

# Workflow Approval

Contract Renewal (FTC) - CRAFT			Supervisor submits Recruitment and Appointment Justification eForm				Finance Manager Branch Head / Head of School Corporate Head / Executive Dean		Chief Operating Officer Vice-Chancellor		Supervisor logs into their worklist and actions renewal				HR Operations (initiator)		Finance Manager Branch Head / Head of School Corporate Head / Executive Dean		Chief Operating Officer Vice-Chancellor	
Award Type	Funding Type																			
Contract Renewal, Modify or Renew	Academic (excl. Level E)	Not Discretionary or Strategic																		
	Academic	Discretionary / Strategic	•	•	•	•		HC		•	•	•	•							
	Professional	All	•	•	•	•		HC		•	•	•	•							
Contract Renewal, Modify or Renew - Level E	Academic - Level E	Not Discretionary or Strategic																		
Contract Renewal, Modify or Renew - Level E	Academic - Level E	Discretionary / Strategic	•	•	•	•			HC		•	•	•	•	•	•	•		•	
Contract Termination	All (excl. Level E)	All																		
Contract Termination (Level E)	Academic - Level E	All																		
Senior Contract Renewals (Non-HR System)	All	All	•	•	•	•		HC		•					•				•	
Remuneration < 25% above award or Loading	Academic	Not Discretionary or Strategic																		
Remuneration < 25% above award or Loading	Academic	Discretionary / Strategic	•	•	•	•			HC		•	•	•	•						
	Professional	All	•	•	•	•		HC		•	•	•	•	•						
Remuneration > 25% above award or Loading > 25% base salary	Academic	Not Discretionary or Strategic																	•	
Remuneration > 25% above award or Loading > 25% base salary	Academic	Discretionary / Strategic	•	•	•	•			HC		•	•	•	•	•	•	•		•	
	Professional	All	•	•	•	•		HC		•	•	•	•	•	•	•	•	•		
										Legend: HC = Hiring Control in place										