![workday. | VUMC BUSINESS EDUCATION]

Edit a Delegation

VUMC employees can make changes to an existing delegation in Workday after a request has been submitted. For example, a manager plans to take 6 weeks of leave but is able to return to work after just 4 weeks and they need to edit their delegations to reflect the new delegation ending date. Follow the steps below to edit an existing delegation.

From the Workday Homepage:

1. Type **My Delegations** into the search bar.

2. Select the **My Delegations Report**.

3. **Current Delegations** will populate on the page.

Select **Manage Delegations**.

4. Select the **End Date** field to adjust the ending date for the delegation.

Note: All other fields can also be edited.

5. Select the **new ending date** for the delegation using the calendar.

6. Select **Submit.**

Note: If you are editing a delegation to a subordinate , the edited delegation will need to be approved by your one-up manager again after making changes.

1 🔍 My Delegations ⊗

2 📋 My Delegations
Report

📋 View My Delegation Assignments
Report

My Delegations

For   Stan Dupp (9876543)

Current Delegations   Current Task Delegations   Delegation

1 item

Begin Date	End Date
06/05/2023	07/17/2023

3 Manage Delegations   Guide me

New Delegation 1 item

⊕	*Begin Date ❓	End Date	*Delegate ❓
⊖	06/05/2023 📅	**4** 07/17/2023 📅	

< **5** July 2023 >

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

6 Submit   Save for Later   Cancel

Stop a Delegation

VUMC employees can stop an existing delegation in Workday after a request has been submitted. For example, a manager plans to take a 2 week vacation but it has been cancelled and the delegation no longer needs to take place. Only use this function if the delegation has not yet started. Follow the steps below to stop an existing delegation.

From the Workday Homepage:

1. Type **My Delegations** into the search bar.

2. Select the **My Delegations Report**.

3. **Current Delegations** will populate on the page. Select **Manage Delegations**.

4. Select the **-** symbol to remove the delegation.

5. Select **Submit.**

6. Select the **Inbox Icon**.

7. Select **Archive**.

8. A **confirmation** of the stopped delegation will appear.

My Delegations

View My Delegation Assignments
Report

My Delegations

For   Stan Dupp (9876543)

Current Delegations   Current Task Delegations   Delegation H

1 item

Begin Date	End Date
06/05/2023	07/17/2023

Manage Delegations   Guide me

New Delegation   1 item

	*Begin Date	End Date
−	06/05/2023	07/17/

Submit   Save for Later   Cancel

Actions   Archive

Sort By: Newest

From Last 30 Days

Delegation stopped for **Stan Dupp (9876543)**
23 second(s) ago - Successfully Completed

View Event Stan Dupp (9876543)

23 second(s) ago - Successfully Completed

For   Stan Dupp (9876543)

Overall Process   Delegation stopped for Stan Dupp (9876543)

Overall Status   Successfully Completed

Due Date   06/02/2023

Calendars In Use   Consecutive Days (No Calendars Selected)

QUESTIONS?
Please email BusinessEducation@vumc.org.