Delegate Your Inbox

Workday allows you to delegate your Inbox items to a colleague if you’re unable to perform the actions yourself due to time off or a leave of absence.

From the Home Page:

**1.** Click your **Profile** icon in the upper-right corner.

**2.** Click View Profile

From the Actions tab:

1. Click **Business Process** > **My Delegations**.
2. Click **Manage Delegations**.
3. Enter the Begin Date and End Date for the delegation.
4. Select a user to delegate your tasks to in the **Delegate** field.

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|  | **Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.** |

1. In the **Start on My Behalf** field, select all business you wish to allow your delegate to initiate on your behalf.
2. In the **Do Inbox Tasks on My Behalf** field, select whether to delegate all business processes, specific business processes, or none of the above.
3. Mark the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
4. Click **Submit**. A confirmation displays. Depending on your organzation’s security settings, additional approvals may be required.
5. Click **Done.**

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|  | Note: Click the **Business Processes Allowed for Delegation** tab from your My Delegations page to view which business processes you can delegate. |