



Canceling Business Processes

This guide will walk business process Initiators through cancelling a business process the department no longer wishes to continue. Below you will find at which step of the three most common business processes HR Analysts kick off (Hire, Change Job, Termination) can be cancelled through. If you are unable to cancel a business process, please submit a [Request Change to Workday Business Process ServiceNow ticket](#).

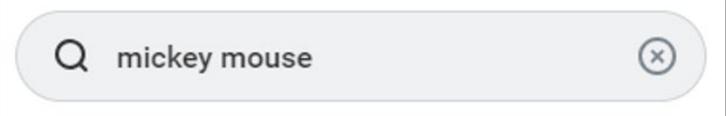
Hire: Can be cancelled by the Initiator until it is on the offer letter step.

Change Job: Can be cancelled by the Initiator until the Compensation Manager gives final approval.

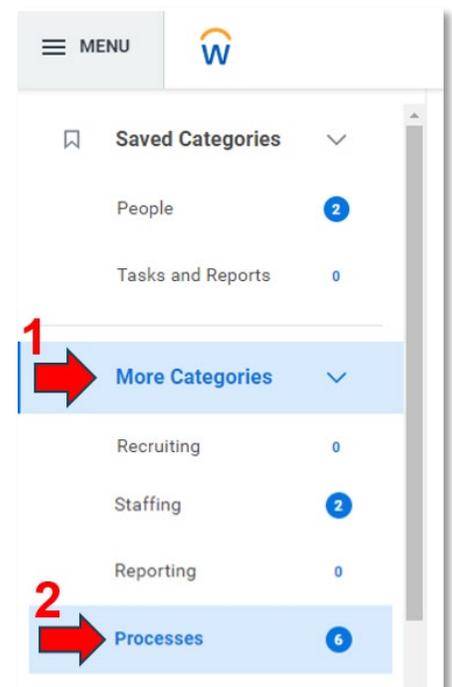
Termination: Can be cancelled by the Initiator until the HR Office Partner approves the termination.

Option 1

1. Search the **employee's name** in Workday.



2. Click **More Categories**. Scroll down and click **Processes** (typically the last tab – keep scrolling if you do not immediately see it.).



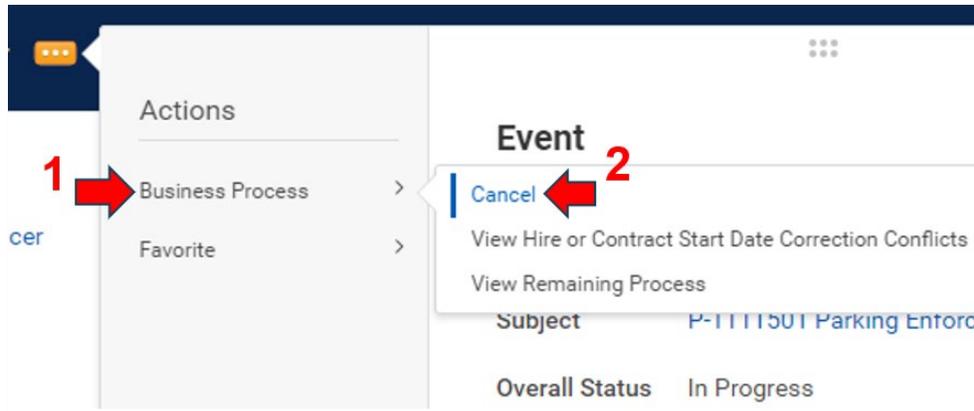
3. Find the **business process** you wish to cancel (i.e., Hire, Change Job, Termination, etc.)



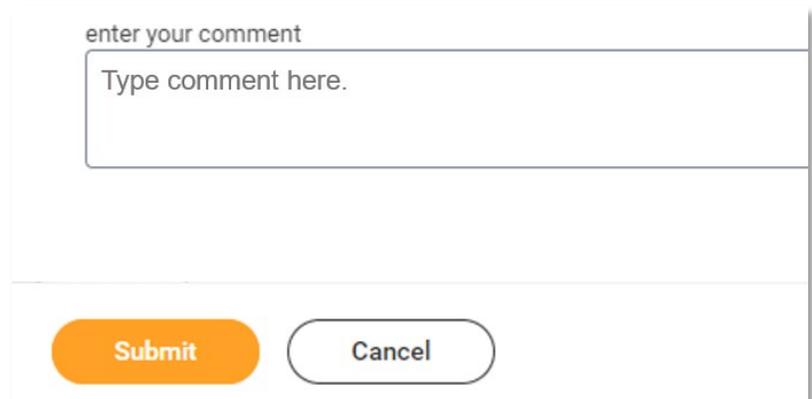
4. Click on the **three dots** (Related Actions) next to the business process event.



5. Hover over **Business Processes** and click **Cancel**.



6. Scroll down to the **comments** box and explain why this business process is being canceled.



enter your comment

Type comment here.

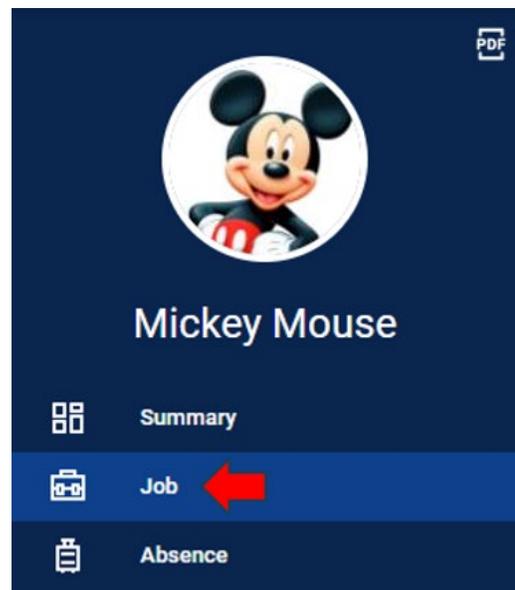
Submit Cancel

7. Click **Submit**.

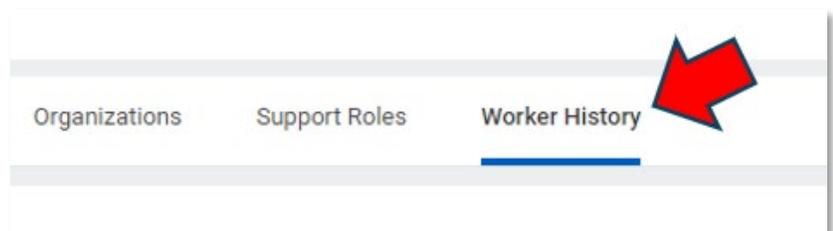
The business process has now been cancelled.

Option 2

1. Go into the **employee's Workday profile**.
2. Go to **Job**

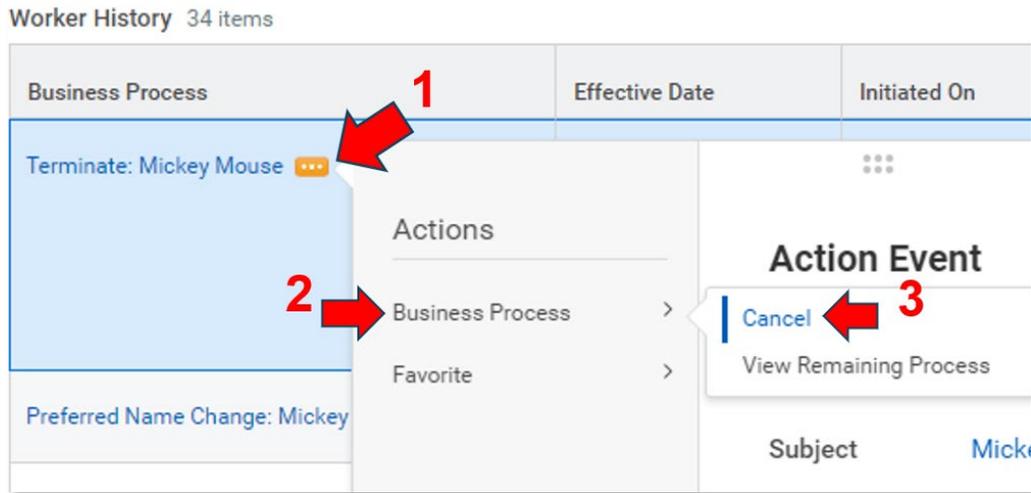


3. Select **Worker History** (far right tab).



4. Click the **three dots** (Related Actions) next to the business process event.

5. **Hover over Business Processes** and click **Cancel**.



6. Scroll down to the **comments** box and explain why this business process is being canceled.

7. Click **Submit**.

The business process has now been cancelled.

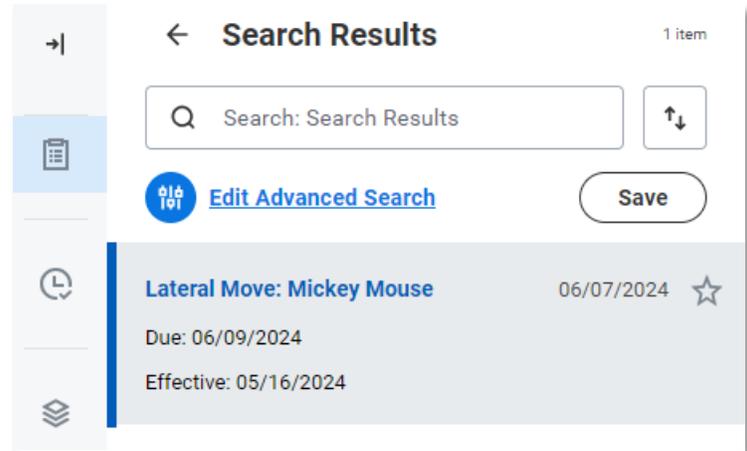
enter your comment

Submit Cancel

Option 3

If the business process is awaiting your action in your Workday inbox, you can cancel it here as well.

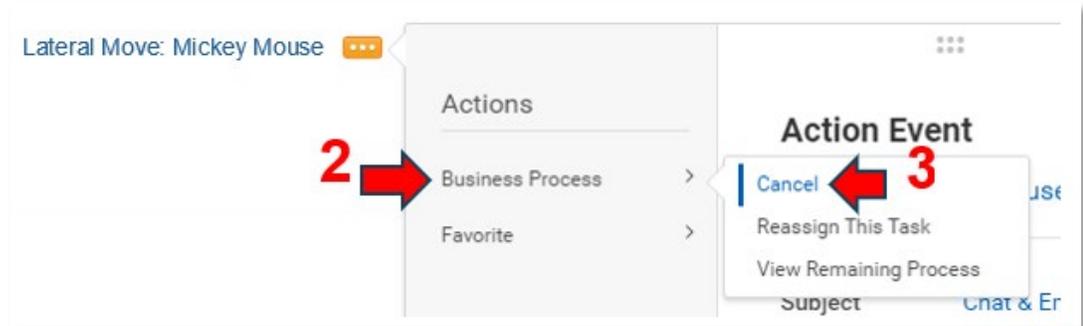
1. Navigate to the business process task awaiting your action in your **Workday inbox**.



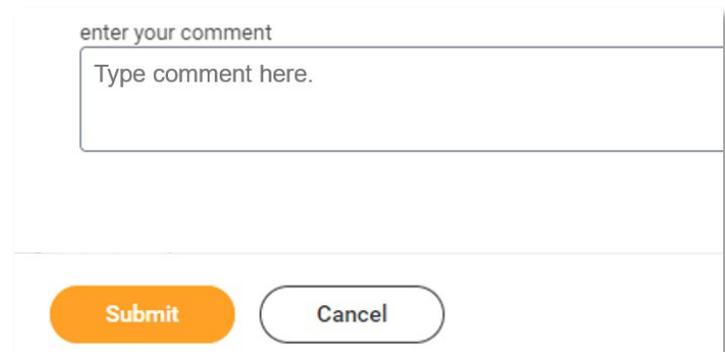
2. Click the **three dots** (Related Actions) next to the business process event.



3. **Hover over Business Processes** and **click Cancel**.



4. Scroll down to the **comments** and explain why this business process is being canceled.

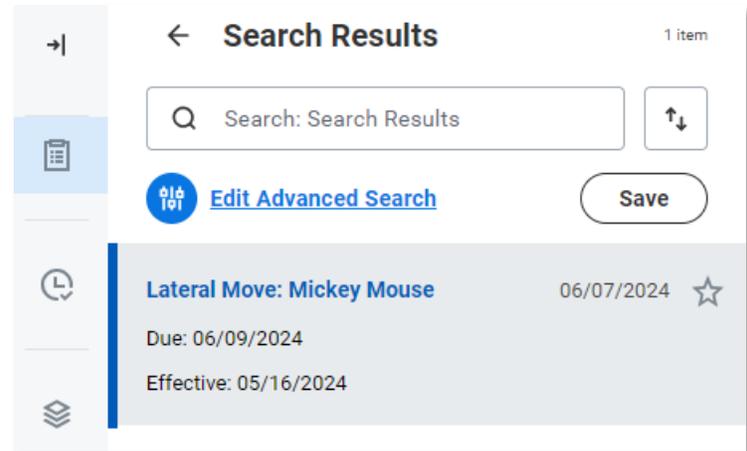


5. Click **Submit**.

The business process has now been cancelled.

OR

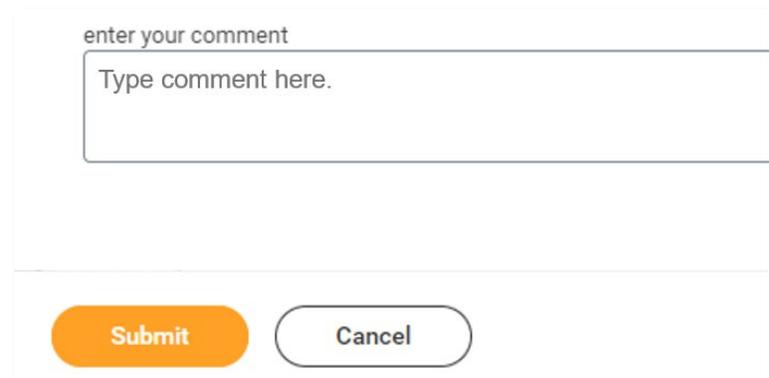
1. Navigate to the business process task awaiting your action in your **Workday inbox**.



2. Click the **gear icon** and click **Cancel**.



3. Scroll down to the **comments** and explain why this business process is being canceled.



4. Click **Submit**.