

Learning to use Workday is a continuous process that will make all of us more efficient and accurate in our daily work.

Managers should not log into workstations with their credentials and then task subordinates with conducting review, approval or adjustment processes to support under the manager's log-in credentials and authority.



This is not an acceptable practice.

It harms the city in 3 ways:

- Violates Security best practices
- Goes against City Policy
- Removes any creditable audit path
- Is an unnecessary risk

Managers can delegate their authorities to specific subordinates or peers on a temporary basis

- Delegation allows for creditable audit paths
- Delegation does not violate best practices
- Delegation poses no risk, provided that the delegating manager ensures sufficient training and awareness to the delegate and supervises the result

Delegation can be accomplished by the following the accompanying job aid located at

<http://bit.ly/DallasWorkday>