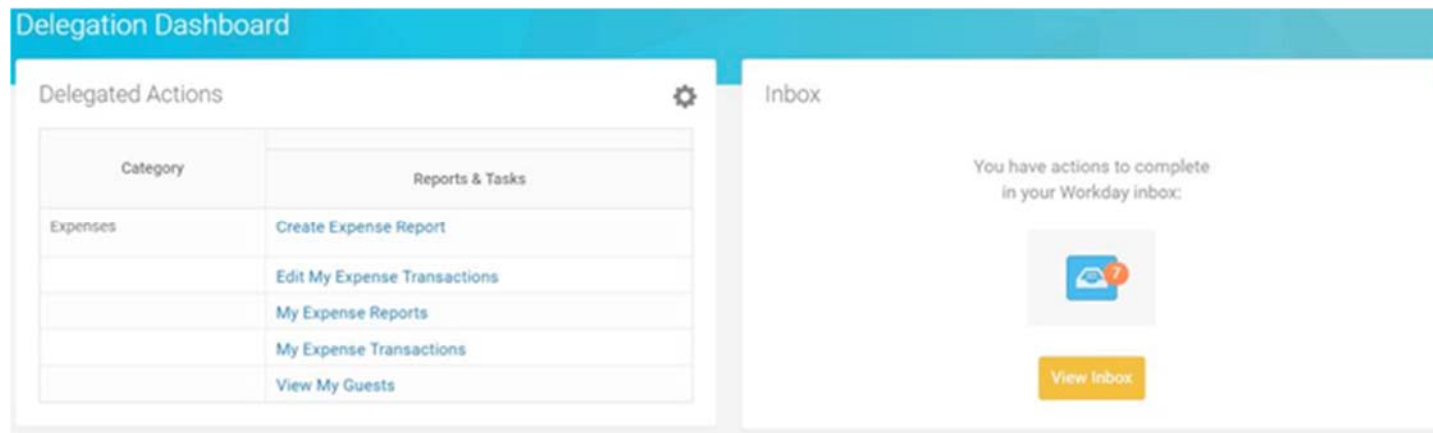






Workday Delegations

Certain processes and approvals are eligible for delegation including approvals from one manager to another and the initiation of expense reports. Now when a delegate switches accounts to complete a delegated task they will view a Delegation Dashboard. Performing delegated tasks and approvals will be faster and easier with this new dashboard!



Click  or the Inbox icon  to view the various approvals awaiting attention. If initiating an action on behalf of this person, simply select the appropriate task listed in the Delegated Actions section.

If you have any questions, please visit the [District intranet site](https://intranet.gcccd.edu/workday) at <https://intranet.gcccd.edu/workday>. You may need to enter your GCCCD email and password.

Delegated Actions

Category	Reports & Tasks
Expenses	Create Expense Report
	Edit My Expense Transactions
	My Expense Reports

