

Cancel a Business Process

You can cancel a business process that you initiated 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, 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, 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.



- 1. Click the Inbox 🚰 icon.
- 2. Click the View Inbox Go to Inbox hyperlink.





Inbox

3. Click the **Archive** tab.

Actions (93)	Archive	Manage Business P	ro
Viewing: All v Sort B	iy: Newest 🗸 🗸	2 day(s) ago - Due 12/31/2019; Effective	e 12
Terminate: Rob Kelly (Retired) (V 2 day(s) ago - Due 12/31/2019; E 12/31/2019	/2116086) 🌲	Worker Rob Kelly (Retired) (W21160	36)
Assign Roles to Another Worker: Kelly (Retired) (W2116086) 2 day(s) ago - Due 01/14/2020; E 12/31/2019	Terminate: Rob	Inbox Items Assigned to Worker	9 i
Confirm Employment Verification Employee (W2116099) 10 day(s) ago - Effective 12/18/2	n: Hire: Test	Task Review and Acknowledge State Policy Documents	
IT Setup Tasks: Hire: Test Employ 10 day(s) ago - Effective 12/18/2	yee (W2116099) 公	Open	
Setup in Time Keeping System: H	lire: Test	Open	

4. Click the item that you want to cancel.



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

View Event Terminate: Matthew Scott (W2116097) Actions					
4 minute(s) ago - In Progress: Multiple Parties					
For	Matthew Scott (W2116097)				
Overall Process	Terminate: Matthew Scott (W2116097)				
Overall Status	In Progress				
Due Date	01/30/2020				
Calendars In Use	Consecutive Days (No Calendars Selected)				
Details	Process				
View Details					



6. Next to the "Overall Process" hyperlink, click the orange bar (twinkie) 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.

View Event Terminate: Matthew Scott (W2116097) (Actions)

4 minute(s) ago - In Progress: Multiple Parties

For	Matthew Scott (W2116097)						
Overall Process	Terminate: Matthew Scott (W2116097)			0 0 0 0 0 0			×
Overall Status	In Progress	Actions		Event		X	Ø
Due Date	01/30/2020	Business Process	{	Cancel	new Scott (W2116097)		
Dotoilo F	Consecutive Days (No Calendars Selected)	Favorite Integration IDs	> >	Confirmation View Full Process Record	Scott (W2116097)		
				View Definition	3S		
View Details				View Remaining Process View Security	ess 20 02:18:15 PM		
				Effective Date 01/01/2	2020		

- 7. Review the request details before submitting the cancellation.
- 8. Enter a reason for cancelling your request in the Comment field.

enter your comment
View Comments (1) Submit Cancel
9. 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.



Event Cancellation Confirmation

Event Canceled Terminate: Matthew Scott (W2116097) (Come		81 🖶
Process Canceled	Others Awaiting My Action Teminate: Kino Jury (Teminated) (V1116094) Teminate: Rob Kelly (Retired) (V1116086) Teminate: Rob Kelly (Retired) (V1116086)	
> Details and Process		
Done		
10. Click the Done button.		

11. This process is complete.