

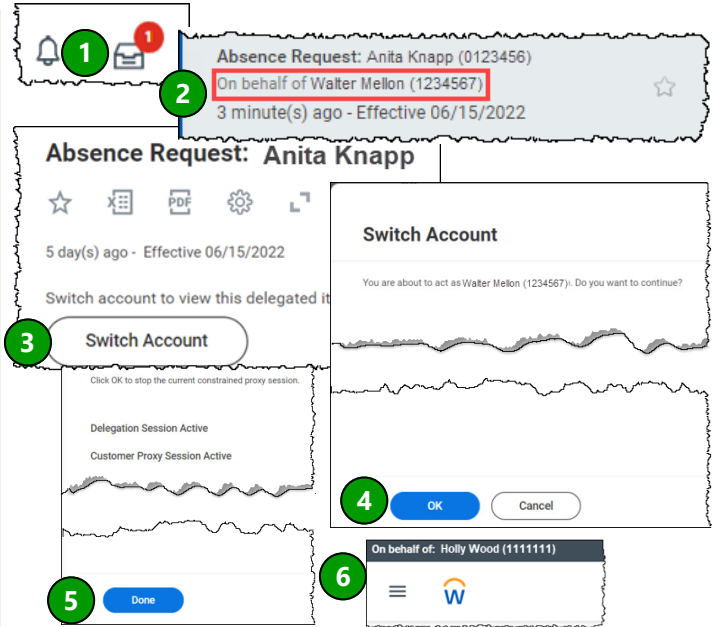


Completing Business Processes as a Delegate

Workday allows users to complete business processes that have been delegated to them by another employee on a temporary basis. The delegate must switch to the account of the other user to complete the processes on behalf of that user. Follow the steps below to complete business processes that have been delegated on behalf of another user.

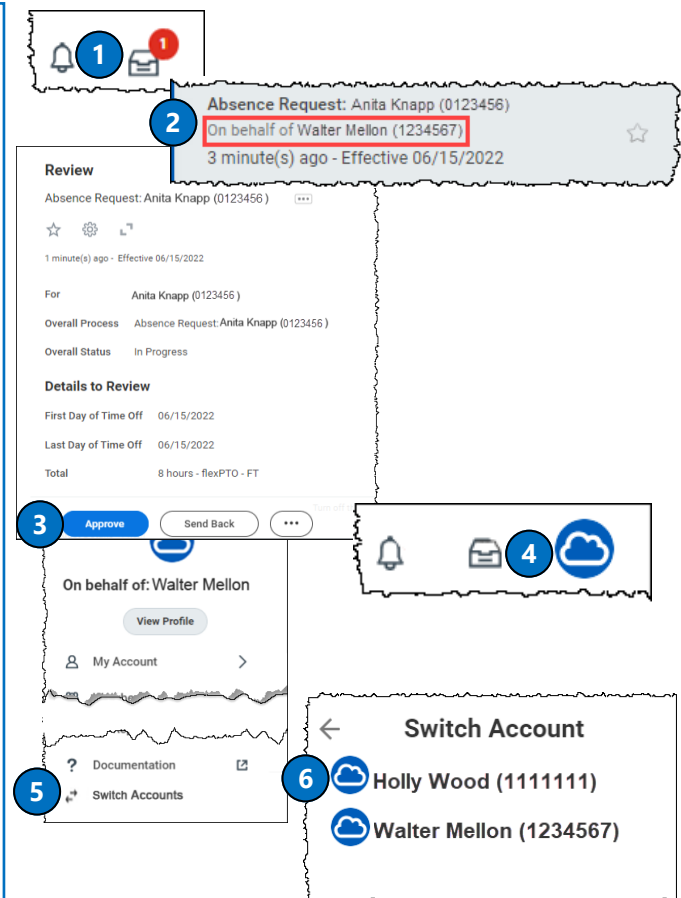
From the Home Page:

1. Select the **Inbox Icon**.
2. When something is delegated to you, you will receive an inbox item that will say "On behalf of" with the user's name who delegated the item to you. Select the **item**.
3. Select **Switch Account**.
4. Select **OK** to begin the Delegation Session.
5. Select **Done**.
6. **Note:** A gray bar will appear at the top of your screen to indicate that you are acting on another user's behalf as a delegate.



From the Home Page On Behalf of Other User:

1. Select the **Inbox Icon**.
 2. All business processes and/or inbox items that have been delegated to you will appear here. They will all appear with the same "On behalf of" with the other user's name as a disclosure that you are acting on behalf of that person. Select the **item**.
 3. Because you are now acting as the other user, you can see the entire task with action buttons. Choose the **appropriate option** to complete the task.
 4. To return to your account, select the **user icon or image**.
 5. A menu option will appear to Switch Accounts. This option will only be available when you have access to other accounts. Select **Switch Accounts**.
 6. Select **your account**. This will return you to your own Workday Home Page.
- Note:** The gray bar will no longer appear once a Delegation Session has ended.



QUESTIONS?

Please email BusinessEducation@vumc.org.