Cancel Hire Request

This document is intended to address the questions that Human Resources and the SPAR team receive in regards to Canceling Special Payroll hire requests in PageUp. This document demonstrates expectations of departments and HR, and illustrates the final outcome depending on where the hire request is in process.

- **Request Cancelled**
  - Initial hire request?
    - **Yes**: Update status to “Rescind Offer,” which will send a communication to the candidate confirming that their offer has been rescinded.
    - **No**: Has the SmartHR Template been submitted?
      - **Yes**: Payroll processed the SmartHR Template?
        - **Yes**: Has Payroll processed the SmartHR Template?
          - **Yes**: Update status to “Rescind Offer,” which will send a communication to the candidate confirming that their offer has been rescinded.
          - **No**: Has Payroll processed the SmartHR Template?
            - **Yes**: Has Payroll processed the SmartHR Template?
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