CRAFT – Modify & Renew Modify Loadings

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 enter *End Date.
7. Click Next.
8. In the New Financial Information section, go to Non Fixed Loading table.
9. Complete Type of Funding.
10. Click on the down arrow in the Name field and select the relevant option.
11. Click in the Amount box and enter the Amount.
12. Start Date will pre-populate.
13. Click on the End Date and enter the new contract end date.
14. Complete other fields as required.
15. Click Next.
16. Click Submit.
17. Click Yes to route to the Approver.
18. The Form Finalised page is displayed.
19. Close the page or Sign Out of PeopleSoft.

Note: The amount should be entered as the full time annual equivalent.

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.

Warning: This process is uncontrolled when printed. The current version of this document is available on the HR Website.