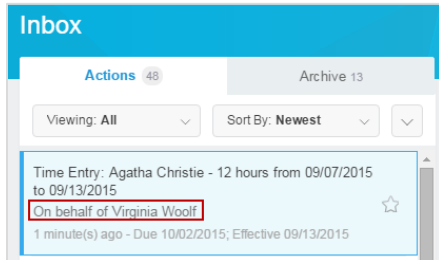


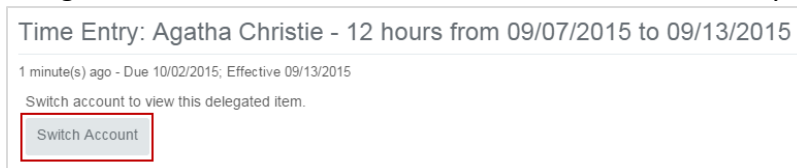
COMPLETE ACTIONS DELEGATED TO YOU

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.

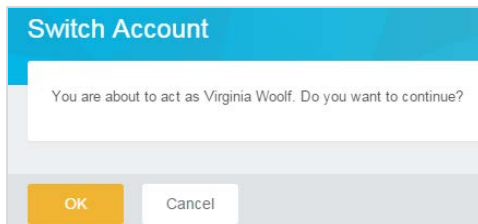
1. Delegated tasks are displayed in your **Workday Inbox**. The action item displays “On Behalf of...” followed by the name of the delegator.



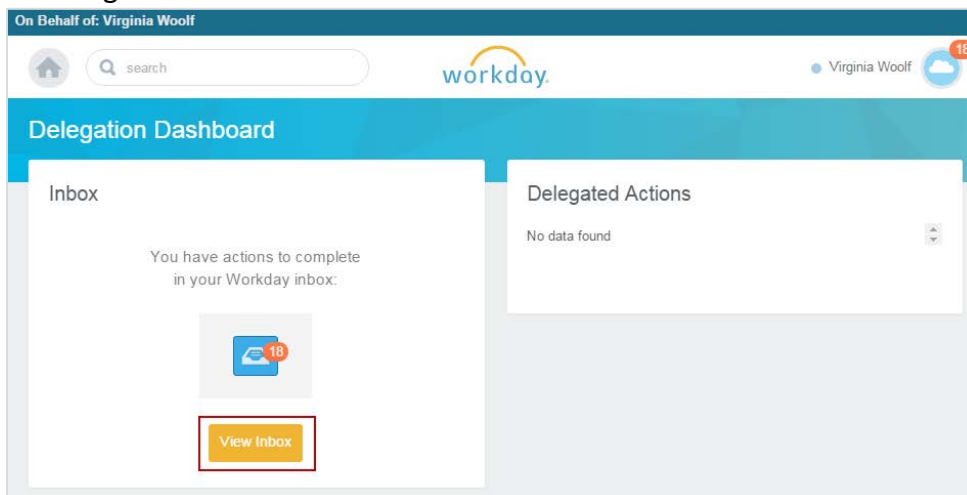
2. While on an Action Item in your Inbox, click the **Switch Account** button in order to complete a delegated task. You cannot see the details of the task until you switch accounts.



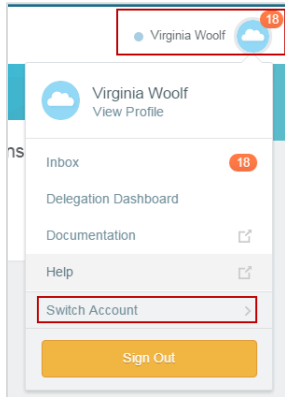
3. Click the **OK** button to switch accounts.



4. 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**. Click on **View Inbox** to access.



5. To switch back to your account, click on your name/picture at the top right part of the screen. Select **Switch Account**.



6. Select **your name** from the pop-up screen to be returned to your account.

