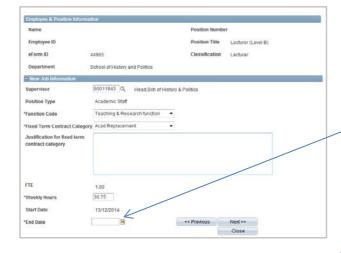
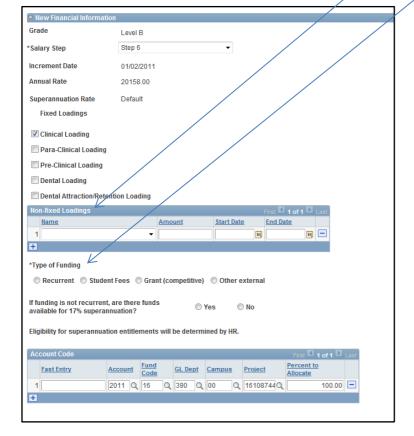


CRAFT - Modify & Renew Modify Loadings

Navigation: PeopleSoft >Worklist







Modify & Renew a Contract:

Note: Modify Loadings

- 1. Navigate to **Worklist** in PeopleSoft.
- Select the Staff Member from the Worklist Items list you have received the email notification for.
- The Fixed Term Contract Review form will be displayed.
- In *Contract Option Select Modify & Renew.
- 5. Complete all other fields as required.
- In the New Job Information window enter *End Date.
- 7. Click Next.
- In the New Financial Information section, go to Non Fixed Loading table.
- 9. Complete Type of Funding.
- 10. Click on the down arrow in the **Name** field and **select** the relevant option.
- Click in the Amount box and enter the Amount.
- 12. Start Date will pre-populate.
- 13. Click on the **End Date** and enter the new contract end date.
- 14. Complete other fields as required.
- 15. Click Next.
- 16. Click Submit.
- 17. Click **Yes** to route to the Approver.
- 18. The **Form Finalised** page is displayed.
- 19. Close the page or **Sign Out** of PeopleSoft.

Note: The amount should be entered as the full time annual equivalent.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the <u>online enquiry form</u> or view <u>CRAFT FAQs</u>.

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Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 1
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