Delegation
Managers can use delegation to allow additional users to act upon their behalf (for the approval of Time Worked and Time Off).

Create a delegation to Approve Inbox tasks on your behalf:

1) From your Workday Inbox, click the drop-down arrow button and select My Delegations (see screenshot).

2) On the My Delegations page, click the Manage Delegations button to access the Manage Delegation page.

3) Enter a Begin Date – it cannot be prior to the date you are entering the delegation.

4) Enter an End Date if needed.

5) In the Delegate field, enter the name of a person (or more than one person) to whom you will delegate.

6) In the Do Inbox Tasks On My Behalf field, choose one of the options if you want to allow your delegate(s) the ability to see and act on any tasks that appear in your Inbox.

   Note: You can allow your delegate(s) to see all business processes that come to your inbox or a specific set of business process.

   Important: When delegating approvals of Time Worked and Time Off on behalf of a manager for Time Tracking, individuals can only approve tasks of Enter Time, Request Time Off and Correct Time Off. For a manager to delegate their timecard approval, in the search box, enter “time” and all three tasks (Enter Time, Request Time Off and Correct Time Off) will be available to select.

7) We recommend that you check the Retain Access to Delegated Tasks in Inbox box to retain the ability to complete your tasks.

8) Click Submit.

   Note: The delegation request will route to your manager for approval.
Cancel or modify the delegation:

Once you submit the delegation you can cancel or modify it. The way you proceed depends on whether your manager has already approved your delegation or not.

**If the delegation is Approved:**

For approved delegations, you can modify the dates, tasks, and other information, and you can add new delegates or remove delegates.

1) In your Workday Inbox, click the More button and select My Delegations.
2) On the My Delegations page, click the Manage Delegations button.
3) Modify the delegation as you like. Click the Remove Row (minus) button to delete the delegation.
4) Click Submit.

**If the delegation is Not Approved:**

1) In your Inbox, click the More button and select My Delegations.
2) Click the Delegation History tab, and you will see the delegation that you started, it will still be in progress.
3) To cancel a delegation request: Click the Related Actions icon off the Delegation that is “In Progress”.
4) Select Business Process and click Cancel.
5) Enter a Comment.
6) Click Submit.

**Acting on Behalf of Another User:**

You are assigned to be a delegate by a co-worker to perform approval tasks on their behalf. Follow the instructions below to act on their behalf:

1) On your profile menu, click Switch Account to switch to the delegated account.
2) Click the user for whom you are a delegate.
Note: Switching Accounts brings up a new Delegation Dashboard and another worklet called Delegated Actions. From this dashboard, you can initiate business processes that have been delegated to you by the user on whose behalf you are acting.

![Delegation Dashboard]

3) User can initiate new tasks by clicking on actions under Reports & Tasks.

4) To switch to your personal Workday account, click the Switch Account and click your own name.

To View Delegated Inbox:

To view the Inbox that is delegated to you by your co-worker, follow the steps below:

1) On your profile menu, click Switch Account to switch to the delegated account.

2) Click the user for whom you are a delegate.

3) Click the Inbox icon and you can see your co-worker’s delegated Inbox.