

DELEGATE YOUR INBOX (MOBILE)

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Workday allows you to delegate your Inbox items to a colleague. This is useful if you are unable to perform the actions yourself due to time off or a leave of absence.



Note: You can only delegate Inbox items on a task-by-task basis using the Workday Mobile application. In order to delegate all Inbox items within a certain time frame, you must use Workday on a web browser.

IPHONE OR IPAD

From the navigation bar:

1. Tap the **Inbox** icon.
2. Select an item to view more details.
3. Tap **More > Delegate Task**.
4. Select a user to delegate your task to in the Proposed Delegates field.
5. Tap **Done**.
6. Tap **Submit**.