

Canceling an Action

Affirmative action coordinators can cancel actions when the action is in a queue they own (AAC or draft). Supervisor/managers can cancel an action in draft only. If the action is with someone who does not have the ability to send it to you, contact the PeopleAdmin administrator or your Business Partner to have it sent to you. Make sure to provide the action number or position control number.

1. To cancel the action, make sure that all required fields on the position details and funding pages have at least one number or letter added to the field or the action will not cancel. This includes making sure that at least 3 responsibility entries are open. If there are no responsibility entries entered yet, click the **Add Responsibilities Entry** button 3 times and fill in the fields.



2. On the Funding page click the **Add Funding Entry** button one and fill in the required fields:



3. To cancel the action, go to the Summary page of the action, hover over the **Take Action on Action** button and select **Action Canceled**. Once an action is canceled, the process cannot be reversed.

