Quick Reference Guide: Cancelling a Payment

A payment request can be cancelled once approved and up until the payment has been processed for the designated pay period.

STEP 1: Locate the Payment you wish to Cancel
- The Initiator must use the “Initiate” search function on the worklist screen to find the employee whose payment you wish to cancel.
- Once the employee is located, select the payment you wish to cancel from the Existing Payments section of the payment information page.

STEP 2: Cancel the Payment
- Click the “View” button to open the payment. This will open an un-editable view of the payment information. There will be a “Cancel Payment” button at the bottom of the screen.
- Click “Cancel Payment.” This will generate the following screen:

  ![Cancel Payment Screen](image)

  - Enter the reason for the cancellation request and click “Confirm.” The application will now take you back to your worklist. This payment is now in the HD Executor worklist awaiting action.

Notes and Comments
- If you need to cancel a payment that is still in workflow, ask one of the remaining approvers to reject the payment.
- If the payment request has not yet been submitted, the initiator can delete it.
- Recurring payments can have future dated payments cancelled. Payments already processed cannot be changed.