

CRAFT – Terminate a Contract

Navigation: PeopleSoft >Worklist

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Note:

Clicking the **Yes** button will send the form to the Head of School (HOS) relevant to the staff member whose contract is being terminated. Where there are temporary delegations in place, the notification will be sent to the delegate for action. All Heads of Schools for the area will have access to the worklist and be able to approve the associated workflow items.

Business Rules:

For further information on Temporary Delegations refer to the <u>HR Delegations Information</u> <u>Sheet</u>

Terminate a Contract:

- Note: Staff members fixed term contract is ending.
- 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. Click *Contract Option and select Termination from the dropdown list.
- 5. Click Next.
 - 6. In the Create Termination Request window complete the Request for Termination Questions.

Business Rule:

If you answer 'Yes' to Question 3, the approval workflow skips Head of School and goes directly to Human Resources for action. If the answer to Question 1 is 'Yes', the answer to Question 3 can only be 'No'.

- 7. Click Submit.
- 8. Click **Yes** in the **Message** dialogue box to route to the Approver.

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- 9. The **Form Finalised** page is displayed.
- 10. 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</u> <u>FAQs</u>.

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