

PER-53 How to Cancel a PCR

Purpose

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

How to Cancel a PCR After It is Rejected

- Approver has rejected action back to the Initiator.

Image

Business Workplace of INPAULM19

Menu ▾ | ▾ | New message | Find folder | Find document | Appointment calendar | Distribution lists

Workplace: INPAULM19

- Inbox
 - Unread Documents 0
 - Documents 0
 - Workflow 1**
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
 - Outbox
 - Resubmission
 - Private folders
 - Shared folders
 - Subscribed Folders
 - Trash
 - Shared trash

Workflow 1

Exe... Title Status Creation Date Creation ... P... Atta... Con... Wor...

	4601 REJECTED PAAction - Separation (NC) for Nicole Ahrens20 - PC...		08/28/2025	13:20:19	5			
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- Initiator has three choices (see descriptions below)

Image

Decision Step in Workflow

Menu
Workflow
Create
Import

4601 REJECTED PA Action - Separation (NC) for Nicole Ahrens20 - PCR: 1000005746

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

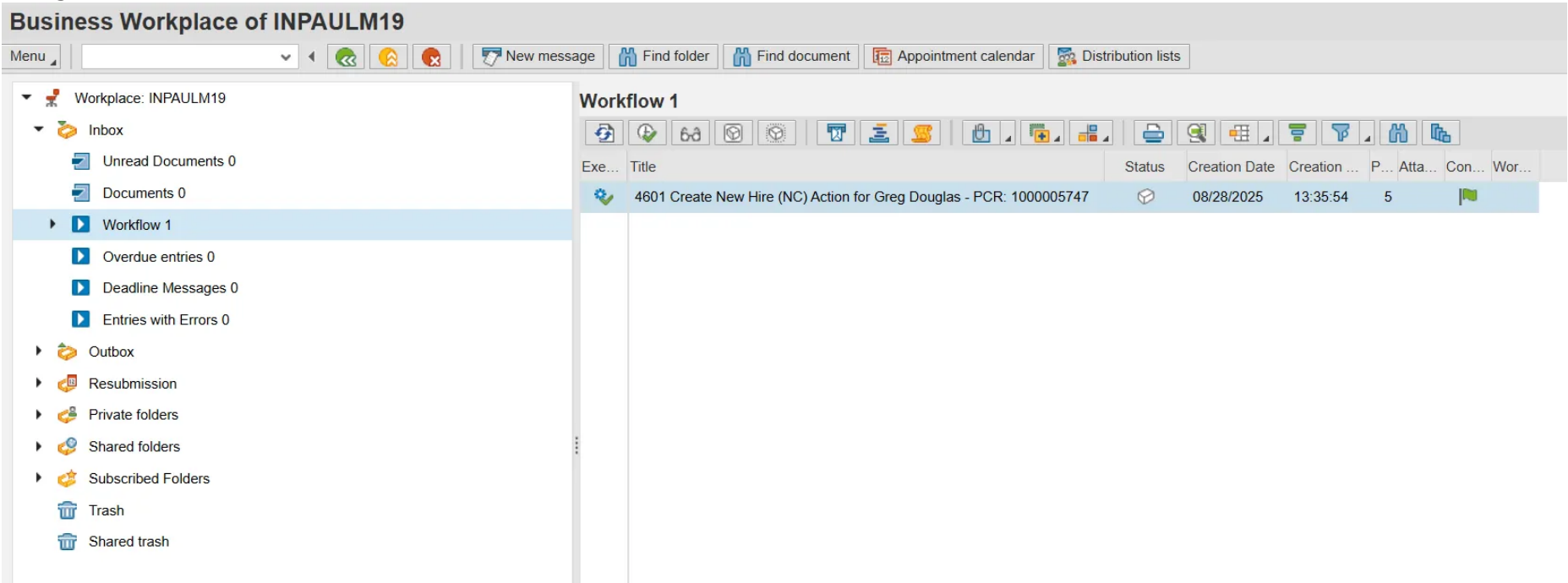
- [PA PCR: Nicole Ahrens20 PCR:1000005746](#)
- [PCR_List: Workflow Tracker](#)

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

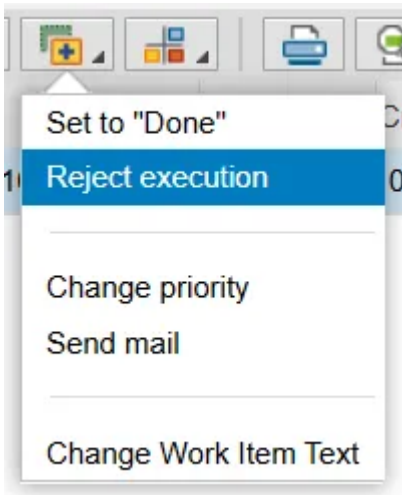
- New Hire Action has been approved for processing. If the new hire did not report, or the agency has decided not to process, then.

Image



- Highlight the line.
- Click the More Functions icon.

Image



- 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.

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