Workday@OK

SETTING UP DELEGATION

THIS GUIDE IS FOR: ALL EMPLOYEES

Delegations are for when you want to assign someone else to manage your inbox, temporarily or long-term.

1. Navigate to your **Inbox** by selecting the **Inbox** icon on the top right. Under the **Actions** and **Archive**, to the right, there is a drop-down menu that allows you to bulk approve transactions, refresh your inbox and manage your delegations.
2. Select **My Delegations**, scroll down and select **Manage Delegations**. Also, you can use the search bar to type **My Delegations** and select the report from the list of results.
3. Enter the **Begin** and **End Date** of your delegations.
4. Use the **Do Inbox Tasks** on **My Behalf** to delegate access for all business processes or for specific ones or none of the above.
5. Select **Submit**.