UVAFinance



Cancel Delegation Overview

This Quick Reference Guide (QRG) is designed to walk **employees** through how to cancel a delegation in Workday. On the My Delegations screen, you can cancel a delegation from the Current Delegations tab or the Delegation History tab.



You can only cancel delegations that are submitted and in-progress, not approved. If you want to change or update an existing delegation that has been approved, refer to the Access/Manage Existing Delegations section in the Delegate Workday Transactions QRG.

Cancel Delegation

On the Workday **Home** screen:

- 1. Type **My Delegations** in the Search field.
- 2. Select the **My Delegations** report from the **Search Results**.

	You can also access My Delegations from your Inbox > My Tasks.						
HINT	→ My Tasks I+						
	All Items						
	S Filters ✓						
	Bulk Approve						
	A Manage Delegations						

On My Delegations screen:

3. Click the Manage Delegations button.

On the Manage Delegations screen:

- 4. Under the **Action** column, select the **Related actions** (ellipsis) button next to the delegation you want to cancel.
- 5. From the related actions, select **Business Process > Cancel**.

	Pending Actions 1 item												
	Action		Effective Date		Initiated On		Due Date		C				
	Delegation for 07/22/2022								×				
		Actions		Action	Event			XII	PDF				
l	Business Pro		cess > <	> Cancel		Richard on 07/22/2022			-				
		Favorite	>	Test Rule									
				View Remainin	g Process	L							

OR

Repeat steps 1 & 2.

- On My Delegations screen:
 - 3. Click the Delegation History tab.

In the **Delegation History** table:

4. Under the **Action** column, select the **Related actions** (ellipsis) button next to the delegation you want to cancel.



You can check to see if your delegation is in-progress by viewing the status column. If the status is **In Progress**, the delegation can be cancelled.

5. From the related actions, select **Business Process > Cancel**.

Delegation History 4 items						
Action				Active		
Delegation for I on 07/22/2022						
Delegation for on 07/19/2022	Actions		Action Event			
Delegation for on 07/19/2022	Business Process Favorite	> < >	Cancel Test Rule	asining Process		

You have successfully completed this task.