

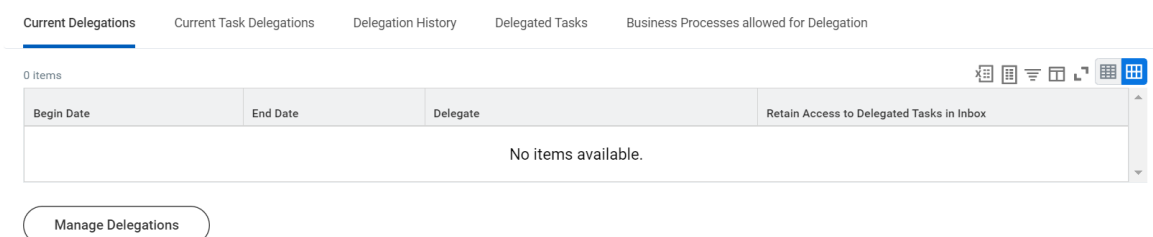
# Delegate Tasks

Workday allows you to delegate current tasks in your inbox and future tasks for a set period.

## Delegate Future Tasks

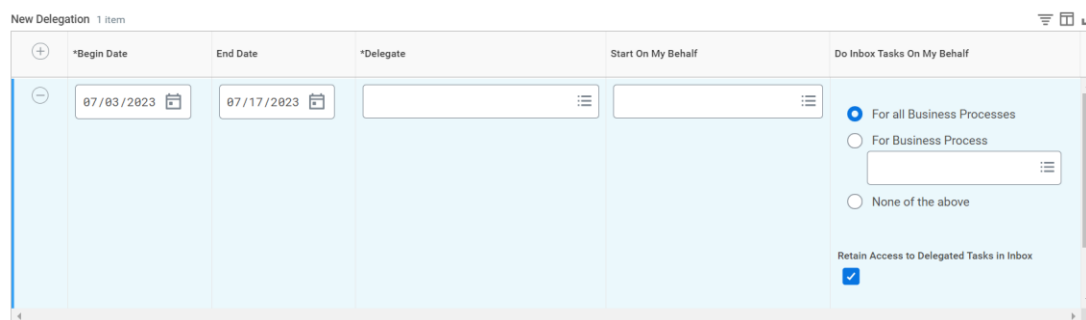
You will need to delegate your future tasks in Workday before PTO. The request for delegating your tasks will go to your immediate supervisor for approval.

1. Search and select **My Delegations**.
2. Select **Manage Delegations**.



3. Fill in the required fields.
  - a. Start date must be today or in the future.
  - b. Select **For all Business Processes**.
  - c. Keep the box for Retain Access to Delegated Tasks in Inbox checked if you will only be out for a short period of time.

> Business Processes allowed for Delegation



4. If you need to delegate for more than one period of time, select the **Plus**.
5. Select **Submit**.

## Delegate a Current Task in your Inbox

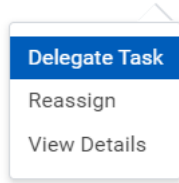
1. Navigate to your Workday Inbox.
2. Select the task you want to delegate.
3. Select the gear in the top right.



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4. Select **Delegate Task**.



5. Fill out the required field.
6. Select **Submit**.