
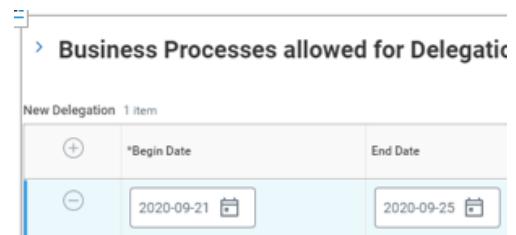
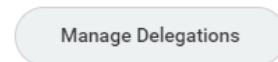
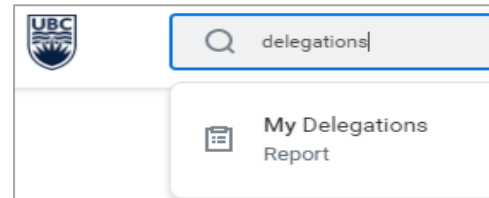


HOW DO I ... Delegate Creating (reconciling) an Expense Report?	ABOUT THIS TASK: Describes how to delegate initiating an expense report.
AUDIENCE: Managers; Administration Leads; Individuals who need to delegate initiating an expense report.	DETAILED JOB AID: Expense Delegation

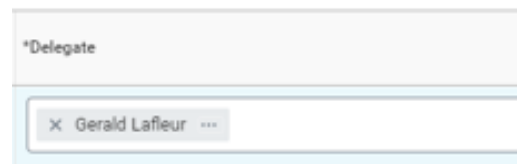
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

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 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. The **End Date** is the last day of the delegation (i.e., the delegation is effective on this date).

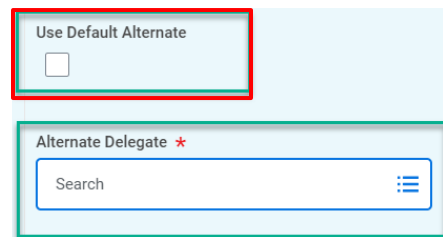


5. In the **Delegate** field, *enter the delegate's name* and, once displayed, *tab* to the next field. The delegate's name populates the field.

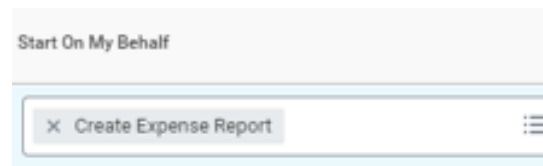


In addition to a primary delegate, you must also specify an alternate delegate (system will use for any processes where there is a conflict of interest, e.g., delegate giving themselves additional compensation).

6. 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.



7. In the **Start on My Behalf** field, *enter Expense*, click *return* and then *tab*. The **Create Expense Report** populates the field.



TIP: Do not type Expenses, only type Expense.

8. 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.
9. Click **Done** to complete the delegation. The **My Delegation** page displays showing the new delegation.

