

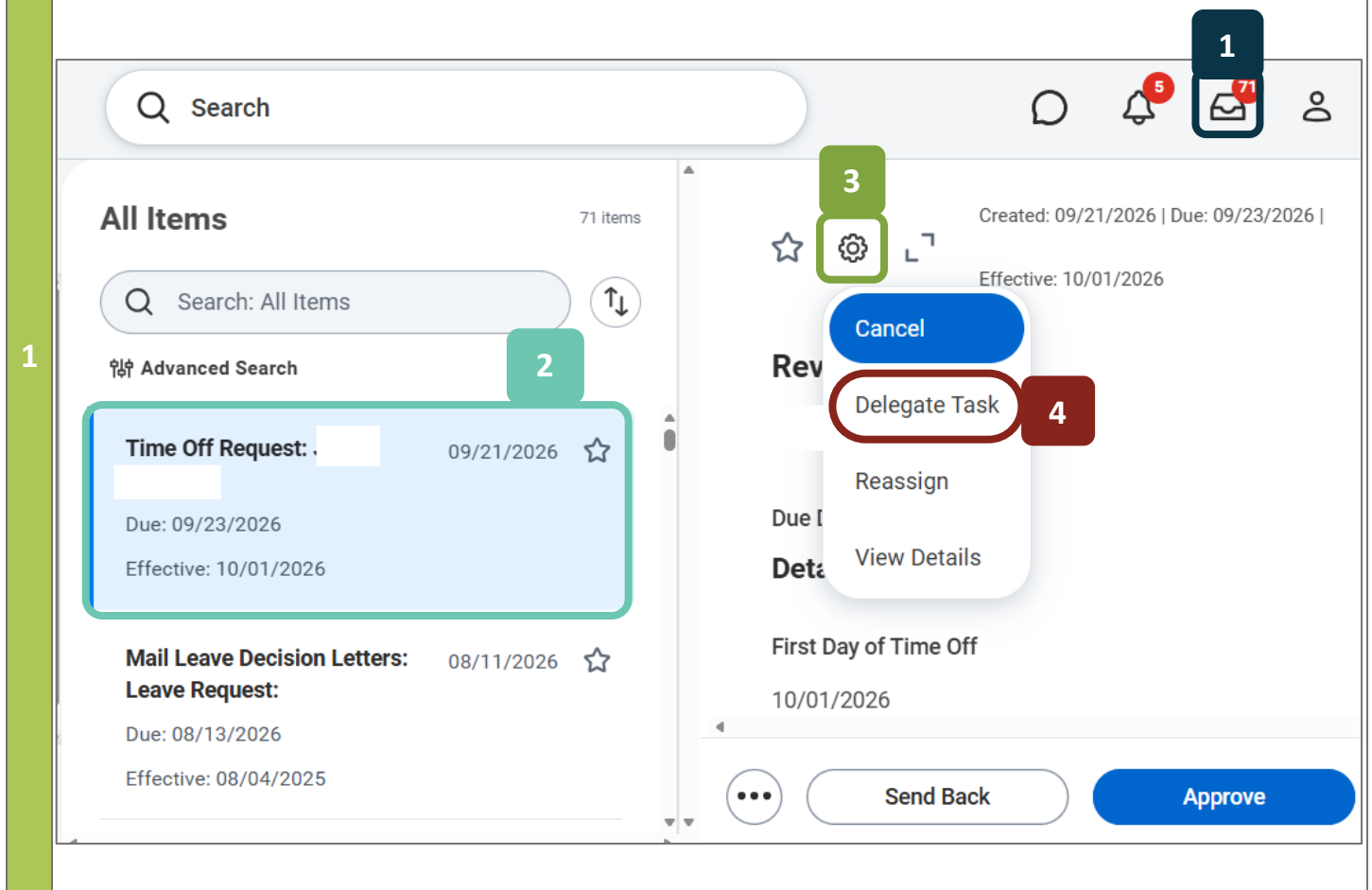
Audience / Role	All employees
Description	This job aid will guide you through delegating individual tasks, delegating bulk tasks, and acting on delegated tasks in the HCM release of Kern360.

Delegating a Single Task

You can delegate tasks as needed so that another employee can complete a task on your behalf.

To delegate an individual task, click your **Tasks** icon at the top of the screen and select the **individual task** you wish to delegate.

Select **Options** (gear icon) and click **Delegate Task**.



The screenshot displays the Workday HCM interface. At the top right, the 'Tasks' icon is highlighted with a red '1'. Below it, a list of tasks is shown. The first task, 'Time Off Request', is highlighted with a green '2'. To its right, the 'Options' gear icon is highlighted with a green '3'. A dropdown menu is open, showing the 'Delegate Task' option highlighted with a red '4'. Other options in the menu include 'Cancel', 'Reassign', and 'View Details'. The task details for 'Time Off Request' are visible, including the due date '09/23/2026' and effective date '10/01/2026'.

2

Enter the name of the employee you wish to delegate the task to in the **Proposed Delegates** field. Once you've selected your delegate and added any necessary notes to the **Comments** field, click **Submit** to complete the delegation.

Delegate Task

Delegating Worker

Business Process

Task

Current Delegates

Time Off Request:

Review Time Off Request

(empty)

☒ Proposed Delegates

No Items.

☐ Stop Current Delegations

enter your comment



Submit

Save for Later

Cancel

Managing Delegations

1

You can delegate tasks in bulk for a period of time by selecting **Manage Delegations** on your **My Tasks** menu.

My Tasks

All Items

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

On the **My Delegations** page, **Current Delegations** tab, you'll see any active delegations. To create a new delegation, click **Manage Delegations**.

2

My Delegations

For

Current Delegations
Current Task Delegations
Delegation History
Delegated Tasks
Business Processes allowed for Delegation

0 items

Delegation	Begin Date	End Date	Delegate	Retain Access to Delegated Tasks within My Tasks
No items available.				

Manage Delegations

On the following screen, you will be able to set the parameters for your new delegation.

Enter a start and end date for your delegations and enter the name of the employee you've selected as your delegate.

Once you've selected your date range and delegate, you can customize your processes to delegate using the following steps.

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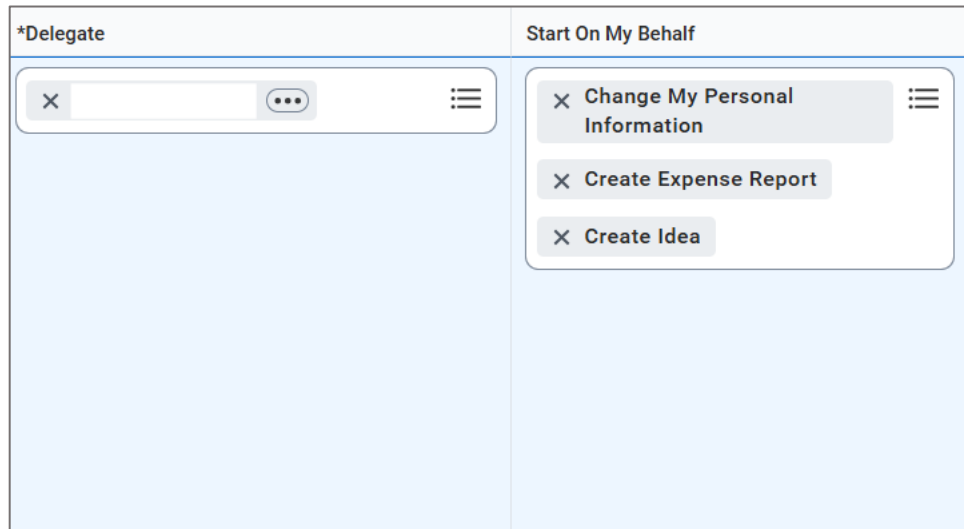
Business Processes allowed for Delegation

New Delegation 1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
+ -	09 / 22 / 2026	09 / 29 / 2026	x [dropdown]	x Change My Personal Information x Create Expense Report x Create Idea	☒ For all Business Processes ☐ For Business Process [dropdown] ☐ None of the above Retain Access to Delegated Tasks within My Tasks ☒ Delegation Rule [dropdown]

4

In the **Start On My Behalf** field, you can select specific processes you would like your delegate to be able to initiate for you. This field is optional and may be left blank if you only need to delegate tasks from your inbox and do not need your delegate to initiate new tasks for you.

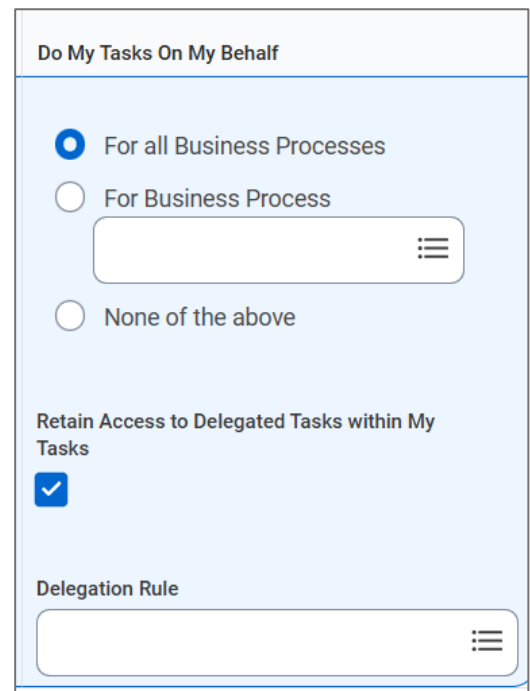


5

In **Do My Tasks On My Behalf**, you can select which business processes you would like to delegate. If you would like all your tasks during the time period to be routed to your delegate, select **For All Business Processes**.

If you would like to limit your delegation to specific business processes, use the **For Business Process** dropdown to select all business processes you would like to delegate.

If you need access to your delegated tasks in your own task inbox, click the **Retain Access** checkbox. This will ensure you have visibility on all your delegated tasks.



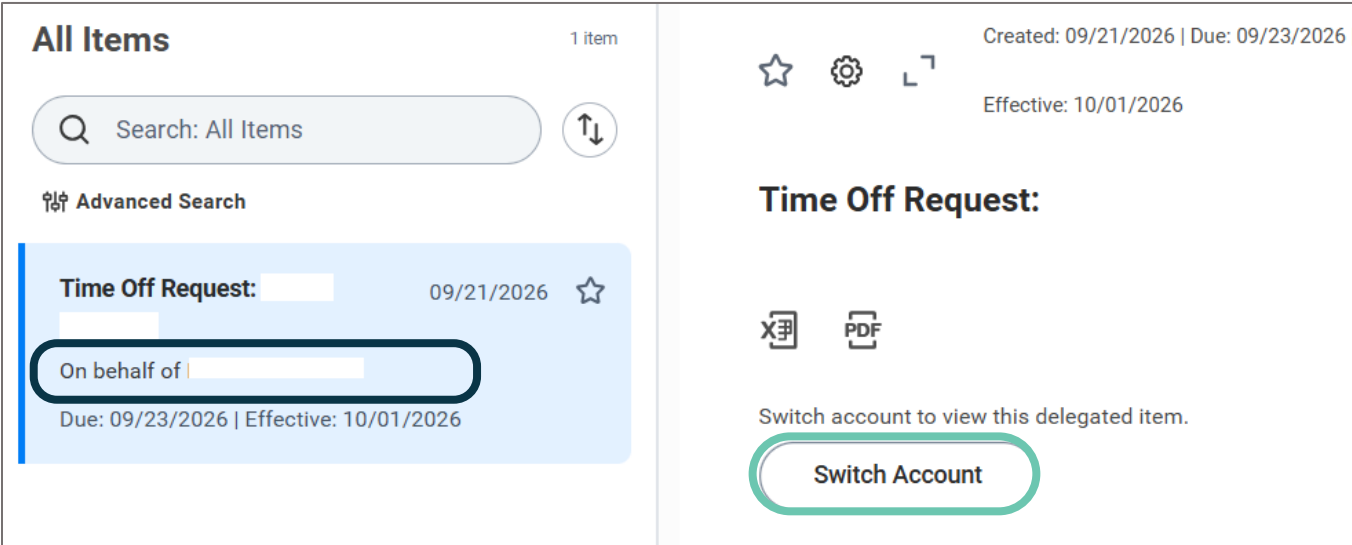
6

Once you've finalized your selections, click **Submit**.

Your delegation will be routed to your supervisor for approval before it goes into effect.

Acting on Delegated Tasks

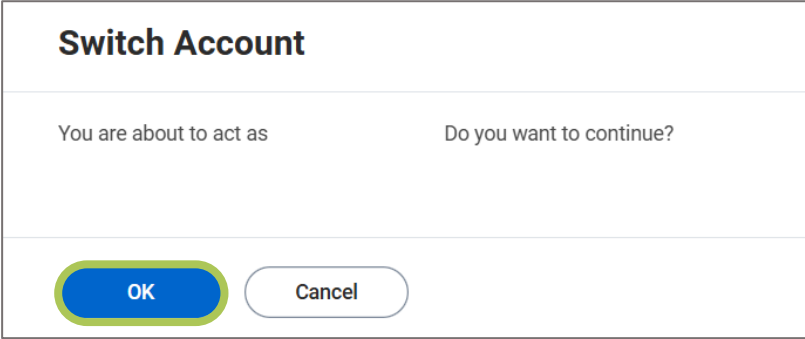
1



When another employee delegates a task to you, you'll see a task **on behalf of** the employee in your **Tasks**.

To act on the delegated task, select it from your task list and click the **Switch Account** button shown in the task details pane on the right.

2



A confirmation screen will appear notifying you that you are about to act on behalf of another employee. Click **OK** to continue.

3

Click on your **Tasks** icon again. Now your task list will only contain tasks delegated from the employee you are acting on behalf of. You'll see a notice that you are acting on another employee's behalf at the top of your screen, and you'll be able to complete the delegated task(s) as though you were the employee who delegated to you.

When you're ready to exit your delegation inbox and return to your own profile, click the Profile icon at the top right of your screen and select Switch Account from the menu.

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