
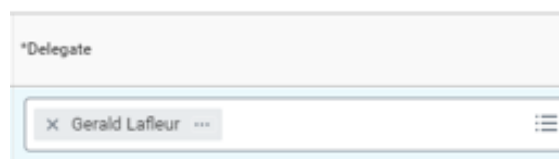
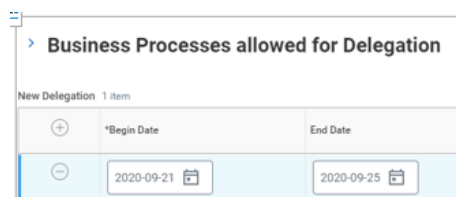
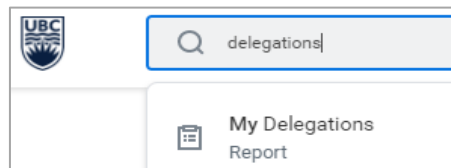


HOW DO I ... Delegate Approval of Expense Reports?	ABOUT THIS TASK: Describes how to delegate approval of an expense report.
AUDIENCE: Managers; Administration Leads. Individuals who need to delegate approval of Expense Reports.	DETAILED JOB AID: Delegate Inbox Items

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

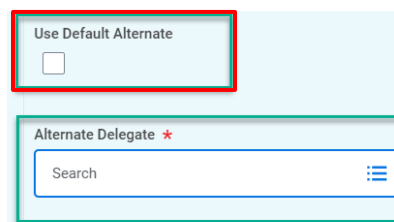
Note: This does **NOT** delegate accountability and can be set for a period of time.

1. On **Workday's home page**, in the **Search** field, type delegations.
 2. Click **My Delegations**.
 3. On the **My Delegations** page, click **Manage Delegations**.
 4. Click  to create a new line if a new line is not there already and in the **Start Date and End Date** fields, use the calendar drop-down to *select* the dates.
- TIP:** Leave the **End Date** field blank if the delegation is for an indefinite period of time.
5. In the **Delegate** field, *enter* the delegate's name and *select* your chosen delegate.
 6. Press **tab** to go to the next field. The delegate's name populates the field.

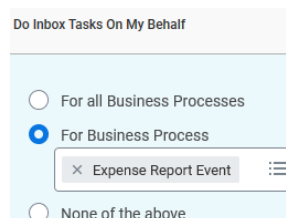


In addition to a primary delegate, you must also specify an alternate delegate (system will use for any processes where there is a conflict of interest, e.g., delegate giving themselves additional compensation).

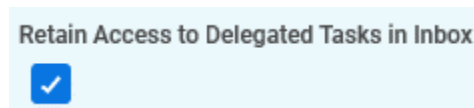
7. Check the **Use Default Alternate** field. The **Alternate Delegate** field automatically populates with delegate's manager. Do not check if you want to manually enter an alternate delegate other than their manager.
8. In the **Do Inbox Tasks on My Behalf** field, *select* the **For Business Process** button.
9. *Enter Expense* in the text box, *press return* and *select Expense Report Event*.



TIP: Do not type Expenses, only type Expense.



10. *Select* the **Retain Access to Delegated Tasks in Inbox** checkbox. This enables both you and your delegate to access and act on the **Expense Report** during the delegation period.



11. Click **Submit** twice.

TIP: An Alert displays after the first Submit advising you give the delegate access to all of your previously created items of the same type.



12. Click **Done** to complete the delegation. The **My Delegation** page displays showing the new delegation.

