

From: MyWorkday

Sent: Monday, 18 December 2023 1:10 PM

Subject: REMINDER: complete and delegate Workday tasks before going on leave

Dear team leader,

What you need to DO this week

Complete tasks awaiting your action

As we approach the Christmas/New Year break, kindly ensure the completion of all Workday tasks awaiting your action.

Your action is required for Workday processes to progress to the next step and with prompt contributions from all involved parties, we can ensure their timely completion. Remember that some of these processes relate to salary payments.

Please note that tasks awaiting your action remain in your Workday inbox until addressed; they are not escalated/routed to someone else unless a delegation is in place.

Set up delegations BEFORE going on leave

It is important to delegate your Workday tasks before going on leave (or during any other short period of unavailability).

- nominate a delegate within your supervisory organisation who is duly authorised within Federation's delegations policy/framework to fulfil the delegated tasks
- ensure the person you nominate as a delegate is available during your absence as they won't be able to re-delegate tasks
- set up delegations in advance by specifying the start and end date
- keep in mind that the delegation set up workflows to your manager for approval before coming into effect.

For detailed instructions, go to [Set up, cancel and manage delegations](#).

Wishing you a wonderful break and a fabulous start to 2024!

Kind regards
The Workday team

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