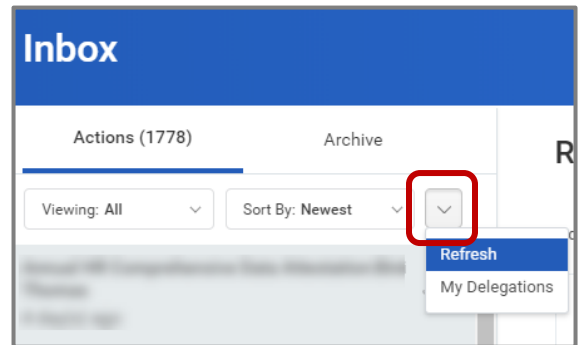# Delegation

Managers can use delegation to allow additional users to act upon their behalf (for the **approval of Time Worked and Time Off**).

Create a delegation to Approve Inbox tasks on your behalf:

1) From your Workday Inbox, click the drop-down arrow button and select **My Delegations** (see screenshot).

2) On the **My Delegations** page, click the **Manage Delegations** button to access the Manage Delegation page.

3) Enter a **Begin Date** – it cannot be prior to the date you are entering the delegation.

4) Enter an **End Date** if needed.

5) In the **Delegate** field, enter the name of a person (or more than one person) to whom you will delegate.

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf

11/03/2021	11/30/2021	✕ Bini Thomas ···		○ For all Business Processes
				● For Business Process
				  ✕ Correct Time Off
				  ✕ Enter Time
				  ✕ Request Time Off
				○ None of the above
				
				Retain Access to Delegated Tasks in Inbox ☐

6) In the **Do Inbox Tasks On My Behalf** field, choose one of the options if you want to allow your delegate(s) the ability to see and act on any tasks that appear in your Inbox.
   Note: You can allow your delegate(s) to see all business processes that come to your inbox or a specific set of business process.

   Important: When delegating approvals of **Time Worked** and **Time Off** on behalf of a manager for Time Tracking, individuals can only approve tasks of *Enter Time*, *Request Time Off* and *Correct Time Off*. For a manager to delegate their timecard approval, in the search box, enter "time" and all three tasks (*Enter Time*, *Request Time Off* and *Correct Time Off*) will be available to select.

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**.

   Note: The delegation request will route to your manager for approval.

Cancel or modify the delegation:

Once you submit the delegation you can cancel or modify it. The way you proceed depends on whether your manager has already approved your delegation or not.

If the delegation is Approved:

For approved delegations, 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.**

If the delegation is Not Approved:

1) In your Inbox, click the **More button** and select **My Delegations**.

2) Click the **Delegation History** tab, and you will see the delegation that you started, it will still be in progress.

3) To cancel a delegation request: Click the **Related Actions** icon off the **Delegation** that is "In Progress".

4) Select **Business Process** and click **Cancel**.

5) Enter a **Comment**.

6) Click **Submit**.
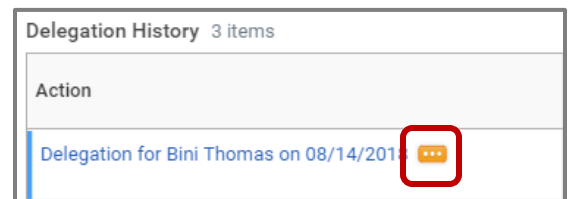
Acting on Behalf of Another User:

You are assigned to be a delegate 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, click **Switch Account** to switch to the delegated account.

2) Click the user for whom you are a delegate.
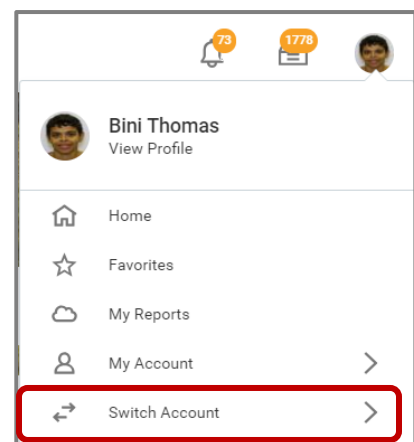
Note: Switching Accounts brings up a new **Delegation Dashboard** and another worklet called **Delegated Actions**. From this dashboard, you can initiate business processes that have been delegated to you by the user on whose behalf you are acting.
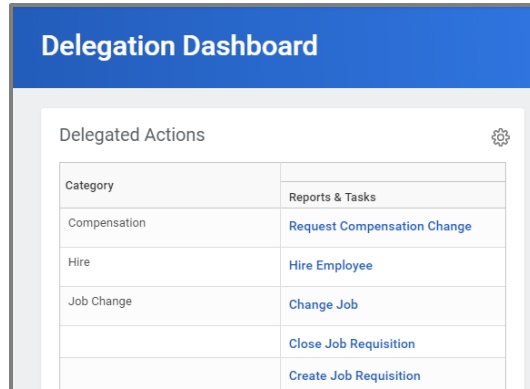
3) User can initiate new tasks by clicking on actions under **Reports & Tasks**.

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

To View Delegated Inbox:

To view the Inbox that is delegated to you by your co-worker, follow the steps below:

1) On your profile menu, click **Switch Account** to switch to the delegated account.

2) Click the user for whom you are a delegate.

3) Click the Inbox icon and you can see your co-worker's delegated Inbox.