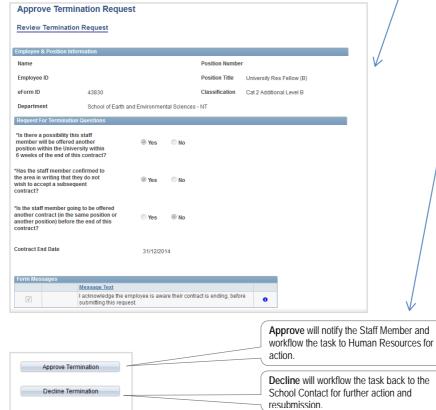


CRAFT – Approve/Decline a Contract Termination

Subject: Action-Required -- Fixed Term Contract Termination Approval $A \cdot termination \cdot request \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name \cdot - [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name}_{\mathcal{U}} \\ \text{Employee} \cdot \mathsf{ID} \cdot for \cdot \underline{employee \cdot name}_{\mathcal{U}} \\ \text{Employee}_{\mathcal{U}} \\ \text{Employee}_{\mathcal{U}$ Employee ID, Position Number Position Number Position title which is due to end on Position end date has been initiated or amended by from (work list initiator) and requires your Please-login-into-your-work-list-to-action-the-request.¶ If you have any enquiries relating to this matter, please contact the HR-Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au.¶ Kind-Regards,¶ $Human \cdot Resources \cdot Branch \cdot -- Partnering \cdot in \cdot Performance \P$ The University of Adelaide, AUSTRALIA 5005¶ Ph·:·+61·8·8313·1111¶ Fax::+61-8-8313-4353¶ e-mail: hrservicecentre@adelaide.edu.au¶ $Visit \cdot the \cdot \underline{\textit{Human-Resources} \cdot \textit{website}} \cdot to \cdot \textit{find-information}, \cdot \textit{forms}, \cdot \textit{policies-and-the-latest-HR-news}. \P$ $Note: \cdot Please \cdot do \cdot not \cdot reply \cdot to \cdot this \cdot email. \cdot This \cdot mailbox \cdot does \cdot not \cdot allow \cdot incoming \cdot messages \P and Please \cdot the state of the$ CRICOS Provider Number 00123M ← IMPORTANT: This message may contain confidential or legally privileged information. If you think it was-sent-to-you-by-mistake, please-delete-all-copies-and-advise-the-sender. For the purposes- of the SPAM-Act-2003, this-email-is-authorised-by-The-University-of-Adelaide.¶ Think-green:-read-on-the-screen.¶



Approve/Decline a Contract Termination:

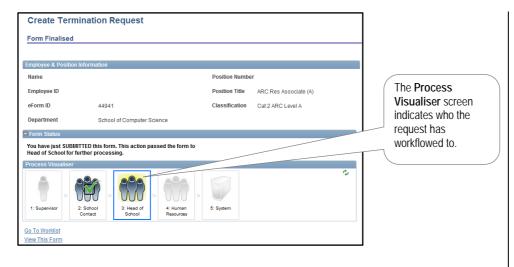
- Approver receives a Fixed Term Contract Termination Approval email notification.
- 2. Click on the **employee name** link in the body of the email.
- 3. The review request is displayed. This is *read-only*.
- 4. File attachments (optional).
- 5. Add comments (optional).
- Click Approve Termination or Decline Termination.

(continued)

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



(continued)



- 7. The **Form Finalised** page is displayed.
- 8. 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 <u>online enquiry form</u> or view <u>CRAFT FAOs</u>.

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Authorised by	Associate Director, Client Services	Review Date:	TBA	Page 2 of 2	
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