

CRAFT – Modify & Renew Modify Agreed Rate

Navigation: PeopleSoft >Worklist

*Contract Option			•		
	Modify & Renew				
	Renew	\leq	- Previous	Next >>	
	Termination		<< Search		
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Employee & Position Information	tion				
Name		Position Num	ber		
Employee ID		Position Title	Lecturer (Level B))	
eForm ID	44965	Classification	Lecturer		
Department	School of History and Politics				
✓ New Job Information					
Supervisor	00011843 C Head,Sch of History	/ & Politics			
Position Type	Academic Staff				
*Function Code	Teaching & Research function 🔹		/		
*Fixed Term Contract Category	Acad Replacement -				
Justification for fixed term contract category					
FTE	1.00			/	
*Weekly Hours	36.75				
Start Date	13/12/2014	Constructions (Martin		
*End Date	BI	<< Previous	Next >> Close		
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Create Modify	and Renew Request	C			
Modify & Renew/Fir	nancial Info				
Employee & Position Info	rmation				
Name			Position Number	r ,	
Employee ID			Position Title	University Prof Res F	ollow (E)
eForm ID	44037		Classification	Cat 2 Additional Leve	θE
Department	School of Humanities				
New Financial Information	ion				
Annual Rate	189595.50				
for agreed salaries enter	the full-time equivalent amount				
Superannuation Rate	Default				
Base salary linked to	Enterprise Agreement				
	l to Enterprise Agreement				
	groomont				

Modify & Renew a Contract:

Note: Modify Agreed Rate

- 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.
- 4. In *Contract Option select Modify & Renew.
- 5. Complete all other fields as required.
- In the New Job Information window go to the *End Date field. Enter a new end date.
- 7. Click Next.
- 8. In the **New Financial Information** section.
- 9. Update the Annual Rate.
- 10. Complete **Base salary** check boxes as required.
- 11. Complete other fields as required.
- 12. Click Next.
- 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.
- 17.

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</u> FAQs.

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

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