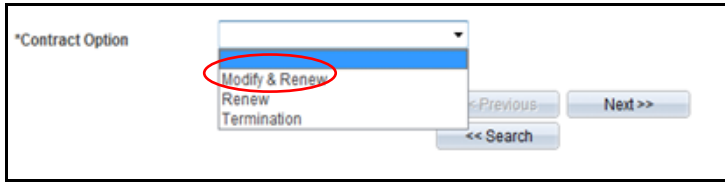


CRAFT – Modify & Renew Supervisor Change

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.



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: []

Navigation: << Previous, Next >>, Close

Look Up Supervisor

Position Number: begins with []

Description: begins with []

Department: begins with []

Empl ID: begins with []

First Name: begins with John

Last Name: begins with Dun

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Position number	Description	Department	Empl ID	First Name	Last Name
				John	Dun

Modify & Renew a Contract:

Note: Change Supervisor

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. In the **New Job Inform** action window go to the **Supervisor** field.
6. Click on the magnifying glass to open the search table.
7. Enter **First Name** and **Last Name**.
8. Click **Look Up** for all results for that name.
9. Once you click on one of the data fields for the new supervisor, the supervisors position number will automatically update.
10. Complete all other fields as required.
11. Click **Next**.
12. Complete other fields as required.
13. Click **Submit**.
14. Click **Yes** to route to the Approver.
15. The **Form Finalised** page is displayed.
16. 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](#).

HR Handbook	Information sheet CRAFT	Effective Date:	10 October 2014	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 1
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