



Cancel an Action

Business Process

An action may be cancelled because it is rescinded or it should never have occurred. When a cancelled action involves an increase or promotion, the salary, grade, and step must be corrected for subsequent action(s).

Reference page Chapter 4 in the EHRP HR Manual.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > Cancellation
2	Use the Find an Existing Value page to retrieve the employee.
3	 Use the arrows on the Data Control navigation bar to locate the action you want to cancel.
4	Use the drop down arrow of the PAR Status field to select the value 'CAN'.
5	Enter any applicable PAR Remarks .
6	 Click Save .
7	If any subsequent action must be corrected as the result of the cancelled action, use the procedure for correcting an action located on Chapter 4 in the EHRP HR Manual.