Job Aid: Cancelling Checks (Due to Errors/Negative Pay Results)
Cancelling Checks

You have the ability in Workday to cancel a pay result prior to completing payroll. This should only be done for results that are in error due to negative net pay or that are unfixable due to configuration issues.

1. After your Run Pay Calculation has completed, view the Background Process info.

   ![Background Process Info](image)

   **Note:** This should be done AFTER the final recalculation and BEFORE completion. Anytime payroll is recalculated, the result will “reappear.”
Scroll down to **Calculation Status** and click the number found under **In Error**. The list of workers in error will display.

Click the worker to open their Payroll Results.
Cancelling Checks (Cont.)

4. Click the Related Actions icon

5. From the Actions menu, select **Pay Calculation** > **Cancel**

6. At the bottom of the screen, click **OK**