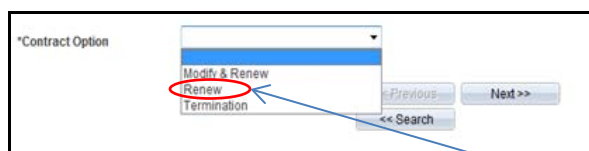
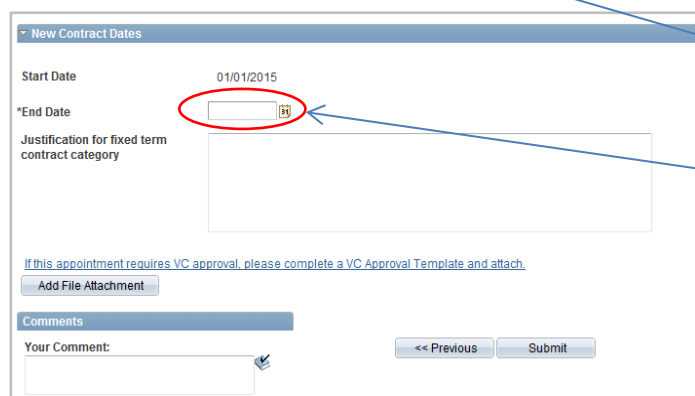
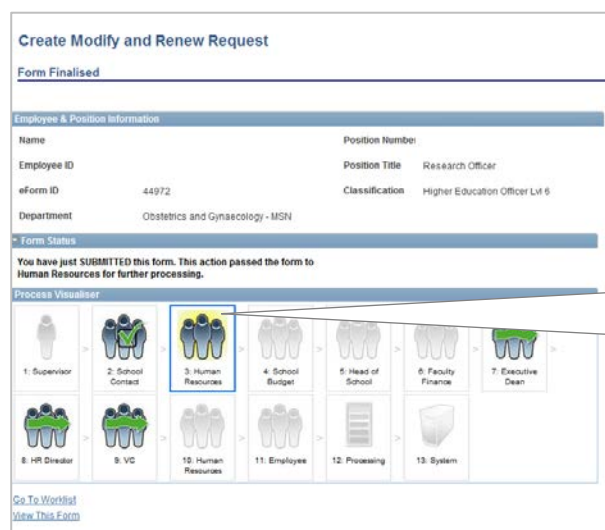


CRAFT – Renew a Contract, no condition changes

Navigation: [PeopleSoft > Worklist](#)

The Process Visualiser screen indicates who the request has work flowed to

Renew a Contract:

Note:

All conditions within the current contract remain the same. Only the end date of the Contract is to 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. Click ***Contract Option** and select **Renew** from the dropdown list.
5. Click **Next**.
6. In the **Request to Renew** window under **New Contract Dates** enter the new end date.
7. Enter any justification text (where required)
8. File attachments (optional).
9. Add comments (optional).
10. Click **Submit**.
11. Click **Yes** to route to the Approver.
12. The **Form Finalised** page is displayed.
13. 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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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			