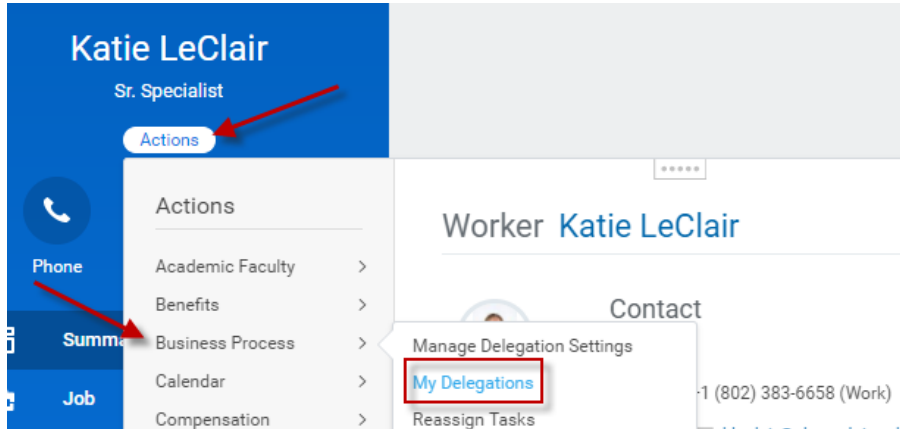
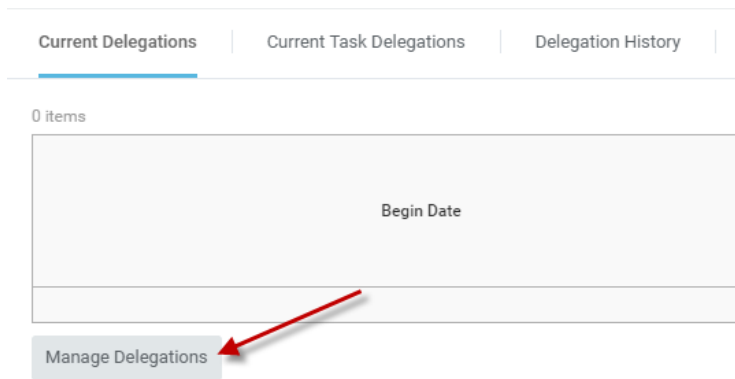


## Setting up Delegations in Workday

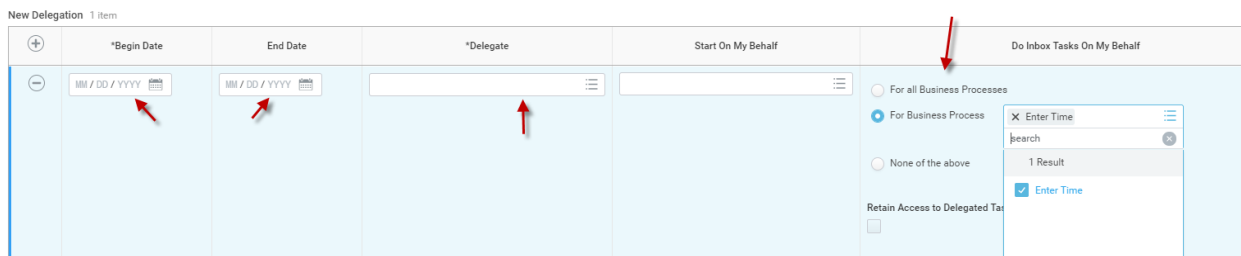
1. Go to your profile.
2. Select Actions, hover over Business Process and select My Delegations.



3. Click Manage Delegations.



4. Enter the beginning and end date. Who is your delegate, and then for what business process. If it is for everything in your inbox, select all business processes. If it is for Time Entry only select "Enter Time".



5. Click Submit at the bottom.