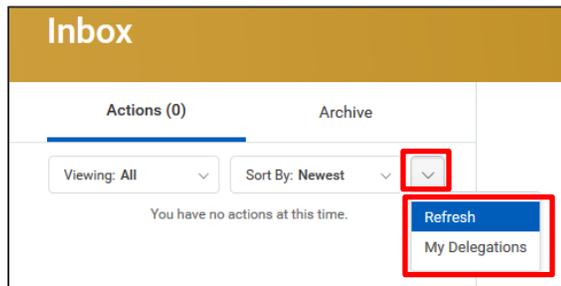


This job aid provides instructions for delegating your inbox as well as specific tasks or business processes within Workday. Delegation of your Workday Inbox should be done whenever you are out of the office (ex. sick or vacation) and unable to manage your Workday tasks. Delegation is also a way to manage workflow by directing tasks or initiation of processes to specific individuals. Workday allows you to delegate your Inbox items to a Peer, a Subordinate or, a Superior and a delegation may be assigned for up to one year.

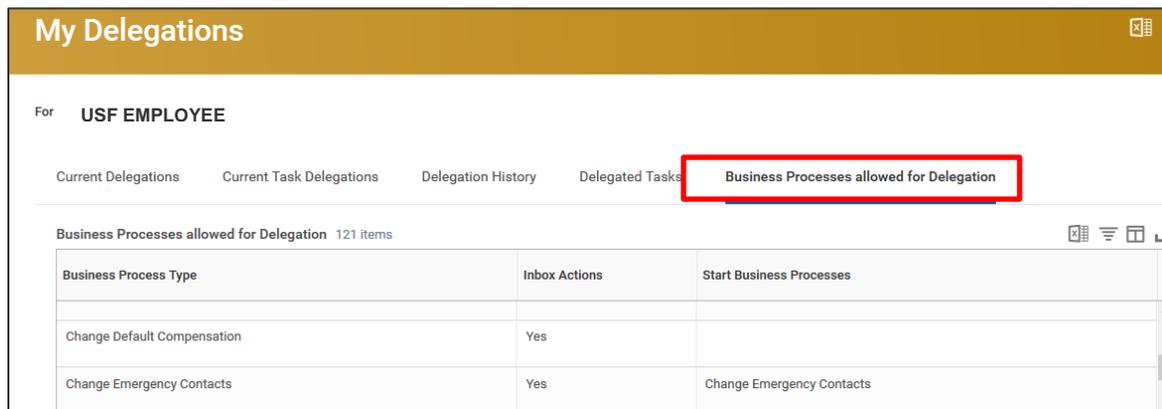
## DELEGATE YOUR INBOX

From the Workday Inbox Actions tab:

1. Click the **More dropdown box**. Select **My Delegations**. This will take you to the Delegations Dashboard.



2. From the Delegations Dashboard you can view your current delegations, current task delegations, delegation history and much more. Click the **Business Processes allowed for Delegation** tab to determine which processes you are allowed to delegate. The list is a university wide list and your role may not allow you to access all of the processes listed.



3. Click on **Current Delegations**. Click **Manage Delegations**.

**My Delegations**

For **USF Employee**

**Current Delegations** | Current Task Delegations | Delegation History | Delegated Tasks | Business Processes allowed for Delegation

0 Items

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

**Manage Delegations**

4. Enter the **Begin Date** and **End Date** for the delegation.
5. In the **Delegate** field, select a user to whom you want to delegate your inbox.

**Manage Delegations**

> **Business Processes allowed for Delegation**

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above

Retain Access to Delegated Tasks in In

- In the **Do Inbox Tasks On My Behalf** field, select whether to delegate *all business processes* or *specific business processes*.
- You must select the **Retain Access to Delegated Tasks in Inbox** checkbox to retain view and modify accessibility to your Inbox.

Form fields for delegation options:

- For all Business Processes
- For Business Process
- None of the above
- Retain Access to Delegated Tasks in Inbox

Delegation Rule

- Click **Submit**. A confirmation will display.
- Click **Done**.

## DELEGATE A TASK OR BUSINESS PROCESS

Workday allows you to delegate a task or, the initiation of a business process to a peer, a subordinate or a superior.

From the Delegations Dashboard tab:

- Choose **Manage Delegations**.

My Delegations

For **USF Employee**

Current Delegations | Current Task Delegations | Delegation History | Delegated Tasks | Business Processes allowed for Delegation

0 Items

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

Manage Delegations

2. Enter the **Begin Date** and **End Date** for the delegation. A delegation can only be assigned to an individual within your supervisory organization and may be assigned for up to one year.
3. Choose a **Delegate**.
4. If you are assigning a single task, you will choose the **For Business Process** field. A dropdown of business process options will appear from which you may choose.

> **Business Processes allowed for Delegation**

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
MM / DD / YYYY	MM / DD / YYYY		<div style="border: 2px solid red; padding: 5px;"><input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process search ← All <input type="checkbox"/> Absence Calendar <input type="checkbox"/> Add Academic Appointment</div>	<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process <input type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox

5. You may delegate the initiation of a business process by choosing from the eligible tasks in the dropdown in the **Start On My Behalf** field.

> **Business Processes allowed for Delegation**

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
MM / DD / YYYY	MM / DD / YYYY		<div style="border: 2px solid red; padding: 5px;"><input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process search ← All <input type="checkbox"/> Change Emergency Contacts</div>	<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process <input type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox

- You must select the **Retain Access to Delegated Tasks in Inbox** checkbox to retain view and modify accessibility to your Inbox.

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
				<p><input type="radio"/> For Business Process</p> <p><input type="radio"/> None of the above</p> <p><input checked="" type="checkbox"/> Retain Access to Delegated Tasks in Inbox</p> <p>Delegation Rule</p>

- Click **Submit**. A confirmation will display.
- Click **Done**.