

CRAFT – Modify & Renew Funding Source

Navigation: PeopleSoft >Worklist

Note: This request will be received from the Supervisor. The Supervisors name will be shown in the **From** field for the Worklist item.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Percent to Allocate
1	2011	16	390	00	16108744	100.00

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Percent to Allocate
1	2041	44	381	06	4410785E	50.00
2	2041	61	381	06	6111301E	50.00

Modify & Renew a Contract:

Note: Modify Funding Source

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. Complete **Type of Funding**.
10. Go to the **Account Code** table and complete all fields as required or enter the full account code in the **Fast Entry** field.
11. To add a new row for multiple funding sources click on the **Plus** icon.
12. The **Account Code** table is updated.
13. Click **Next**.
14. Complete other fields as required.
15. Click **Submit**.
16. Click **Yes** to route to the Approver.
17. The **Form Finalised** page is displayed.
18. Close the page or **Sign out** of PeopleSoft.

Note: A maximum of 5 separate allocations are allowed.

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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