



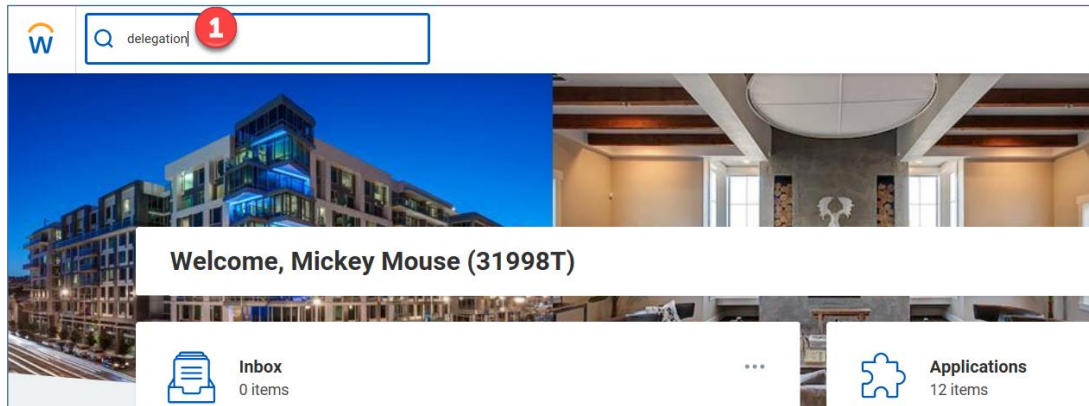
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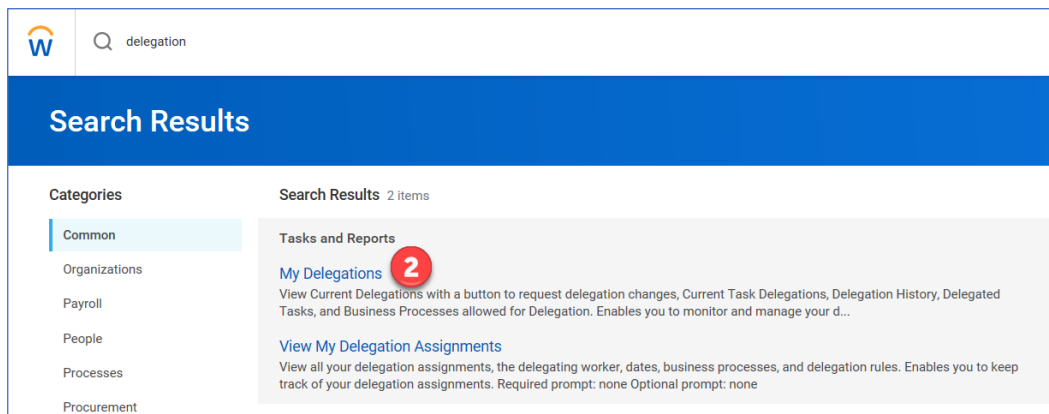
How to Set Up a Delegation

You can temporarily delegate your tasks within Workday when you are out of office.

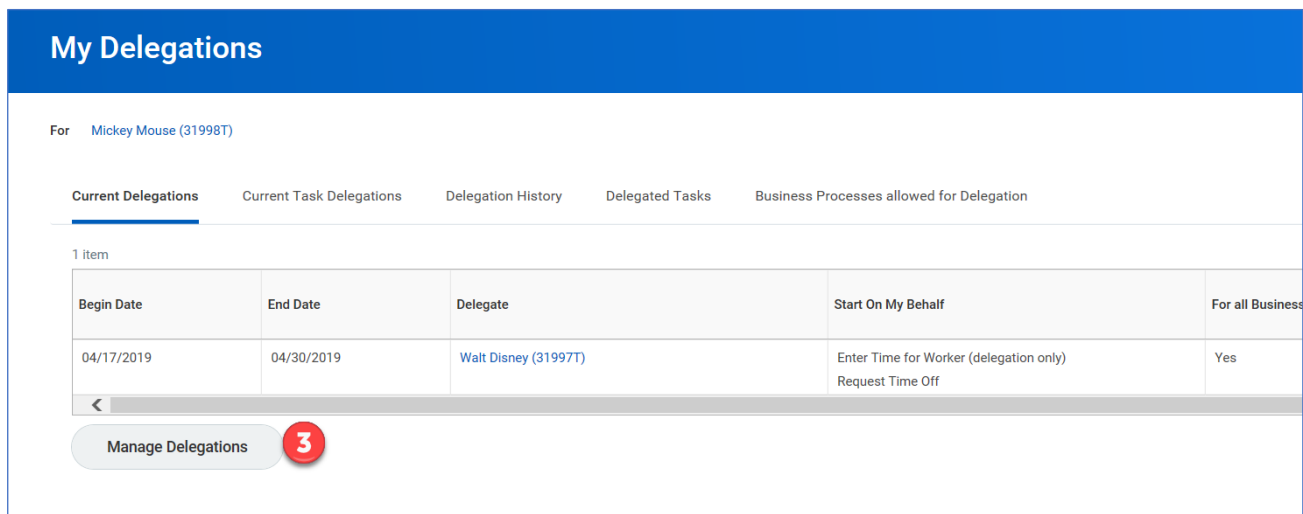
1. To set up a delegation, type **delegation** in the **Search** box and press the **Enter** key.



2. Select **My Delegations** from the search results.



3. To create a delegation, click the **Manage Delegations** button.



4. Enter **Begin Date** and **End Date**

The next column allows you to select your delegate. Please type the desired delegate's name and hit enter to search.

Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	04 / 18 / 2019	04 / 30 / 2019	walt disney		<input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox

5. Select your delegate's name in the **Delegate** field.

The next column, **Start on My Behalf**, is used to give your delegate access to initiate or complete a task on your behalf.

Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	04 / 18 / 2019	04 / 30 / 2019	Walt Disney (31997T)		<input checked="" type="radio"/> For all Business Process <input type="radio"/> For Business Process <input type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Task

6. Type and select the tasks that you want your delegate to initiate or complete on your behalf. For example, you may want your delegate to edit timecards (Enter Time for Worker (delegation only)) or request time offs (Enter Time Off) for your associates.

Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	04 / 18 / 2019	04 / 30 / 2019	Walt Disney (31997T)	Enter Time for Worker (delegation only) Enter Time Off	<input checked="" type="radio"/> For all Business Process <input type="radio"/> For Business Process <input type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Task

7. The last column, **Do Inbox Tasks On My Behalf**, let's you decide the delegate's access level to your Inbox in Workday.
 - a. It's highly recommended that you select the first option – **For all Business Processes**. This will allow your delegate to access everything in your Workday Inbox and approve, send back, or deny a request as necessary.

Business Processes allowed for Delegation

Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
+	04 / 18 / 2019	04 / 30 / 2019	× Walt Disney (31997T)	× Enter Time for Worker (delegation only) × Enter Time Off	<input checked="" type="radio"/> For all Business Processes 7 <input type="radio"/> For Business Process <input type="radio"/> None of the above

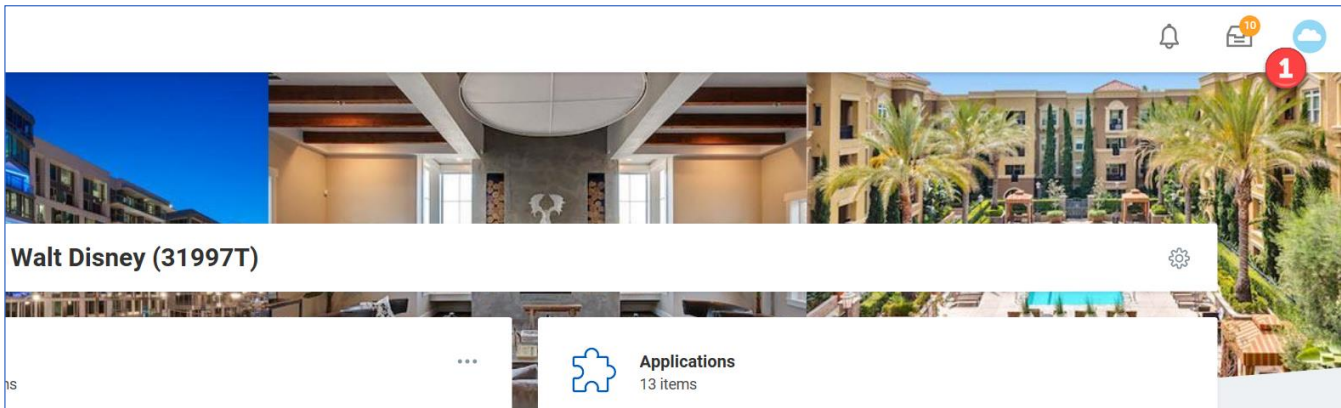
8. You are also recommended to select the **Retain Access to Delegated Tasks in Inbox** checkbox in order to see the items in your Workday Inbox while you are away.
9. Finally, click the **Submit** button to activate the delegation. The delegation will remain active until the end date.

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
+	04 / 18 / 2019	04 / 30 / 2019	× Walt Disney (31997T)	× Enter Time for Worker (delegation only) × Enter Time Off	<input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above <input checked="" type="checkbox"/> Retain Access to Delegated Tasks in Inbox 8 Delegation Rule <input type="text"/>

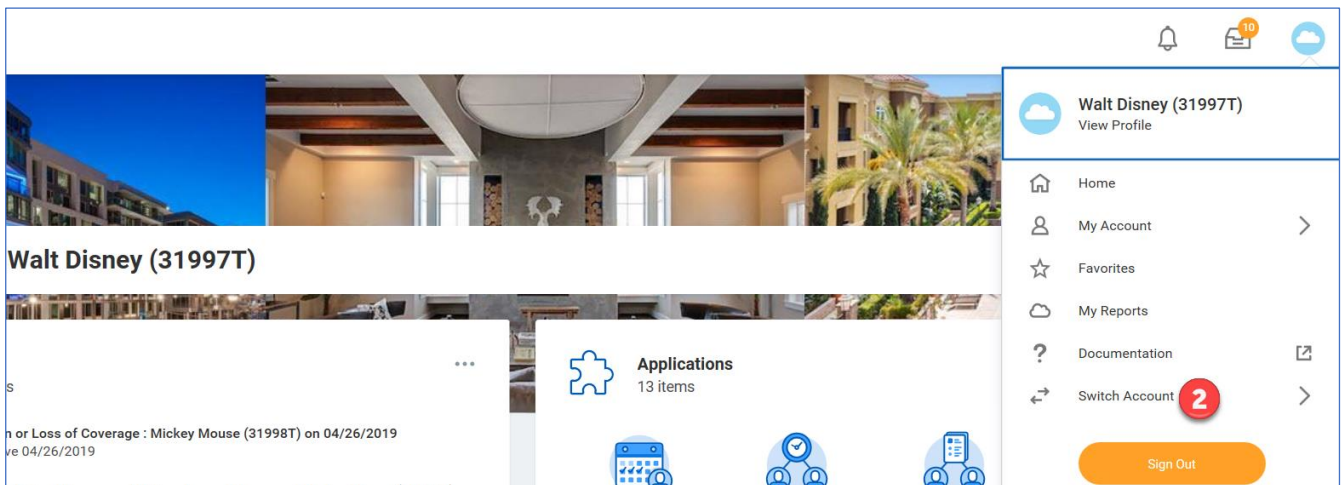
9
Submit
Save for Later
Cancel

How to Access a Delegation

1. To view the delegated team, click on your profile picture.

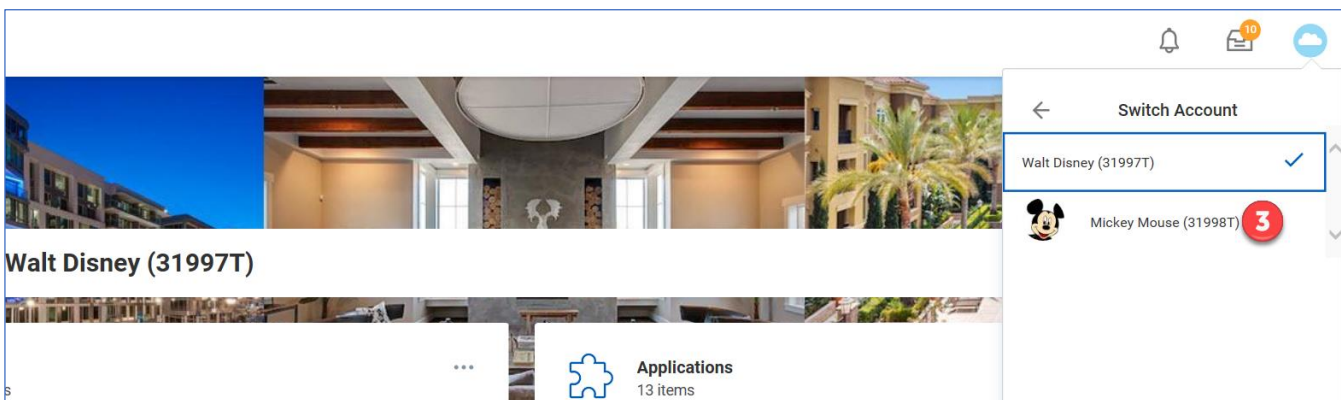


2. Select the **Switch Account** link.

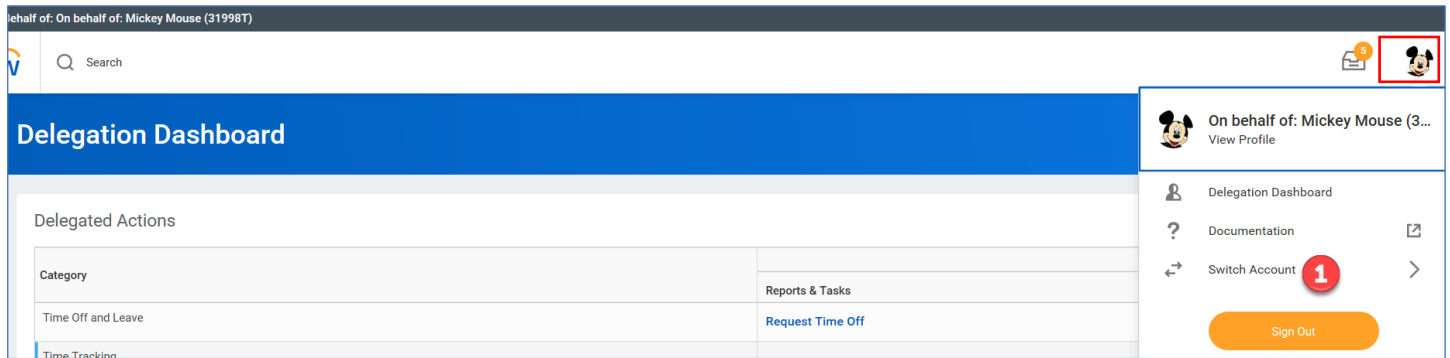


The next screen will show any managers you are currently covering for.

3. Select the appropriate manager.



1. After completing your delegated tasks, select the **Switch Account** link again.



2. Select your name to come back to your profile.

