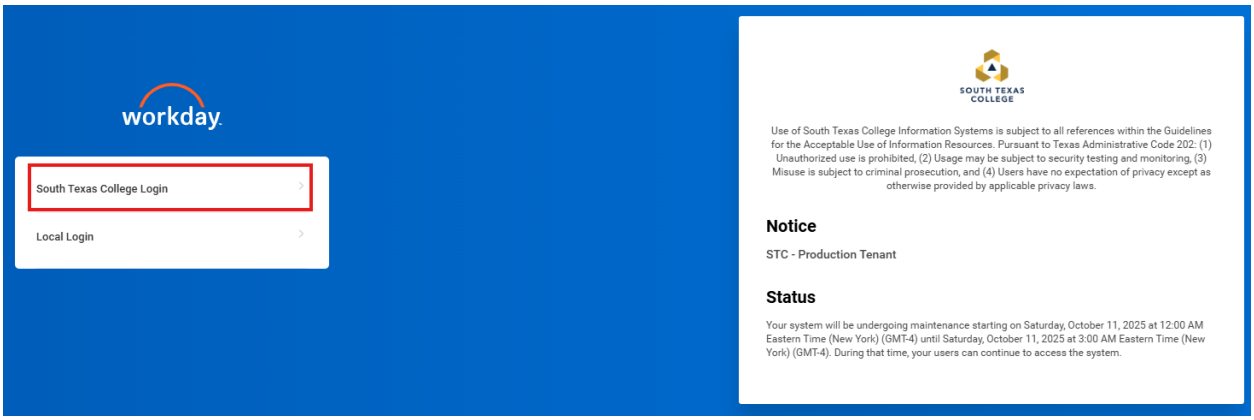
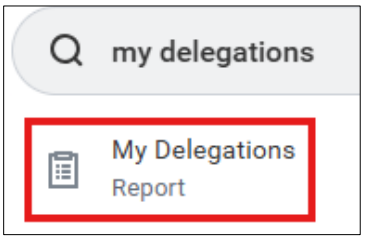
How to Delegate Tasks (Supervisors Only) Time Entry, Time Adjustments & Approvals

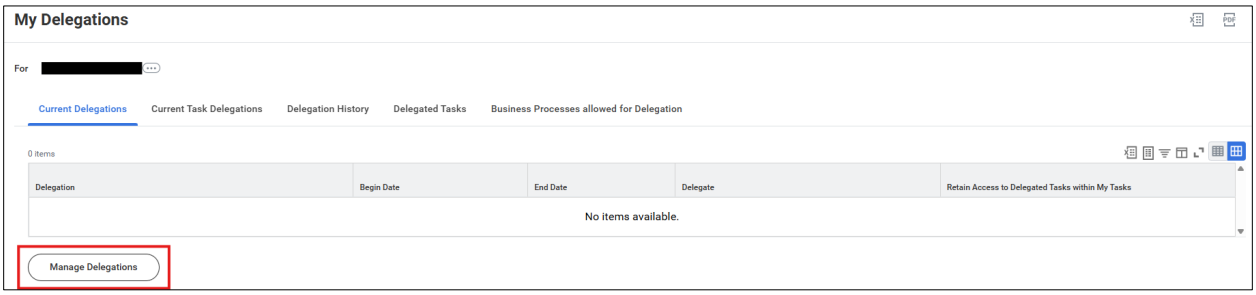
1. Log into Workday



2. There are three ways to access My Delegations. On the search bar, type **My Delegations**



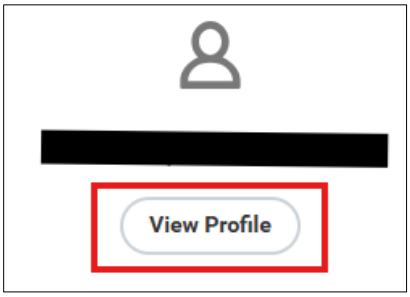
3. Then click on **Manage Delegations**



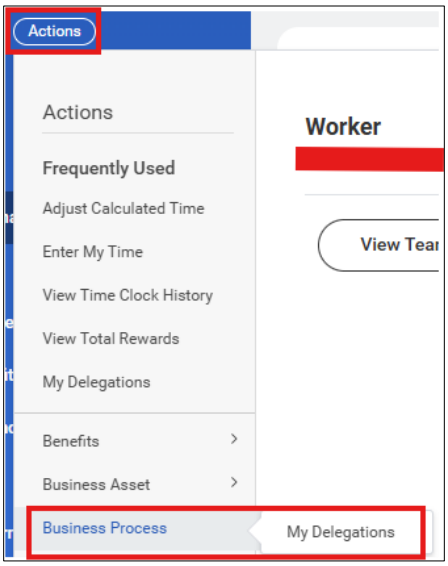
4. You may also click on your **Profile** icon.

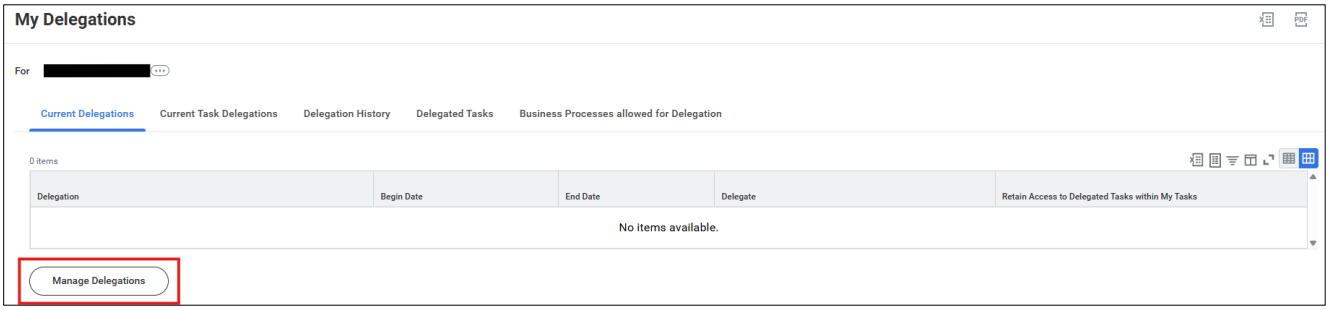
workday. | SOUTH TEXAS COLLEGE

5. Click View Profile.

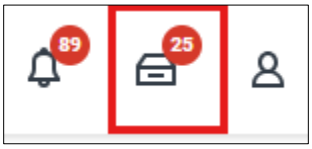


6. Click on **Actions**, hover over **Business Process** and then click on **My Delegations**.

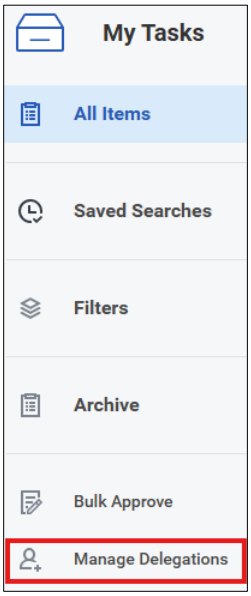




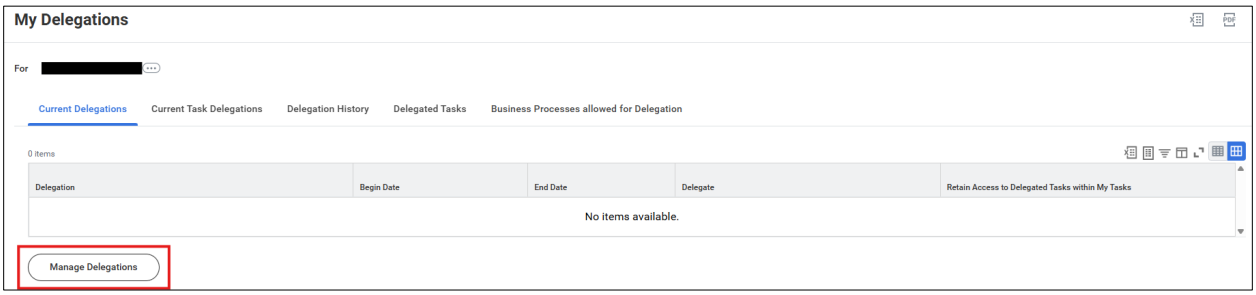
7. Or you can click on **My Tasks**.



8. Under My Tasks pane click on **Manage Delegations**.

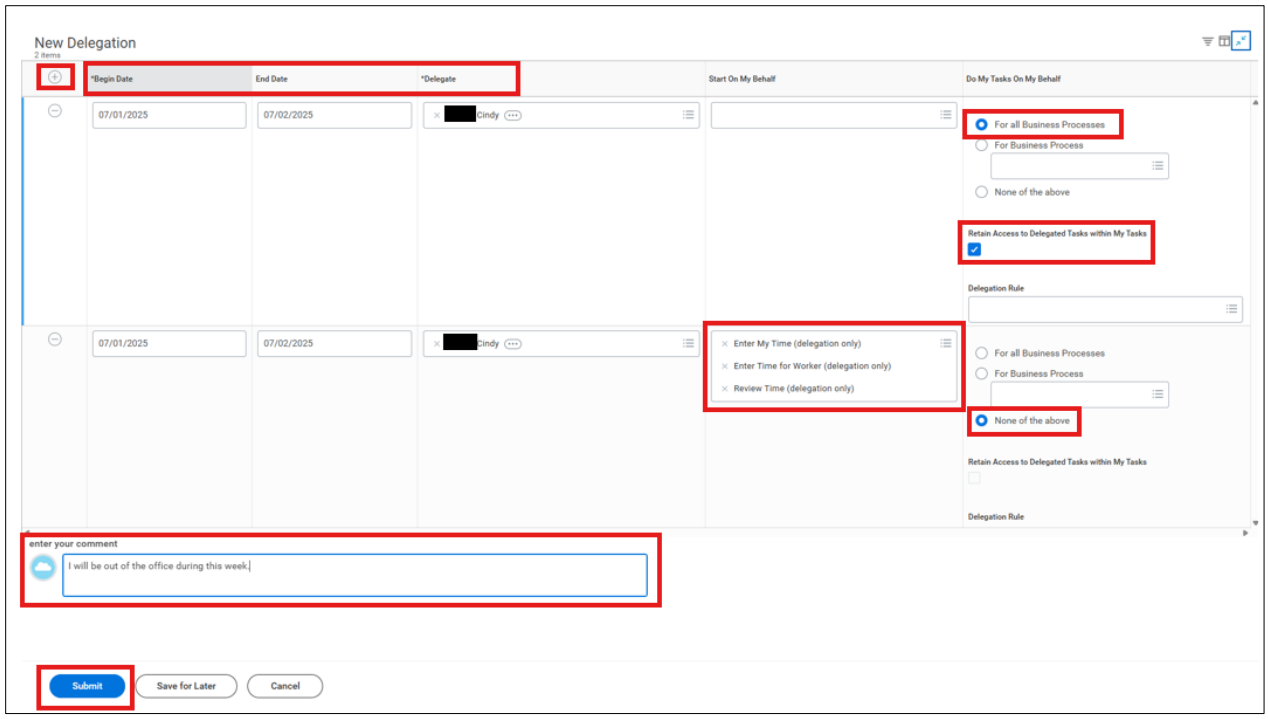


9. Once directed to My Delegations click on **Manage Delegations**.



10. Fill in the required fields, then click Submit.

Please note: You may **<u>only select</u>** Peers & Superiors within your own department.



11. Your Supervisor will receive the delegated request to your Tasks. Once they approve, the delegate will have access to your employees for the time period specified.