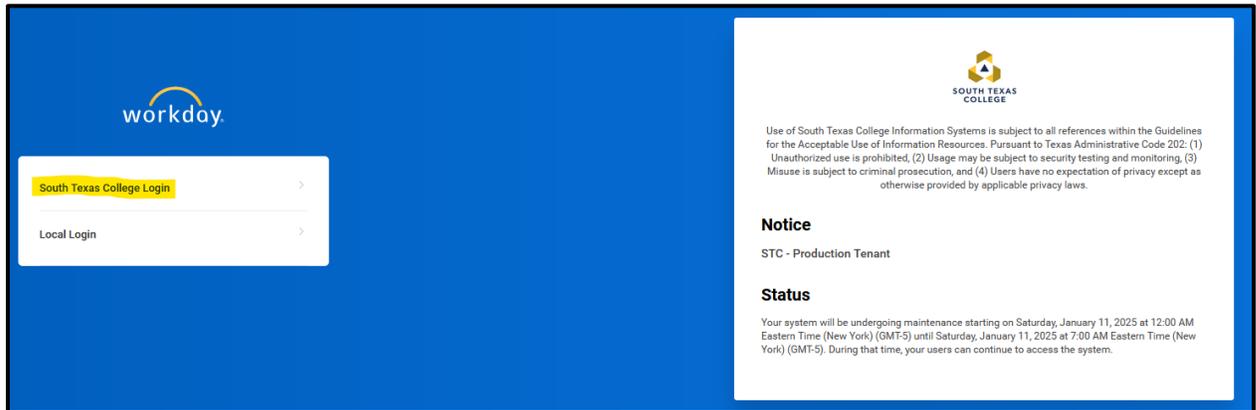


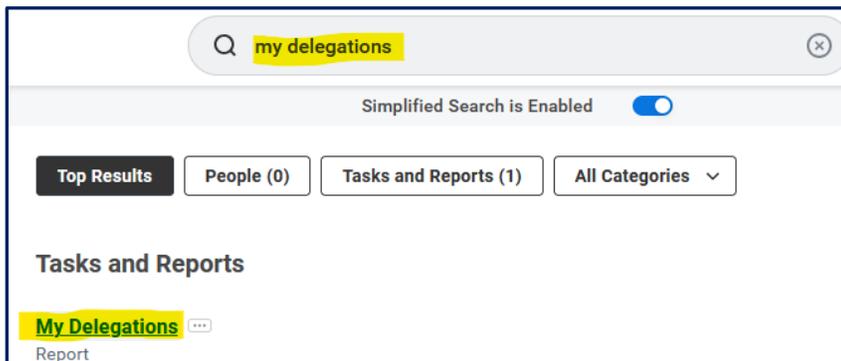
# How to Delegate Tasks (Supervisors Only)

## Time Entry, Time Adjustments & Approvals

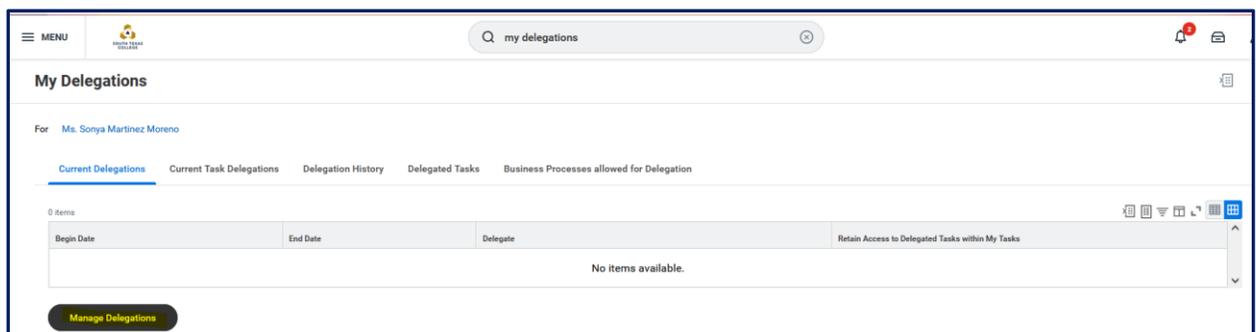
### 1. Log into Workday



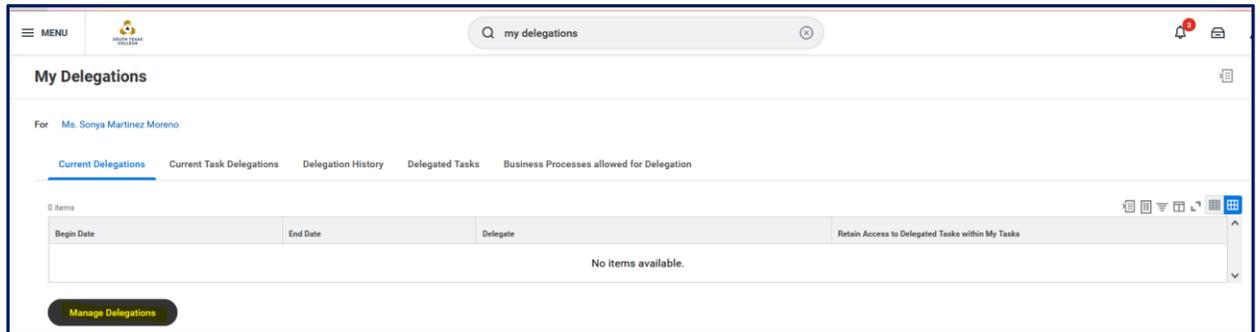
### 2. Once you have logged onto your Dashboard, you have two ways to access My Delegations. On the search bar, type **My Delegations**



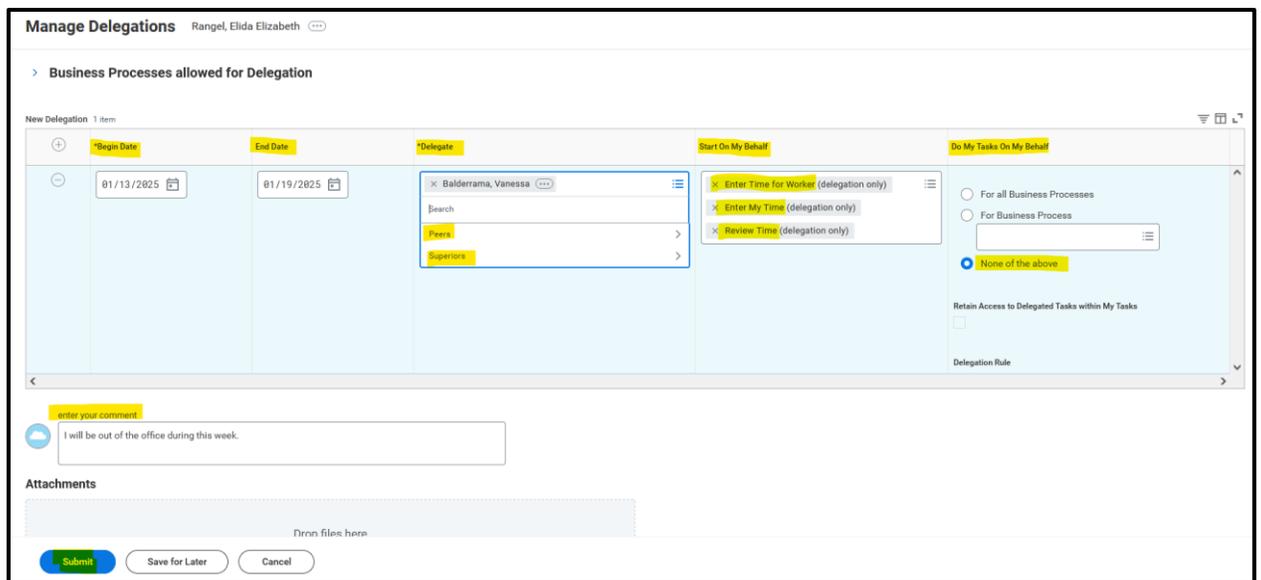
### 3. Then click on **Manage Delegations**



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



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



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.