| HOW DO I … Delegate Inbox Items?	ABOUT THIS TASK: Describes how to delegate all inbox items or only inbox items belonging to a specific type.
AUDIENCE: Faculty members; Staff Employees; Staff Managers. Individuals who need to delegate the action on an inbox item.	DETAILED JOB AID: Delegate Inbox Items

**Note:** This does **NOT** delegate accountability and can be set for a period of time.

1. On Workday's home page, in the **Search** field, *type* **delegations**.

2. *Click* **My Delegations**.

3. On the **My Delegations** page, *click* **Manage Delegations**.
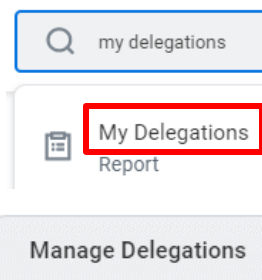
4. In the **Start Date** and **End Date** fields, use the calendar drop-down to *select* the dates.

TIP: Leave the **End Date** field blank if the delegation is for an indefinite period of time.

**TIP**: Click the "+" icon to create a new line.
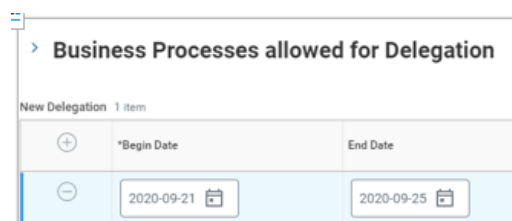
5. In the **Delegate** field, *enter* the delegate's name and *select* your chosen delegate.

In addition to a primary delegate, you must also *specify* an alternate delegate (system will use for any processes where there is a conflict of interest, e.g., delegate giving themselves additional compensation)**.**
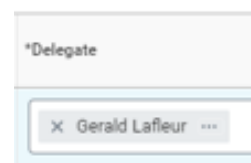
6. Check the **Use Default Alternate** field. The **Alternate Delegate** field automatically populates with delegate's manager. Do not check if you want to manually enter an alternate delegate other than their manager.
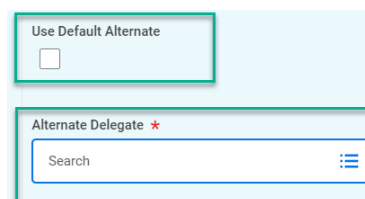
7. Under the header **Do Inbox Tasks on My Behalf**, select the button **For all Business Processes** to grant your delegate access to all business processes in your inbox. Alternatively, *select* the button **For Business Process** to limit your delegate to act on only a subset of inbox items.
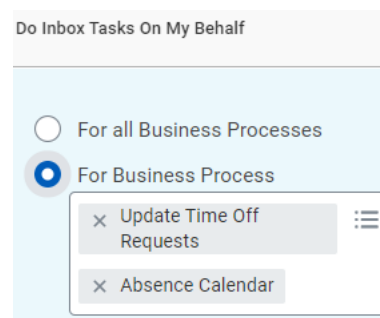
8. If the **For Business Process** option is chosen, *search* for and *select* the type of business process(es) for your delegate to act on.

9. Select the checkbox labelled **Retain Access to Delegated Tasks in Inbox** if you still wish to view and act upon the delegated tasks.
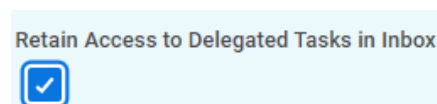
10. *Click* **Submit.**

11. *Click* **Done**. You are returned to the **My Delegations** page.