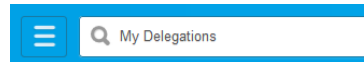


SUPERVISORS: DELEGATE TIME ENTRY AND TIME OFF APPROVAL FOR NON-EXEMPT EMPLOYEES

If you are planning on being out of the office and you supervise Non-Exempt Employees, you should delegate Time Entry and Time Off Approval 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 has a header 'My Delegations' with a user icon and a printer icon. Below the header, it says 'For Elaine Benes'. There are four tabs: 'Current Delegations' (highlighted in blue), '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, showing 'No Data'. At the bottom left, there is a button labeled 'Manage Delegations' which is highlighted with a yellow circle. A blue arrow points from the 'Manage Delegations' button to the 'End Date' column header.

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

4. Set up the **Manage Delegations** screen using the information below, to delegate **Time Entry** and **Time Off Approval** for Non-Exempt Employees that report to you.

- **Begin Date** = When the delegation should begin
- **End Date** = When the delegation should end
- **Delegate** = Who you want to send the Time Entry requests to
- **Start On My Behalf** = leave blank
- **Do Inbox Tasks On My Behalf**
 - For Business Process:
 - Enter Time
 - Request Time Off
 - Retain Access to Delegated Tasks in Inbox = Check this box if you want to retain access to the items in your inbox.
- **Delegation Rule**= Non-Exempt Time Off Requests

Manage Delegations

George Costanza ...

Business Processes allowed for Delegation

New Delegation

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	05/15/2014	05/30/2014	search ✕ Elaine Benes	search	☐ For all Business Processes ☒ For Business Process search ✕ Request Time Off ✕ Enter Time ☐ None of the above ☒ Retain Access to Delegated Tasks in Inbox search ✕ Non-Exempt Time Off Requests



enter your comment

Submit

Save for Later

Cancel

View Comments (0)
Process History
Related Links

Press the green **Submit** button when you are done.

Human Resources must approve your Delegation Request before it will go into effect. Once HR has approved your delegation, you see receive a **Notification** in your **Workday Inbox**.