

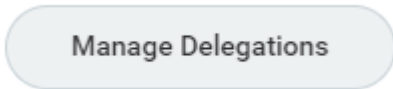
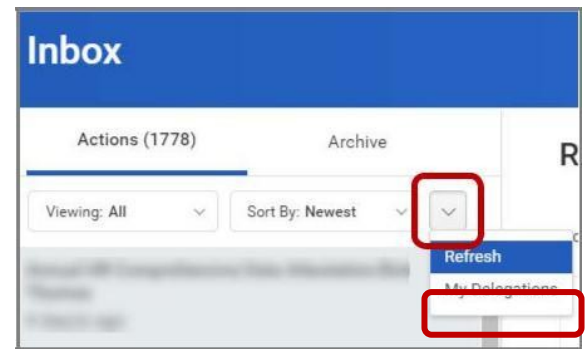
Keep in Mind:

- Managers can use delegation to allow additional users to act on their behalf for the approval of time worked and time off
- If your manager is not available to approve your timesheet you can ask the next level manager to approve as well.
- Please use this process to delegate **to a peer or superior** when you go on an extended vacation (when timesheets are due), leave of absence, or for a “on-going” timesheet approver.

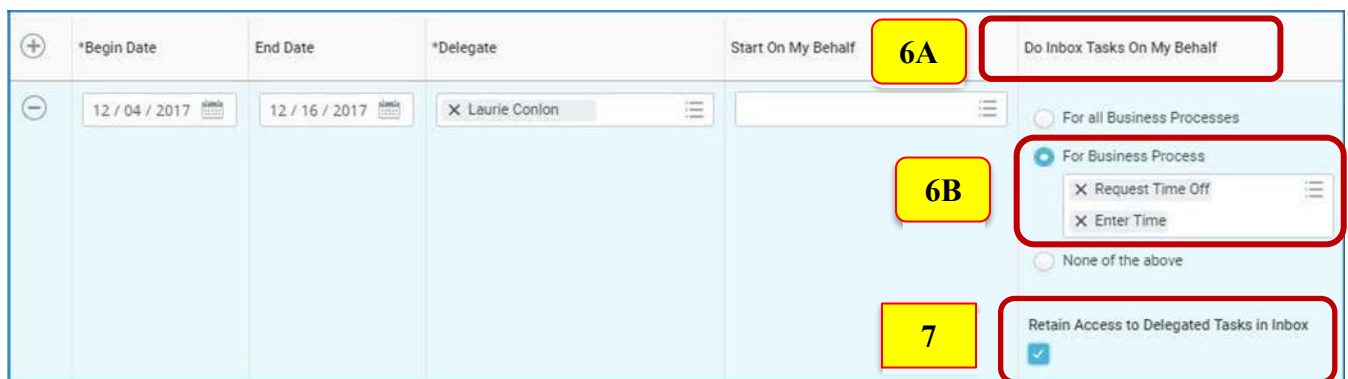
DELEGATION

CREATE A DELEGATION TO ALLOW A CO-WORKER TO ACT ON YOUR BEHALF

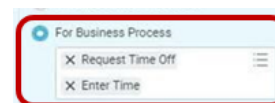
1. In your Workday Inbox, click the **More** button and select **My Delegations**.
2. On the **My Delegations** page, click the **Manage Delegations** to open the Manage Delegation page.



3. Enter a **Begin Date** – it cannot be prior to the current date.
4. Enter an **End Date** – it can be years out (*only recommended for “on-going” timesheet approvers*).
5. In the **Delegate** field, enter the name of a person (or more than one person) to whom you will delegate.



- 6a. In the **Do Inbox Tasks On My Behalf** section:
- 6b. Select the **For Business Processes** radio button and click on the Search Box and Enter **Request Time Off** and **Enter Time**



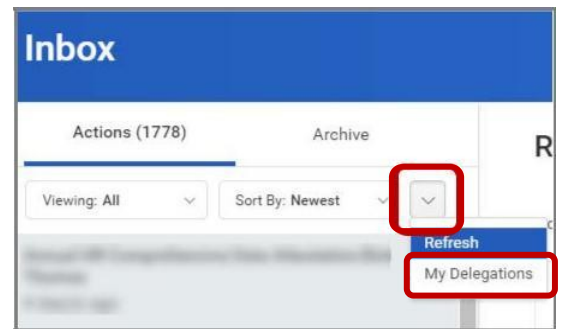
This will allow your delegate(s) the ability to see and act on approving time for both Salary and Hourly employees.

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**.
9. You and the delegatee will receive a **Notification** indicating you have created a Delegation.

CANCEL OR MODIFY THE DELEGATION

Once you submit the delegation, you can cancel or modify it. You can modify the dates, tasks, and other information, and you can add new delegates or remove delegates.

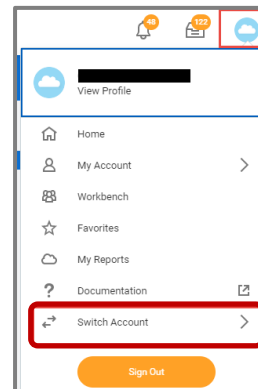
1. In your Workday Inbox, click the **More** button and select **My Delegations**.
2. On the **My Delegations** page, click the **Manage Delegations** button.
3. Modify the delegation as you like. Click the **Remove Row (minus)** button to delete the delegation.
4. Click **Submit**.



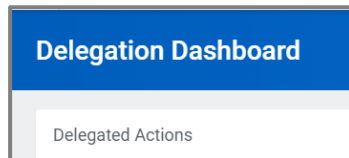
ACTING IN BEHALF OF ANOTHER USER – HOW DO I GET TO THE DELEGATED INBOX?

You are assigned to be a delegatee 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 (Cloud on upper right corner), click **Switch Account** to switch to the delegated account.
2. Click the user for whom you are a delegatee.
3. Switching accounts brings up the delegation dashboard with delegated actions. From here, you can **approve time off entries** that have been delegated to you by your peer or superior.



The delegation dashboard will disappear after you select it the first time.



TO VIEW DELEGATED INBOX:

After switching to the delegated Inbox, click the Inbox icon and you can see your co-worker's delegated Inbox



HOW DO I SWITCH BACK TO MY ACCOUNT?

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

