CRAFT – Renew a Contract with VC Approval

Navigation: PeopleSoft > Worklist

Note: For all VC Approvals the VC Approval template is to be completed and attached.

Renew a Contract:

Note: Renew a Contract with VC Approval

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 Request to Renew window go to the New Contract Dates and complete the new *End Date field.
7. Justification (where required)
8. Complete the relevant VC Approval Template. (Mandatory)
9. Attach the completed VC Approval Template (See How to: Attachment Files – Uploading a document)
10. Add comments (optional).
11. Click Submit.
12. Click Yes to route to the Approver.
13. The Form Finalised page is displayed.
14. 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.