Instructions for Delegating Business Purposes in Workday:

Login to workday at https://workday.lsu.edu using your   MyLSU login and password

Click on the mailbox next to the cloud in the upper right hand corner

Mailbox is to the left of the cloud

Click the button with the down arrow, it is located next to the Sort By button

Select My Delegations from the drop down menu

On the My Delegations page, click Manage Delegation at the bottom

Select the Begin Date as W R G D \ ¶ V G D W H and the end date as one year later X/XX/202

Click the empty box under the heading Delegate.

< R X   Z L O O V O L J K O \ L Q S X W \ R X U S R W H Q W L D O V X E V W D O G H U O H J D W H

In the search bar enter, Doris Butler, and hit enter

Click the box next to ' R U L V % X W O H U ¶ V name, it should

Under the heading of Start on My Behalf, you are go

have to be done one at a time.

    D Click the empty bar, select the option for By E

    E Select Expense Report Event, then select Cre

    F It will populate the Start on My Behalf box

    G Click on the box again and select By Business

    H Select Receipt, then select Create Receipt

    I Repeat the process by selecting the following

        L Delete Checkout if it pre-populates

        L L Select Spend Authorization, then sele

    J When finished you should have 3 items in the

Under the heading of Do Inbox Tasks on My Behalf,

Processes and then click the box for Retain Access

Click the Delegation Rule box and select Expense Ap

Revised (If it pre-populates, you must delete and re

Click Submit at the bottom of the page (Sometimes y

message occurs)