

Tip Sheet: Manager Direct Access – Managing My Delegations

As a Manager, in Workday you can request a change to delegate Workday Inbox tasks / approvals during the period you are on vacation or an extended leave.

From the **My Team Management** worklet, you can select **My Delegations** from the **View** menu.



From the **My Delegations** screen, select **Manage Delegations**.

My Delegations			
For Director, Dan (703073)			
Current Delegations	Current Task Delegations	Delegation History	Delegated Tasks
0 items			
Begin Date			
Manage Delegations			

Select a **Begin Date** and an **End Date** for the delegation request. You can type in a name to the **Delegate** field or select a Peer, Superior or Subordinate from the available lists. The **Start On My Behalf** field should remain blank

New Delegation 1 item							
(+)	*Begin Date	End Date	*Delegate	Start On My Behalf			
Θ	MM / DD / YYYY		search 📃				
			Peers >				
			Superiors >				
			Subordinates >				



For Inbox Tasks you can have a delegate handle all tasks/approvals or can select specific ones (see list below)

If you would still like to retain access to the tasks in your inbox you can select the check box.

The **Delegation Rule** field should remain blank. Your local HR Partner will determine if a rule should be added based on your selections.

Select **Submit** and your request will route to your local HR Partner for approval

Do Inbox Tasks On My Behalf						
 For all Business Processes For Business Process None of the above 						
Retain Access to Delegated Tasks in Inbox						
Delegation Rule						



Approval by HR Partner (Location)

Manager Hexcel Business Processes Approvals allowed for delegation

- Request Time off
- Correct Time off
- Request Compensation Change
- Request One-Time Payment
- Job Requisition
- Change Job

Important Note: Requesting Delegation is not currently available through the Workday Mobile App. You will need to go to the Hexcel Workday website to access this task on your mobile device.