

Delegated to Me

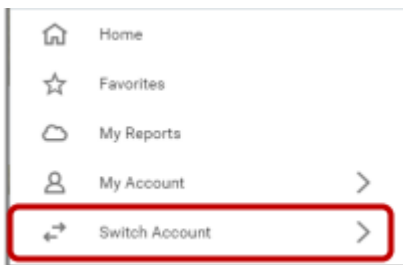
USER GUIDE

INTRODUCTION

Use this aid if you have been assigned to be a delegate by another employee. These instructions will help you to act on their behalf and complete tasks.

SWITCH TO DELEGATED ACCOUNT

1. From your home page, click on your profile icon in the upper right of Workday and click **View Profile**.
2. If you have been delegated tasks, click **Switch Account**.

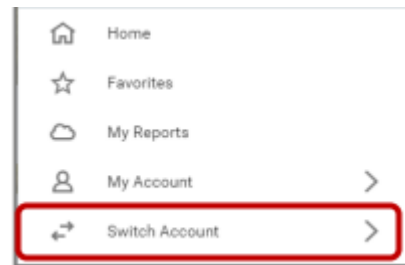


3. Click on the **User** for whom you are a delegate.
4. Then click on **Delegation Dashboard**. From this dashboard you can see the Delegated Actions. Here you can initiate business processes that would have been delegated to you.
5. You can initiate new tasks by clicking on Actions under Reports & Tasks.
6. To switch back to your personal Workday account, click on your profile icon and click Switch Account and choose your name.

TO VIEW DELEGATED INBOX

To view the Inbox that was delegated to you, follow these steps:

1. From your home page, click on your profile icon in the upper right of Workday and click **View Profile**.
2. If you have been delegated tasks, click **Switch Account**.



3. Click on the **User** for whom you are a delegate.
4. Click on the **Inbox** icon and you can see the user's delegated inbox.



5. In the Inbox, under **Actions**, click **Delegated to Me**

