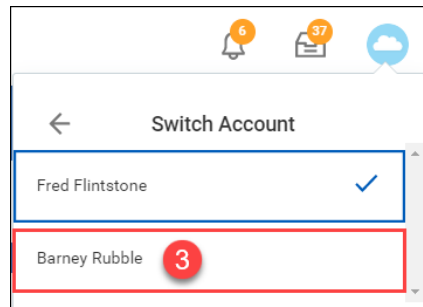
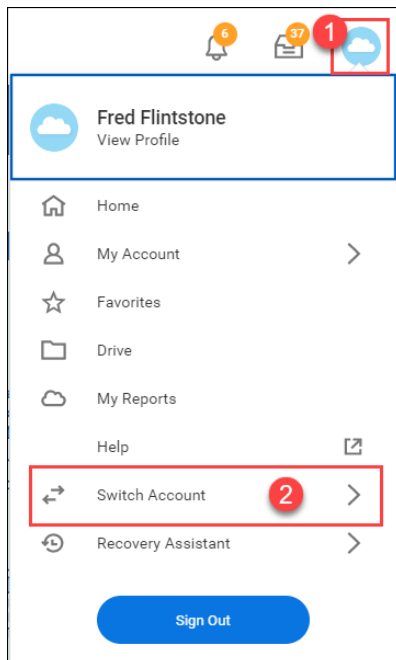


### Inbox Delegation

Workday allows delegation of inbox items to an employee who is a peer or superior if an employee is 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 the employee. Managers will not be able to delegate to managers who sit in a different supervisory organization. Superior in Workday is defined as the up-line management chain. Delegations should be used only when employees will be unavailable to complete time-sensitive tasks. Note: Delegates are not able to access the delegator's job requisitions. Only the inbox tasks for the requisition will be available to take action on. Delegation assignment will route to a supervisor for approval. Notification of a delegate assignment must be completed outside of Workday.

### Access the Delegated Inbox

To access the inbox you have been assigned as a delegate, click on the cloud icon or your profile photo (1), click on **Switch Account**, and then select the name of the employee whose inbox account you need to access (3). Take necessary action on the inbox items as needed.



### Switch Back to Your Account

Repeat steps 1 and 2 above and then select your own name. You will be returned to your own inbox account.