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.

NOTE	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**.

HINT	You can also access My Delegations from your Inbox > My Tasks.
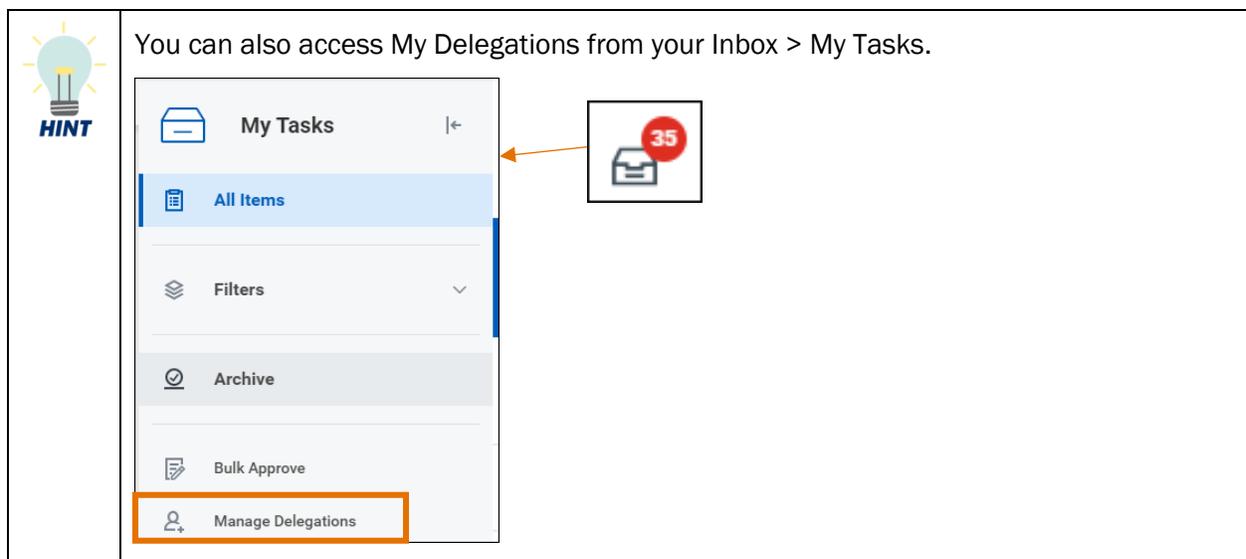
On **My Delegations** screen:

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**.
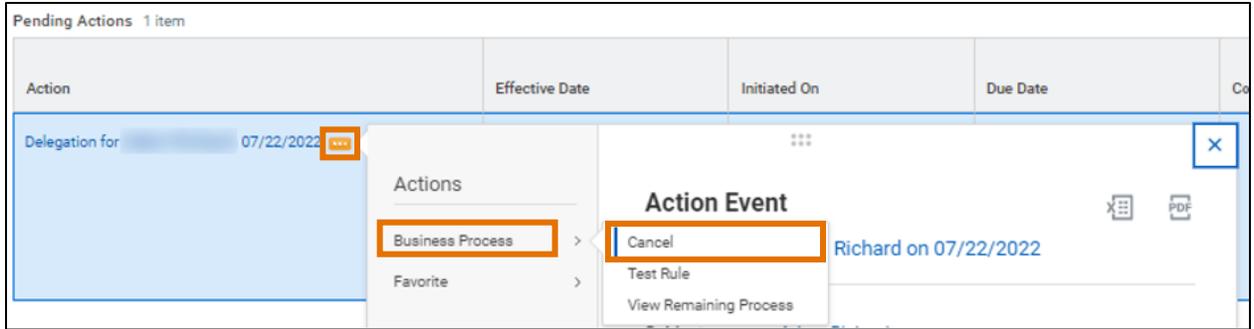
OR

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.

HINT	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**.
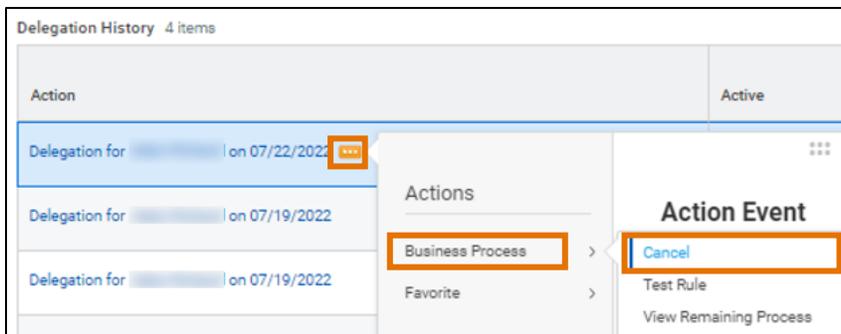
You have successfully completed this task.