CRAFT – Modify & Renew Supervisor Change

Navigation: PeopleSoft > Worklist

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

Modify & Renew a Contract:
Note: Change Supervisor

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. In the New Job Information window go to the Supervisor field.
6. Click on the magnifying glass to open the search table.
7. Enter First Name and Last Name.
8. Click Look Up for all results for that name.
9. Once you click on one of the data fields for the new supervisor, the supervisors position number will automatically update.
10. Complete all other fields as required.
11. Click Next.
12. Complete other fields as required.
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.