



Title: Cancel a Business Process
Functional Area: Benefits Administration
Role: Employee Benefits Division and Agency Benefits Coordinators

Cancel a Business Process

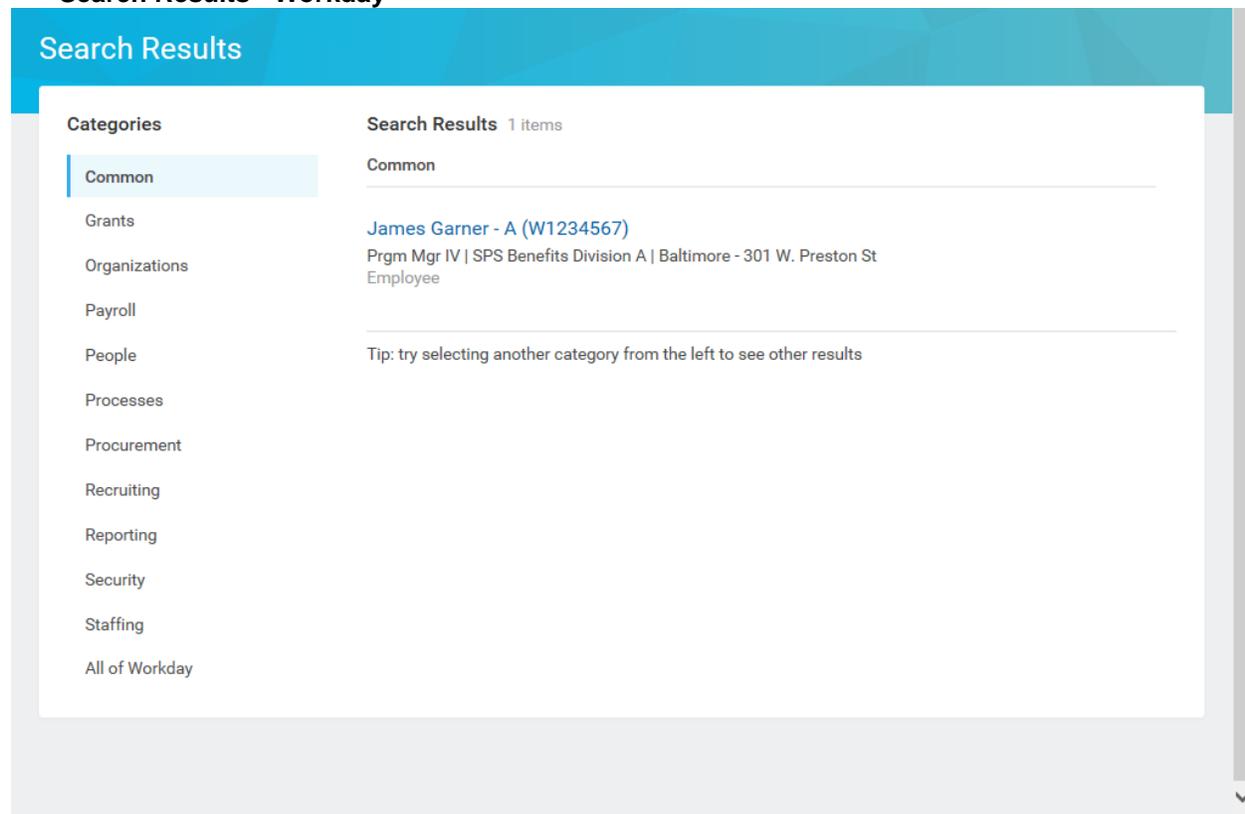
You can cancel a business process that you or an employee initiated if no other tasks in the business process have been completed. The Overall Status of the business process must be "In Progress."

If the Overall Status is "Successfully Completed," then you cannot cancel the business process. It can be rescinded by DBM Shared Services.

Procedure:

1. Enter the employee name or W number in the **Search** field.
2. Click the **Search**  icon.

Search Results - Workday



The screenshot shows the Workday search results interface. On the left is a sidebar with a list of categories: Common, Grants, Organizations, Payroll, People, Processes, Procurement, Recruiting, Reporting, Security, Staffing, and All of Workday. The 'Common' category is selected. The main content area is titled 'Search Results 1 items' and shows a single result for 'James Garner - A (W1234567)', with the job title 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St' and the role 'Employee'. A tip at the bottom of the results area reads: 'Tip: try selecting another category from the left to see other results'.

3. Click the employee name hyperlink.



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View Worker - Workday

The screenshot shows the 'View Worker' interface in Workday. On the left is a blue sidebar with the worker's name 'James Garner - A (W1234567)' and title 'Prgm Mgr IV'. Below the name are buttons for 'Actions' and 'Team'. The sidebar menu includes 'Summary', 'Job', 'Contact', 'Personal', 'Compensation', 'Benefits', 'Pay', and 'More (3)'. The main content area shows 'Location: Baltimore - 301 W. Preston St' and 'Manager: David Hayden (W1231234)'.

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



Note: You may have to click the More



drop down arrow to find a complete list of

options.



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View Worker - Workday

Organizations | **Worker History** | Additional Data | More ▾

View Worker History by Category

Worker History 31 items

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		10/05/2017
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	09/27/2017 03:47:59 PM		09/28/2017
Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	01/01/2018	08/22/2017 03:46:07 PM		09/08/2017
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		10/05/2017
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		10/02/2017
Dependent Event: Selena Garner - A on 10/02/2017	10/02/2017	10/02/2017 12:29:51 PM		10/02/2017
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		10/05/2017
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		10/05/2017

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



Note that the status of the business process is “In Progress.” We can cancel a business process that is in progress. If the status was “Successfully Completed,” it may need to be rescinded by DBM Shared Services or another event may be required to correct the employee elections.



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Action Event - Workday

The screenshot displays 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 shows the 'Worker History' tab with 31 items. A table lists business processes with columns for Business Process, Effective Date, Initiated On, Due Date, and C. An 'Action Event' modal is open, showing a list of actions: Cancel Enrollment (highlighted with a red box), Enroll in Benefits, Hold Event, and Integration IDs. The modal also displays the event details: 'Action Event (EBD Use Only) : James Garner - A (W1234567) on 10/01/2017', Subject: 'Benefit Event: James Garner - A (W1234567) on 10/01/2017', Overall Status: 'In Progress', Initiated On: '10/05/2017 02:32:55 PM', and Effective Date: '10/01/2017'.

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		09/28/2018

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



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Cancel Business Process - Workday

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

OK

Cancel

7. Scroll down if necessary.

8. Click the **OK**  button.



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Event Canceled - Workday

Cancel Enrollment Confirmation

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

You have successfully canceled the following Benefit Enrollment.

Initiated On 10/05/2017
Submit Elections By 11/29/2017
Enrollment Status Canceled

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

Done FSA

9. Click the **Done** button.



Note the message that the process has been canceled.

10. The System Task is complete.