

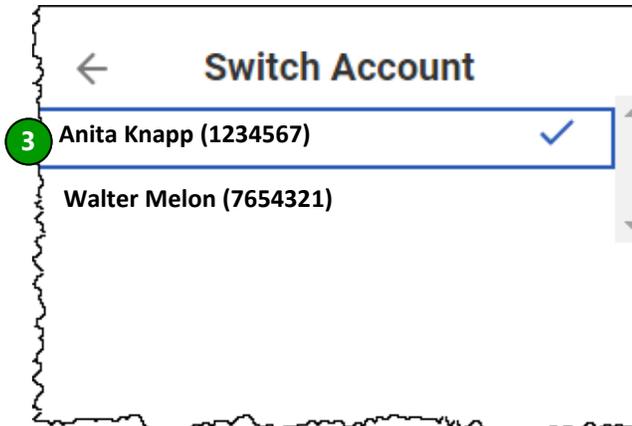
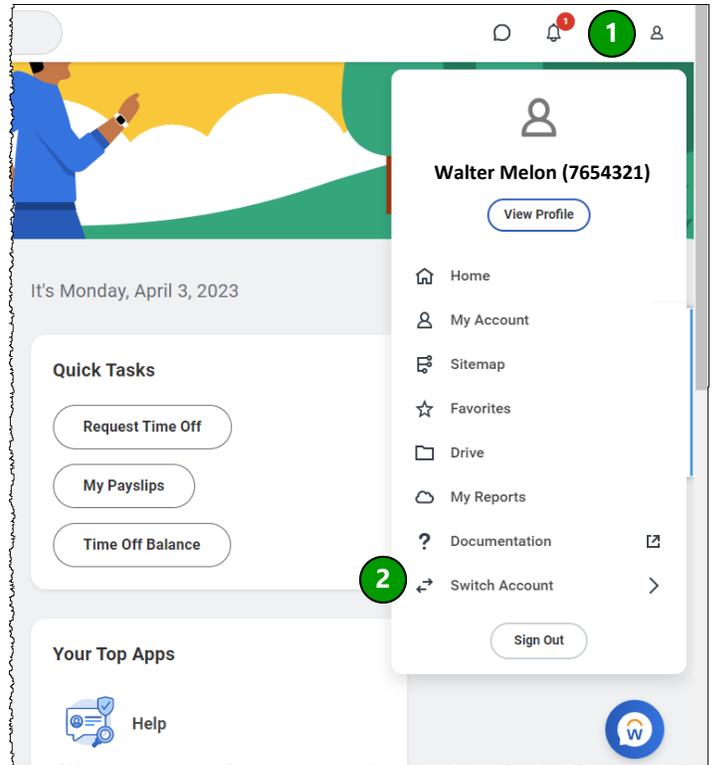


Performing a Delegated Task

When a task has been delegated to another user to initiate on someone's behalf, the user must first **switch accounts** in Workday to perform the task on behalf of the delegator. Follow the steps below to begin.

Performing a Delegated Task

1. Select **Profile**.
2. Select **Switch Account**.
3. Select the **delegator's name** that you would like to initiate a task on behalf of.
4. Search for and perform a task (in this example, an expense report) on behalf of the delegator.



Create Expense Report Guide me

Expense Report Information ?

Expense Report For 4 * Employee: Anita Knapp (1234567)

Creation Options * Create New Expense Report
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