

Quick Guide: Cancelling an In-Progress PEP

An in-progress PEP in Workday can be canceled by the employee's manager or HR Coordinator.

1. Navigate to the performance menu of the employee

- Search for the employee in Workday
- Select the Performance menu

Worker I (W1063648)
Comm Hlth Nurse II

Performance Reviews Languages Education

In Progress 1 item

Review	Review Period Start Date	Review Period End Date	Status	Awaiting
FY 2026 ANNUAL Non-Supervisory employees (June 2026): Worker I (W1063648)	07/01/2025	06/30/2026	Provide Employee Review Comments	Worker I

Completed 24 items

Review	Review Period Start Date	Review Period End Date	Manager Rating
FY 2026 Mid Cycle PEP (December 2025): Worker I (W1063648)	07/01/2025	12/31/2025	2 - Satisfactory
FY 2025 Annual PEP (June 2025): Worker I (W1063648)	07/01/2024	06/30/2025	2 - Satisfactory
FY 2025 Mid Cycle PEP (December 2024): Worker I (W1063648)	07/01/2024	12/31/2024	3 - Outstanding
FY 2024 Annual PEP (June 2024): Worker I (W1063648)	07/01/2023	06/30/2024	3 - Outstanding
FY 2024 Mid Cycle PEP (December 2023): Worker I (W1063648)	07/01/2023	12/31/2023	2 - Satisfactory
FY 2023 Annual PEP (June 2023): Worker I (W1063648)	07/01/2022	06/30/2023	3 - Outstanding

2. Click the action button next to the in-progress PEP

In Progress 1 item

Review	Review Period Start Date	Review Period End Date	Status
FY 2026 ANNUAL Non-Supervisory employees (June 2026): Worker I (W1063648)	07/01/2025	06/30/2026	Provide Employee Review Comments

Completed 24 items

Actions

- Business Process
- Favorite

Employee Review

- Cancel
- View Remaining Process

3. Select Business Process, then Cancel.

4. Enter a comment and click **Submit**. The in-progress PEP is canceled.

Cancel Business Process FY 2026 ANNUAL Non-Supervisory employees (June 2026): Worker I (W1063648)

For Worker I (W1063648)

Overall Process FY 2026 ANNUAL Non-Supervisory employees (June 2026): Worker I (W1063648)

Overall Status In Progress

enter your comment

incorrect template