CRAFT – Modify & Renew Funding Source

Navigation: PeopleSoft > Worklist

Note: This request will be received from the Supervisor. The Supervisor’s name will be shown in the From field for the Worklist item.

Modify & Renew a Contract:

Note: Modify Funding Source

1. Navigate to Worklist in PeopleSoft.
2. Select the Staff Member from the Worklist Items list you have received the email notification for.
3. The Fixed Term Contract Review form will be displayed.
5. Complete all other fields as required.
6. In the New Job Information window go to the *End Date field. Enter a new end date.
7. Click Next.
8. In the New Financial Information section.
9. Complete Type of Funding.
10. Go to the Account Code table and complete all fields as required or enter the full account code in the Fast Entry field.
11. To add a new row for multiple funding sources click on the Plus icon.
12. The Account Code table is updated.
13. Click Next.
14. Complete other fields as required.
15. Click Submit.
16. Click Yes to route to the Approver.
17. The Form Finalised page is displayed.
18. Close the page or Sign out of PeopleSoft.

Note: A maximum of 5 separate allocations are allowed.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the online enquiry form or view CRAFT FAQs.