Instructions for Delegating Business Purposes in Workday:

1. Login to workday at https://workday.lsu.edu using your MyLSU login and password
2. Click on the mailbox next to the cloud in the upper right hand corner
3. Mailbox is to the left of the cloud
4. Click the button with the down arrow, it is located next to the Sort By button
5. Select My Delegations from the drop down menu
6. On the My Delegations page, click Manage Delegation at the bottom
7. Select the Begin Date as today's date and the end date as one year later X/XX/2020
8. Click the empty box under the heading Delegate.
9. In the search bar enter, Doris Butler, and hit enter
10. Click the box next to Doris Butler's name, it should now show their name under the heading of Delegate
11. Under the heading of Start on My Behalf, you are going to select multiple items but they have to be done one at a time.
    a. Click the empty bar, select the option for By Business Process Type
    b. Select Expense Report Event, then select Create Expense Report
    c. It will populate the Start on My Behalf box
    d. Click on the box again and select By Business Process Type
    e. Select Receipt, then select Create Receipt
    f. Repeat the process by selecting the following:
        i. Delete Checkout if it pre-populates
        ii. Select Spend Authorization, then select Create Spend Authorization
    g. When finished you should have 3 items in the Start on My Behalf box
12. Under the heading of Do Inbox Tasks on My Behalf, select **For all Business Processes** and then click the box for **Retain Access to Delegated Tasks in Inbox**
13. Click the Delegation Rule box and select **Expense Approval Delegation Rule-Revised** (If it pre-populates, you must delete and re-add)
14. Click Submit at the bottom of the page (Sometimes you have to submit twice if a error message occurs)