HOW DO I ... Delegating the Initiation of a Business Process?  

ABOUT THIS TASK: Describes how to delegate the initiation of a business process.

AUDIENCE: Managers; Administration Leads. Individuals who need to delegate the initiation of a business process.

DETAILED JOB AID: Delegate the Initiation of Business Processes

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**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.
6. Press tab to go to the next field. The delegate’s name populates the field.

   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).

7. 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.

8. Under the header Start On My Behalf, search for the business process(es) that you would like your delegate to initiate on your behalf.

   **TIP:** Business process(es) can be searched for by typing into the text field or by clicking the text field and narrowing your search by business process type.

9. Select the business process(es) to populate the Start On My Behalf field.

10. Click Submit twice.

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