

Delegations: Reassign Tasks

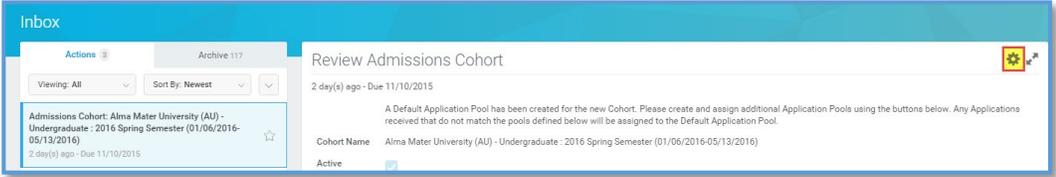
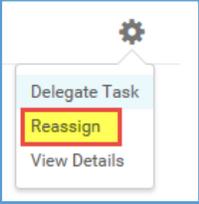
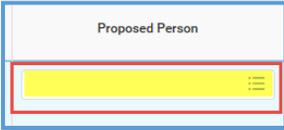
PURPOSE

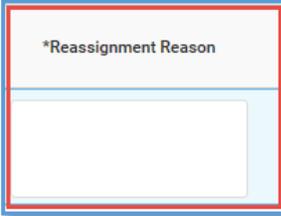
Reassigning a task permanently removes responsibility for a task from one user and assigns it to another user who belongs to a security group that can perform the reassigned action for that business process.

IN THIS JOB AID

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PROCEDURE

Reassign Tasks	
Step 1	Login to Workday
Step 2	Go to your Inbox
Step 3	Click the task you want to Reassign
Step 4	Click the gears 
	
Step 5	Click Reassign
	
Step 6	In the Proposed Person field, type the name of the person you wish to assign the task to or click  icon to choose from categories
	

Note	To reassign specific tasks for selected workers, proposed person must belong to a security group that can perform the Reassign action for that business process.
Step 7	Enter an explanations for this reassignment request in Reassignment Reason field 
Step 8	Click Ok > Done
Next Step	Wait for Business Process Administrator to approve. Once reassignment is approved, the task will be transferred from your inbox to the reassignee's inbox.
Note	This task will remain visible in your inbox until the reassignment is approved by the Business Process Administrator.
Unassigned Tasks/No One To Route To	
Unassigned tasks are tasks that are not routed to anyone to take action on. This usually occurs when incorrect worktags are selected during the task. Please see procedure below to resolve this issue.	
Step 1	Verify that the worktags used for the tasks are correct
Step 2	Click here to view Workday Crosswalk – Data Conversion or visit https://connect.broward.edu/departments/admin/procurement/Pages/procurement.aspx
Step 3	If the worktags are incorrect, correct them in Workday. If the information is correct, please submit a helpdesk ticket

