

Cancel a Business Process

You can cancel a business process only if you initiated it, and if no other tasks in the business process have been completed. The Overall Status of the business process must be "In Progress". If you are not able to cancel the process yourself using this guide, you may have the approver deny or send the request back to you for correction, if necessary.

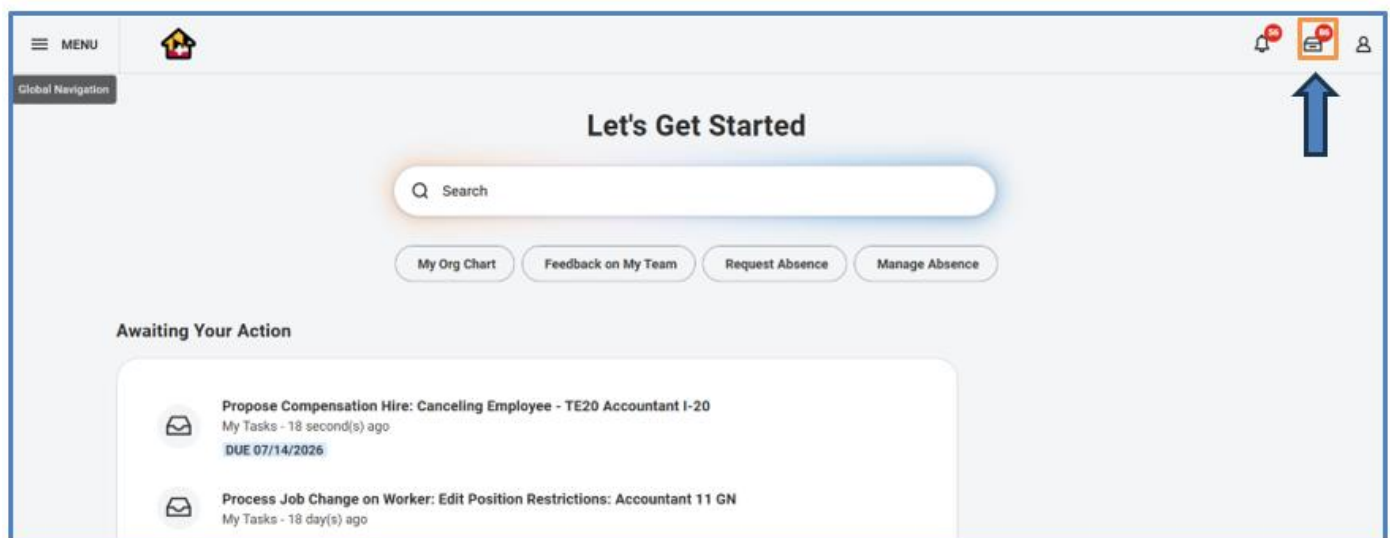
If the Overall Status is "Successfully Completed" and the request needs to be canceled/removed, contact Shared Services through the ticketing system for assistance.

IMPORTANT: Once you have canceled a business process, the action is final. There is no approval routing.

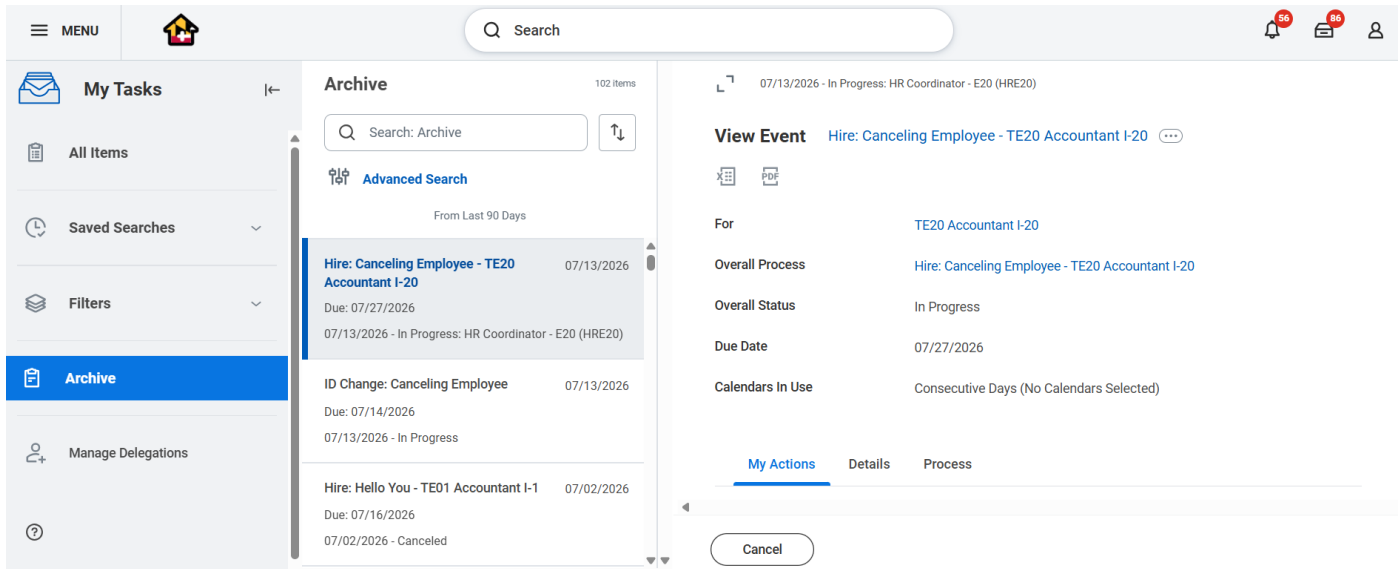
The procedure to cancel a business process that you have initiated follows.

Procedure:

1. Click the **My Task box**  icon.

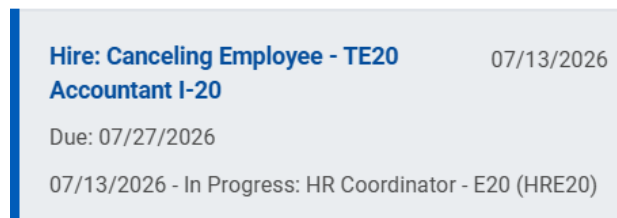


- Click the **Archive** tab and identify the transaction you wish to cancel.



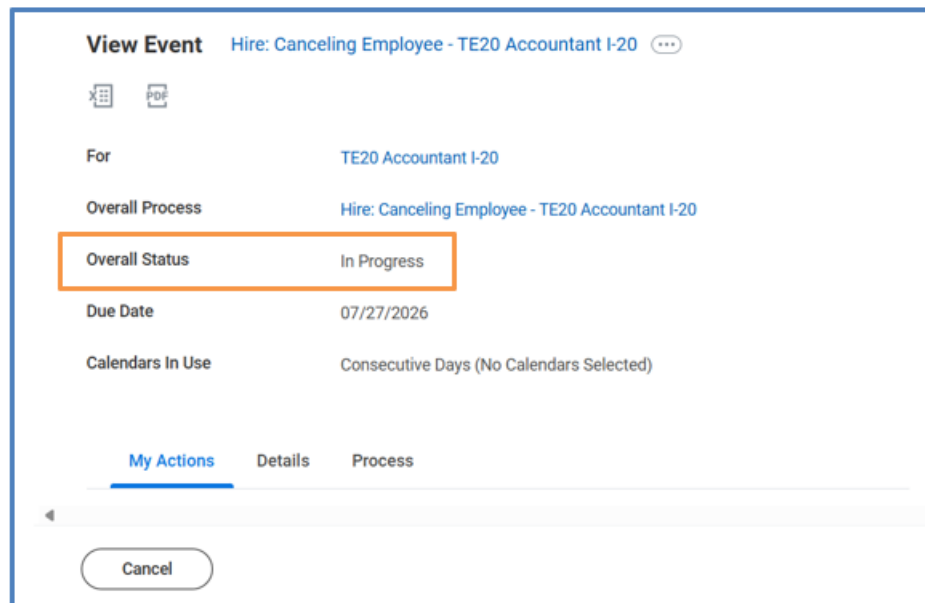
The screenshot shows the SPS system interface. On the left is a 'My Tasks' sidebar with options: All Items, Saved Searches, Filters, Archive (selected), and Manage Delegations. The main area is titled 'Archive' and shows a list of 102 items. The first item is 'Hire: Canceling Employee - TE20 Accountant I-20' with a due date of 07/13/2026. Below it is 'ID Change: Canceling Employee' with a due date of 07/13/2026. The third item is 'Hire: Hello You - TE01 Accountant I-1' with a due date of 07/02/2026. On the right, the 'View Event' panel shows details for 'Hire: Canceling Employee - TE20 Accountant I-20'. The 'Overall Status' is 'In Progress'. At the bottom of the 'View Event' panel is a 'Cancel' button.

- Click on the item that you want to cancel.



This is a close-up of the transaction item 'Hire: Canceling Employee - TE20 Accountant I-20' with a due date of 07/13/2026. Below the title, it shows 'Due: 07/27/2026' and '07/13/2026 - In Progress: HR Coordinator - E20 (HRE20)'.

- Verify that the Overall Status of the process is "In Progress".

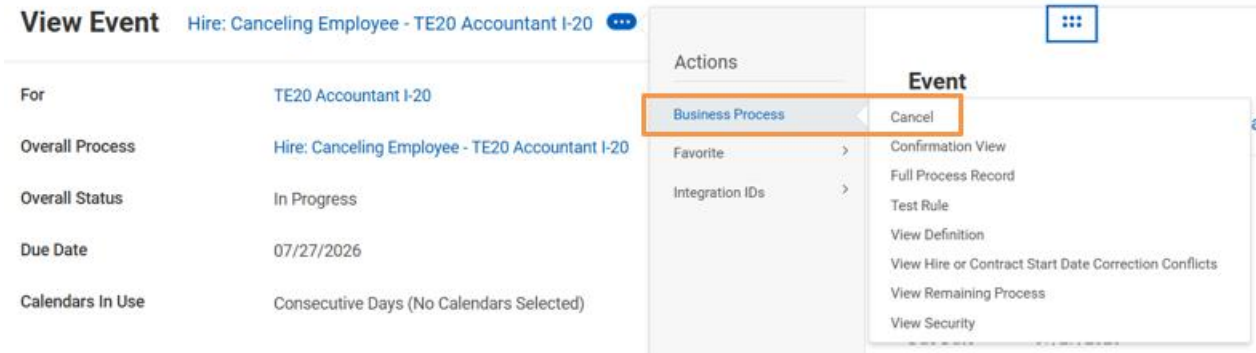


This screenshot shows the 'View Event' panel for 'Hire: Canceling Employee - TE20 Accountant I-20'. The 'Overall Status' is 'In Progress', which is highlighted with an orange box. Other details include 'For: TE20 Accountant I-20', 'Overall Process: Hire: Canceling Employee - TE20 Accountant I-20', 'Due Date: 07/27/2026', and 'Calendars In Use: Consecutive Days (No Calendars Selected)'. At the bottom, there are tabs for 'My Actions', 'Details', and 'Process', and a 'Cancel' button.

5. Next to the "Overall Process" hyperlink, click the Related Actions button (three dots) for a drop down; hover over Business Process; then select **Cancel**. See *below*.

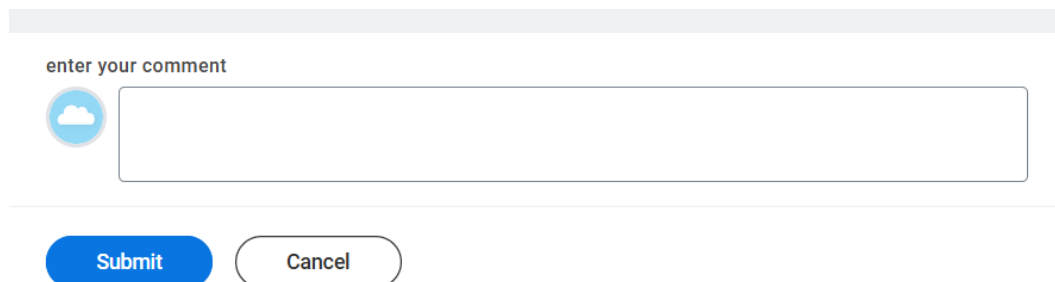


Important: When you cancel a business process there is no approval routing. The cancellation is final.



6. Review the request details before submitting the cancellation.

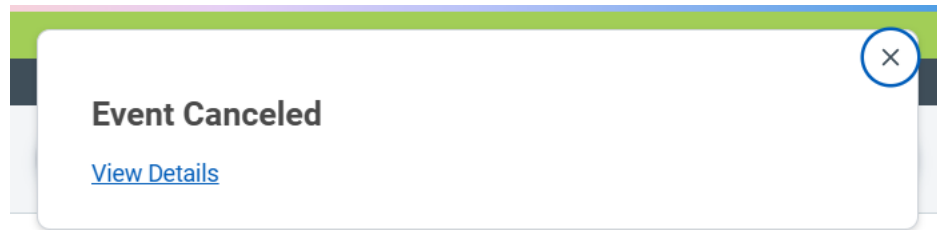
7. Enter a reason for cancelling your request in the Comment field.



8. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click the **Cancel** button to cancel the process and start at another time.



9. A display message will pop up confirming that the event has been canceled. You can click View Details to see what was canceled.
10. This process is complete.