## **CRAFT – Approve/Decline a Contract Termination** Subject: Action Required --- Fixed Term Contract Termination Approval $A \cdot termination \cdot request \cdot for \cdot \underline{employee \cdot name \cdot -- [preferred \cdot first \cdot name \cdot last \cdot name]_{\mathcal{U}} \cdot \mathsf{Employee} \cdot \mathsf{ID} \cdot \mathsf{$ - <u>Fonlauge, 10.</u>, Rostion Number, <u>Position, Number, Position, Manakishiis</u>, dua tarochen ... <u>"... Rostion, and detaulaa kooksiniitiiste duas ommatasi, bu Empulseak Jiptinitiatasi, aad soo</u> E.MOUTapproval.9 Riferenceshogijariinino-yourrwoodsilisiinino-enciioariheeneequeesi. ( Super-Instance recently much store to the implement many output the the implement of or inservice contract and a local great providence of the second se Review Termination Request Position Title Decline will workflow the task back to the

## Approve/Decline a Contract Termination:

- 1. Approver receives a **Fixed Term Contract Termination Approval** email notification.
- 2. Click on the **employee name** link in the body of the email.
- 3. The review request is displayed. This is *read-only*.
- 4. File attachments (optional).
- 5. Add comments (optional).
- 6. Click Approve Termination or Decline Termination.

(continued)

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

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