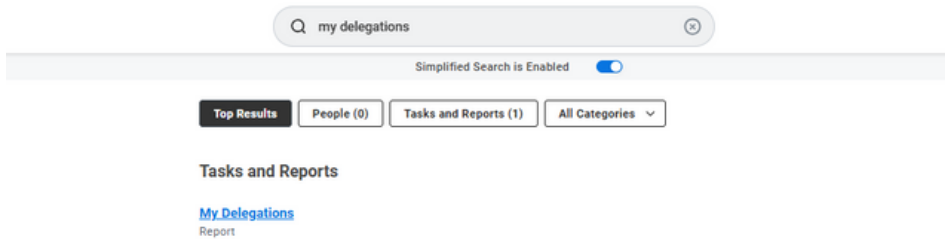


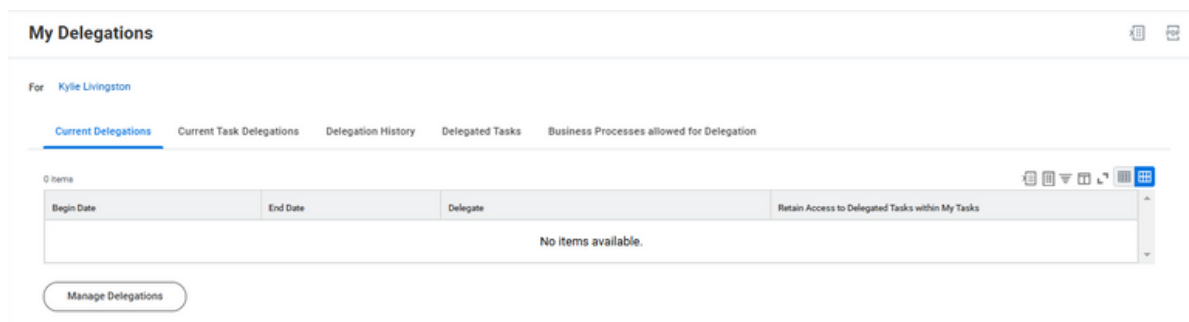
This guide will explain how to delegate tasks in Workday. Setting up a delegation is the handover of your authority to approve tasks in Workday while you are away. Appropriate use would be for PTO or extended leave of absence, you can delegate your Workday My Tasks to a peer or Superior within the organization. If you are out of office unexpectedly, then your Manager can set up delegations on your behalf.

Be sure that you have a conversation with the chosen delegate about the delegation so that they are aware of the expectation.

1. **Search My Delegations** in Workday
2. **Select My Delegations**



3. On the next screen you will see several different options to view delegations, **choose Manage Delegations** to assign delegations.



Continued on
next page



Manage Delegations Kylie Livingston

> Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks within My Tasks Delegation Rule

4. Enter the following details:

- **Begin Date:** Enter the start date for the delegation.
- **End Date:** Enter the end date for the delegation.
- **Delegate:** Search for and select a proposed delegate.
- **Start On My Behalf:** Select the business processes you wish to delegate initiation for
- **Do My Tasks On My Behalf:** Select one of the following options:
 - **For All Business Processes:** If selected, this will delegate all My Tasks, including reviews and approvals, to the delegate. After selecting this option, you can select the Retain Access to Delegated Tasks in My Tasks checkbox if you wish to retain access to your My Tasks during the delegation.
 - **For Business Processes:** If selected, this will delegate a select business process to the chosen delegate.
 - **None of the Above:** If selected, the chosen delegate will have no tasks assigned to them.
- Click **Submit**.

Note: The delegation of the selected My Tasks to the chosen delegate will start on the Begin Date.