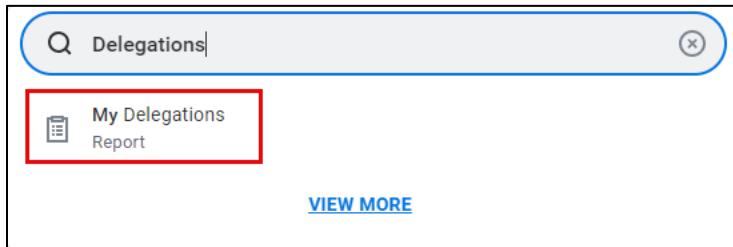


Delegating Tasks

Managers and Employees

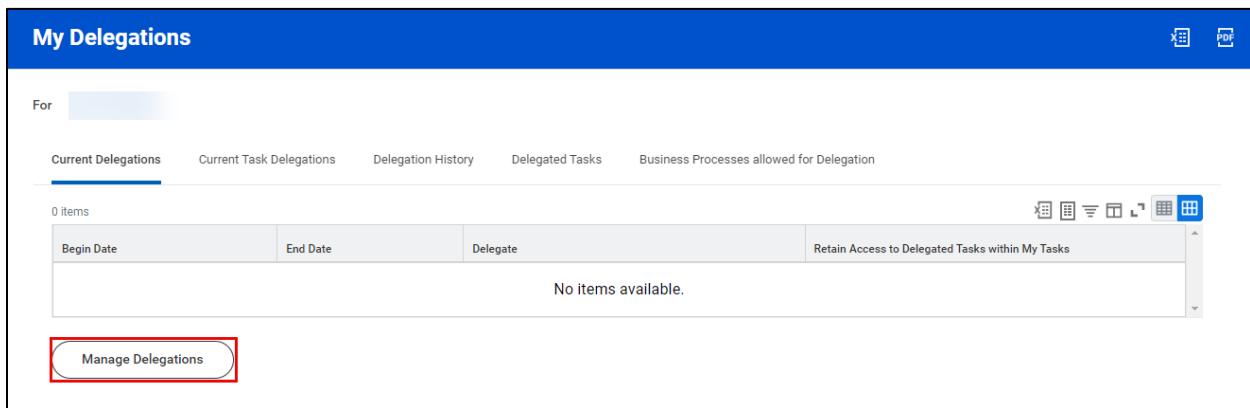
Tasks in Workday may be delegated from one employee to another employee. This allows the **Delegate** to initiate, approve, review and execute tasks on behalf of the delegating employee. Delegating tasks in Workday can be useful if you are on extended leave.

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



A screenshot of the Workday search interface. A search bar at the top contains the text "Delegations". Below the search bar, a list of results is shown, with the first item, "My Delegations Report", highlighted by a red box. At the bottom of the list is a blue "VIEW MORE" link.

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



A screenshot of the "My Delegations" page. The page title is "My Delegations". Below the title, there is a search bar with the placeholder "For" and a "Current Delegations" tab that is selected. The main content area shows a table with one row and the message "No items available." At the bottom of the page, there is a red box around the "Manage Delegations" button.

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.

Manage Delegations

> Business Processes allowed for Delegation

New Delegation 1 item

<input type="button" value="+"/>	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
<input type="button" value="-"/>					

Delegation Rule

For all Business Processes
 For Business Process
 None of the above

Retain Access to Delegated Tasks within My Tasks

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