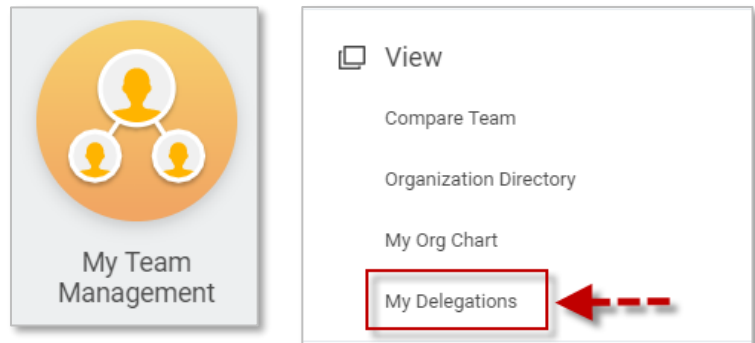


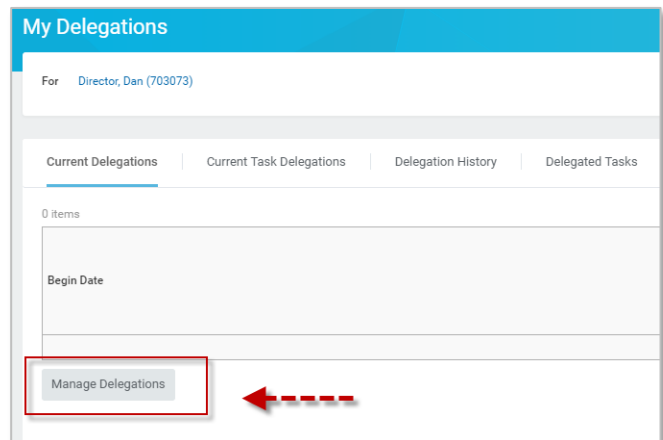
## Tip Sheet: Manager Direct Access – Managing My Delegations

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.

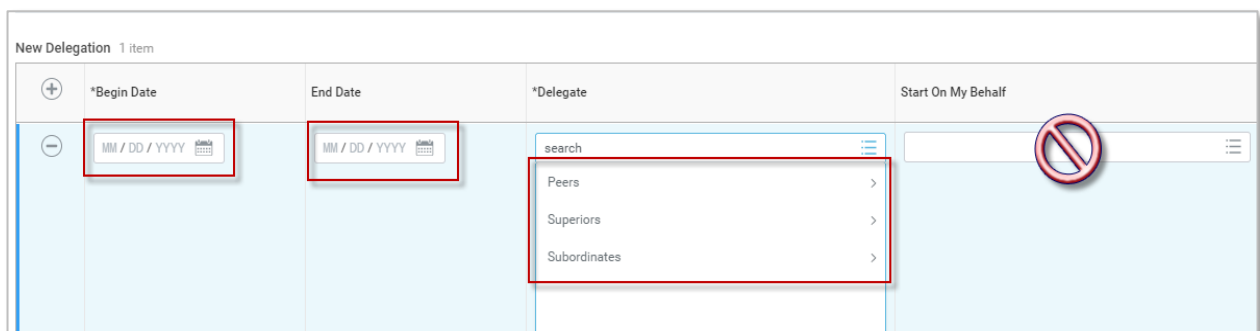
From the **My Team Management** worklet, you can select **My Delegations** from the **View** menu.



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



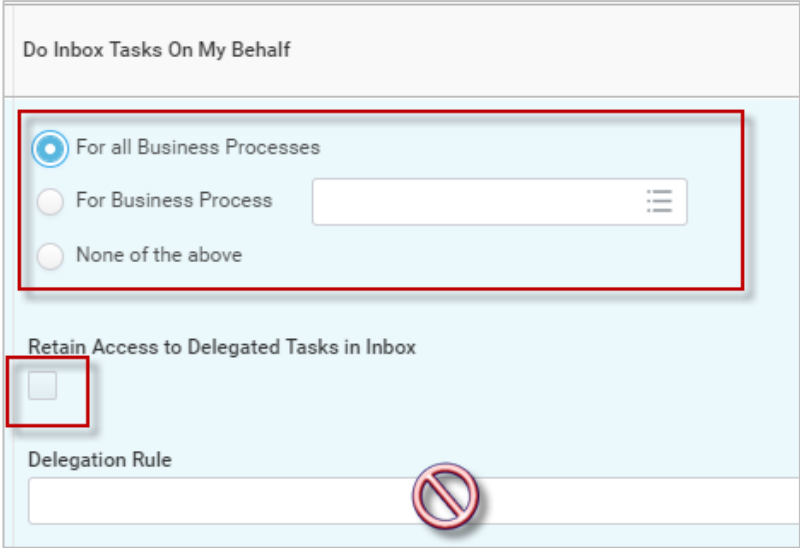
Select a **Begin Date** and an **End Date** for the delegation request. You can type in a name to the **Delegate** field or select a Peer, Superior or Subordinate from the available lists. The **Start On My Behalf** field should remain blank



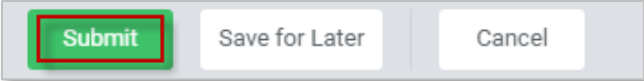
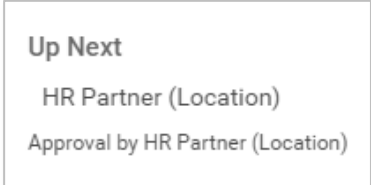
For Inbox Tasks you can have a delegate handle all tasks/approvals or can select specific ones (see list below)

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

**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.