

CRAFT – Approve/Decline a Contract Termination

Approve/Decline a Contract Termination:

1. Approver receives a **Fixed Term Contract Termination Approval** email notification.
2. Click on the **employee name** link in the body of the email.
3. The review request is displayed. This is *read-only*.
4. File attachments (optional).
5. Add comments (optional).
6. Click **Approve Termination** or **Decline Termination**.

Subject: Action Required – Fixed Term Contract Termination Approval

A termination request for [employee name – \[preferred first name last name\]](#), Employee ID: [Employee ID](#), Position Number: [Position Number](#), Position title which is due to end on [Position end date](#) has been initiated or amended by [from \(work list initiator\)](#) 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.

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

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.

Think green: read on the screen!

Approve Termination Request

[Review Termination Request](#)

Employee & Position Information			
Name	Position Number		
Employee ID	Position Title	University Res Fellow (B)	
eForm ID	43830	Classification	Cat 2 Additional Level B
Department	School of Earth and Environmental Sciences - NT		

Request For Termination Questions	
*Is there a possibility this staff member will be offered another position within the University within 6 weeks of the end of this contract?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Has the staff member confirmed to the area in writing that they do not wish to accept a subsequent contract?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Is the staff member going to be offered another contract (in the same position or another position) before the end of this contract?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contract End Date	31/12/2014

Form Messages	
<input checked="" type="checkbox"/>	Message Text I acknowledge the employee is aware their contract is ending, before submitting this request.

Approve Termination

Decline Termination

Approve will notify the Staff Member and workflow the task to Human Resources for action.

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

(continued)

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(continued)

Create Termination Request

Form Finalised


Employee & Position Information

Name	Position Number
Employee ID	Position Title ARC Res Associate (A)
eForm ID 44941	Classification Cat 2 ARC Level A
Department	School of Computer Science

Form Status

You have just SUBMITTED this form. This action passed the form to Head of School for further processing.

Process Visualiser



1: Supervisor 2: School Contact 3: Head of School 4: Human Resources 5: System

[Go To Worklist](#)
[View This Form](#)

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

7. The **Form Finalised** page 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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