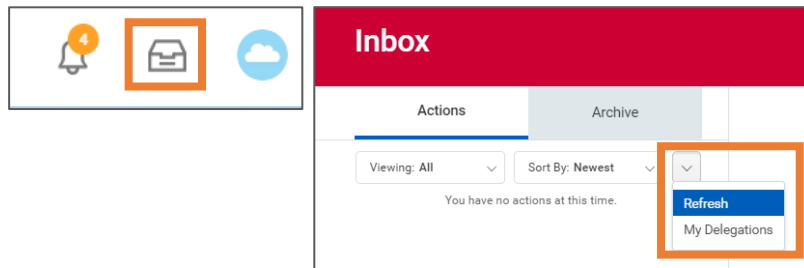


Use this job aid to delegate Workday tasks and approvals to your peers or superiors in your absence.

## Delegate Tasks

From your home screen:

1. Navigate to the Workday **Inbox** icon.
2. From your inbox, click the down arrow below the Archive tab > select **My Delegations**.



3. Click **Manage Delegations**.
4. Enter the date in which the delegations should begin the **Begin Date** field.
5. Enter the date in which the delegations should stop in the **End Date** field.
6. In the **Delegate** column:
  - Select delegates from the available options of superiors or peers listed in the drop-down menu. Multiple delegates can be selected.
  - Choose an alternate delegate from the Alternate Delegate drop-down menu. Check the Use Default Alternate box for Workday to automatically select.

7. In the **Start On My Behalf** column:
  - Select the business processes your delegates can start on your behalf.
8. In the **Do Inbox Tasks On My Behalf** column:
  - Select For all Business Process to permit delegates to complete all inbox tasks.
  - To delegate specific inbox tasks, select For Business Process and make selections from the drop-down menu.
  - Select None of the above to restrict delegates from completing inbox tasks.
  - Select Retain Access to Delegates Tasks to view tasks that have been completed by delegates in your inbox.
9. Click **Submit**.

## View Delegations

From the **My Delegations** screen:

1. Click in each tab to view details of your delegations:
  - **Current Delegations:** Displays your current delegation and which delegations you have entered for future dates.
  - **Current Task Delegations:** Displays which tasks are currently delegated on today's date.
  - **Delegation History:** Displays history of delegations and delegation assignments.
  - **Delegated Tasks:** Displays completed delegated tasks.
  - **Business Processes allowed for Delegation:** Displays which business processes are allowed for delegation for the organization.