

Delegations: Inbox Tasks

PURPOSE

If you will be out of the office and have a few tasks in your inbox that must be approved as soon as possible, you can delegate them to someone else.

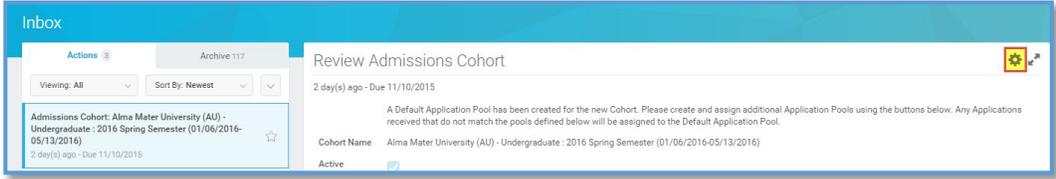
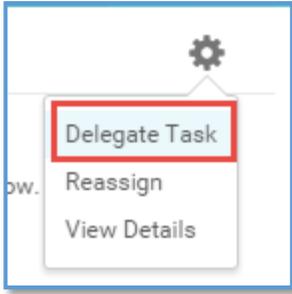
This job aid will walk you step-by-step on how to delegate various tasks in your inbox. If you want to assign someone access to work specific tasks in your inbox, please review the job aid [My Delegations](#).

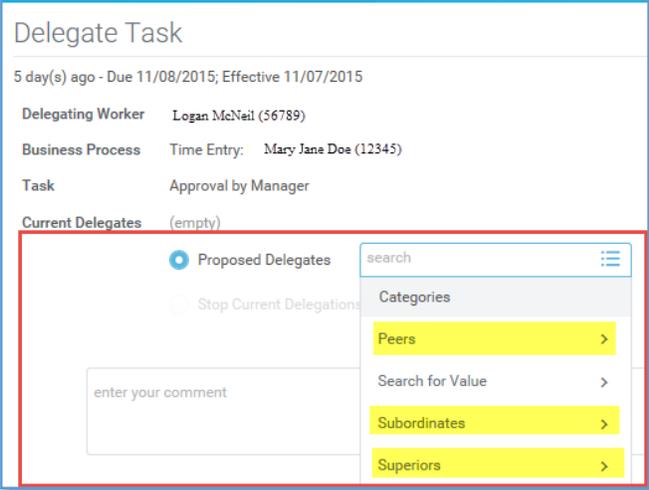
TASKS IN THIS JOB AID

[Delegate Tasks from WD Inbox](#)

[Stop inbox delegation task that has already been assigned](#)

PROCEDURE

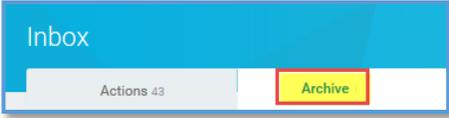
Delegate Tasks from WD Inbox	
Step 1	Login to Workday
Step 2	Go to your Inbox
Step 3	Click the task you want to delegate
Step 4	Click the gears  
Step 5	Click Delegate Task 

Step 6	<p>In the Proposed Delegates field, type the name of the person you wish to delegate the task to or click on  icon to choose delegate's name from categories</p> 
Note	Delegator can <u>only</u> assign tasks to his/her Peers, Superiors or Subordinates within their supervisory organization.
Step 7	Click Submit > Done
Next Step	Delegator's Primary Manager to review worker delegated task for approval.
Note	This task will remain visible in your inbox until the delegated task is reviewed and submitted by your Primary Manager.



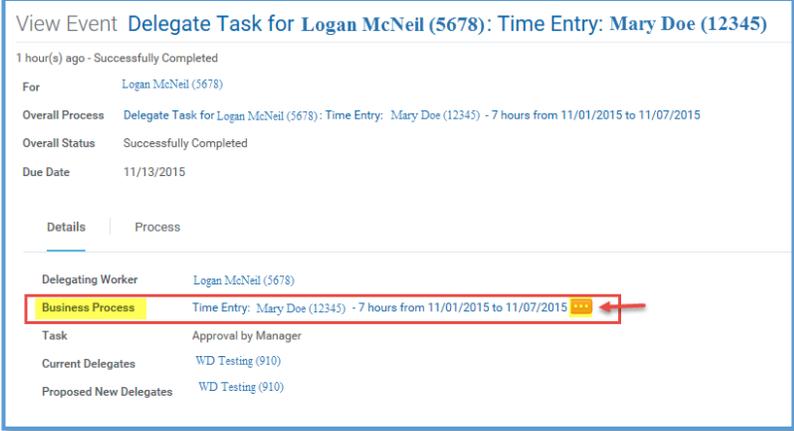
Stop inbox delegation task that has already been assigned

Step 1 Go to your Inbox and select the **Archive** tab

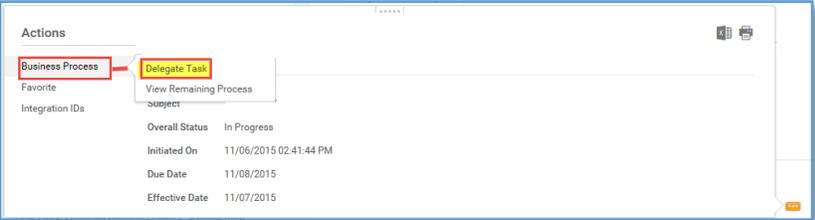


Step 2 Click the task you wish to stop delegations for

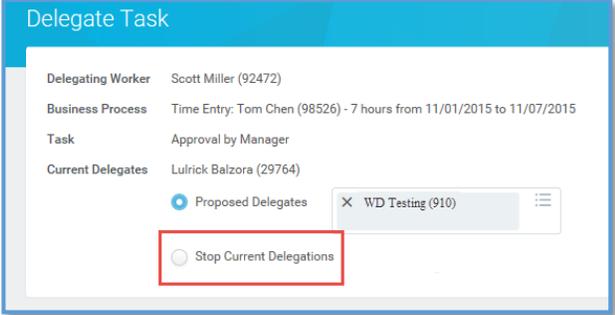
Step 3 Click on related action icon in the Business Process



Step 4 Rest your cursor on Business Process and click **Delegate Tasks**



Step 5 Click **Stop Current Delegations** button



Step 6 Click **Submit > Done**

