Delegation – View Delegated Tasks

Overview

Workday allows you to delegate your Inbox items and business process flows to a colleague if you take time off or take a leave of absence. Delegation should typically be used as a temporary method for ensuring timely completion of approvals and tasks. Regular approvals of items, such as timesheets, should be handled by the designated approver in the system. Delegations must be fully approved before the delegate will see them.
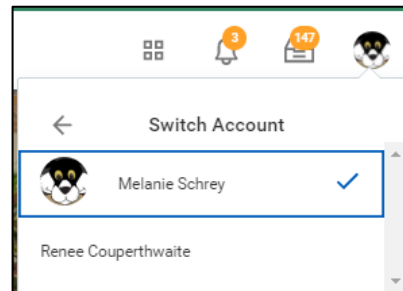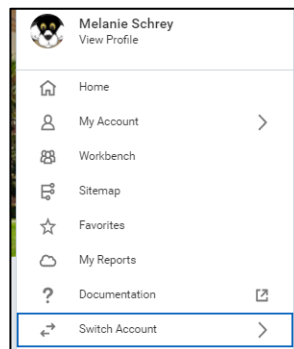
Review Process

Inbox Items

Delegated approvals will appear in the user's Inbox automatically and can be completed from there.

Initiating Tasks

Delegated tasks reside in a specific Dashboard, that must be accessed by switching the user account.

1. Click on Profile Picture to expand menu
2. Click on Switch Account
3. Click on User for which to act as the delegate
4. Delegation Dashboard will display with eligible tasks
5. Select a task to begin
6. When complete – Switch Account back to Self