workday. HOW TO...

OFFICE OF ORGANIZATIONAL DEVELOPMENT & TRAINING HR TRANSACTIONS

How to perform delegated tasks



Open Positions

Favorites

Inbox

workday.



• Select "Inbox" to view the inbox of the person who delegated to you.

On Behalf of: Charles Matteis

elegation Dashboard		Charles Matteis View Profile		
Delegated Actions		Inbox	13	
No data found		Delegation Da	ashbo	
		Documentatio	on 🖸	
	workday	Switch Accou	unt >	
	B 2014 Worldag, Inc. M rights reserved. Bystem Distats: Your Implementation tensor till be unrealizable for a maximum of 12 hours during the next Weekly Envices Update and Monthly Mantemance; earing on Printy, June 17, 2014 at 60 Ga m. POT (DMT-7) until Banuday, June 18, 2016 at 600 a.m. POT (DMT-7). Delly implementation tensors Maintemance is performed at 200 a.m. 1000 a.m. and 600 p.m. POT (DMT-7) Bunday through Thursday, at 200 a.m. and 1000 a.m. POT (DMT-7) on Friday, and at 1000 a.m. POT (DMT-7) on Banurday.		Sign Out	

STEP 4

- You can now view the inbox and the tasks that were delegated to you.
- Click on each task and complete the to-do.

n Behalf of: Charles Matteis							
Q search		workday.		Charles Matteis			
Inbox							
Actions 13 Viewing: All Viewing: All Viewing: All Viewing: All Viewest	Time Entry A 05/28/2016	Time Entry Approval Time Entry: Luke Skywalker - 34.5 hours from 🗰 🖶 🌣 🧭 05/28/2016 to 06/10/2016 🚥					
Time Entry: Luke Skywalker - 34.5 hours from 05/28/2016 to 06/10/2016	Regular Time Overtime Total 39.5 0 39.5						
28 minute(a) ago - Due 06/16/2016; Effective 06/10/2016 28 minute(a) ago - Due 06/16/2016; Effective 06/10/2016 Data Change: Tom Cruise Worker Luke Skywalker 4 hour(a) sgo - Effective 06/14/2016 Worker Luke Skywalker							
Time Off Request: Morgan Freeman 5 hour(s) ago - Due 06/16/2016; Effective 07/07/2016	Daily Totals 8 items	te	Туре	Hours			
Time Entry: Morgan Freeman - 7 hours from 06/11/2016 to 06/24/2016 1 day(s) sgo - Due 06/15/2016; Effective 06/17/2016	Wed, 6/1	Hours Worked		6.5			
Time Off Request: Morgan Freeman 1 day(s) ago - Due 06/15/2016; Effective 06/28/2016	Thu, 6/2 Fri, 6/3	Hours Worked		6.5			
Time Entry: Harry Potter - 0 hours from 05/28/2016 to 06/10/2016	Mon, 6/6	Hours Worked		3			
5 day(s) ago - Due 06/11/2016; Effective 06/10/2016 Time Off Request: Lorin Mask	Approve St	end Back Close sked		3			
5 dav(e) ann - Dua 06/11/2016: Effective 06/14/2016	TL 6/0	Harris Madred		2			

workday.

- STEP 5
- Click "Switch
 Account to return to
 you own "In box"

The blue bar at the top, [/] helps you identify when you are in the delegators account.

You can switch back and forth, as needed, during the delegation period.



STEP 6

ALTERNATIVE

- You will also see the item in your own inbox.
- Click "Switch Account" to complete the tasks.

