submission details	Unlike Bannerweb, Workday does not currently show an option to set up a proxy approver for staff time. I will be traveling during two approval dates and may not be able to access Workday to approve staff time. Is it possible to have another department member approve time in my absence? I have submitted 2 tickets with this question to the Workday Support Hub and have not received a response.
are you seeking a response or just submitting an idea comment	Yes, I would like a response to this question/concern.

https://richmond.app.box.com/s/z81w8wndhyyxti72bgkaxbcf58j4ez8d

The individual would need to follow the attached instructions. This will setup a delegation in workday that will allow for a delegate to complete the time approvals on the individual's behalf.

In the "Tasks to do on my behalf" section, please specify time Tracking activities. See screenshot below: