

Proxy Access in Workday®

Practical Tips & Guidance

Overview

Proxy Access in Workday® enables authorised users to act on behalf of others — performing approvals, transactions and updates without sharing credentials. It's invaluable for HR, Payroll and Finance administrators, delegates, testers, and managers, boosting efficiency, maintaining security and ensuring continuity during absences or transitions.

This practical guide is designed to boost confidence and empower anyone stepping into a Workday® testing or support role.



Target Audience

Practical tips to navigate Workday® faster and more efficiently, including:

- Newbies to Workday®
- Delegates
- Advisory & Support



Type **'Start'** in the search bar

Start Proxy - Task

Welcome, Victor Blacks



Announcements

2 items



Please take a moment to review your home address, emergency contact information, personal details, and upda...

[Personal Information Job Aid](#) 



- Don't hit enter, just click on the drop down link to Start Proxy.
- If you enter, it is a bit slower to return the search results!



Start Proxy

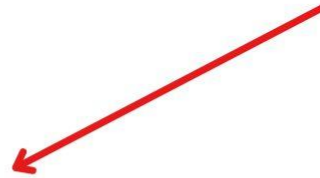
Authenticated As Victor Blacks

Act As

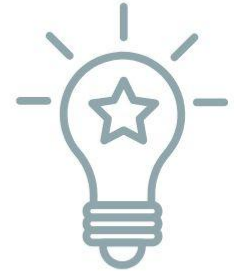
X

Search Results (2)

- ☒ Danny Restrepo
- ☐ Danny C



Choose who you want – in this case Danny C. and click OK



- Contact your Administrator to confirm you have access to Proxy
- If you do not, you may not be able to proxy!



Welcome, On behalf of: Danny C



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3

You now have Danny C's access rights to perform functions on his behalf including approvals!



- You are not incognito – security audits will show up as 'Jane Doe' on behalf of Danny C etc...
- Once finished, type 'stop' in the search bar and select 'Stop Proxy' and click on OK.

THE TEAM



Sam
QA Director



Tyra
Training Adviser



Amie
Community Lead



Phil
Support Assistant