

When to Use This Event

Use this event to cancel transactions that are in progress and should never have taken place, or a transaction that needs to be re-entered.

***Only the person who initiated the requisition/transaction can cancel it. If you did not initiate the requisition/transaction, please open an HR Systems Support Service Now ticket and the HRIS team can cancel it for you.**

Canceling an in progress requisition:

1. Search for the manager of the requisition and choose the supervisory organization/department where the requisition was created
2. Go to the **Staffing** tab and locate the **In Progress Job Requisitions Actions** section
3. Hover over the job requisition you would like to cancel with your mouse
4. Click the **Related Actions**  button to the right of the job requisition
5. Hover over **Business Process** then click **Cancel**
6. Enter a comment at the bottom of the transaction
7. Click **Submit** at the bottom of the page

Canceling an in progress TSM Transaction:

1. Search for TSM then click on their name
2. Go to the **Job** tab and locate the **Worker History** tab
3. Hover over the Data Change/Promotion/Transfer transaction you would like to cancel with your mouse (it will have a status of **In Progress**)
4. Click the **Related Actions**  button to the right of the job requisition
5. Click on **Business Process** then click **Cancel**
6. Enter a comment at the bottom of the transaction
7. Click **Submit** at the bottom of the page

If the process has already been completed, then please open an HR Systems Support Service Now ticket and the HRIS team can rescind the transaction for you.