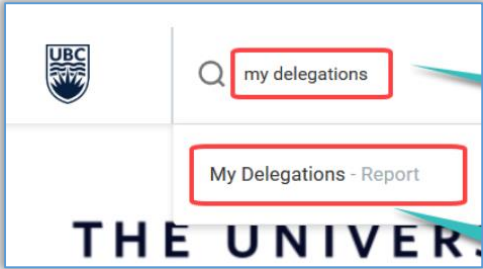
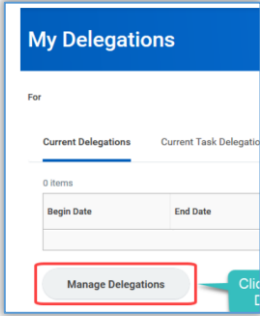
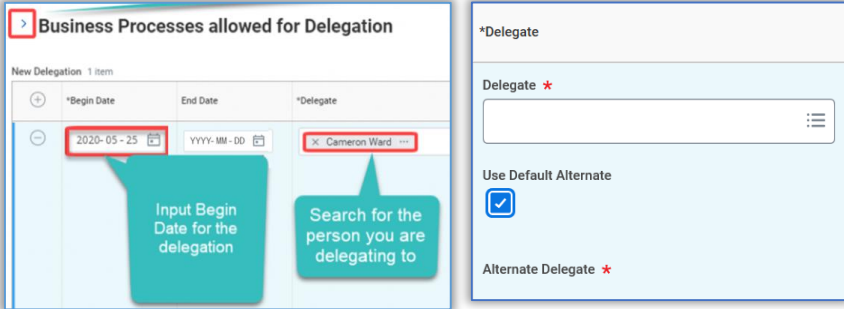
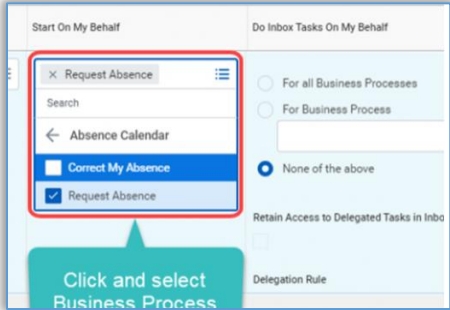




# Workday Quick Guide: How to Delegate the Initiation of Business Processes

S/N	Step Instruction	Screenshot
1	<ul style="list-style-type: none"><li>Type “<b>My Delegations</b>” in the search bar.</li><li>Click on “<b>My Delegation</b>”</li></ul>	
2	<ul style="list-style-type: none"><li>Click on “<b>Manage Delegations</b>” to start.</li></ul>	
3	<ul style="list-style-type: none"><li>Search by Business Process Type, or select among all business process(es).</li><li>Input the “<b>Begin Date</b>”, “<b>End Date</b>” and “<b>Delegate</b>”</li><li>Click on the <b>Alternate delegate</b> box and the delegate’s manager’s name automatically populates</li></ul>	
4	<ul style="list-style-type: none"><li>Click and select <b>Business Process(es)</b> from the drop down under the header “<b>Start On My Behalf</b>”</li></ul>	
5	<ul style="list-style-type: none"><li>Click “<b>Submit</b>” “<b>Save for Later</b>” “<b>Cancel</b>”</li></ul>	