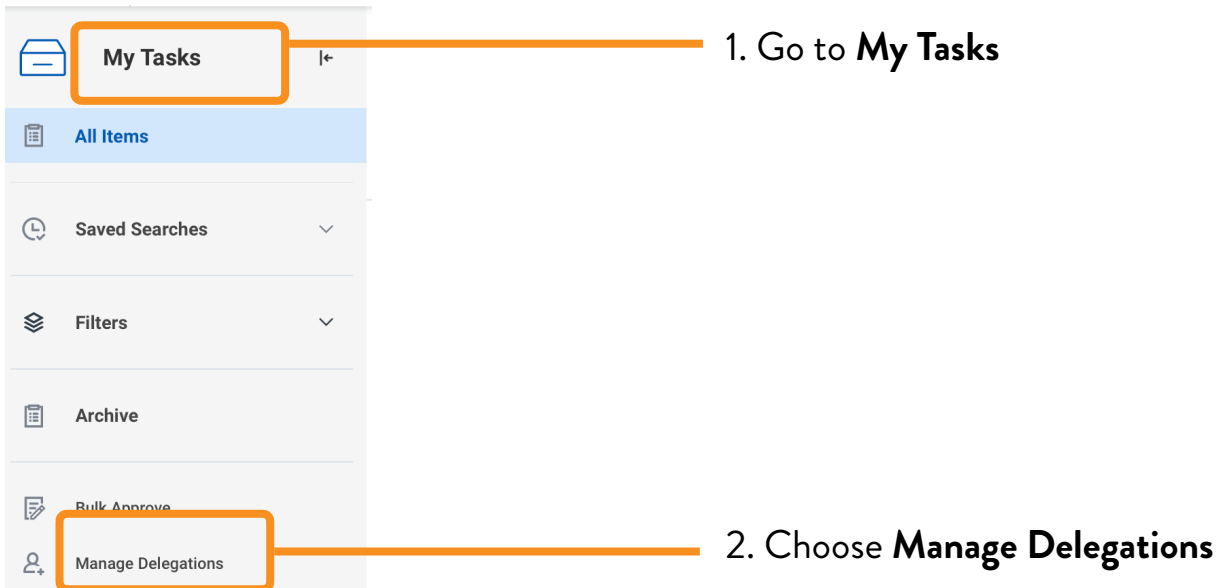


Delegating Tasks

Delegation temporarily reassigns your tasks to another user, enabling that user to perform individual actions on your behalf. This may be useful when you take a vacation, so a peer or leader will have access to your Workday Inbox items while you are out.

Request Delegation Change

Request Delegation Change is the business process that requests that either all or some business process tasks that are assigned to you be delegated to someone else for a designated period of time. When you assign a delegate, your manager will receive an approval task.



3. Choose the **Start and End Dates** for your delegation

4. Type the name of the person you'd like to be your **Delegate**

5. Choose the tasks you would like the **Delegate** to be able to start on your behalf

You can search By Business Process Type or All to find the tasks you'd like to delegate to start on your behalf.

Choose the process and select the task by clicking in the box next to it to select it

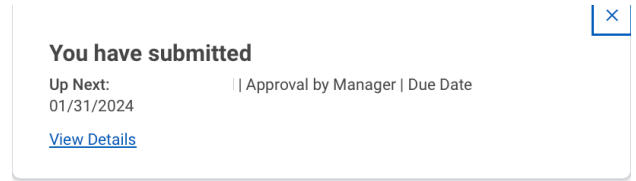
Scroll through the list of tasks and click in the box next to it to select it.

6. Choose **For Business Processes** and select the processes you would like to have forwarded to your delegate. Select **Retain Access to Delegated Tasks** in Inbox so you can see the tasks when you come back.

Note: Use caution when you are choosing tasks - avoid choosing tasks that expose your delegate to peer- or superior-level information. If you aren't sure what tasks might do that, please check with your supervisor or with Human Resources. You may have more than one delegate for different tasks. Choose the + in the first column to add more.



7. Choose **Submit** when you have finished adding delegates and tasks.



8. Your immediate supervisor will be notified to approve the delegate selections