



# HOW TO CANCEL A PCR

## JOB AID PER-53 | WORKFLOW PCRS

PER

The purpose of this job aid is to explain how to cancel a PCR.

### How to Cancel a PCR Not Approved or Rejected

- Approver has rejected action back to the Initiator.

**Business Workplace of Workflow Agency Approver**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Workflow Agency Approver

Inbox

- Unread Documents 0
- Documents 0
- Workflow 101
- Overdue entries 0
- Deadline Messages 0
- Incorrect entries 0

Outbox Resubmission Private folders Shared folders Folders subscribed to Trash Shared trash

Class	Title	Date received	Author
▶	4601 PA Action - Separation (NC) for Vernon Runyan PCR: 1000005272	04/04/2011	
▶	4601 - OM Action Reallocate Position Up for Position - 65002217 PCR: 5000002016	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002218 PCR: 5000002017	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002219 PCR: 5000002018	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002220 PCR: 5000002019	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002221 PCR: 5000002020	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002222 PCR: 5000002021	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002223 PCR: 5000002022	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002224 PCR: 5000002023	06/27/2008	
▶	4601 - OM Action Reallocate Position Up for Position - 65002225 PCR: 5000002024	06/27/2008	

- Initiator has three choices (see descriptions below)

**Decision Step in Workflow**

Workflow Create Import

4601 REJECTED PA Action - New Hire (NC) for Doug Reelle - PCR: 1000005457

Choose one of the following alternatives

- Cancel PCR
- Change and Resubmit
- Cancel and keep work item in inbox

Description

Workflow status: Rejected

The attached pay change has been Rejected. Please review the comments regarding the rejection and make one of the following decisions:

Cancel PCR - Cancel the PCR and end the entire approval process.

Change and Resubmit - Make changes to the PCR and resubmit for it for approval.

Cancel and keep work item in inbox - the user decision remains in your inbox for later processing.

Thank You.

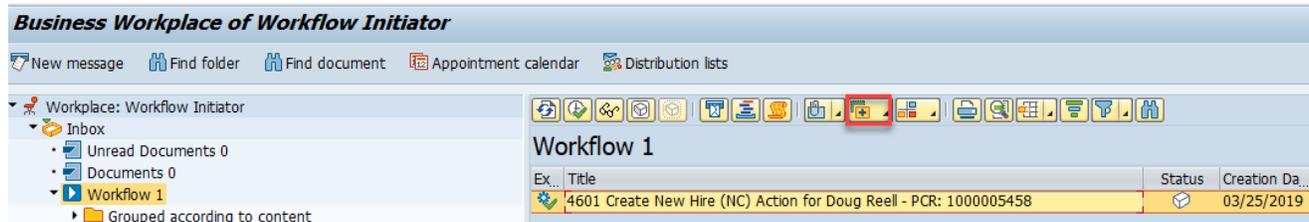
Objects and attachments

- [PA PCR: PCR:1000005457](#)
- [PCR List: Workflow Tracker](#)

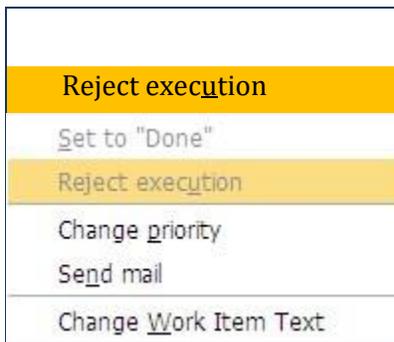
Information: If you choose Change and Resubmit and then determine it needs to be cancelled, it MUST go through the approval process again. You cannot use the Reject Execution option if the action has started on the Change process again. (See the next section: How to Cancel a PCR After It is Approved.)

## How to Cancel a PCR After It is Approved

- New Hire Action has been approved for processing. If the new hire did not report, or the agency has decided not to process, then



- Highlight the line
- Click the More Functions  icon.



- Click Reject Execution.

Information: If you have begun to change the PCR, this option will be grayed out. You must process the change (or lack of change) and contact those in your approval line to reject the PCR again. Then you can cancel the PCR when it is returned to your inbox again.