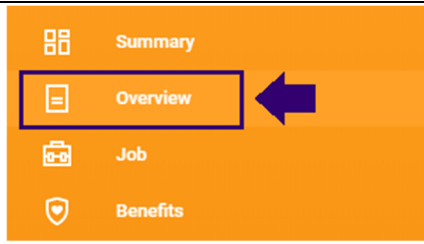
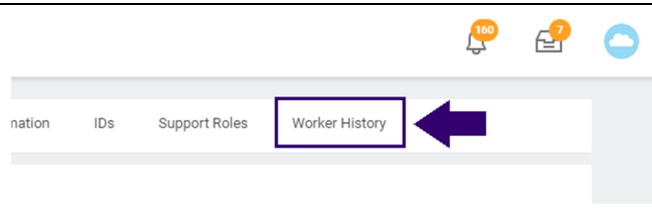
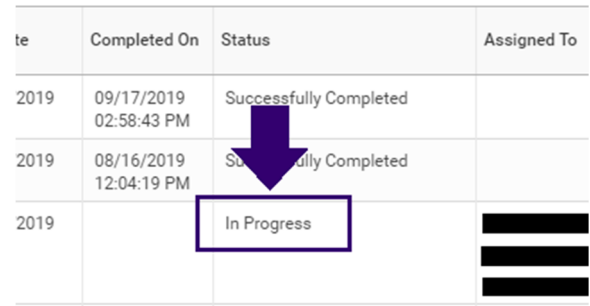

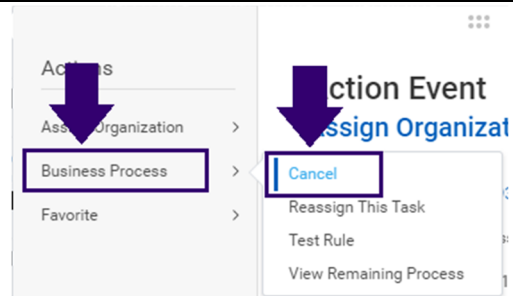


# WORKDAY QUICK GUIDE

## Canceling an In-Flight Business Process

<p>1. From the employee's Worker Profile page, select the <b>Overview</b> tab.</p>																	
<p>2. Select the <b>Worker History</b> tab.</p>																	
<p>3. In the <b>Worker History</b> table, locate the business process that you need to cancel.</p> <p><i>Before canceling, verify that the business process is still "In Progress" by looking in the Status column. If the business process has been "Successfully Completed," you will need to contact the ISC for assistance in rescinding the business process.</i></p>	 <table><thead><tr><th>te</th><th>Completed On</th><th>Status</th><th>Assigned To</th></tr></thead><tbody><tr><td>2019</td><td>09/17/2019 02:58:43 PM</td><td>Successfully Completed</td><td></td></tr><tr><td>2019</td><td>08/16/2019 12:04:19 PM</td><td>Successfully Completed</td><td></td></tr><tr><td>2019</td><td></td><td>In Progress</td><td></td></tr></tbody></table>	te	Completed On	Status	Assigned To	2019	09/17/2019 02:58:43 PM	Successfully Completed		2019	08/16/2019 12:04:19 PM	Successfully Completed		2019		In Progress	
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2019	08/16/2019 12:04:19 PM	Successfully Completed															
2019		In Progress															
<p>4. Hover your mouse over the business process link, then select the related actions icon that appears at the end of the link.</p>																	
<p>5. In the Event window that pops up, under Actions on the left side of the screen, select <b>Business Process &gt; Cancel</b>.</p> <p><i>If you don't see the Cancel option and are not the HR/Academic Partner, please check with the HR/Academic Partner for assistance before contacting the ISC.</i></p>																	
<p>6. In the <b>Comment</b> field, enter a brief reason for the cancellation. Select <b>Submit</b>.</p> <p>If the cancellation was submitted successfully, on the Event Canceled page, you will see a minus sign indicating "Process Canceled." Select <b>Done</b>.</p>	