

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 the home page look for the eForms section and select the **View Existing Requests** link.

Request ID	eForms Action	Status	Name
1 00015422			
2 00015636			
3 00015422			

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.

Request ID: begins with 00016162

eForms Actions: =

Status: =

Empl ID: begins with

First Name: begins with

Last Name: begins with

Search Clear Basic Search Save Search Criteria

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

End Employee Assignment(s)

Action: End Employee Assignment(s) Status: Saved

Request ID: 00016162

Request Date: 11/07/2018

Processing Messages

Contact Information

Save Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds



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.