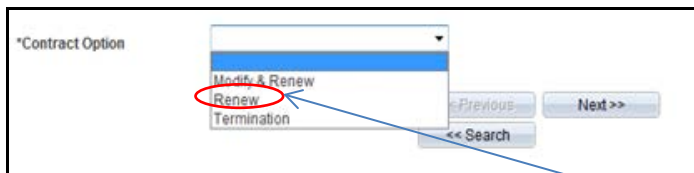
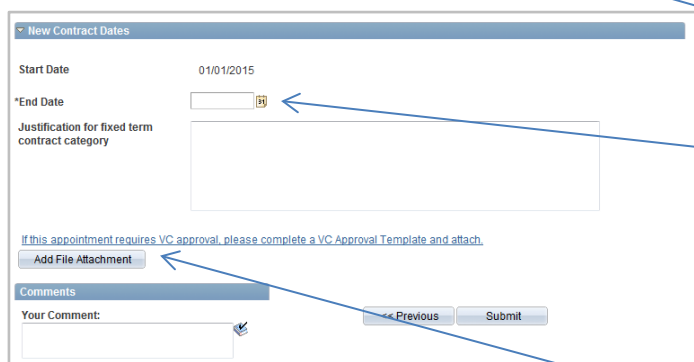
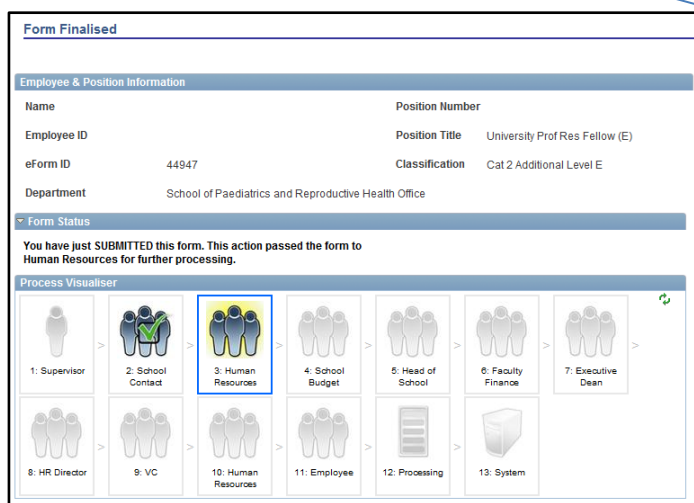


## CRAFT – Renew a Contract with VC Approval

Navigation: [PeopleSoft >Worklist](#)

Note: For all VC Approvals the VC Approval template is to be completed and attached.

### Renew a Contract:

Note: Renew a Contract with VC Approval

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 **Renew**.
5. Click **Next**.
6. In the **Request to Renew** window go to the **New Contract Dates** and complete the new **\*End Date** field.
7. Justification (where required)
8. Complete the relevant **VC Approval Template**. (Mandatory)
9. Attach the completed VC Approval Template (See How to: Attachment Files – Uploading a document)
10. Add comments (optional).
11. Click **Submit**.
12. Click **Yes** to route to the Approver.
13. The **Form Finalised** page is displayed.
14. 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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