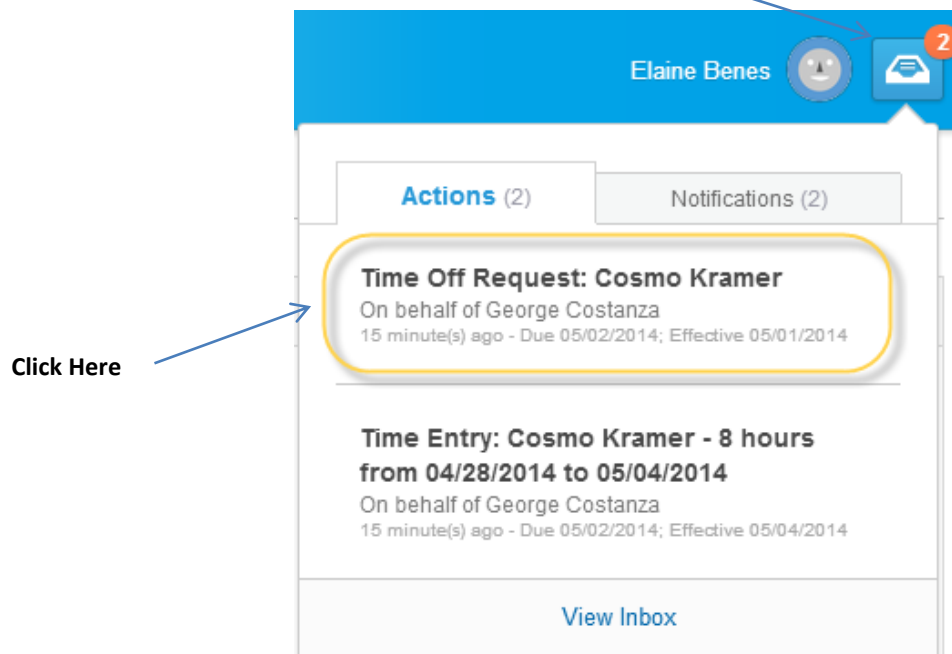


COMPLETE ACTIONS DELEGATED TO YOU

Workday makes it easy for you to manage and perform delegated tasks. When tasks are delegated to you, you can switch accounts to perform the tasks on behalf of another user.

Delegated Workday Inbox tasks are displayed in your Workday Inbox. The action item titles display **On Behalf of**, followed by the name of the delegator to indicate that they are delegated tasks. However, you cannot view the details or complete the tasks until you switch accounts. Follow the steps below to complete a delegated task:

1. From your home screen in Workday, check your **Inbox icon**.



2. Tasks delegated to you by another person will automatically be sent to your Workday Inbox, and will be noted as delegated tasks. Click on the **Action item subject**, which will bring you into your Inbox.

- While on an Action Item in your Inbox, click the **Switch Account** button in order to complete a delegated task.

Inbox

Actions (2) Notifications (2) Archive (5)

Viewing: All (Newest) [Settings]

Time Off Request: Cosmo Kramer ☆
On behalf of George Costanza
16 minute(s) ago - Due 05/02/2014; Effective 05/01/2014

Time Entry: Cosmo Kramer - 8 hours from 04/28/2014 to 05/04/2014
On behalf of George Costanza
17 minute(s) ago - Due 05/02/2014; Effective 05/04/2014

Time Off Request: Cosmo Kramer [X] [Print] [Settings]

Switch account to view this delegated item.

Switch Account

- Click the **OK** button to switch accounts.

Switch Account

You are about to act as George Costanza. Do you want to continue?

OK Cancel

- Once you have logged into the other user's account, you can complete tasks as you would normally. Awaiting action items will be listed in the **Inbox**.

On Behalf of: George Costanza [Profile] [Inbox 2]

Actions (2)

Time Off Request: Cosmo Kramer
19 minute(s) ago - Due 05/02/2014; Effective 05/01/2014

Time Entry: Cosmo Kramer - 8 hours from 04/28/2014 to 05/04/2014
20 minute(s) ago - Due 05/02/2014; Effective 05/04/2014

[View Inbox](#)

- To switch back to your Workday account, click on **your name or picture** at the top right part of the screen.



- Select **Switch Account**, and select **your name** from the pop-up screen.

