

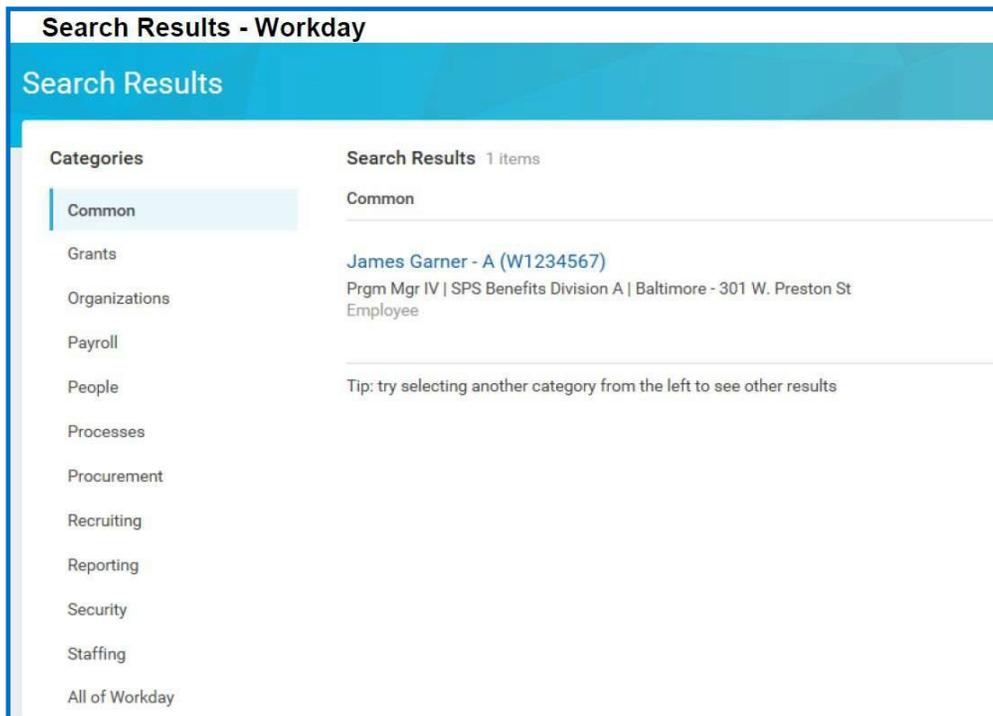
### CANCEL AN INCOMPLETE BUSINESS PROCESS

You can cancel a business process that you or an employee initiated if no other tasks in the business process have been completed. The Overall Status of the business process must be "In Progress," to be cancelled.

#### PROCEDURE:

From the home page:

1. Enter the **employee name** or ID number in the **Search** field
2. Click the **Search** icon.
3. Click the employee name hyperlink.



- On the Job tab, click the **Worker History** sub-tab.

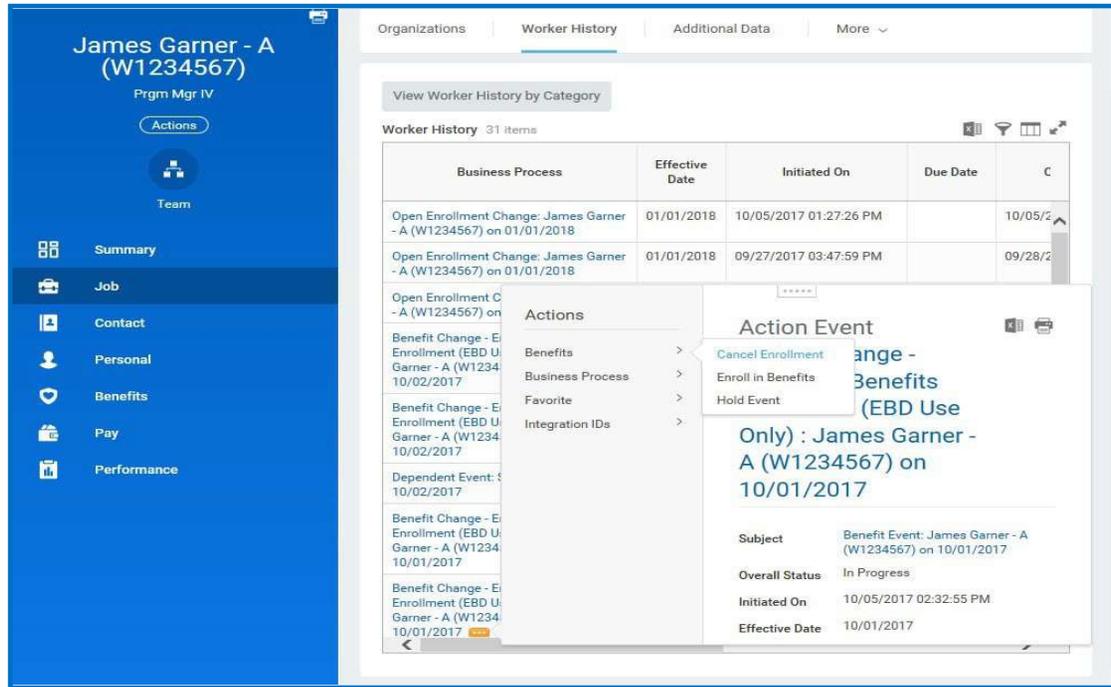
The screenshot shows the 'View Worker - Workday' page for James Garner - A (W1234567), a Program Manager IV. The left sidebar contains navigation options: Summary, Job (selected), Contact, Personal, Benefits, Pay, and Performance. The main content area is titled 'Worker History' and shows a table with 31 items. The table columns are Business Process, Effective Date, Initiated On, Due Date, and C. The visible rows include several 'Open Enrollment Change' and 'Benefit Change - Employee Benefits Enrollment' events.

Business Process	Effective Date	Initiated On	Due Date	C
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	10/05/2017 01:27:26 PM		10/05/2
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	09/27/2017 03:47:59 PM		09/28/2
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	08/22/2017 03:46:07 PM		09/08/2
Benefit Change - Employee Benefits Enrollment (EBD Use Only) : James Garner - A (W1234567) on 10/02/2017	10/02/2017	10/02/2017 12:47:35 PM		10/05/2
Benefit Change - Employee Benefits Enrollment (EBD Use Only) : James Garner - A (W1234567) on 10/02/2017	10/02/2017	10/02/2017 12:47:35 PM		10/02/2
Dependent Event: Selena Garner - A on 10/02/2017	10/02/2017	10/02/2017 12:29:51 PM		10/02/2
Benefit Change - Employee Benefits Enrollment (EBD Use Only) : James Garner - A (W1234567) on 10/01/2017	10/01/2017	10/05/2017 02:32:55 PM		10/05/2



Note: You may have to click the More drop-down arrow located at the top of the page to find a complete list of options.

5. Click the Related Actions and Preview  icon next to the business process you want to cancel.



The screenshot shows the Workday interface for James Garner - A (W1234567), a Program Manager IV. The left sidebar contains navigation options: Summary, Job, Contact, Personal, Benefits, Pay, and Performance. The main content area is titled "Worker History" and shows a table of business processes. An "Action Event" modal is open, displaying details for a "Cancel Enrollment" action.

Business Process	Effective Date	Initiated On	Due Date	C
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	10/05/2017 01:27:26 PM		10/05/2018
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	09/27/2017 03:47:59 PM		09/28/2017

**Action Event**

**Cancel Enrollment**

**Subject** Benefit Event: James Garner - A (W1234567) on 10/01/2017

**Overall Status** In Progress

**Initiated On** 10/05/2017 02:32:55 PM

**Effective Date** 10/01/2017



Note: You cannot see the related actions icon directly at first glance. You may need to hover over your cursor next to the business process you want to cancel.

Also Note that, the status of the business process is "In Progress." we can cancel a business process. If the status was "Successfully Completed," follow the same steps and instead of clicking on cancel enrollment in 5<sup>th</sup> step rescind option will appear and the process can be rescinded depending upon the security configuration or policies.

6. Hover over Business Process and then click the Cancel hyperlink.

**Cancel Enrollment**  
Benefit Change - Employee Benefits Enrollment (EBD Use Only) : James Garner - A (W1234567)  
on 10/01/2017 [Actions](#)

You are about to cancel the Benefit Enrollment displayed below. Click the OK push button to cancel this Benefit Enrollment. Click Cancel to not cancel this Benefit Enrollment.

Initiated On 10/05/2017  
Submit Elections By 11/29/2017  
Enrollment Status Not Started

Elected Coverages 0 items

Benefit Plan	Coverage	Beneficiaries
No Data		

Benefit Elections There are no elected benefit plans.

Waived Coverages 10 items

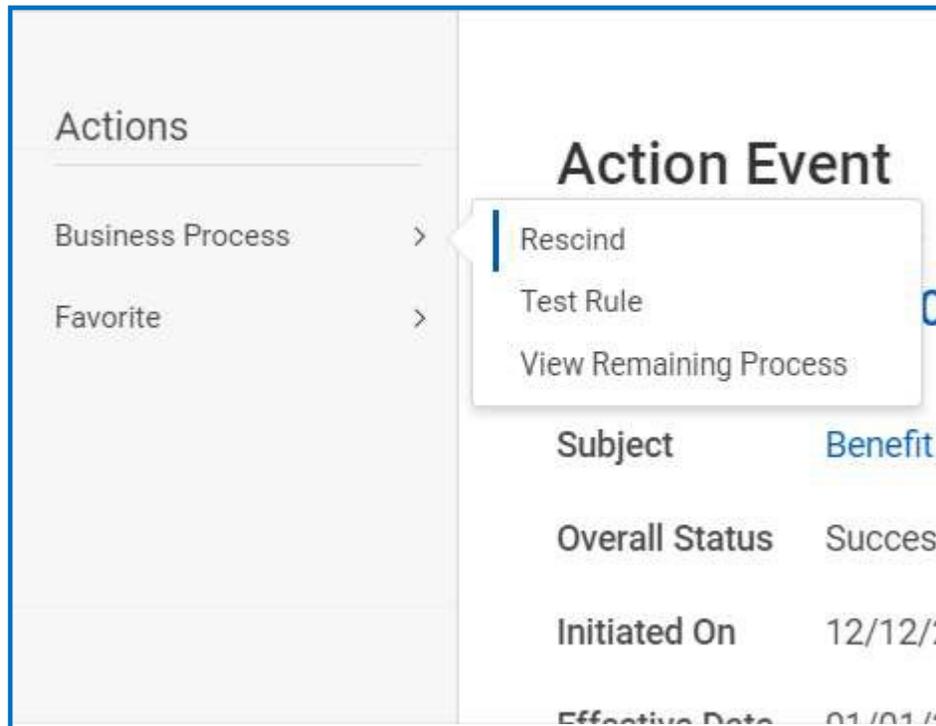
Plan Type
Medical
Prescription
Dental

7. Scroll down if necessary.
8. Click the **OK** button.
9. Click Done.

RESCIND A BUSINESS PROCESS

From the home page:

- 1. Enter the **employee name** or ID number in the **Search** field
- 2. Click the **Search** icon.
- 3. Click on the hyperlinked employee's name.
- 4. Select the business process, which is successfully completed, and you want to rescind.



5. Check to make the process you are rescinding is correct.

### Rescind Business Process

Benefit Change - Conversion - Retirement :

For

Overall Process    Benefit Event:

Overall Status    Successfully Completed

#### Details

Change Reason    Conversion - Retirement

Initiated On    12/12/2020

Submit Elections By    12/12/2020

Benefit Event Date    01/01/2020

Finalized Date    12/12/2020

Benefit Group    MAPS (MAPS)

Enrollment Status    Finalized

Elected Coverages    2 items

Benefit Plan

6. Click Submit.

7. Click Done.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please email [Workday.Baltimorecity.gov](mailto:Workday.Baltimorecity.gov).