



Workday Action Types - Sites

Action Available	Description
Approve	Approve the step in the business process. The business process then continues to the next step.
Cancel	Exit the business process step <u>without taking any action</u> . The status of the business process remains unchanged. If you want to cancel a business process after the completion step, you must use the Rescind action.
Close	Closes the business process window after you have taken an action, such as Approve, Deny, or Submit.
Deny <i>Used only in rare occasions. Please contact HR before using "Deny".</i>	<u>Immediately ends (deletes) the business process.</u> To restart the business process, you must submit the process again, and redo all previously completed steps. When you deny a business process step, Workday displays a pop-up window <u>requiring you to enter the Reason why you denied the business process.</u>
Rescind (Related Action)	Reverses a completed business process as if it did not happen. When you rescind a business process, it also rescinds any other business processes that were called as actions. All data is restored to the state they were in before this business process ran.
Save for Later	Save input for this business process step so that it can be reviewed or changed later. The data you entered reappears when the business process step is reopened. However, <u>the data is not submitted until you click Submit.</u>
Send Back	Sends the current business process step back to a prior step. When you Send Back a business process step, Workday displays a pop-up window <u>requiring you to enter the Reason why you are sending the business process back.</u> <i>This is for business issues only. Do not use "Comments" to ask questions. All "Comments" are visible in the business process and need to be legally appropriate to the transaction. If you have questions, please Cancel or Save for Later. Contact the appropriate party to get the answer to your question(s) and then process or Send Back the transaction.</i>
Submit	Record the current actions taken for this business process step, and enable the business process to continue to the next step.