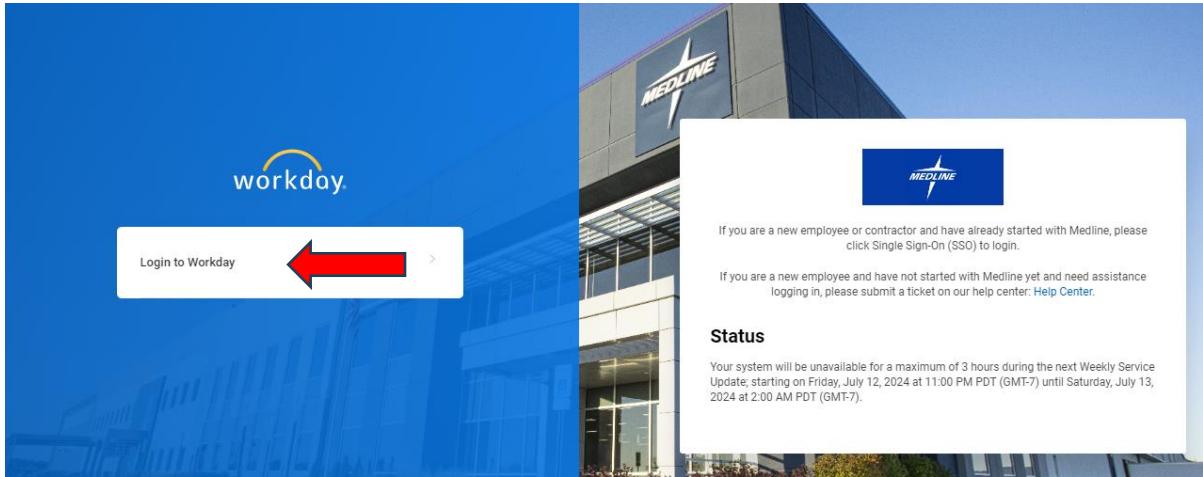
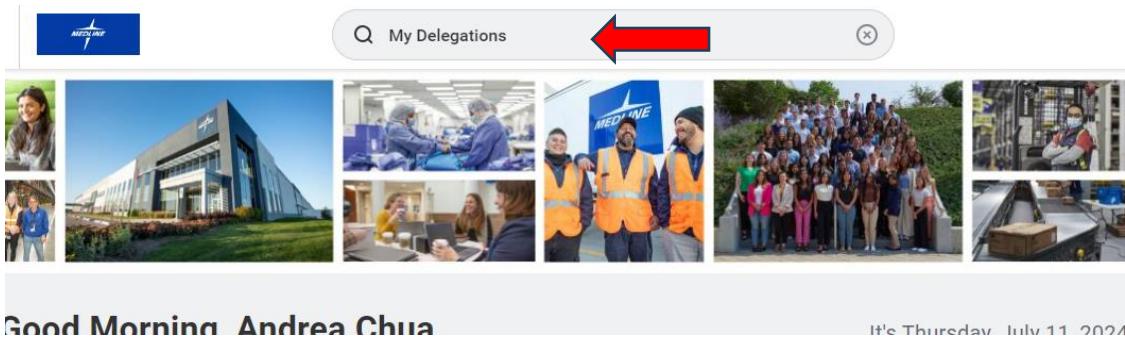


“How to Delegate Tasks in WorkDay”

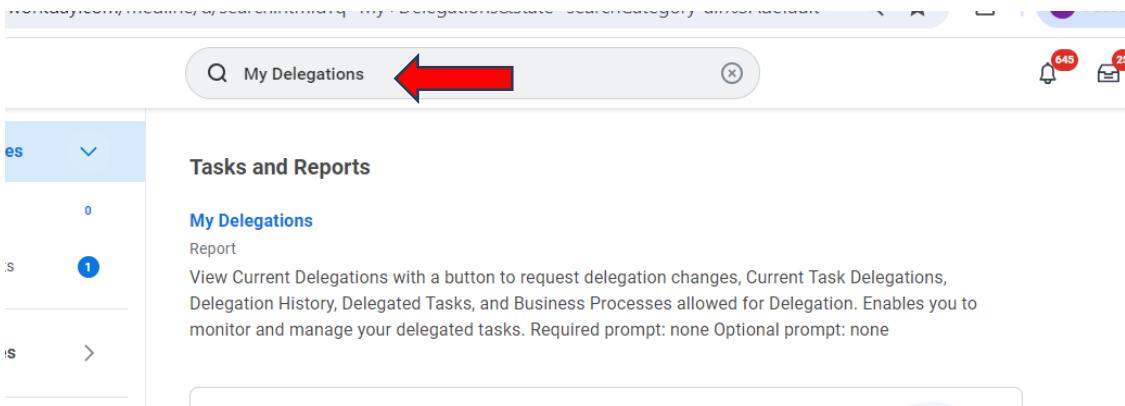
- Log into WorkDay



- 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 | Jonathan Clark | | <input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above |

Retain Access to Delegated Tasks within My Tasks

Submit Save for Later Cancel