

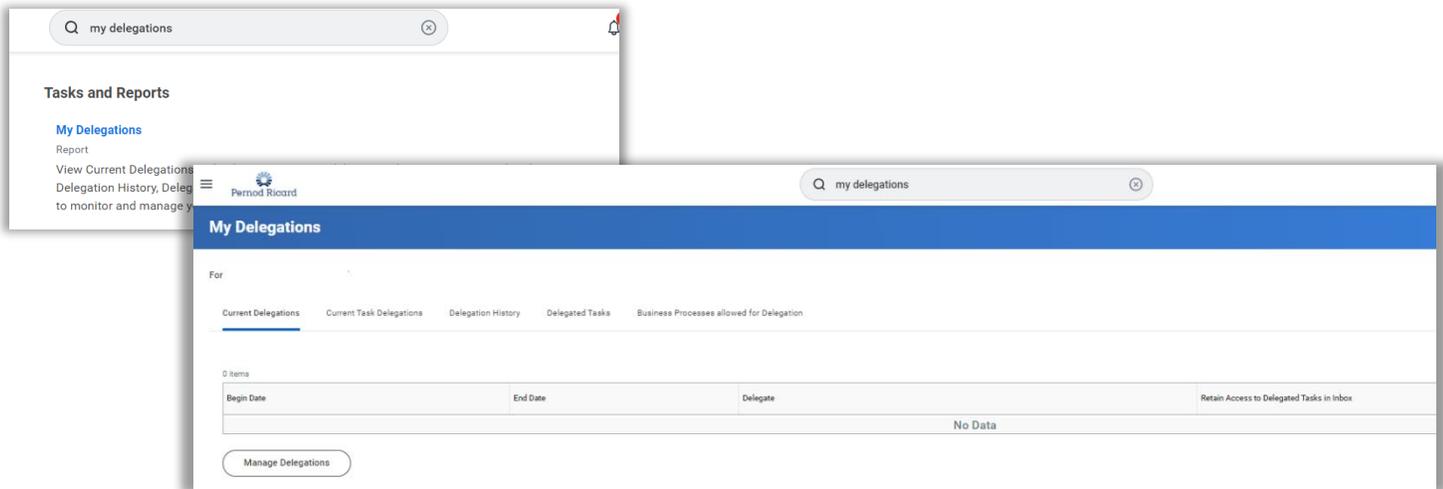
WORKDAY DELEGATION

If you are going off on a leave and you manage a team, please be sure to put in a delegation in Workday, so that any approvals that may be coming your way (ex. new hire onboarding set up, job changes, compensation changes, etc.) are handled promptly while you are out.

When you put in a delegation, you are authorizing another person to act on your behalf and your delegation request will be sent to your manager for their approval.

1. MY DELEGATIONS

In the Workday search bar, search and select **My Delegations**.



2. CLICK ON MANAGE DELEGATIONS

Enter the following:

- a. Begin Date – cannot be in the past
- b. End Date – the day before your expected return
- c. Delegate – the person who will be handling your tasks while you are out (should be a manager or peer, not a subordinate)
- d. Click 'For All Business Processes' unless you only want to delegate specific tasks
- e. Click 'Retain Access to Delegated Tasks in Inbox' if you want the tasks to go to both you and your delegates inboxes
- f. Click 'Submit'