

# CRAFT – Approve/Decline a Contract Renewal

## Approve/Decline a Contract Renewal:

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

Subject: Action Required – Review Contract Renewal Request

A contract renewal request for [employee name – \[preferred first name last name\]](#), Employee ID [Employee ID](#) [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 [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au).

Kind Regards,  
Human Resources  
Human Resources Branch – Partnering in Performance  
The University of Adelaide, AUSTRALIA 5005  
Ph: +61 8 8313 1111  
Fax: +61 8 8313 4353  
e-mail: [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

Visit the [Human Resources website](#) 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**

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**Employee & Position Information**

Name	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 Information](#)  
[New Work Pattern](#)

Contract Option: **Modify & Renew**

**Comments**

Your Comment:

Comment History:

Approve

Decline

Approve will workflow the task to the next step in the approval workflow.

Decline will workflow the task back to the School Contact for further action and resubmission.

(continued)

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## CRAFT Contract Renewal Quick Reference Card

(continued)

### Approve Renewal Request

**Form Finalised**

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**Employee & Position Information**

Name	Position Number
Employee ID	Position Title ARC Res Associate (A)
eForm ID 45102	Classification Cat 2 ARC Level A
Department	School of Agriculture, Food and Wine - WT

**Form Status**

You have just APPROVED this form. This action passed the form to Faculty Finance for further processing.

**Process Visualiser**



The Process Visualiser screen indicates who the request has workflowed to.

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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