CRAFT Contract Termination Workflow (1b)

PeopleSoft

- Generate Contract Renewal/Termination Request

- Email Notification: Action Required – Fixed Term Contract Review
  - Form: Fixed Term Contract Review
  - Is the Contract to be renewed or terminated?

- Form: Request for Termination

- Email Notification: Action Required – Fixed Term Contract Termination Request has been declined

- Form: Termination Request Declined

Supervisor/School Contact

- Deprovisioning Details – Extend University access for 45 days post end date of current contract

- Is the Contract to be renewed or terminated?

- Form: Request for Termination

- Email Notification: Action Required – Fixed Term Contract Termination Request has been declined

- Form: Termination Request Declined

Head of School

- Form: Termination Approval

- Email Notification: Action Required: Fixed Term Contract Termination Approval

- Form: Termination Approval

- Approve or Decline

Human Resources

- Approve

- Process Termination as per current process – Outside the system

- Termination End

Employee

- Email Notification: For Information – End of Contract Notification