

# CRAFT – Modify & Renew Modify Agreed Rate

Navigation: PeopleSoft >Worklist

## 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.
6. 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 [online enquiry form](#) or view [CRAFT FAQs](#).

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