Workday Reports: Suspend or Delete a Scheduled Report

Workday contains Standard Reports (created by Workday) as well as Custom Reports (customized for VUMC) that are available to users based on their role. Follow the steps below to Suspend or Delete reports you have scheduled to run in Workday.

Workday Reports:

Suspend or Delete a Scheduled Report

From your Workday homepage:

1. Search and select **Scheduled Future Processes**.

2. Enter **Recommended Information** to filter results.

3. Select **OK**.

4. Under the column titled **Scheduled Processes**, hover over the **Scheduled Report name** to be deleted or suspended and click the **Related Action** button.

5. Hover over **Schedule Future Process.**

6. Select **Suspend** or **Delete**.

7. Select **OK** to confirm selected action.