GENERAL

Concept: Delegating Your Inbox and Tasks

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In Workday, you can **delegate** another CCA staff member to have access to your Workday inbox and/or grant them access to initiate specific tasks for you. Delegations allow that person to complete tasks or respond to inbox actions items on your behalf. This may be useful when you are out of the office on vacation, leave, or any other reason.

Both inbox delegations and delegations for specific tasks are made through the My Delegations report.

Delegations are Flexible!

Delegations are quite configurable. You may delegate several tasks and inbox access to one person or you can delegate each item to a different staff member. When you set up multiple delegations, each one can have different start/end dates as well.

Inbox Delegations

Read the Delegating Your Workday Inbox guide for detailed steps on setting up delegates to access your inbox tasks.

Notes about inbox delegation:

- Because you may want certain types of inbox items to remain private to you, you may specify which items you wish to delegate and which you do not.
- You can choose whether to retain access to delegated inbox items during a delegation's duration. This is recommended so you can still keep an eye on what you're being sent!

Task Delegations

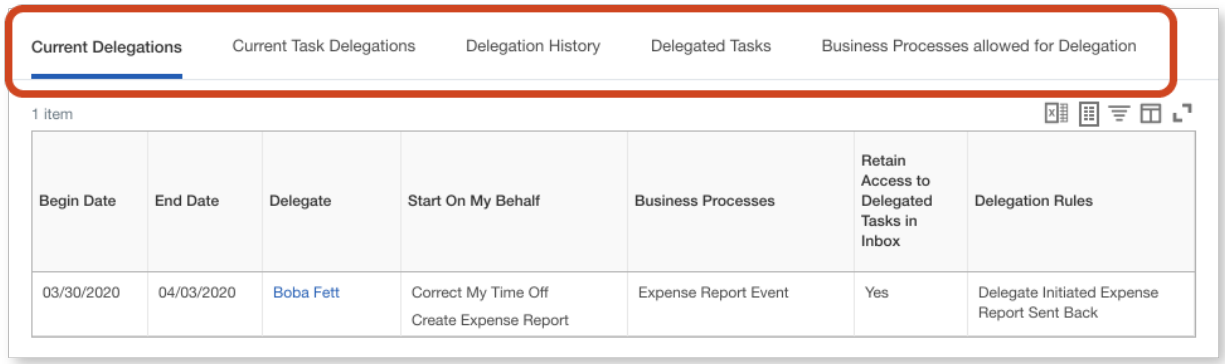
Most commonly, CCA managers designate expense report functionality, but you may delegate a wide range of Workday tasks to other staff. Read the Delegating Expense Reports (and Other Tasks) guide for detailed steps.

Notes about task delegation:

- When you delegate tasks to a fellow worker, that staff member will also have access to your history for that task (such as past expense reports).
- You can delegate multiple tasks to one person.

My Delegations Report Tabs

The **My Delegations** report includes several tabs containing current and historical delegation data.



- ***Current Delegations:*** See who is a delegate on your behalf, as well as the start and end dates of their delegate access.
- ***Current Task Delegations:*** This table lists delegated tasks that have not yet been completed, as well as the assigned delegate.

- ***Delegation History:*** This tab displays current and historical delegation requests, including any in-progress/draft delegations.
- ***Delegated Tasks:*** This tab shows delegated tasks that have been completed on your behalf.
- ***Business Processes allowed for Delegation:*** This tab provides a table list of all business processes that can be delegated in Workday, either through inbox delegation (**Inbox Actions** column) or by standalone task (**Start Business Processes**).