

(A spend authorization is an estimate of expenditures you plan to make for a future purpose. These are typically used for travel requests such as conferences, conventions, and field trips that have expenditures associated with them. The trip and the expenditures will need to be pre-approved by the manager via a Spend Authorization submitted by the employee.)

Here is the way to complete this step.

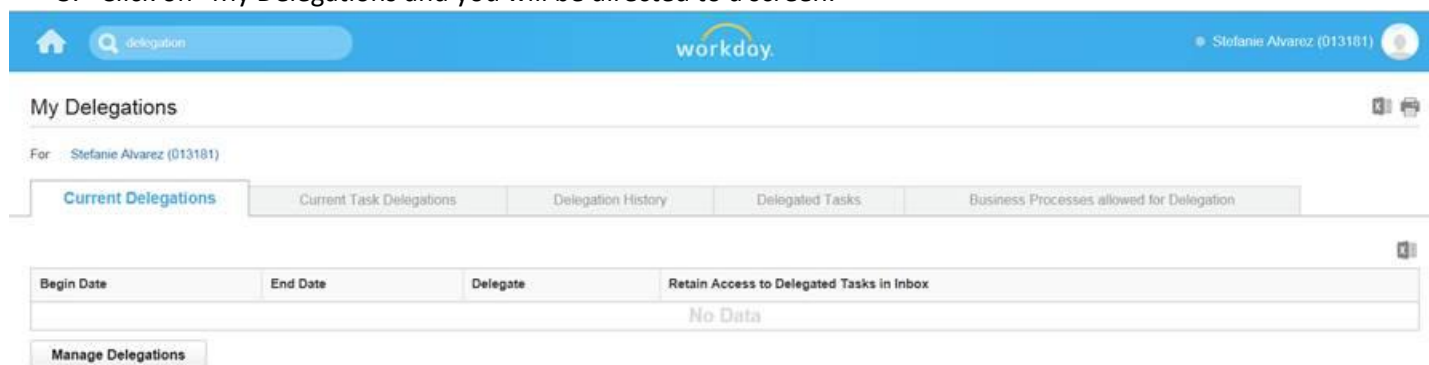
1. You must delegate Stefanie Alvarez to automatically fill this out for you once your FPD request has been pre-approved. (Directions on how to do this will follow at the bottom of the page).
 - a. Delegating Stefanie Alvarez will not restrict you from accessing this yourself and you may delegate multiple people at one time.

Directions for Delegation:

1. Log into Workday <https://wd5.myworkday.com/socccd/login.flex>
2. Type in “Delegation” into the search bar and your screen should look like this:



3. Click on “My Delegations and you will be directed to a screen.



4. Click on the “Manage Delegations” button and you will be directed to the following screen.

Manage Delegations Stefanie Alvarez (013181) ...

Business Processes allowed for Delegation

New Delegation

+	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
-	/ /	/ /	search	search	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above <input type="text" value="search"/> <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox <input type="text" value="Delegation Rule"/>

5. Fill in the dates for the fiscal year (today's date to 06/30/2016)
6. "Delegate: type in Stefanie Alvarez
7. Start on my Behalf: type in "Create Spend Authorization"
8. Click on "For Business" and type in "Spend Authorization" (see image below)

Manage Delegations Stefanie Alvarez (013181) ...

Business Processes allowed for Delegation

New Delegation

End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
/ /	Stefanie Alvarez	search X Create Spend Authorization	<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process <input type="text" value="search"/> <input checked="" type="checkbox"/> Spend Authorization <input type="radio"/> None of the above <input type="checkbox"/> <input checked="" type="checkbox"/> Retain Access to Delegated Tasks in Inbox <input type="text" value="Delegation Rule"/>

enter your comment

Attachments

Submit Save for Later Cancel

9. Click the box "Retain Access to Delegated Tasks in Inbox"

Start On My Behalf	Do Inbox Tasks On My Behalf
<div><input type="text" value="search"/></div> <div><input checked="" type="checkbox"/> Create Spend Authorization</div>	<div><input type="radio"/> For all Business Processes</div> <div><input checked="" type="radio"/> For Business Process</div> <div><div><input type="text" value="search"/></div><div><input checked="" type="checkbox"/> Spend Authorization</div></div> <div><input type="radio"/> None of the above</div> <div>Retain Access to Delegated Tasks in Inbox <input checked="" type="checkbox"/></div>

10. Once you have filled this out, click on the “Submit” button and the approval will go to your manager.
11. This will ensure a more productive and speedier process for everyone.