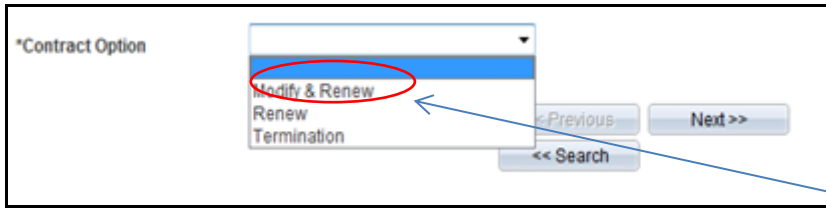


CRAFT – Modify & Renew Work Schedule Change



Employee & Position Information

Name: _____ Position Number: _____
 Employee ID: _____ Position Title: Lecturer (Level B)
 eForm ID: 44965 Classification: Lecturer
 Department: School of History and Politics

New Job Information

Supervisor: 00011843 Head, Sch of History & Politics
 Position Type: Academic Staff
 *Function Code: Teaching & Research function
 *Fixed Term Contract Category: Acad Replacement
 Justification for fixed term contract category: _____
 FTE: 1.00
 *Weekly Hours: 36.75
 Start Date: 13/12/2014
 *End Date: _____

Note: FTE field automatically updates.

New Financial Information

Grade: Level C
 *Salary Step: Step 4
 Increment Date: 01/02/2014
 Annual Rate: 113513.00
 Superannuation Rate: Default

Clinical Loading
 Para-Clinical Loading
 Pre-Clinical Loading
 Dental Loading
 Dental Attraction/Retention Loading

Non-fixed Loadings

Name	Amount	Start Date	End Date
1			

*Type of Funding
 Recurrent Student Fees Grant (competitive) Other external

Modify & Renew a Contract:

Note: Work Schedule Change

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. Click **Next**.
6. In the **New Job Information** window go to *Weekly Hours field, enter the new weekly hours by typing over existing hours.
7. Complete the *End Date field.
8. Click **Next**.
9. Complete **Type of Funding**.
10. Click **Next**.

(continued)

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(continued)

Create Modify and Renew Request

Modify & Renew/Work Pattern

Employee & Position Information

Name	Position Number
Employee ID	Position Title Education Officer - System
eForm ID 44943	Classification Higher Education Officer Lvl 5
Department Adelaide to Outback General Practice Training Program (ATOBK)	

New Work Pattern

Assignment Method Personal Schedule - 1 week
Personal Schedule - 2 week

Day	Work Hours	Day
1 Monday	7.35	Mon
2 Tuesday	7.35	Tue
3 Wednesday	7.35	Wed
4 Thursday	7.35	Thu
5 Friday	7.35	Fri

If this appointment requires VC approval, please complete a VC Approval Template and attach.

Add File Attachment

Comments

Your Comment:

<< Previous Submit

11. In the **New Work Pattern** window complete **Scheduled Work Hours**.
12. Click **Submit**.
13. Click **Yes** to route to the Approver.
14. The **Form Finalised** page is displayed.
15. Close the page or **Sign Out** of PeopleSoft.

Note: Assignment Method 2 week Personal schedule should be used in instances where the staff member works different days per week. Where this is the case **1 week** represents the first week in the schedule and **2 week** represents the second week.

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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