workday 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 <u>Request Change to</u> 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 Compesnation Manager gives final approval.

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

Q mickey mouse

Option 1

- 1. Search the **employee's name** in Workday.
- Click More Categories. Scroll down and click Processes (typically the last tab – keep scrolling if you do not immediately see it.).





X

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

Processes

Assign Organizations: Mickey Mouse Assign Organization

Assign Pay Group for Hire: Mickey Mouse Assign Pay Group Event

Hire: Mickey Mouse Hire Employee Event

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

View Event	Hire: Mickey Mouse - P-1111501 Parking Enforcement Officer 🚥
For	P-1111501 Parking Enforcement Officer
Overall Process	Hire: Mickey Mouse - P-1111501 Parking Enforcement Officer
Overall Status	In Progress
Due Date	06/24/2024

5. Hover over Business Processes and click Cancel.





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

Type comment here.			
		_	

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).



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- 4. Click the **three dots** (Related Actions) next to the business process event.
- Worker History 34 items **Business Process** Effective Date Initiated On Terminate: Mickey Mouse 🚥 *** Actions Action Event **Business Process** > Cancel View Remaining Process Favorite Preferred Name Change: Mickey Subject Micke
- 5. Hover over Business Processes and click Cancel.
- Scroll down to the comments box and explain why this business process is being canceled.

Type con	nment here	e.		

7. Click Submit.

The business process has now been cancelled.

Option 3

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



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 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.

Type comment here.	

5. Click **Submit**.





The business process has now been cancelled.

OR

- Search Results 1. Navigate to the business 1 item →l process task awaiting î, Q Search: Search Results your action in your H Workday inbox. Edit Advanced Search Save e Lateral Move: Mickey Mouse 06/07/2024 1 Due: 06/09/2024 Effective: 05/16/2024 2. Click the gear icon and click ☆ Created: 06/07/2024 | Due: 05/10/2024 | Effective: 04/22/2024 Cancel. Lateral Move: Mickey Mouse Cancel Rev nde Reassign Sta View Details
- 3. Scroll down to the **comments** and explain why this business process is being canceled.

4. Click **Submit**.