CRAFT – Modify & Renew Modify Agreed Rate

Navigation: PeopleSoft > Worklist

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. Update the Annual Rate.
10. Complete Base salary check boxes as required.
11. Complete other fields as required.
12. Click Next.
13. Click Submit.
14. Click Yes to route to the Approver.
15. The Form Finalised page is displayed.
16. Close the page or Sign out of PeopleSoft.

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.