

<b>HOW DO I ...</b> Delegate the Initiation of a Business Process?	<b>ABOUT THIS TASK:</b> Describes how to delegate the initiation of a business process.
<b>AUDIENCE:</b> Managers; Administration Leads. Individuals who need to delegate the initiation of a business process.	<b>DETAILED JOB AID:</b> <a href="#">Delegate the Initiation of Business Processes</a>

**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. 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.

**TIP:** Click the "+" icon to create a new line

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.
8. Under the header **Start On My Behalf**, *search* for the business process(es) that you would like your delegate to initiate on your behalf.

**TIP:** Business process(es) can be searched for by typing into the text field or by clicking the text field and narrowing your search by business process type.

9. *Select* the business process(es) to populate the **Start On My Behalf** field.

10. *Click Submit* twice.

11. *Click Done*. You are returned to the **My Delegations** page.

Manage Delegations

By Business Process Type >

All >

Search ☰

X Create Expense Report

Submit

Done