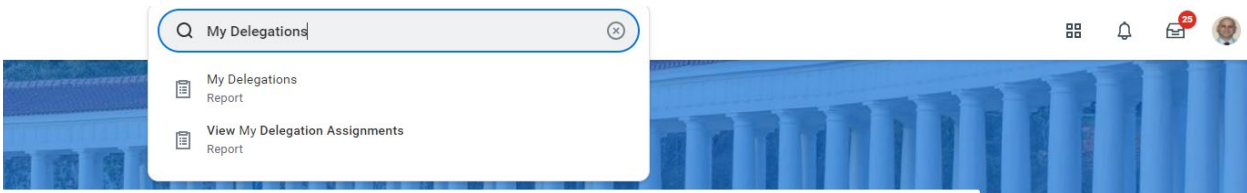


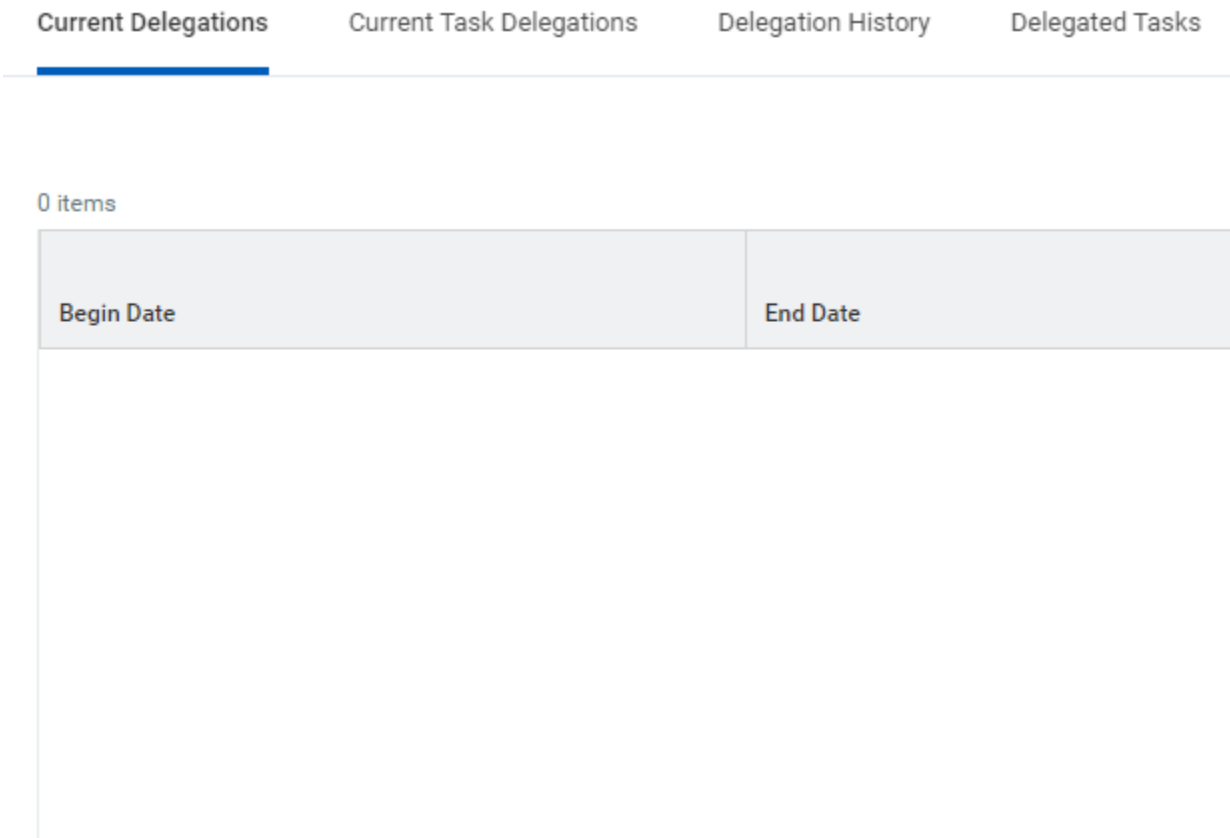
Create Workday Expense Delegation

This process will be available in Workday beginning July 5, 2022.

1. In the Workday search bar, type “My Delegations” and select “My Delegations Report.”



2. Click “Manage Delegations.”



3. Enter a Begin and End Date. Type your Delegate's name in the box, press <Enter>. Enter any Alternate (or secondary) Delegate you would like in the 'Alternate Delegate' box. If one is already populated based on your primary delegate, uncheck the 'Use Default Alternate,' click the 'x' next to their name and add a different alternate if so desired. In the 'Start on My Behalf' box type "Create Expense Report" and press <Enter>.

1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tas
07/05/2022	06/30/2025	Delegate * <input type="text" value="Mollie Bryan"/>	<input type="text" value="Create Expense Report"/>	<input type="radio"/> For <input type="radio"/> For I <input checked="" type="radio"/> Non <input type="checkbox"/> Retain Accer Delegation R
		Use Default Alternate <input type="checkbox"/>		
		Alternate Delegate * <input type="text" value="Tina Ann Rees"/>		

4. Review for correctness and click 'Submit.'
5. This alert may pop-up. Click 'Submit' again.

Errors and Alerts Found ▲

Alert - New Delegation (Row 1)

When you delegate the creation of an item, you give the delegate access to all of your previously created items of that type.

6. You have successfully setup a delegate or delegates to create Expense Reports on your behalf.

Welcome to the PST Training Tenant

My Delegations

For Michael D May

Current Delegations | Current Task Delegations | Delegation History | Delegated Tasks

You have submitted

[View Details](#)

1 item

Begin Date	End Date	Delegate	Alternate Delegate	Start On My Behalf
07/05/2022	06/30/2025	Mollie Bryan	Tina Ann Rees	Create Expense Report

[Manage Delegations](#)