

WORKDAY QUICK REFERENCE

MANAGING DELEGATIONS

DELEGATE YOUR INBOX

- (1) Access the **Manage Delegations** task
 - From your Inbox, click on the arrow in the dropdown box and select **My Delegations**
 - On the **Current Delegations** tab
 - Select **Manage Delegations**



- (2) Specify a **Begin Date** and **End Date**
 - In order to delegate for a single day, enter the same date for **Begin Date** and **End Date**
- (3) Select a **Delegate** from the prompt
 - If you are only delegating Inbox tasks, leave the **Start On My Behalf** prompt empty

This option is for delegating business processes, not for delegating Inbox tasks

DELEGATE TASKS

In the **Do Inbox Tasks On My Behalf** section, select whether to delegate Inbox tasks:

- For all Business Processes
- For a specific Business Process
- None of the above (removes the ability to do Inbox tasks while retaining the ability to initiate specified business processes on your behalf)

Select the Business Processes allowed for Delegation to see what you can delegate



RETAIN ACCESS TO DELEGATED TASKS IN YOUR INBOX

Select **Retain Access to Delegated Tasks in Inbox** if you want to receive notifications and access the tasks from your own Inbox as usual. If you retain access, then either you or your delegate may complete each task.

ADD MORE DELEGATIONS

To add more delegations, add a row to the delegations grid by click the + icon, and then repeat the above steps. When you are finished setting up your delegations, click **Submit**.

END DELEGATION

To stop a delegation, remove the row associated with the delegation from the grid, and then click **Submit**.