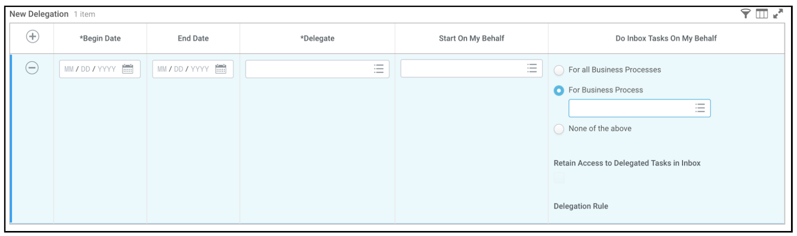
NOTE: Delegate your Workday inbox or specific tasks from your inbox, for a specified period of time or delegate the initiating of some tasks on your behalf. All requests to delegate will go through an approval process. **IMPORTANT:** Delegations should be used only when you will be unavailable to complete time-sensitive tasks. Inboxes will contain HR related tasks as well that may contain salary or other personal information. Delegating your entire inbox should be done only when you will unavailable for an extended period of time, and be delegated to a person (peer or superior) who already has access to the same information you do.

To set up a delegate

1. Search for **"My Delegations"** and select task
   - View the Current Delegations tab to view existing delegations.
   - Click the **Manage Delegations** button.

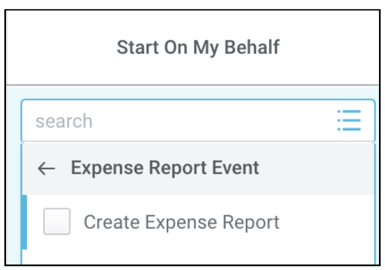


2. Choose **Begin Date** and **End Date**

3. Choose the name of the **Delegate**, the person to whom you are delegating the tasks.

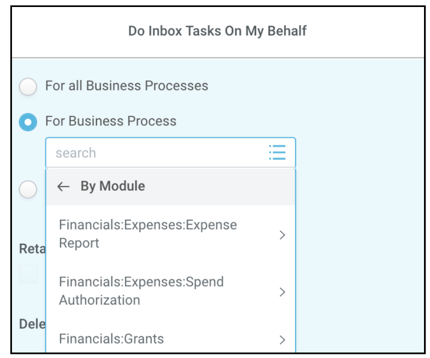
3a. Start On My Behalf

Choose the task you'd like them to start, (i.e. Create Expense Report). Add a line for each task you want the delegate to be able to start on your behalf.



3b. Do Inbox Tasks On My Behalf

- Choose the Business Processes you'd like them to be able to act on from your inbox, (i.e. Expense Report Event).



- You can add additional tasks in the **For Business Process** field for each task you want the delegate to be able to act on in your inbox.

- Click **Submit**.
- The request to delegate will have to be approved before it goes into effect. If you delegate to you your peer, subordinate or superior in the same organization, an approval will go to the employee's manager or accounting services depending on the process chosen.