DELEGATION FACULTY ACTIONS IN WORKDAY

Follow the steps below to delegate business processes in Workday.

Overview
Delegation in Workday allows you to delegate business processes for approval on your behalf and should be used when planning time away from the office.

1. Search for and then select My Delegations
2. Select the Manage Delegations button from the My Delegations screen
3. Complete the Delegation fields:
   - **Begin Date**—Delegation begins at 12:00:01 am on the Begin Date and ends at 11:59:59 pm on the End Date. To delegate for a single day, enter the same Begin Date and End Date
   - **End Date**—(this is optional—it can be left blank if needed)
   - **Delegate**—Type a name of your delegate(s) into the search field in the prompt box; at least one delegate must be chosen.
   - **Use Default Alternate**—Primary manager of delegate will automatically be chosen as the default, uncheck to manually select alternate
   - **Start On My Behalf**—Leave this blank
   - **Do Inbox Tasks On my Behalf**—Select whether to delegate Inbox tasks:
     - **For a Specific Business Process**—this enables different transactions to be delegated to different workers based on the transaction
     - **Select “Request” process**
     - **Retain Access to Delegated Tasks in Inbox**—Select if you would still like to access notifications and occasionally take action on tasks from your own Inbox. If you retain access, then you or your delegate can complete each task acting like a resource pool. If one takes action on a task, the task is removed from the other’s inbox.
     - **Delegation Rule**
       - **Select “Faculty Action Form”**
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4. Select **Submit** to complete process

Next Steps

Selected Delegate:

- Receives confirmation that he or she will be acting on your behalf for the specified period of time.
- Receives any tasks that would have been directed to you for allowed processes, as well as any related process notifications, including alerts.
- Can request reassignment for any delegated tasks, but they cannot delegate any of your tasks to yet another user

Remove/Modify Delegations

- Search for and then select **My Delegations**
- Edit the grid fields to update or change a delegation
- Select the grid minus sign to remove a delegation