

Cancel a Business Process

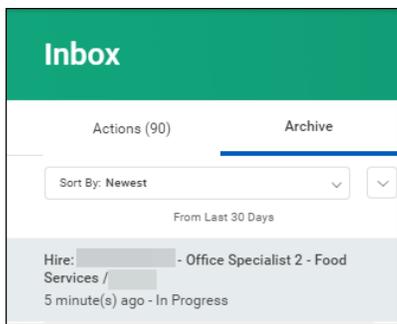
If the business process is not yet complete, you may be able to Cancel the task. This job aid will walk you through the steps to cancel a business process from your Inbox and from Worker History.

CANCEL A BUSINESS PROCESS THROUGH YOUR INBOX

Step 1: From your landing page, click on the inbox icon.

Step 2: From the *Inbox* menu, click on **Archive**.

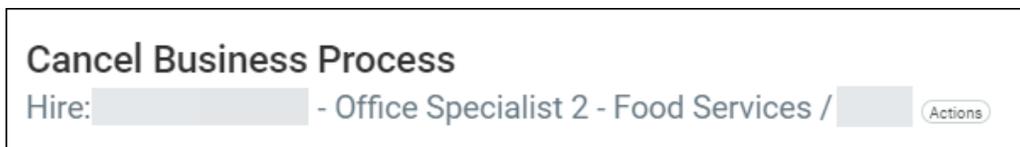
Step 3: Click on the business process you want to cancel. If the business process is able to be cancelled, you will see the *Cancel* button at the bottom of  the screen.



Step 4: Click on **Cancel**.



Step 5: The *Cancel Business Process* screen will show the changes that were made that you are now cancelling. Enter a *Comment* and click **Submit** to cancel the changes.

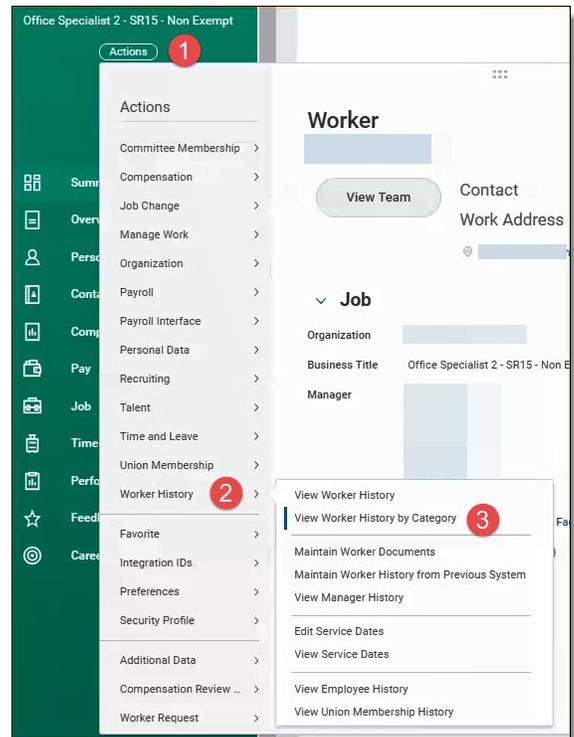


To get the hire task back in your inbox, the recruiter will navigate to the requisition and *Undo move from hire*, or *move candidate to Pre-employment* if the offer step was completed in Workday. Refer to the QRG [Move a candidate back a step](#). Then move the candidate forward to Ready for Hire again if appropriate with the correct information in the hire task.

CANCEL A BUSINESS PROCESS THROUGH WORKER HISTORY

Step 1: Navigate to the employee's profile page.

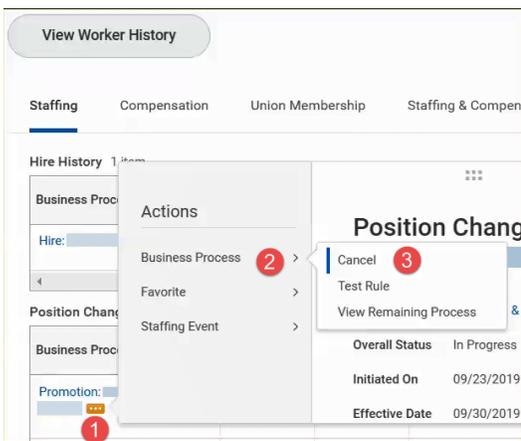
Step 2: Click on **Actions** (1), **Worker History** (2), and **View Worker History by Category** (3).



Step 3: Click on the **Category** tab for the business type associated with the business process you would like to correct.



Step 4: In the *Business Process* column, click on the *prompt* off of the process you would like to correct (1), click on **Business Process** (2), and select **Cancel** (3).



Step 5: Enter a **Comment**. Click **Submit**.

Step 6: You should see a message that the *Process Canceled*.

