eForms – How to Cancel a Request

An existing request can only be cancelled if the document is pending submission.

To Cancel a Request:

1. After logging into PeopleSoft, under Employee Self Service (Homepage) click the eForms Tile. From the “eForms Portal Pagelet” select the Create New Request link.

2. Under the Find an Existing Value tab, you will see multiple options listed in the Search Criteria:
   2a. Enter the Request ID (or search by any other option).
   2b. Click on the Search button.

3. The form will display, scroll to the bottom of the page and use the “Cancel” button to remove from pending status.

PeopleSoft Tip
- Only creators have the ability to “Cancel” requests.
- If the document has already been submitted, use the Call Back button at the bottom of the form; the document will refresh and the “Cancel” button will become available.