

DELEGATION

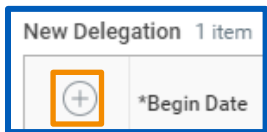
Human Capital Management (HCM)

From the Workday Inbox:

1. Click the dropdown menu button within the Actions tab.



2. Click **My Delegations**.
3. Click **Manage Delegations**.
4. Select the **Begin Date**.
5. Select the **End Date**, if applicable.
6. Select the **Delegate**.
7. Select one or more business processes for the delegate to start on your behalf, if applicable.
8. Select all business processes, one or more specific business processes, or none to indicate which Inbox tasks you would like your delegate to complete on your behalf.
9. Check the “Retain Access” box if you would like to retain access to the Workday Inbox tasks you delegate.
10. Click the **Add Row** icon and repeat steps 4 – 9 for a new delegate.

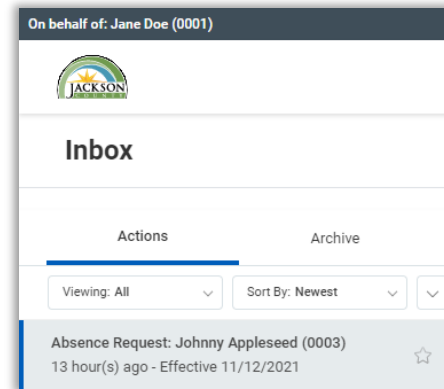


11. Click **Submit**.



Note: At this point, the delegation has been successfully completed. The delegation(s) will begin on the selected begin date. The following sample screenshots demonstrate how a delegated task within the original task owner’s Workday Inbox and the same task within the delegate’s Workday Inbox appear identical in each Workday Inbox.

Original task owner’s Workday Inbox:



Delegate’s Workday Inbox:

