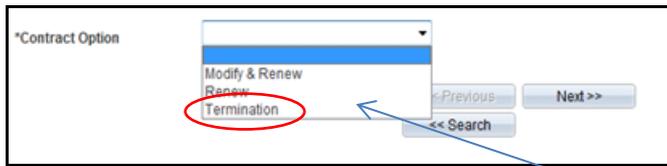


CRAFT – Terminate a Contract

Navigation: [PeopleSoft > Worklist](#)



Create Termination Request

Request For Termination

Employee & Position Information

Name	Position Number
Employee ID	Position Title
eForm ID: 46053	Classification: Higher Education Officer Lvl 6
Department: Human Resources	

Request For Termination Questions

*Is there a possibility this staff member will be offered another position within the University within 8 weeks of the end of this contract? Yes No

*Has the staff member confirmed to the area in writing that they do not wish to accept a subsequent contract? Yes No

*Is the staff member going to be offered a continuing contract in the same position OR a contract in another position before the end of this contract? Yes No

Form Messages

Message Text

I acknowledge the employee is aware their contract is ending, before submitting this request.

[Add File Attachment](#)

Request For Termination Questions

*Is there a possibility this staff member will be offered another position within the University within 8 weeks of the end of this contract? Yes No

*Has the staff member confirmed to the area in writing that they do not wish to accept a subsequent contract? Yes No

*Is the staff member going to be offered a continuing contract in the same position OR a contract in another position before the end of this contract? Yes No

Form Messages

Message Text

I acknowledge the employee is aware their contract is ending, before submitting this request.

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Note:

Clicking the **Yes** button will send the form to the Head of School (HOS) relevant to the staff member whose contract is being terminated. Where there are temporary delegations in place, the notification will be sent to the delegate for action. All Heads of Schools for the area will have access to the worklist and be able to approve the associated workflow items.

Business Rules:

For further information on Temporary Delegations refer to the [HR Delegations Information Sheet](#)

Terminate a Contract:

Note: Staff members fixed term contract is ending.

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 **Termination** from the dropdown list.
5. Click **Next**.
6. In the **Create Termination Request** window complete the **Request for Termination Questions**.

Business Rule:

If you answer 'Yes' to Question 3, the approval workflow skips Head of School and goes directly to Human Resources for action.

If the answer to Question 1 is 'Yes', the answer to Question 3 can only be 'No'.

7. Click **Submit**.
8. Click **Yes** in the **Message** dialogue box to route to the Approver.

(continued)

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(continued)

Create Termination Request

Form Finalised

Employee & Position Information

Name	Position Number
Employee ID	Position Title ARC Res Associate (A)
eForm ID 44941	Classification Cat 2 ARC Level A
Department School of Computer Science	

Form Status

You have just SUBMITTED this form. This action passed the form to Head of School for further processing.

Process Visualiser



[Go To Worklist](#)
[View This Form](#)

The **Process Visualiser** screen indicates who the request has workflowed

9. The **Form Finalised** page is displayed.
10. 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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