EMPLOYEE JOB AID

CANCEL BUSINESS PROCESS IN WORKDAY

This job aid is to help you cancel a business process in Workday that may have been initiated inadvertently or with incorrect information.

**IMPORTANT NOTE:** There may be some occasions where the process cannot be undone in the system without action from the Help Desk, such as when a process has been fully approved/completed. In these situations, you will need to call the Help Desk for assistance.

1. Click on your **Profile Picture**, then select View **Profile**.

2. Select the **Overview Tab**, and then click **Worker History**.
3. From Worker History, find the in-progress business process you want to cancel. Click Related Actions (Lego) located to the right of the business process name.

4. From the pop up window, hover over Business Process and select Cancel.

5. A Cancel Business Process Leave Request screen will appear. In order to proceed, enter a comment explaining why you are cancelling the process and click Submit in the lower left corner.
6. On the following page, click **Done** in the lower left corner to complete the process of cancelling the business process.