Inbox: Manage Business Processes for Worker

Sometimes you may get a step called **Manage Business Processes for Worker** in your Workday Inbox.

This is a standard step in the **Change Job**, **Request Leave of Absence**, and **Termination/End Contingent Worker Contract** business processes.

It triggers only if the worker has tasks in their inbox, if they have other processes happening to them, or if they are a delegate.

THERE ARE THREE TABS FOR THIS STEP

   a. In the Action column you can choose to **Reassign** or **Cancel**.

   b. If you choose to **Reassign**, you must choose who to reassign the task to in the next column.
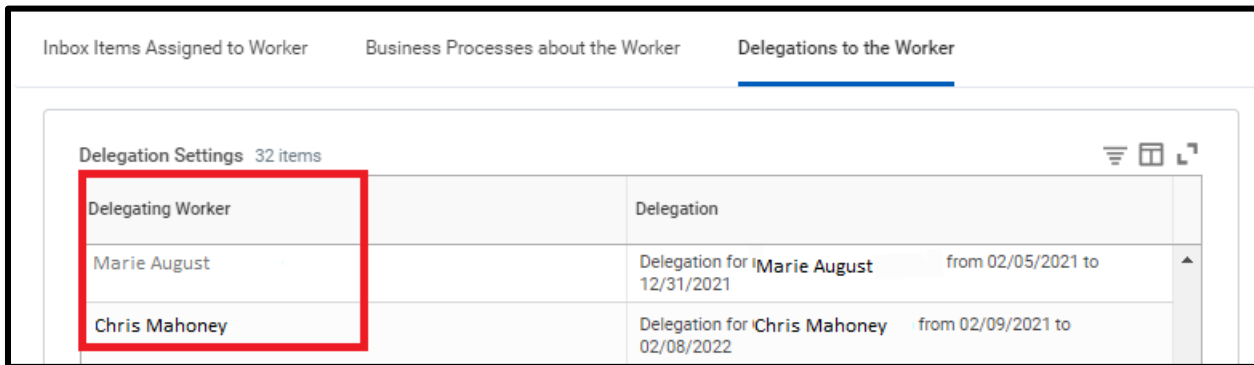

> **Not all tasks need to be Reassigned or Cancelled.** Do not reassign tasks that require action by the worker (such as Open Enrollment, Contact Information Changes, Benefit Events).

2. **Business Processes about the Worker:** The second tab shows any pending transactions for the employee and allows you to cancel them if necessary.

3. **Delegations to the Worker:** The third tab shows any delegations they may have. If any are irrelevant, contact the **Delegating Worker** and have them [turn off their delegation settings](#).

Inbox Items Assigned to Worker   Business Processes about the Worker   Delegations to the Worker

Delegation Settings 32 items

Delegating Worker		Delegation	
Marie August		Delegation for Marie August	from 02/05/2021 to 12/31/2021
Chris Mahoney		Delegation for Chris Mahoney	from 02/09/2021 to 02/08/2022

SUBMITTING THE TASK

4. **Once you've reviewed all the items on this step and taken any necessary actions**, click **Submit** at the bottom.

   Note: If no action was needed, simply click **Submit** to complete the task.

5. **Any action taken on this step routes to the Business Process Administrator for review and approval.**