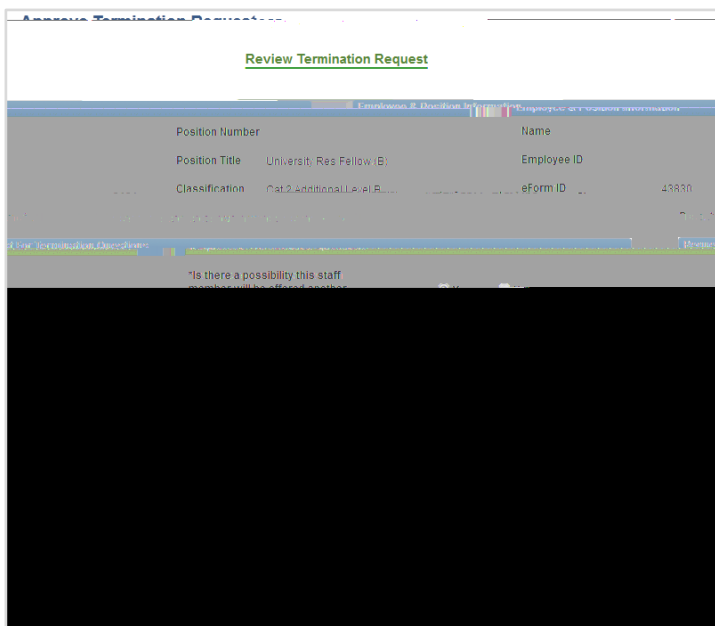
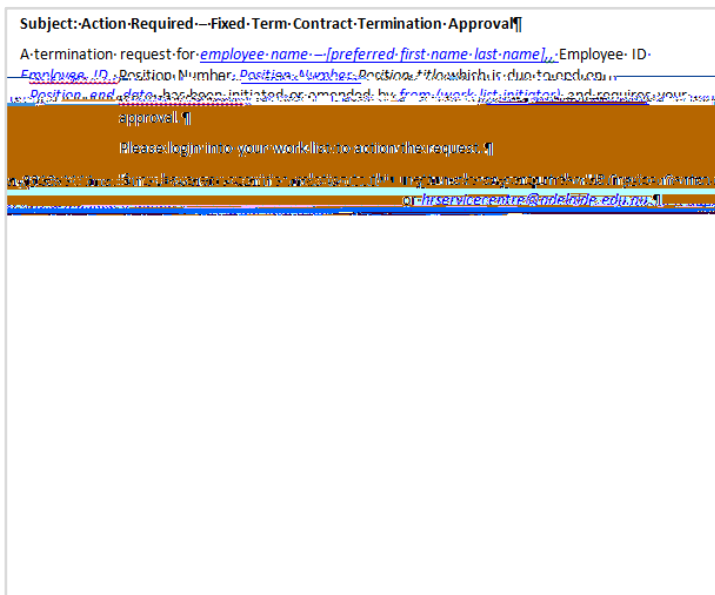


## CRAFT – Approve/Decline a Contract Termination

### 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**.



Decline will workflow the task back to the

(continued)

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

