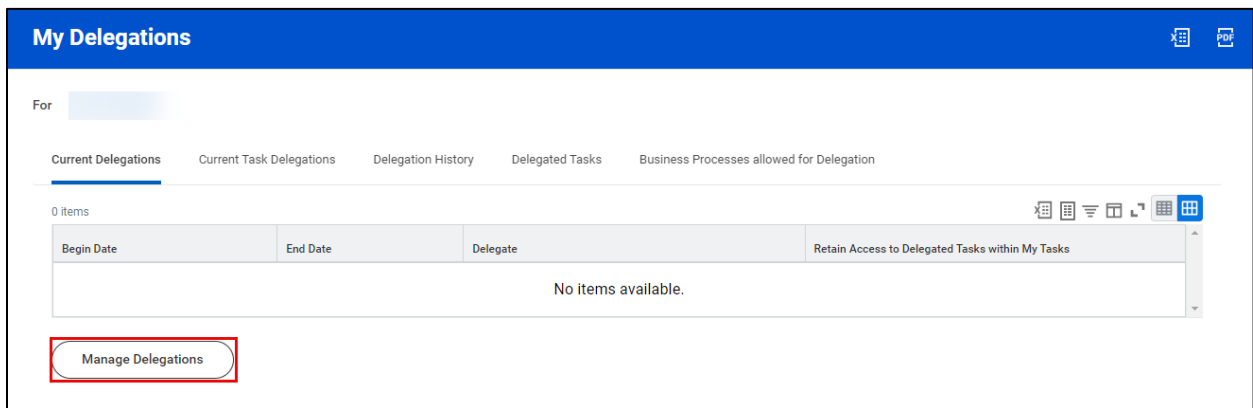


Tasks in Workday may be delegated from one employee to another employee. This allows the **Delegate** to initiate, approve, review and execute tasks on behalf of the delegating employee. Delegating tasks in Workday can be useful if you are on extended leave.

1. To get started, type **Delegations** into the **Search** field and select **My Delegations** from the drop-down menu.



2. On the **My Delegations** page, select **Manage Delegations**.



3. Delegations may be modified from the **Manage Delegations** page. From this page, enter the following information:
  - a. Select a **Begin Date** that is today's date or a date in the future. You cannot select a date in the past.
  - b. **End Date**.
  - c. Your **Delegate** must be a peer or superior. You may only delegate to a direct report under special circumstances (e.g. executive assistants) and you must contact HRIS to do so.
  - d. **Start On My Behalf** indicates the list of business processes that may be initiated on behalf of the Delegator.
  - e. **Do Inbox Tasks On My Behalf** specifies the business processes which the Delegate may approve and review on behalf of the Delegator.
  - f. You have the option to keep track of your delegated tasks in your **My Tasks Inbox** by checking the box under **Retain Access to Delegated Tasks in Inbox**.
  - g. A **Delegation Rule** may be specified, if applicable.



Please note that the **End Date** is a required field.

The screenshot shows the 'Manage Delegations' interface. At the top, there is a blue header with the text 'Manage Delegations'. Below the header, there is a section titled '> Business Processes allowed for Delegation'. Underneath, there is a 'New Delegation' section with '1 item'. The form is divided into several columns: '\*Begin Date', 'End Date', '\*Delegate', 'Start On My Behalf', and 'Do My Tasks On My Behalf'. The 'Do My Tasks On My Behalf' section contains three radio button options: 'For all Business Processes', 'For Business Process', and 'None of the above'. There is also a checkbox labeled 'Retain Access to Delegated Tasks within My Tasks'. The 'Submit' button is highlighted with a red box.

4. Once you have entered this information, click **Submit**.

The image shows three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.