

# Delegate Inbox Task

## Overview

Delegate Inbox Task allows Managers and HR Partners to delegate an individual Inbox task to another worker.

**Who Does This:** Managers and HR Business Partner (HRBP)

## Things to Know:

- The employee who delegates an Inbox task must carefully choose the delegate.
- Best practice is to delegate to a peer or manager not a subordinate.
- The employee who delegates an Inbox task remains responsible for the completion of the task.
- Discuss with your delegate prior to delegating an Inbox task as you are unable to reverse a delegated Inbox task using self-service.
- You will be able to see the history of Inbox tasks completed on your behalf in the archive section of your Inbox.

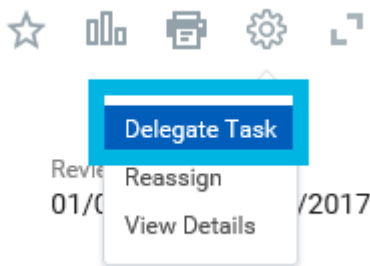


### Step 1

Select the Inbox task which you wish to delegate.

### Step 2

Select the settings icon .



### Step 3

Select **Delegate Task**.

Note: If Delegate Task does not appear in the list, the Inbox task you selected is not available for delegation.

## Delegate Task

1 month(s) ago - Effective 10/04/2018

Delegating Worker

Business Process Manager Evaluation: Performance Improvement Plan (PIP) - Initial:

Task Complete Manager Plan for Performance Improvement Plan

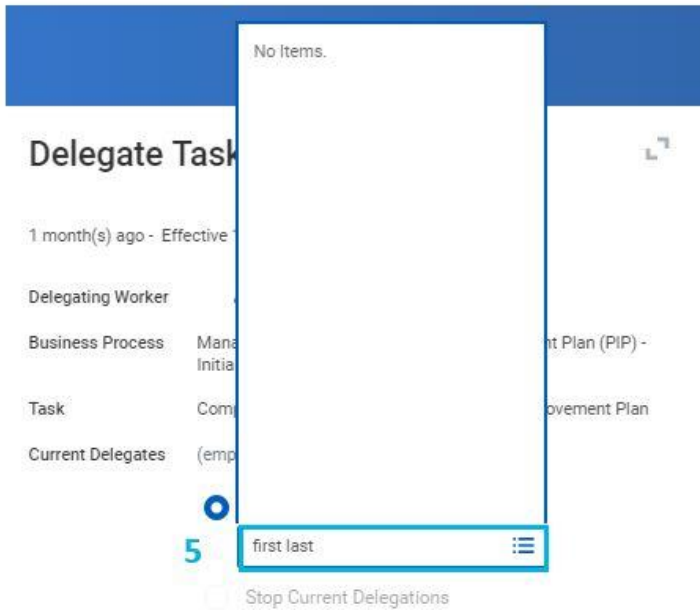
Current Delegates (empty)

4

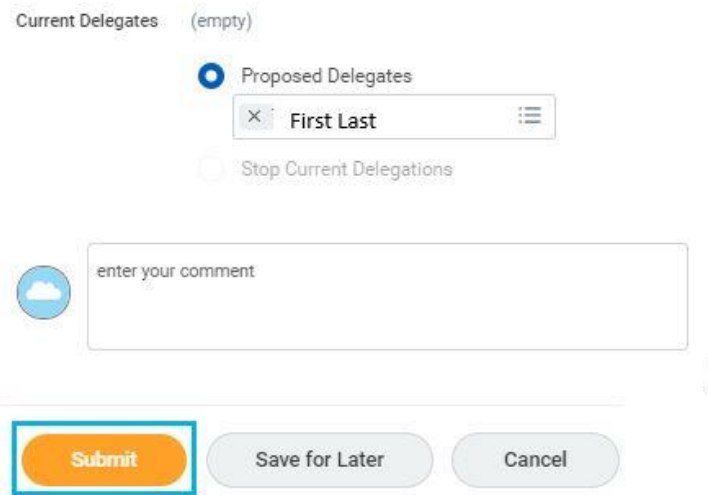
Proposed Delegates

### Step 4

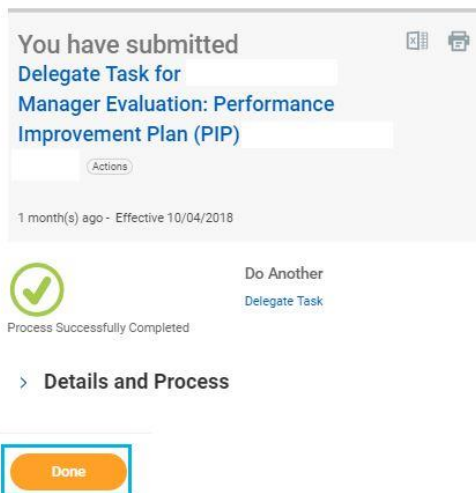
Select **Proposed Delegates**.



**Step 5**  
Type the name of your delegate in the search field and press Enter.



**Step 6**  
Select **Submit**.

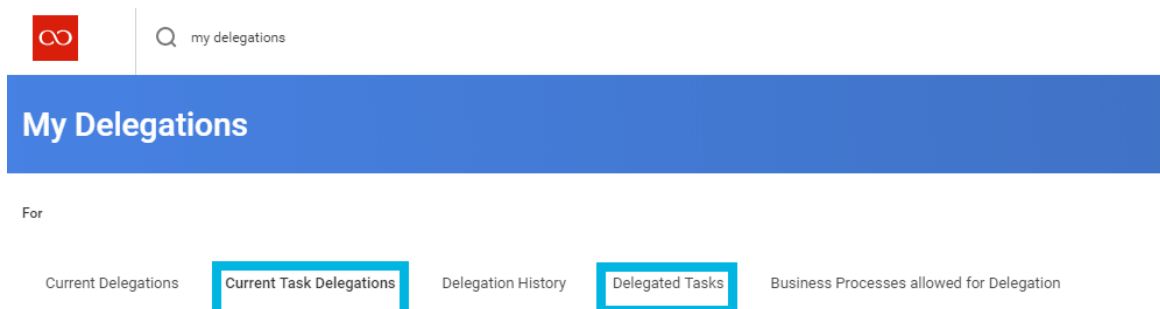


**Step 7**  
Select **Done**.  
The Inbox task will no longer be visible in your Inbox and will be visible in your delegate's Inbox to complete on your behalf.

## FAQ's

**How will my delegate know how to complete a task on my behalf?** A job aid explaining this, Complete Delegated Tasks, is available on [Workday Help](#) under Additional Resources – For Employees.

**How can I see the status of an Inbox task I delegated?** Use the search bar to search for **My Delegations**. On the My Delegations report, select the tab **Current Task Delegations** to see in progress delegated tasks. On the My Delegations report, select the tab **Delegated Tasks** to see completed delegated tasks.



**What if my delegate is unable to complete the task?** If your delegate will not complete the delegated Inbox task, you will need to submit an IT ticket to request the task be reassigned to you.