



Created: March 1, 2025

## PURPOSE

These guidelines have been developed to allow an employee to temporarily delegate the authority to approve business processes and/or manage Workday inbox tasks to another employee with equal or higher-level signature authority. This formalized process ensures that when planning time away, your time-sensitive tasks are properly delegated and can be effectively managed in your absence.

### These Guidelines will provide:

- Information on what tasks can be appropriately delegated between employees in relevant positions
- The number of days for which delegation can or should be assigned
- Workday process and instructions (Job Aid)
- Delegation must be assigned to an EHE employee

## DEFINITION

Delegation	Delegation allows an employee to temporarily give another person the ability to initiate business processes on their behalf or take actions on their inbox tasks.
<a href="#">Functional Areas and Delegatable Business Processes</a>	These are actions that the delegator can take on behalf of the delegatee while they are out of the office."
Allowable Delegation Timeframes	A minimum of 5 days and a maximum of 30 days. An exception for up to 180 days may be granted with appropriate approval.
<a href="#">Delegation Job Aid</a>	Provides detail delegation instructions and information for proper utilization.
<a href="#">Delegation Request Form</a>	The required EHE form must be completed, signed, and approved to initiate delegation.

## PROCEDURE

Delegation requests should be for 5 consecutive business days or up to 30 calendar days unless there are extenuating circumstances that may require up to 180 days of delegation. When a delegation is needed for more than 30 calendar days, approval is needed by the HRBP.

During the delegation period, the delegate receives any tasks that would have been directed to the original manager for the specified process, as well as any related process notifications, including alerts. Managers (or the delegator) also retain access to their Workday Inbox tasks, notifications, and alerts. Delegation must be given to an individual with the appropriate business knowledge to perform the tasks being delegated and that are within the same college.

Delegation requests will route to the delegatee, the delegator's manager, and the college HRBP for approval. Once a completed Delegation Request form is received, all requests will be reviewed for compliance by the Chief Administrative Officer."



## ROLES AND RESPONSIBILITIES

Role	Responsibilities
Employee	<ul style="list-style-type: none"><li>• Submit <a href="#">Delegation Request Form</a>, ensuring the employee receiving the delegation meets the requirements (i.e., within same college and possesses appropriate business knowledge), and falls within allowable timeframes.</li><li>• Once approval is received, initiate the Delegation process in Workday by following the steps outlined in the <a href="#">Delegation Job Aid</a>.</li></ul>
HR Business Partner (HRBP)	<ul style="list-style-type: none"><li>• Reviews and approves all submitted Delegation Request forms that meet the requirements stated within these guidelines. Any that fall outside of the requirements will be returned for further review.</li></ul>
Manager	<ul style="list-style-type: none"><li>• Approves Delegation requests in Workday once the Delegation Request Form has been approved by the HRBP.</li></ul>
Chief Administrative Officer (CAO)	<ul style="list-style-type: none"><li>• Review all Delegation Request forms for compliance and ensure that an approved form is on file to support the request.</li></ul>