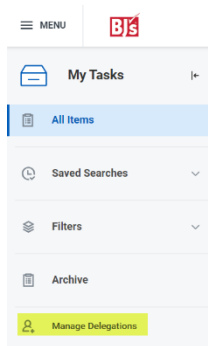# Core HCM: Manage Delegations   Manager

Use this job aid to delegate Workday tasks and approvals for up to 45 days to your peers or superiors in your absence.

Delegate Tasks

1. From your home screen, navigate to the Workday **My Tasks** icon in the upper right corner.
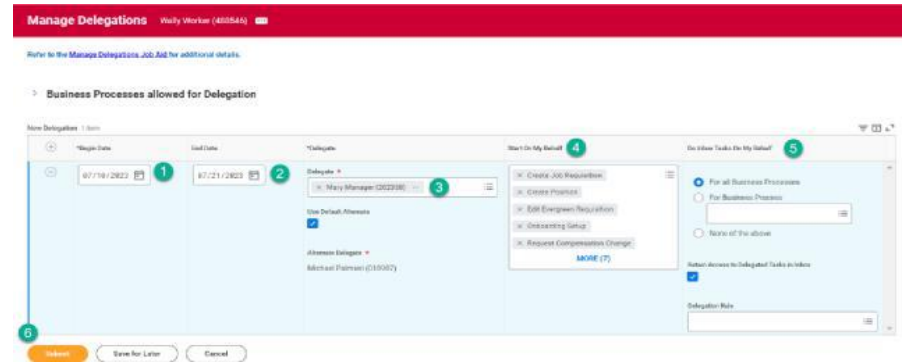

2. From the **My Tasks** menu, click **Manage Delegations** on the left.

3. Click the **Manage Delegations** button.

4. Enter the required fields on the **Manage Delegations** page:
   .

1. **Begin Date** – when the delegation should start
2. **End Date** – when the delegation should stop. Delegation will expire at midnight on this date. End dates must be within 45 days.
3. In the **Delegate** column, select delegates from the superiors or peers in the drop-down menu. Multiple delegates can be selected. An **Alternate Delegate** will default automatically. This field is only relevant if your delegate could have a transaction about them.
4. In the **Start On My Behalf** column, select the business processes your delegates can start on your behalf. Delegates will be able to click on their profile > switch account to initiate transactions from a Delegation Dashboard.
5. In the **Do Inbox Tasks On My Behalf** column, select For all Business Process to permit delegates to complete all inbox tasks. This is the most common setting. To delegate specific tasks, select For Business Process and make selections from the drop-down menu. Select None of the above to restrict delegates from completing tasks on your behalf. Delegates will see a button to Switch Account to complete delegated tasks. The **Retain Access to Delegated Tasks in Inbox** checkbox will default as checked. This will allow you to continue to receive tasks upon completion. Either you or the delegate can complete the task for it to disappear.
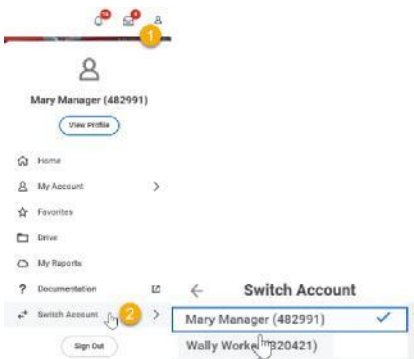6. Click **Submit**.

View Delegations

Search for the **My Delegations report** in the search bar. Click on each tab to view details of your delegations:

1. Current Delegations: Displays your current delegation and which delegations you have entered for future dates.
2. Current Task Delegations: Displays which tasks are currently delegated on today's date.
3. Delegation History: Displays history of delegations and delegation assignments.
4. Delegated Tasks: Displays completed delegated tasks.
5. Business Processes allowed for Delegation: Displays which business processes are allowed for delegation for the organization.
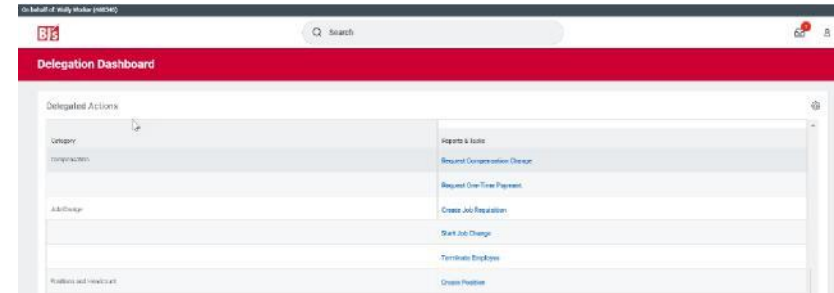
Are you a Delegate for another Team Member?

1. From your Workday home page, select your profile in the upper right corner, Switch Account and select an account to act on behalf of your delegator.

2. If the delegator enabled you to initiate transactions on their behalf, you will see a **Delegation Dashboard** to initiate transactions from.

3.

    If the delegator is enabling you to approve transactions on their behalf, from your My Tasks inbox, you will see your own tasks as well as your delegator's tasks. Click on Switch Account to approve items on the delegator's behalf.