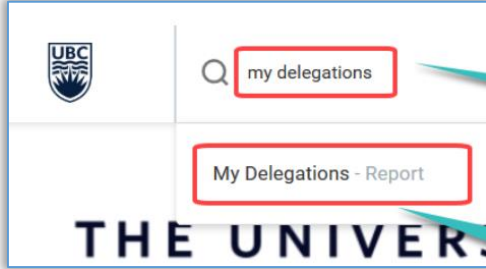
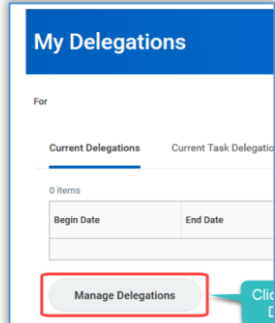
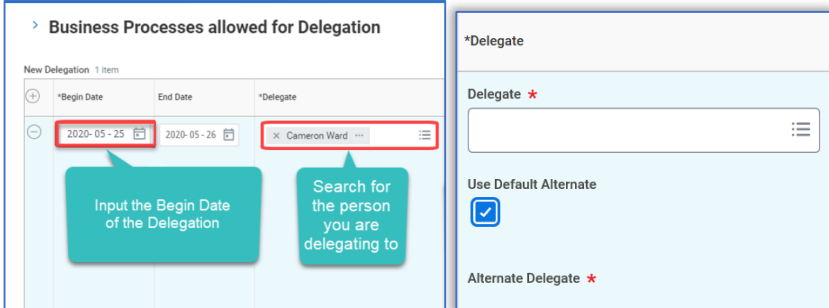




Workday Quick Guide: How to Delegate Your Inbox Items

S/N	Step Instruction	Screenshot
1	<ul style="list-style-type: none"> Type "My Delegations" in the search bar. Click on "My Delegation" 	
2	<ul style="list-style-type: none"> Click on "Manage Delegations" to start. 	
3	<ul style="list-style-type: none"> Delegate entire inbox or specific business processes from inbox. Input the "Begin Date", "Delegate". Click on the Alternate delegate box and the delegate's manager's name automatically populates 	
4	<ul style="list-style-type: none"> Click and select "Business Process(es)" under the header of Do Inbox Tasks On My Behalf. Check the "retain access to the selected business process(es) after the delegation period" if you want to retain access Click "Submit" "Save for Later" "Cancel" 	