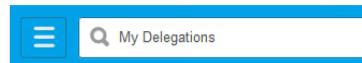


SUPERVISORS: DELEGATE ALL INBOX TASKS

If you are planning on being out of the office and you supervise employees, you should delegate your Inbox tasks to another worker.

1. In the Workday **Search Bar** (top left corner), search for **My Delegations**.



2. Click on **My Delegations** in the search results.

Search Results 1 items

Tasks and Reports

My Delegations

View Current Delegations with a button to request delegation changes, Current Task Delegations, Delegation History, Delegated Tasks, and Business Processes allowed for Delegation. Enables you to monitor and manage your d...

3. Click the **Manage Delegations** button under the **Current Delegations** tab.

A screenshot of the 'My Delegations' page in Workday. The page title is 'My Delegations' with a close and print icon. Below the title, it says 'For George Costanza'. There are four tabs: 'Current Delegations' (selected), 'Current Task Delegations', 'Delegation History', and 'Delegated Tasks'. Below the tabs is a table with columns: 'Begin Date', 'End Date', 'Delegate', and 'Retain Access to Delegated Tasks in Inbox'. The table is currently empty and displays 'No Data'. At the bottom left, there is a button labeled 'Manage Delegations' which is circled in yellow. A blue arrow points from the 'Manage Delegations' button to the 'End Date' column header in the table.

4. Enter a **Begin Date** and an **End Date** for the delegation.
 - You cannot select a **Begin Date** prior to the current date
 - To delegate for a single day, enter the same **Begin Date** and **End Date**.

5. Click the **Delegate** Prompt icon to type the search for and select the person you will delegate to.

Manage Delegations
George Costanza ⋮

▶ **Business Processes** allowed for Delegation

New Delegation

+	*Begin Date	End Date	*Delegate
−	04/30/2014 📅	05/05/2014 📅	search 🗨️

Elaine Benes 🔍

[Top](#) > Elaine Benes

Elaine Benes ⋮

- You can select multiple delegates if necessary.
- Selected delegates will appear below the Delegate entry field.

6. **Start On My Behalf** - leave this field blank.
7. **Do Inbox Tasks On My Behalf** section, select the **For all Business Process** option. Click the **Submit** button to continue.

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

- To add more delegations, add a row to the delegations grid by clicking the + icon, and then repeat steps 4 and 5. When you finish setting up your delegations, click **Submit**.
 - To stop a delegation, remove the row associated with the delegation from the grid, and then click **Submit**.
8. Delegations are forwarded to HR for approval as indicated in the **Next Steps** section of the confirmation screen.
 9. Click the **Done** button to complete the delegation process.
 10. Once HR has approved your delegation, you see receive a **Notification** in your **Workday Inbox**.