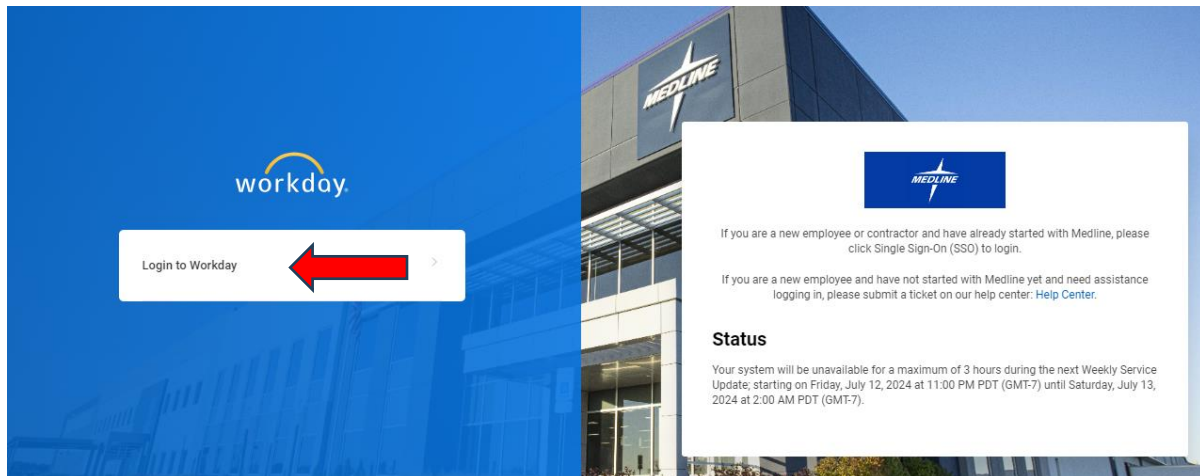
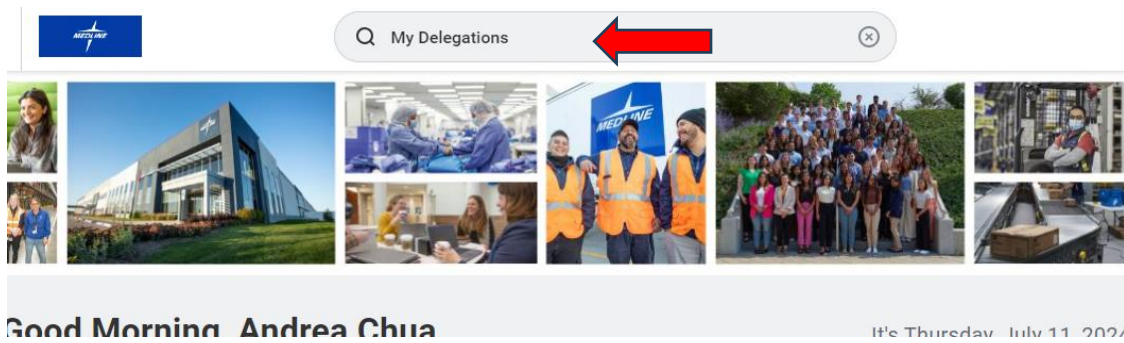


## “How to Delegate Tasks in WorkDay”

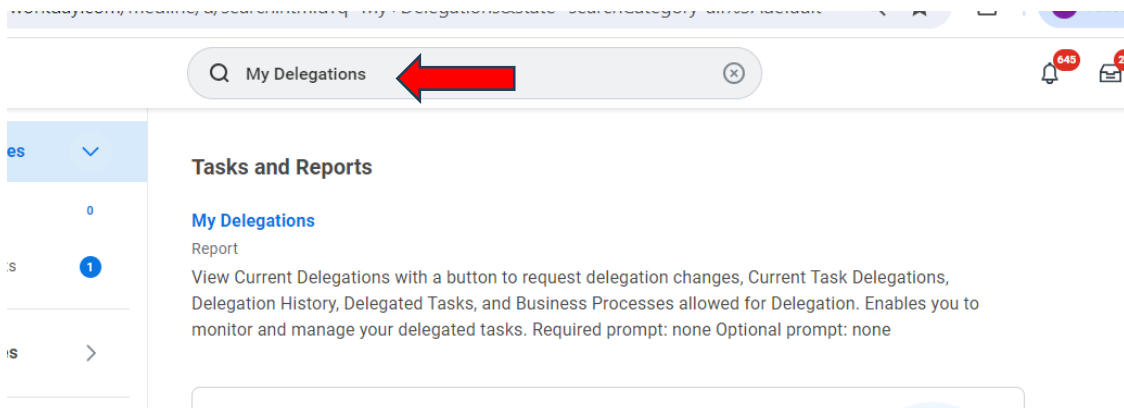
- Log into WorkDay



- After logging in, you will want to go to your search bar and type in “My Delegations” and click enter



- The below screen will come up and you will want to click on “My Delegations”



- The below screen will come up, and you will want to click on “Manage Delegations”

My Delegations

For Andrea Chua

Current Delegations

Current Task Delegations

Delegation History

Delegated Tasks

Business Processes allowed for Delegation

0 items

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks within My Tasks
No items available.			

Manage Delegations

- After you click “Manage Delegations” the below screen will pop up
  - Fill in the “Begin Date” of when you will start your PTO
  - Fill in the “End Date” of when your PTO will end
  - Fill in “Delegate” - this is who is covering for you while you are on PTO
  - Fill in “Do My Tasks On My Behalf” – you will want to choose “For all Business Processes”
  - After those fields are filled in, you will hit “Submit”

Manage Delegations

Andrea Chua

> Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
	07/11/2024	07/16/2024	x Jonathan Clark		<input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above

Submit

Save for Later

Cancel