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

**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.

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same steps and instead of clicking on cancel enrollment in 5th step rescind option will appear and the process can be rescinded depending upon the security configuration or policies.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.

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.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Action Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Process</td>
<td>Rescind</td>
</tr>
<tr>
<td>Favorite</td>
<td>Test Rule</td>
</tr>
<tr>
<td></td>
<td>View Remaining Process</td>
</tr>
</tbody>
</table>

**Subject**: Benefit

**Overall Status**: Success

**Initiated On**: 12/12/20

**Effective Date**: 01/01/20
5. Check to make the process you are rescinding is correct.

6. Click Submit.

7. Click Done.

STILL HAVE QUESTIONS ABOUT WORKDAY
For additional support and questions about Workday please email Workday.Baltimorecity.gov.