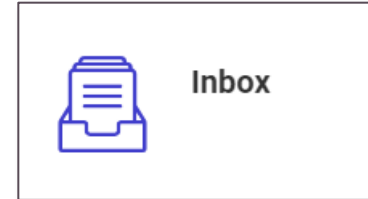


Delegate Tasks in Inbox

Workday allows you to delegate your inbox items to an employee who is a peer or superior if you're unable to perform the actions due to time off, or a leave of absence. Peer in Workday is defined as those employees who sit in the same supervisory organization as yourself. You will not be able to delegate to managers who sit in a different supervisory organization. Superior in Workday is defined as your up-line management chain. Delegations should be used only when you will be unavailable to complete time-sensitive tasks. Delegation will route to your supervisor for approval.



Note: Inboxes will contain sensitive HR related tasks that may contain salary or other personal information. Delegating your entire inbox should be done only when you are unavailable for an extended period of time.

From the Inbox:

Step 1: Click **More** > **My Delegations**.

Step 2: Click **Manage Delegations**.

Step 3: Specify a Begin Date

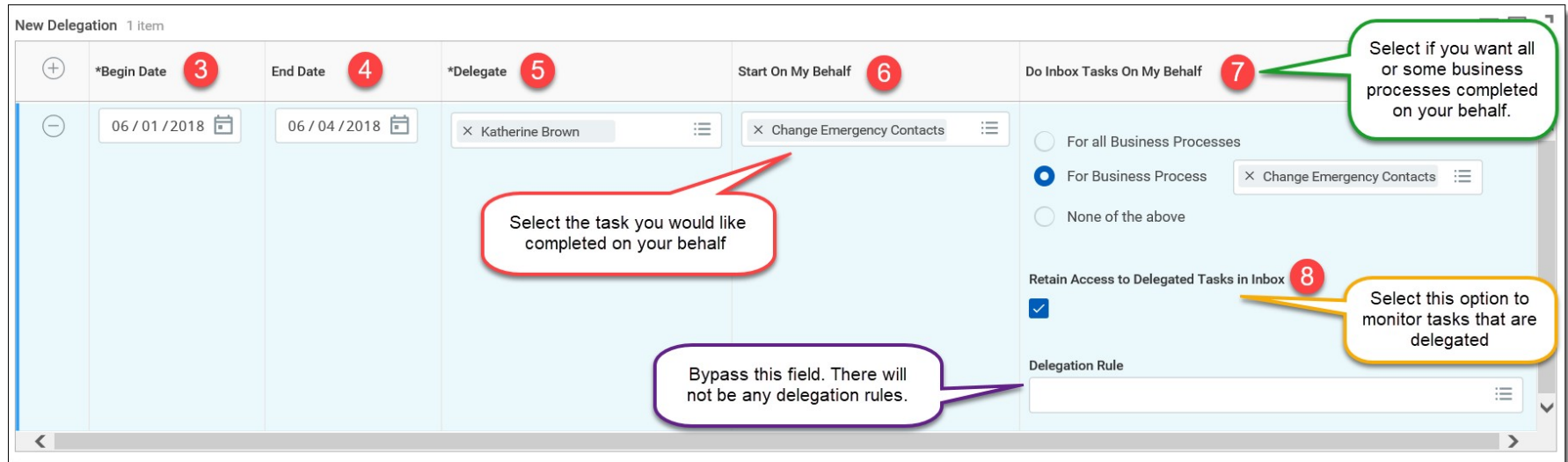
Step 4: Specify an End Date

Step 5: Select a delegate (Peer or Superior) from the prompt

Step 6: If you are only delegating Inbox tasks, leave the **Start on My Behalf** prompt empty. This option is for delegating the Initiating Action of business processes, not for delegating Inbox tasks.

Step 7: In the **Do Inbox Tasks on My Behalf** section, select whether to delegate Inbox tasks:

- For all Business Processes.
- For a specific Business Process.
- None of the above (removes the ability to do Inbox tasks while retaining the ability to initiate specified business processes on your behalf).



The screenshot shows the 'New Delegation' form with the following fields and callouts:

- 3** *Begin Date: 06/01/2018
- 4** End Date: 06/04/2018
- 5** *Delegate: Katherine Brown
- 6** Start On My Behalf: Change Emergency Contacts
- 7** Do Inbox Tasks On My Behalf: For Business Process (selected), Change Emergency Contacts
- 8** Retain Access to Delegated Tasks in Inbox:

Callout for field 3: Select the task you would like completed on your behalf

Callout for field 7: Select if you want all or some business processes completed on your behalf.

Callout for field 8: Select this option to monitor tasks that are delegated

Callout for field 6: Bypass this field. There will not be any delegation rules.

Step 8: Select **Retain Access to Delegated Tasks in Inbox** if you want to get notifications and access the tasks from your own Inbox as usual. If you retain access, then either you or your delegate can complete each task.

Step 9: Click **Submit**. A confirmation displays. Click **Done**.