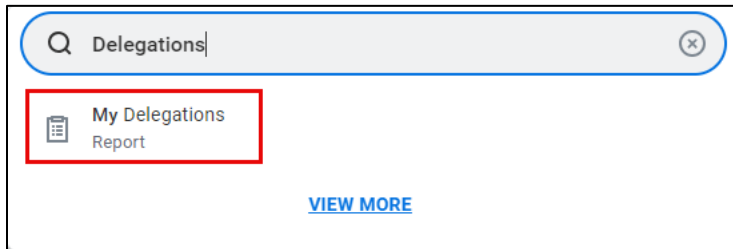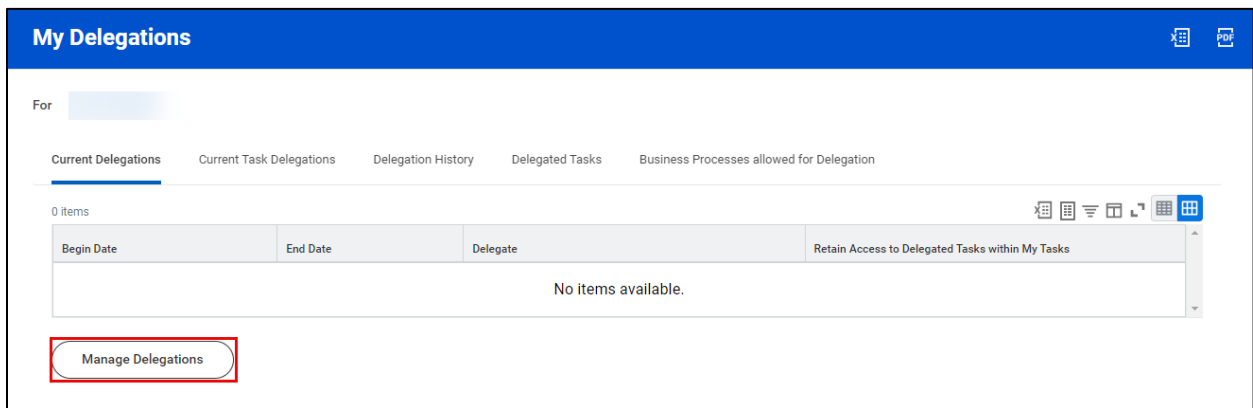# Delegating Tasks
Managers and Employees

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.

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