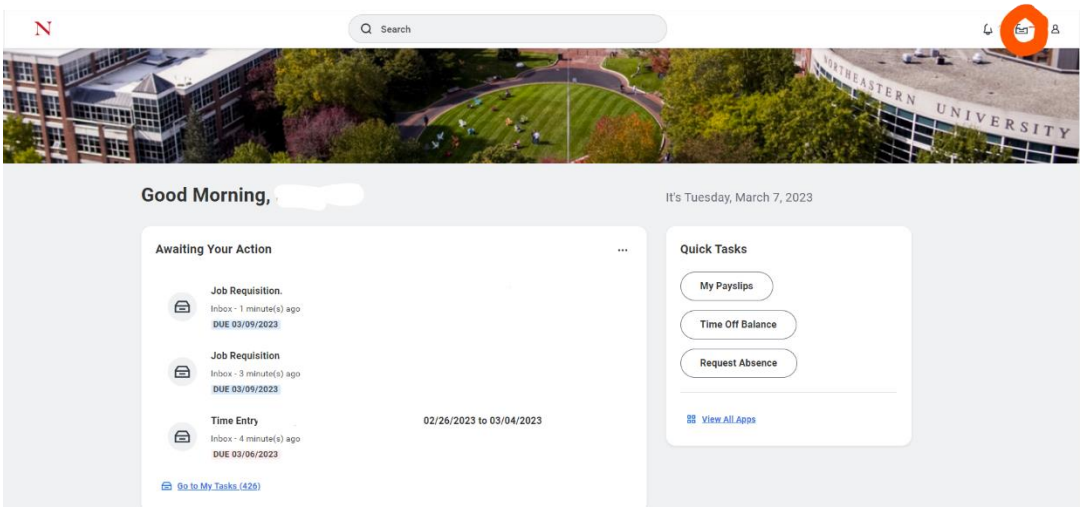
Northeastern University
Student Employment, Graduate Assistantships, and Fellowships

Job Aid | Manage Delegate Assignments

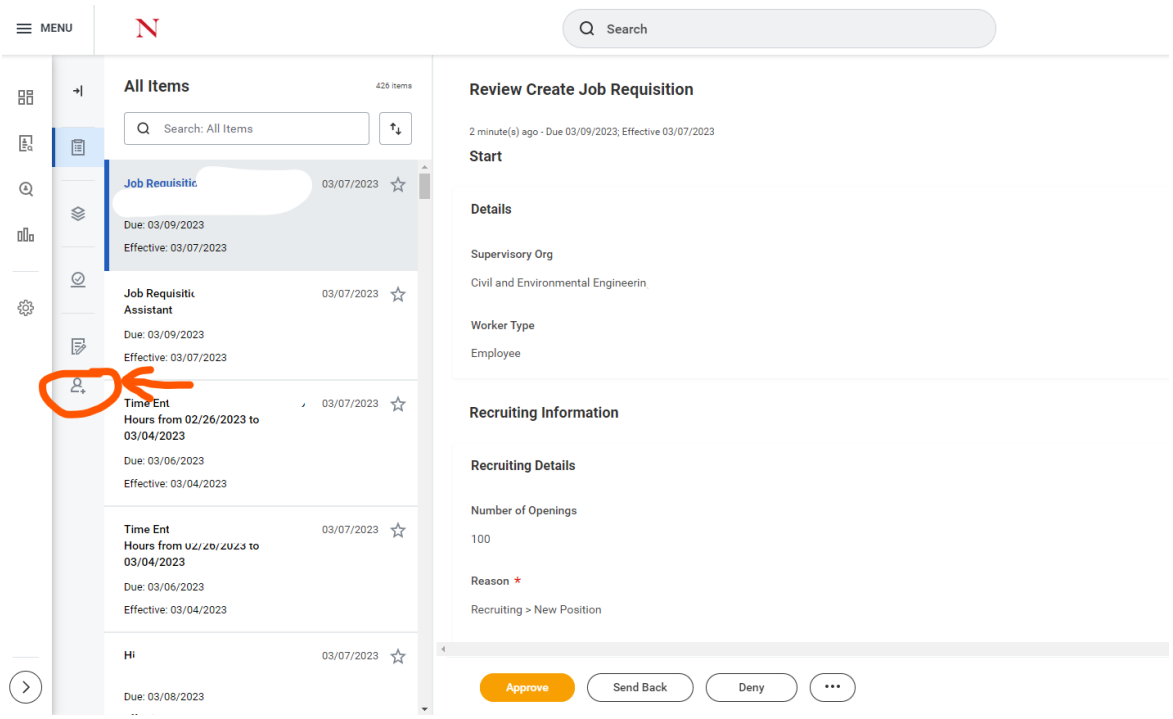
Purpose: This job aid provides step-by-step instructions for managers to delegate Workday Inbox tasks to another employee to perform tasks on their behalf during their period of absence.

Add Inbox Delegations:

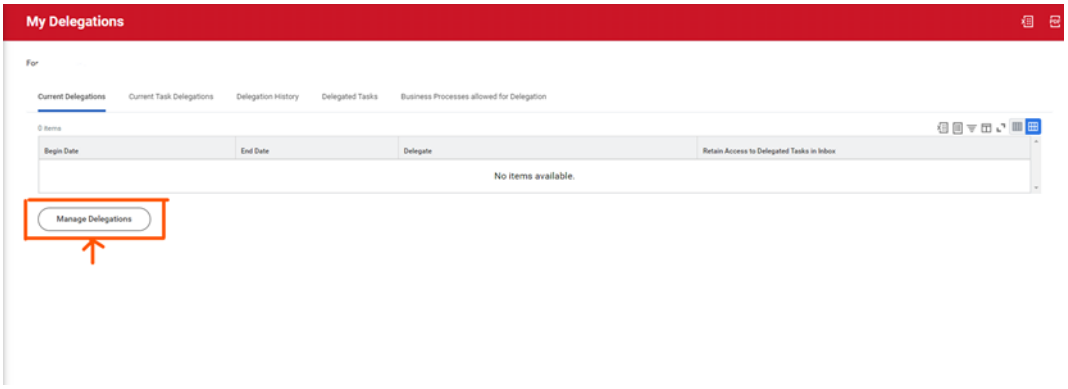
1. Click the **Tray** icon on the top right corner of your Workday Homepage to navigate to your Inbox.



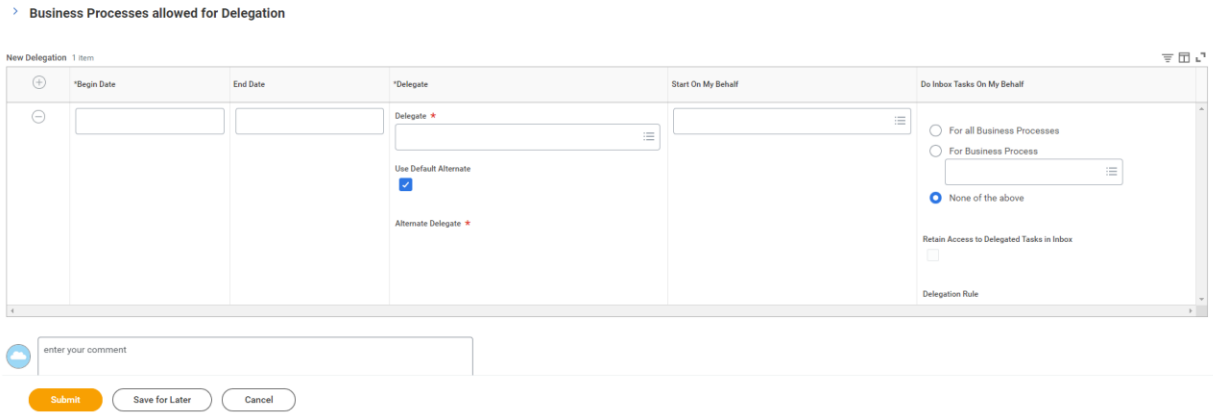
2. Navigate to your Workday inbox and click the **Manage Delegations** tab on the left side bar.



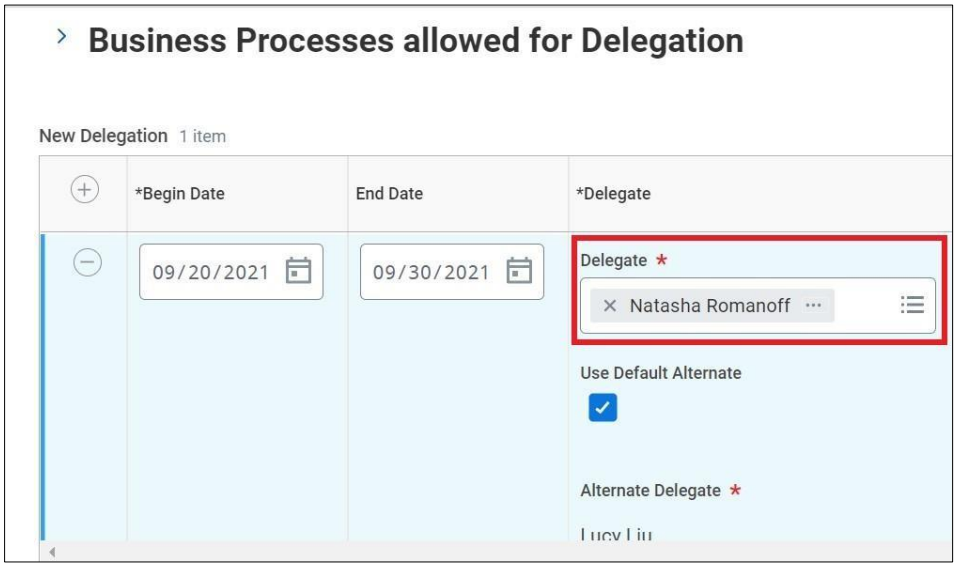
3. Click the **Manage Delegations** button.



4. Enter the relevant dates in the **Begin Date** and **End Date** fields to set the duration for delegation.

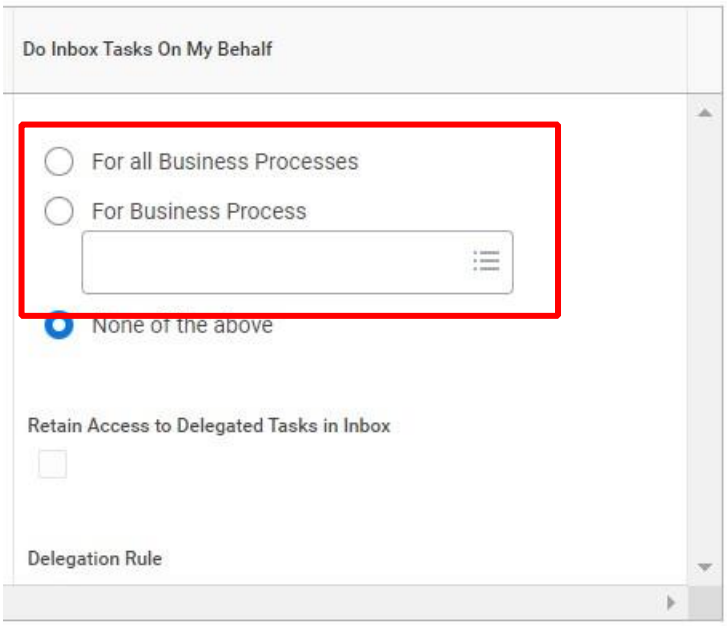


5. Search and select the person you want to delegate your inbox to in the **Delegate** field.

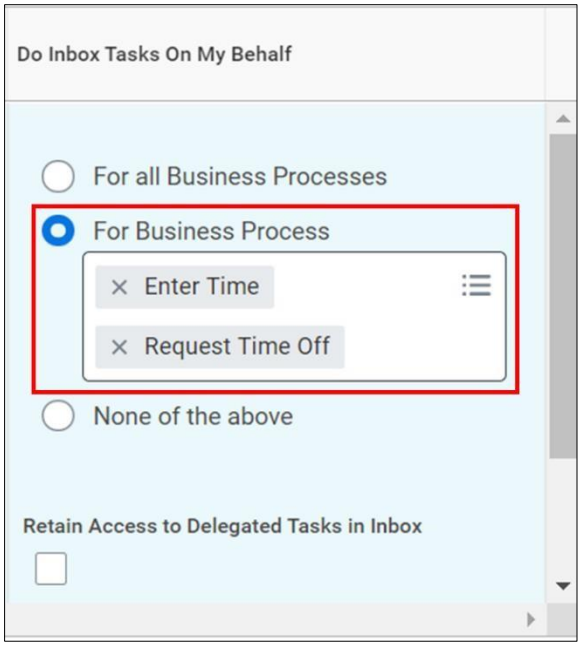


6. In the **Do Inbox Tasks on My Behalf** section, select the type of tasks that you want to delegate from the list of options:

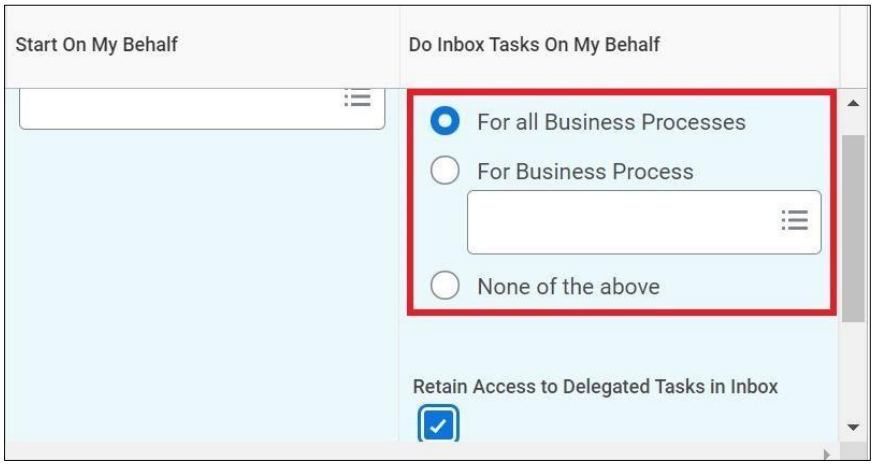
   a. All business processes
   b. Specific business processes



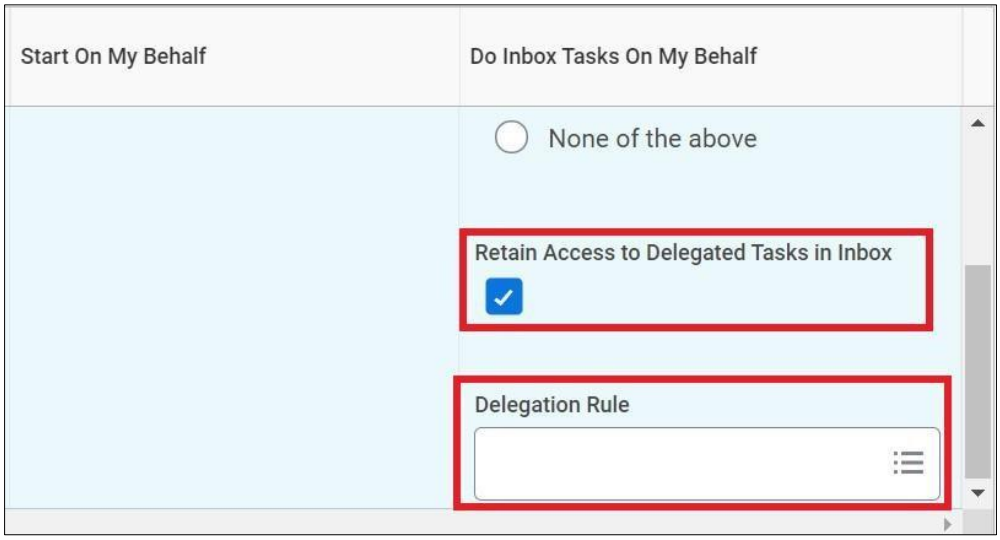
Please note that for delegating time sheet approvals,
select the **For Business Processes** radio button and enter **Request Time Off** and **Enter Time** business process in the field. This will allow your delegate(s) to view and act on approving time for both salaried and hourly employees.



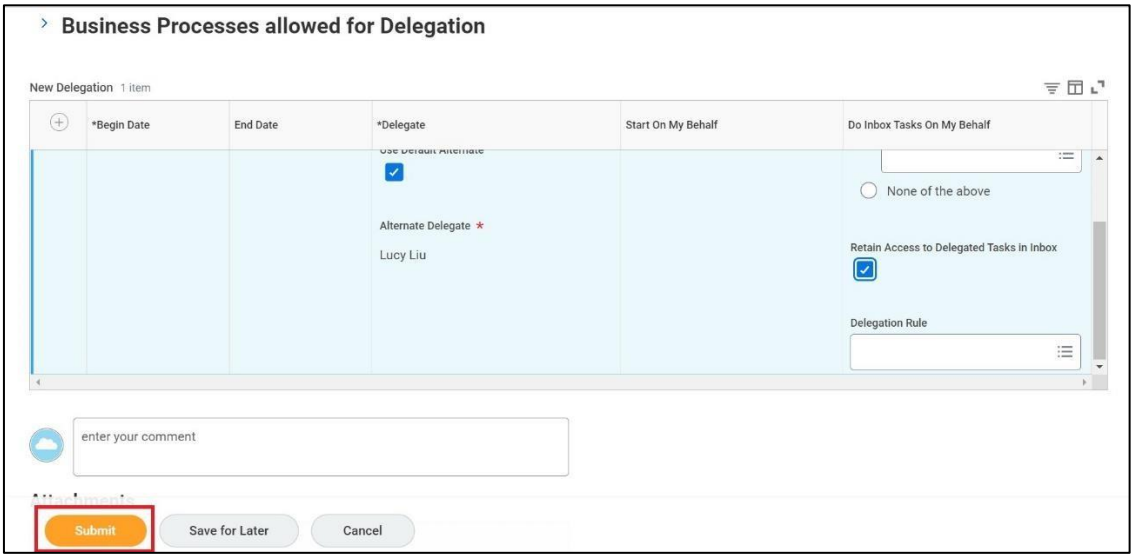
7. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegating.



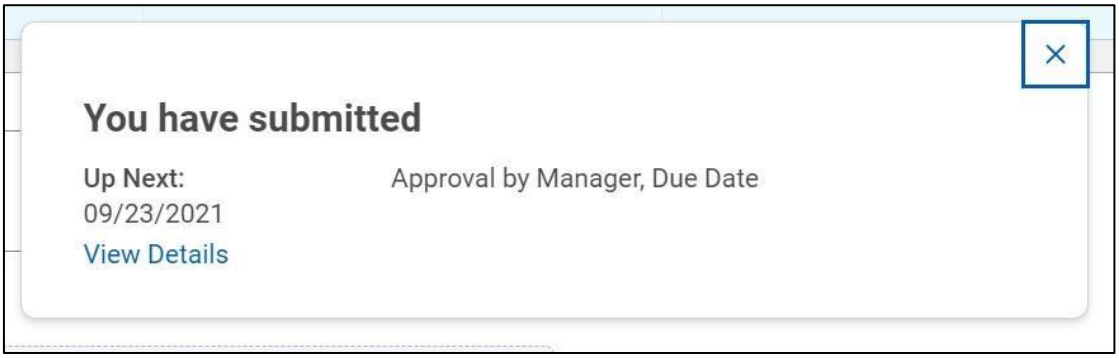
8. If you want to restrict the delegation for a specific business process, search and select the relevant business process in the **Delegation Rule** field.



10. Click **Submit**.



11. A confirmation message is displayed on screen. The request is then routed to Manager for approval.



Result:

You have completed the steps to delegate your Workday inbox tasks.