CRAFT – Modify & Renew Work Schedule Change

Modify & Renew a Contract:
Note: Work Schedule Change

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. Click Next.
6. In the New Job Information window go to *Weekly Hours field, enter the new weekly hours by typing over existing hours.
7. Complete the *End Date field.
8. Click Next.
9. Complete Type of Funding.
10. Click Next.

(continued)
11. In the **New Work Pattern** window complete **Scheduled Work Hours**.
12. Click **Submit**.
13. Click **Yes** to route to the Approver.
14. The **Form Finalised** page is displayed.
15. Close the page or **Sign Out** of PeopleSoft.

**Note:** Assignment Method 2 week **Personal schedule** should be used in instances where the staff member works different days per week. Where this is the case, **1 week** represents the first week in the schedule and **2 week** represents the second week.

**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](#).