



 **UVA FINANCE**

# Delegation Overview & Best Practices



UNIVERSITY  
*of* VIRGINIA



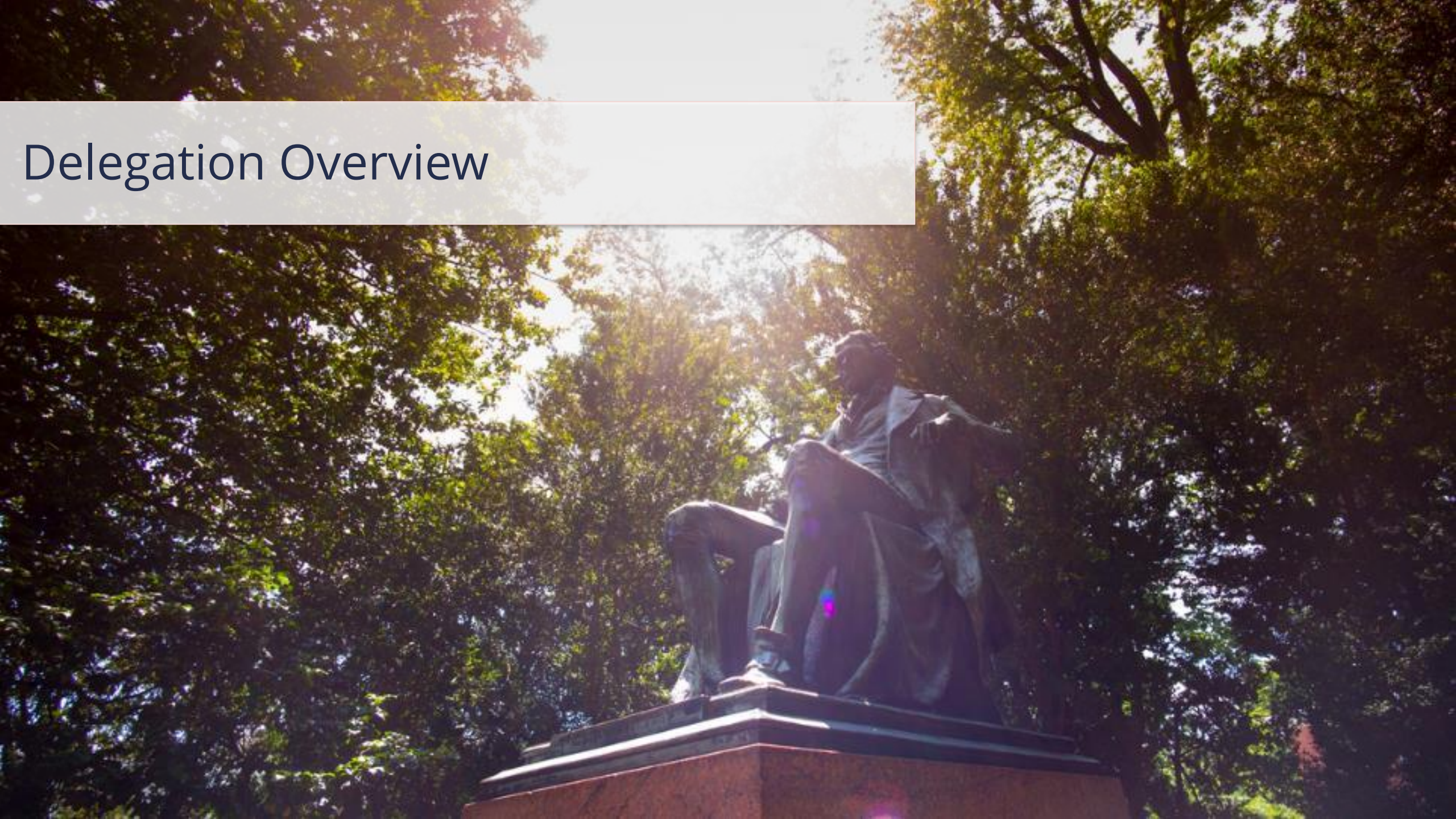


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# Delegation Overview



# Delegation | Introduction – Frequently Asked Questions

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## What are delegations?

- Delegations are **temporary reassignments** of tasks to another person, enabling them to perform actions on your behalf. The delegation may pertain to initiating processes or approving transactions.

## How do I set up delegations in Workday?

- Search **My Delegations** in the Workday search bar and select the task. On the My Delegations page, click the **Manage Delegations** button.

## What reports can I run to see delegations?

- You can run **My Delegations** to view all your delegations or **View My Delegation Assignments** to see all your assignments as a delegate.

## How long can I delegate expense reports for?

- Expense reports can be delegated for more than 12 months and does not require approval. Select Create Expense Report **only** and leave Do Inbox Tasks On My Behalf section blank by ensuring the For all Business Processes and For Business Process fields are **not selected**. All other delegations cannot exceed 1 year.

## What is the difference between an alert versus an error?

- If you receive an **alert**, review and bypass the message by clicking submit. If you receive an **error**, review and revise the task in order to submit as it prevents you from completing the task.

# Delegation | Introduction – Frequently Asked Questions

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## What are alternate delegates and how do they differ from delegates?

- A **delegate** is the individual you would like to start tasks on your behalf.
- An **alternate delegate** is not your back up delegate but rather serves as an alternate approver. The alternate delegate field only pertains to delegating **inbox tasks** as a delegate themselves cannot approve transactions that relate to them.
- **For Example:** A delegate is assigned to approve expense reports. The delegate themselves submit an expense report; the expense report will route to the **alternate delegate** for approval instead of the delegate.

## What is the difference between Start On My Behalf vs Do Inbox Tasks On My Behalf?

- If you want to delegate the **initiation of a task outside of your inbox** such as Create Expense Report, fill out the **Start On My Behalf** section.
- If you want to delegate **reviewing/approving a task from your inbox**, fill out the **Do Inbox Tasks On My Behalf** section. This section is commonly used for delegating approval in Workday.

## Can I set up more than one delegate?

- You can add multiple employees to your delegation. To add another delegate, select the **existing delegate field** and type the additional delegate's name then press enter.

## Can I assign tasks to different delegates?

- If you want to delegate multiple tasks to different employees, you can **assign each task** to a **different delegate**. To start, fill out the delegation section by identifying the delegate and selecting the specific task. Then select the **+ icon** to add another row and select the next delegate and the specific task you want them to do on your behalf.

# Delegation | Work In Progress Items

The project team is working on solutions to address these areas.

**Approvals:** If there is an existing HCM/FIN delegation and you delegate an expense report, it will **require approval**.

- ✓ **Workaround:** You can fill out the Mass Delegations Requests Template and submit it to [askfinance@virginia.edu](mailto:askfinance@virginia.edu) to set up delegations for expense reports that bypass approval. You can find the template here: <https://communityhub.virginia.edu/docs/DOC-4035>.

**Mass Upload Delegations:** Individuals and MBUs **do not** have the ability to set up delegates for others, individually or in mass.

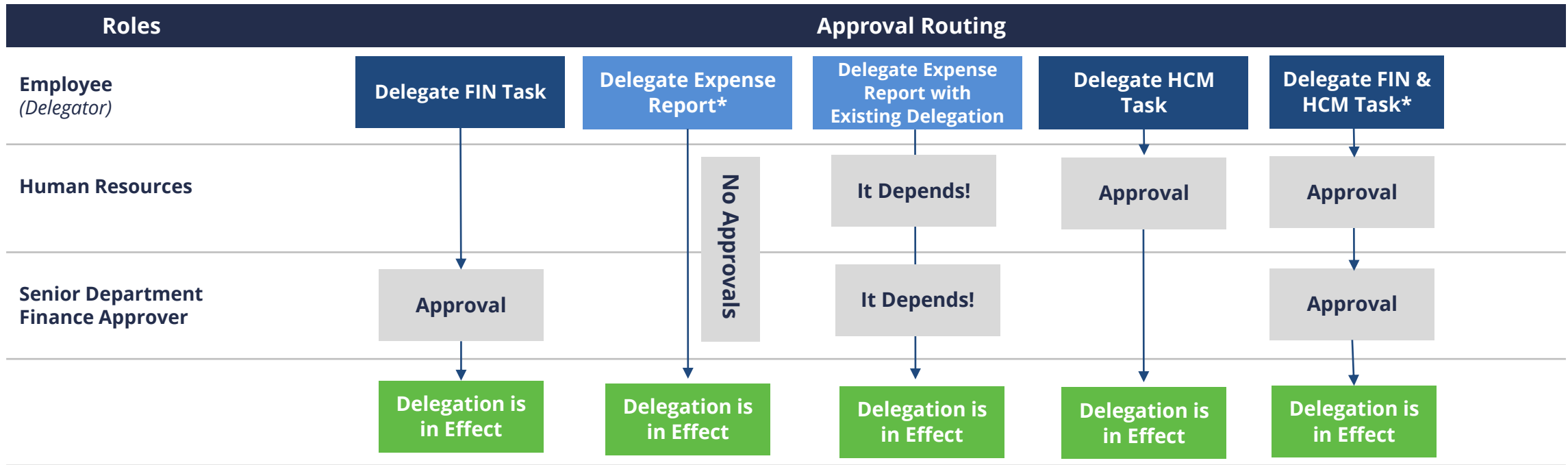
- ✓ **Workaround: Expense Data Entry Specialist** is a Workday security role that can create and submit expense reports on behalf of another employee and are typically held by Expense Ambassadors. You can reach out to your expense ambassador to submit an expense report on behalf of that employee. To find your expense ambassador, navigate here: <https://uvafinance.virginia.edu/resources/how-can-i-find-my-expense-ambassador>

**Delegation Reports:** Currently, reports **do not exist** in Workday to see who has a delegate set up and to view delegations for the entire cost center.

- ✓ **Workaround:** You can run reports such as My Delegations to view all your delegations or View My Delegation Assignments to see all your assignments as a delegate.

# Delegation | Who Approves?

Below is the approval routing process once the initiator submits a delegation.



**\*Please Note:** If you are delegating an expense report and another task, it will route for approval. If you are just delegating an expense report, there are no approvals, and the assignment is immediate.

**\*Please Note:** This includes For All Business Processes is checked under Inbox Task section.

# Delegation | If This, Then That - Initiation

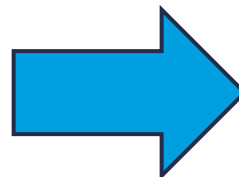
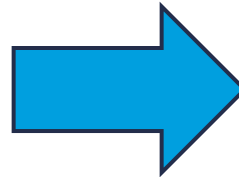
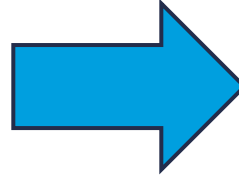
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## IF THIS

You have an upcoming short-term absence (PTO or leave) and want someone to do tasks on your behalf

Start On My Behalf: You want to delegate Expense Reports

Inbox Tasks: You are an approver and want to delegate approving tasks from your inbox



## THEN THAT

Set up a delegate by searching My Delegations in Workday

- Select Create Expense Report in the Start On My Behalf field
- Leave Do Inbox Tasks On My Behalf section blank
- Will not route for approval and can be for > 1 year
- If you have existing HCM/FIN delegation and adding expense report, it will route for approval

- Under Do Inbox Tasks On My Behalf, select the specific task(s) in the Business Process field
- Leave For all Business Processes blank
- Select Retain Access to Delegated Tasks in Inbox checkbox

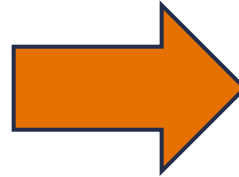




# Delegation | If This, Then That - Approvals

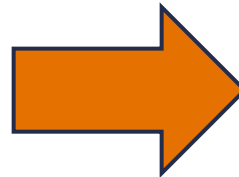
## IF THIS

Delegation of a Finance related task  
(not expense reports)



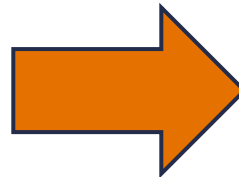
- This will route to the Senior Department Finance Approver for approval
- Delegation length cannot exceed 1 year

Delegation of a HCM (non-finance)  
related task



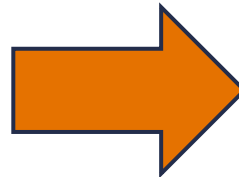
- It will route to HR for approval
- Delegation length cannot exceed 1 year

You have existing finance delegation  
and want to delegate expense reports



This will route to Senior Department  
Finance Approver for approval

You have existing HCM delegation and  
want to delegate expense reports



This will route to HR for approval

# Delegation | Set Up Delegations Overview

On the **Manage Delegations** screen:

The screenshot shows the 'Manage Delegations' interface. At the top, there is a section titled 'Business Processes allowed for Delegation'. Below this, a 'New Delegation' form is visible, containing several fields: '\*Begin Date', 'End Date', '\*Delegate', 'Start On My Behalf', and 'Do Inbox Tasks On My Behalf'. The 'Begin Date' and 'End Date' fields are highlighted with an orange border. A callout box with a blue circle containing the number '1' points to these fields. The callout text reads: 'Begin and End Dates: Establish the timeframe for the delegated task(s). You cannot exceed > 1 year except for Create Expense Report. If your delegation is 1 year, it is recommended to put the last day of the month in the End Date field.' The 'Do Inbox Tasks On My Behalf' section has three radio button options: 'For all Business Processes', 'For Business Process' (with a dropdown menu), and 'None of the above' (which is selected). There is also a checkbox for 'Retain Access to Delegated Tasks in Inbox' and a 'Delegation Rule' dropdown at the bottom.

# Delegation | Set Up Delegations Overview

On the **Manage Delegations** screen:

**2 Delegate:** Select the employee you would like to delegate your tasks.

**3 Use Default Alternate:** Select this checkbox if you would like to keep the delegate's manager as the alternate delegate. If not, you will need to change the alternate delegate.

**4 Keep or Change Alternate Delegate:** This is not your back up delegate but rather serves as an alternate approver. The alternate delegate field only pertains to delegating inbox tasks as a delegate themselves cannot approve transactions that relate to them. **For Example:** A delegate is assigned to approve expense reports. The delegate themselves submits an expense report; the expense report will route to the **alternate delegate** for approval instead of the delegate.

The screenshot shows the 'New Delegation' form with the following fields and options:

- \*Begin Date**: Input field
- End Date**: Input field
- \*Delegate**: Dropdown menu (highlighted by callout 2)
- Start On My Behalf**: Input field
- Do Inbox Tasks On My Behalf**: Radio buttons for 'For all Business Processes', 'For Business Process' (with dropdown), and 'None of the above' (selected)
- Use Default Alternate**: Checked checkbox (highlighted by callout 3)
- Alternate Delegate \***: Input field (highlighted by callout 4)
- Retain Access to Delegated Tasks in Inbox**: Unchecked checkbox
- Delegation Rule**: Input field

# Delegation | Set Up Delegations Overview

On the **Manage Delegations** screen:

**5 Start On My Behalf:** Select the task(s) you would like the delegate to start in your behalf. You can also leave this blank if you only want the delegate to do inbox tasks.

## > Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Delegate <span>*</span> <input type="text"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text"/> <input checked="" type="radio"/> None of the above Remain Access to Delegated Tasks in Inbox <input type="checkbox"/> Delegation Rule

# Delegation | Set Up Delegations Overview

On the **Manage Delegations** screen:

## > Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Delegate *"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text" value=""/> <input checked="" type="radio"/> None of the above
			Use Default Alternate <input checked="" type="checkbox"/>		Retain Access to Delegated Tasks in Inbox <input type="checkbox"/>
			Alternate Delegate *		Delegation Rule

**6 Do Inbox Tasks On My Behalf:** Do not select For all Business Processes. Instead, select For Business Process and provide the task(s) you would like the delegate to review and approve on your behalf. You also can leave these fields blank and select None of the above if you don't want the delegate to review and approve inbox tasks on your behalf.

**7 Retain Access to Delegated Tasks in Inbox:** If you are selecting an inbox task, please make sure to select this checkbox. This indicates you still want the delegated inbox tasks to show in your inbox and still gives you the ability to review and approve them as well.

# Delegation | Set Up Delegations Overview

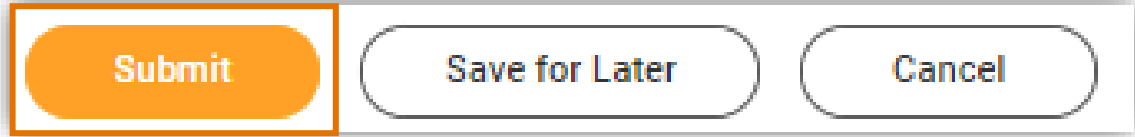
On the **Manage Delegations** screen:


The screenshot shows the 'New Delegation' form with the following fields and callouts:

- 1 Begin and End Dates:** Establish the timeframe for the delegated task(s). You cannot exceed > 1 year except for Create Expense Report. If your delegation is 1 year, it is recommended to put the last day of the month in the End Date field.
- 2 Delegate:** Select the employee you would like to delegate your tasks.
- 3 Use Default Alternate:** Select this checkbox if you would like to keep the delegate's manager as the alternate delegate. If not, you will need to change the alternate delegate.
- 4 Keep or Change Alternate Delegate:** This is not your back up delegate but rather serves as an alternate approver. The alternate delegate field only pertains to delegating inbox tasks as a delegate themselves cannot approve transactions that relate to them. **For Example:** A delegate is assigned to approve expense reports. The delegate themselves submit an expense report; the expense report will route to the **alternate delegate** for approval instead of the delegate.
- 5 Start On My Behalf:** Select the task(s) you would like the delegate to start in your behalf. You can also leave this blank if you only want the delegate to do inbox tasks.
- 6 Do Inbox Tasks On My Behalf:** Do not select For all Business Processes. Instead, select For Business Process and provide the task(s) you would like the delegate to review and approve on your behalf. You also can leave these fields blank and select None of the above if you don't want the delegate to review and approve inbox tasks on your behalf.
- 7 Retain Access to Delegated Tasks in Inbox:** If you are selecting an inbox task, please make sure to select this checkbox. This indicates you still want the delegated inbox tasks to show in your inbox and still gives you the ability to review and approve them as well.

# Delegation | Set Up Delegations Overview

8 After completing the steps, click **Submit**.



 **Please Note:** After clicking **Submit**, you may receive an alert message. This is a message that this will give the delegate access to all your previously created items of that type. To bypass this alert, click **Submit again**.

Errors and Alerts Found

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	07/25/2022	09/30/2023	Delegate * [Dropdown menu] Use Default Alternate <input checked="" type="checkbox"/> Alternate Delegate * [Dropdown menu]	[Dropdown menu: Create Expense Report]	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process [Dropdown menu] <input checked="" type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox <input type="checkbox"/> Delegation Rule

# Scenarios





# Delegation | Scenario 1: Delegate Expense Report

If you want to delegate **expense reports**, please follow the steps below:

The screenshot shows the 'New Delegation' form with the following fields and callouts:

- Step 1:** Callout: **Begin and End Dates:** Enter the dates. You can delegate expense reports for > 1 year. The form shows 'Begin Date' as 07/25/2022 and 'End Date' as 09/30/2023.
- Step 2:** Callout: **Delegate:** Select the employee you would like to delegate your tasks to. The form shows a dropdown menu for 'Delegate'.
- Step 3:** Callout: **Start On My Behalf:** Type **Create Expense Report** and press enter. The form shows a dropdown menu for 'Start On My Behalf' with 'Create Expense Report' selected.
- Step 4:** Callout: **Do Inbox Tasks On My Behalf:** Leave this entire section blank. Ensure None of the above is selected. The form shows a section for 'Do Inbox Tasks On My Behalf' with radio buttons for 'For all Business', 'For Business P...', and 'None of the above'. A large red 'X' is overlaid on this section.

**5** Once finished, click the **Submit** button. If you do not have any existing delegations, this will not route for approval.

# Delegation | Scenario 2: Delegate FIN Inbox Task

As an approver, if you want to delegate reviewing and approving **finance inbox tasks**, please follow the steps below:

**1** **Begin and End Dates:** Enter the dates. You cannot delegate Finance or HCM tasks for > 1 year. If your delegation is 1 year, it is recommended to put the last day of the month in the End Date field.

**2** **Delegate:** Select the employee you would like to delegate your tasks to.

**3** **Start On My Behalf:** Leave this field blank.

**4** **Do Inbox Tasks On My Behalf:** Select **For Business Process** and type the task. You can also select the **All** category for the entire list.

**5** **Retain Access to Delegated Tasks in Inbox:** Select this **checkbox**.  
**Delegation Rule:** Leave this field blank.

**6** Once finished, click the **Submit** button. This will route to the Senior Department Finance Approver for approval.

# Delegation | Scenario 3: Delegate Expense Report & FIN Inbox Task

If you want to delegate an **expense report** and a **finance inbox task**, please follow the steps below:

The screenshot shows the 'New Delegation' form with the following fields and callouts:

- 1** **Begin and End Dates:** Enter the dates. You cannot delegate for > 1 year if you are delegating expense report and a finance or HCM task in the same delegation. If your delegation is 1 year, it is recommended to put the last day of the month in the End Date field.
- 2** **Delegate:** Select the employee you would like to delegate your tasks to.
- 3** **Start On My Behalf:** Type **Create Expense Report** and press enter.
- 4** **Do Inbox Tasks On My Behalf:** Select **For Business Process** and type the task(s). You can also select the **All** category for the entire list.
- 5** **Retain Access to Delegated Tasks in Inbox:** Select this **checkbox**.  
**Delegation Rule:** Leave this field **blank**.
- 6** Once finished, click the **Submit** button. This will route to the Senior Department Finance Approver for approval.

**6** Once finished, click the **Submit** button. This will route to the Senior Department Finance Approver for approval.

A sepia-toned photograph of a classical building, likely a university or government structure, featuring a prominent portico with columns and a pediment. In the foreground, a large, ornate statue stands on a pedestal. The scene is set outdoors with trees and a cloudy sky. A white rectangular box is overlaid on the left side of the image, containing the text "Thank you!".

Thank you!