How to Delegate Tasks (Supervisors Only) Time Entry, Time Adjustments & Approvals

1. Log into Workday

workday.		Use of South Texas College Information Systems is subject to all references within the Guidelines for the Acceptable Use of Information Resources. Pursuant to Texas Administrative Code 202: (1) Use administrative Code 202: (1)
South Texas College Login	>	University and the professional concerning of the second s
Local Login	>	Notice STC - Production Tenant
		Status Your system will be undergoing maintenance starting on Saturday, January 11, 2025 at 12:00 AM Eastern Time (New York) (GMT-5) until Saturday, January 11, 2025 at 7:00 AM Eastern Time (New York) (GMT-5). During that time, your users can continue to access the system.

2. Once you have logged onto your Dashboard, you have two ways to access My Delegations. On the search bar, type **My Delegations**

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Simplified Search is Enabled				
Top Results People (0) Tasks and Reports (1) All Categories				
Tasks and Reports				
My Delegations ····				

3. Then click on Manage Delegations

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4. You may also click on **Actions** on your dashboard and then click on My Delegations

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- 5. Fill in the required fields for delegation, then click Submit
 - a. You may **only select** Peers & Superiors within your own department.

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enter	our comment								
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Attachments									
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6. Your Supervisor will receive request that you are requesting to delegate your Tasks. Once they approve you will have access to those employees under that Supervisor for the time period specified.

