

Set/change language preferences and delegation

Purpose

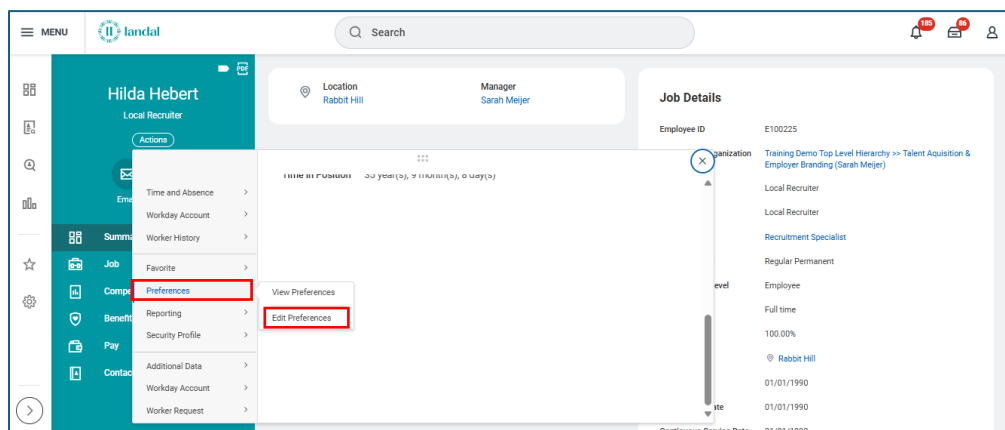
This guide helps users to set or change their language preferences and manage delegation in Workday.

Overview

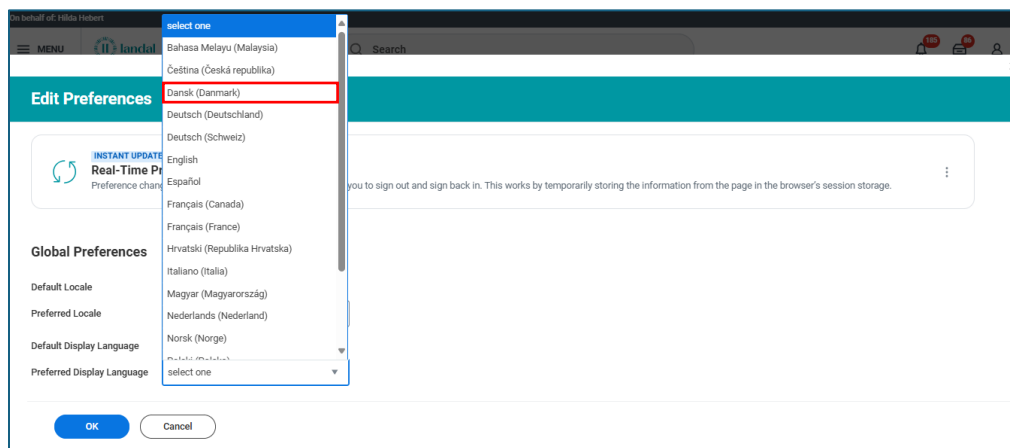
Users will learn how to update language settings and delegate tasks to peers or superiors.

Step-by-Step Instructions

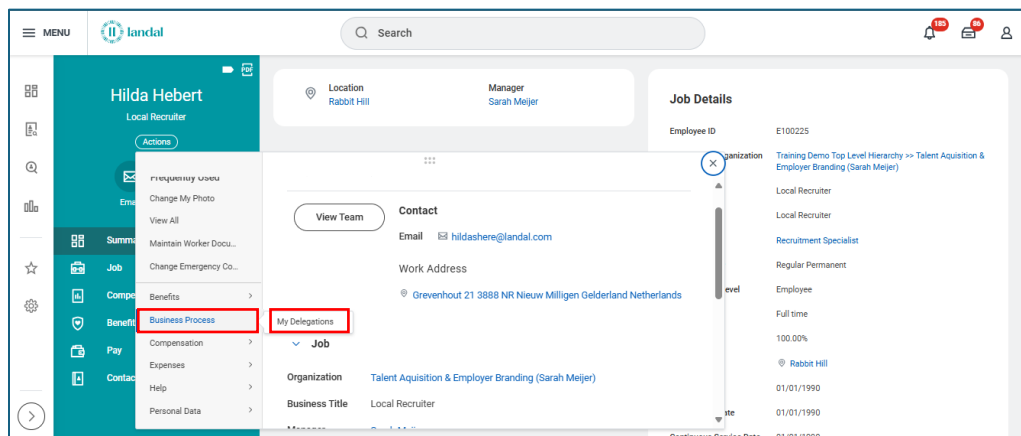
1. Go to your profile and select Action > Preferences > Edit Preferences



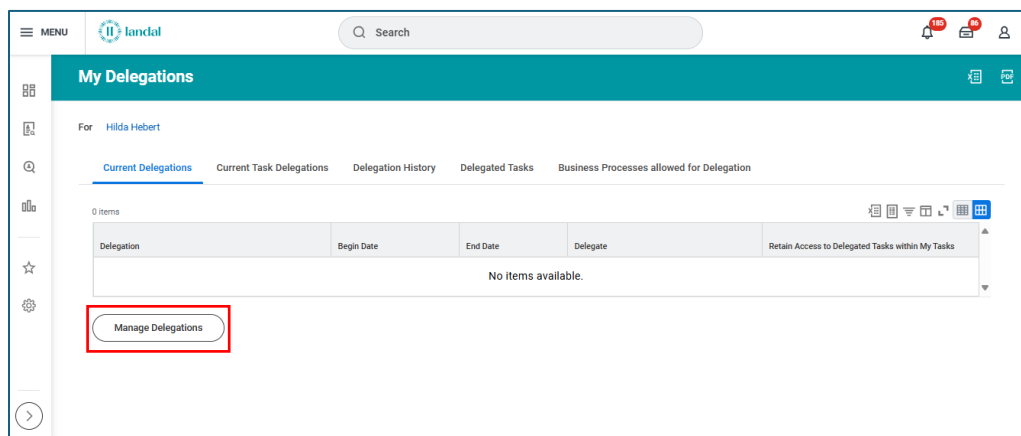
2. Change your language preference from **Preferred Display Language** drop-down and click **OK** to apply.



3. To set up delegation, go to Action > Business Process > My Delegations.



- 4. Click **Manage Delegations** and Select a peer or superior to delegate tasks to.
- 5. Confirm and **submit** your delegation settings.



*Begin Date	End Date	*Delegate	Start On My Behalf
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do My Tasks On My Behalf

For all Business Processes

For Business Process

None of the above

Retain Access to Delegated Tasks within My Tasks

Note:

Delegation is mostly handy for managers and can only be set to peers or superiors.