

CRAFT – Approve/Decline a Contract Renewal

Subject: Action Required - Review Contract Renewal Request A contract renewal request for <u>employee name – [preferred first name last name].</u> Employee ID <u>Employee ID</u> Position Title, Position Number Position Number which is due to end on Position end date has been initiated or amended and requires your approval. 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 Human Resources Human Resources Branch – Partnering in Performance The University of Adelaide, AUSTRALIA 5005 Ph: +61 8 8313 1111 Fax: +61 8 8313 4353 Visit the <u>Human Resources website</u> to find information, forms, policies and the latest HR news! Note: Please do not reply to this email. This mailbox does not allow incoming messages 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.

Review Modify and Renew Request Review Modify and Renew Position Number Employee ID Position Title eForm ID 45138 Classification Higher Educ Officer Lvl 5/6 Department Obstetrics and Gynaecology - MSN ▶ New Job Information ▶ New Financial Info Modify & Renew Contract Option Approve will workflow the task to the next step in the approval Add File Attachment workflow Your Comment: Decline Comment History: Decline will workflow the task back to the School Contact for further action and resubmission.

Approve/Decline a Contract Renewal:

- Approver receives a Review Contract Renewal Request email notification.
- 2. Click on the **employee name** link in the body of the email.
- The review request is displayed.
- File attachments (optional).
- 5. Add comments (optional).
- 6. Click Approve or Decline.

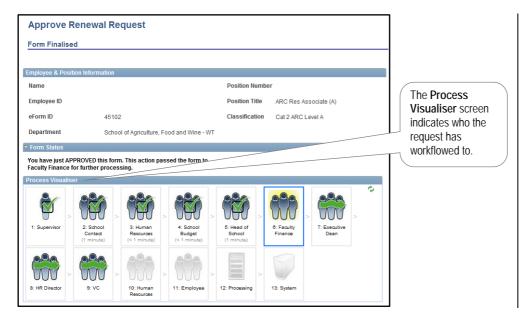
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HR Handbook	Information sheet CRAFT	Effective Date:	10 October 2014	Version 1.0		
Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 2		
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- 7. The **Form Finalised** window 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 online enquiry form or view CRAFT FAQs.

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