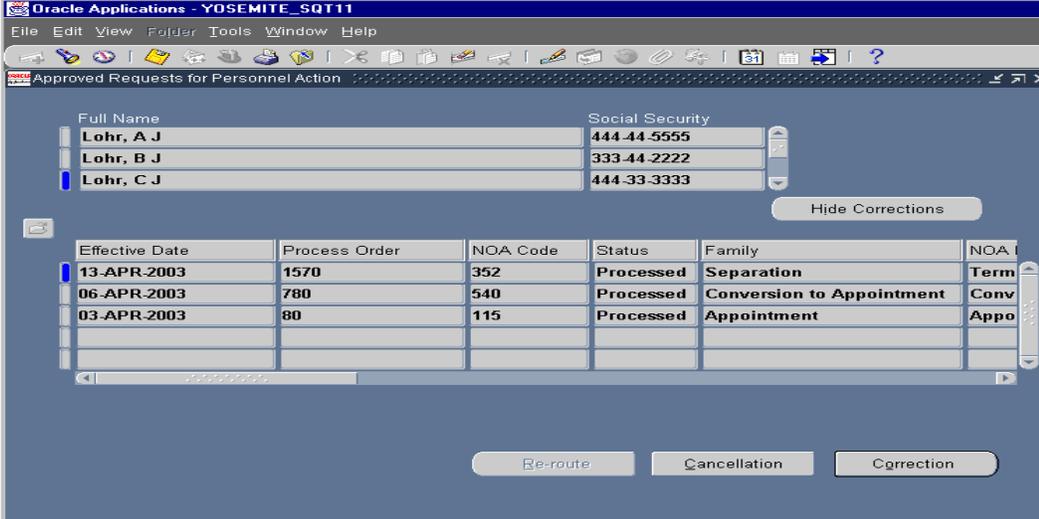


# 001 CANCELLATION

This procedure guides you through the steps to process a Cancellation. If you use the **<Correction>** Taskflow Button, you can correct only data fields entered on the current RPA.

STEP	ACTION
1	From the Navigation List → <b>Request for Personnel Action</b> → <b>Cancellation/Correction</b> → <Open>.
2	<p>The <b>Approved Requests for Personnel Action</b> Window displays. Start a query, press [F11] twice, place your cursor in the <b>Social Security</b> data field and enter the employee's SSN (with dashes), then press Cntrl+[F11] to run the query.</p> <div style="text-align: center;">  </div> <p>The employee's name and Social Security data fields populate in the top region. The bottom region populates with actions processed for that employee. Click the bottom scroll bar to view remaining data fields:</p> <div style="text-align: center;">  </div>

3 With the *Current Record Indicator*, click the action you need to cancel. Click **<Cancellation>**.

Oracle Applications - YOSEMITE\_SQT11  
 Approved Requests for Personnel Action

Full Name	Social Security	Effective Date	Process Order	NOA Code	Status	Family	NOA
Lohr, A J	444-44-5555	13-APR-2003	1570	352	Processed	Separation	Term
Lohr, B J	333-44-2222	06-APR-2003	780	540	Processed	Conversion to Appointment	Conv
Lohr, C J	444-33-3333	03-APR-2003	80	115	Processed	Appointment	Appo

Buttons: Re-route, Cancellation, Correction



**Note:** If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click **<Re-route>** to send the action back to your Civilian Inbox and cancel it from the Inbox.

4 The RPA displays. **FIRST ACTION, Block 5-A Code**, Nature of Action, populates. Enter the Authority Code in block 5-C.

Oracle Applications - YOSEMITE\_SQT11  
 Request for Personnel Action (Cancellation, Routing Group:NAVY)  
 Status: INITIATED

**PART A - Requesting Office**

1 Actions Requested: **Cancellation**

2 Request Number: **D3APRNAVY04007438**

3 For Additional Information Call (Full Name):

4 Prop. Eff. Date: **ASAP**

5 Action Requested By (Full Name):

6 Action Authorized By (Full Name):

**PART B - For Preparation of SF 50**

1 Last Name: **Lohr**

2 Social Security Number: **444-33-3333**

3 Date of Birth: **01-JAN-1967**

4 Effective Date: **13-APR-2003**

**FIRST ACTION**

5-A Code: **001**

5-B Nature of Action: **Cancellation**

5-C Code:

5-D Legal Authority:

5-E Code:

5-F Legal Authority:

**SECOND ACTION**

6-A Code: **352**

6-B Nature of Action: **Termination-Appointment In Department**

6-C Code: **DKM**

6-D Legal Authority: **5 CFR Part 715 CLG**

6-E Code:

6-F Legal Authority:

5 Enter the Remarks on the **REMARKS AND ADDRESS** Tab of the RPA to add the reason for cancellation.

6 Click on **<Save>** icon to save.

7 Click on the **<Save>** icon to route the RPA or Update HR.

**CHECK FOR ACCURATE UPDATE:**

After updating HR, follow these steps to confirm that the action was cancelled:

STEP	ACTION
1	From the Navigation List – Click on <b>People-&gt;Enter and Maintain</b>
2	<p>Open the DDFs which should have been changed on the cancellation. Examples:</p> <ul style="list-style-type: none"> <li>◆ If an 893 Within-Grade Increase has been cancelled, check Date WGI Due, Date last equivalent increase, the step and salary data fields.</li> <li>◆ If a 702 Promotion has been cancelled, check the position the employee is assigned to, Date WGI due, Date last equivalent increase, the employee's step, grade and salary.</li> </ul>
3	Check the PAY500. From the Navigation List – Click on <b>PAY500</b> <Open>
4	Locate your action in the list.
5	<p>Verify that accurate data flowed.</p> <p> <b>Note:</b> If the data flowed is inaccurate, check the DCPDS record to make sure it updated correctly. If DCPDS is correct, a Fed HR Manager Payroll Regeneration will be needed to flow an accurate PAY500 to payroll.</p>