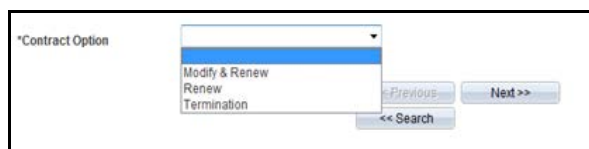


CRAFT –Modify & Renew Modify Loadings

Navigation: PeopleSoft >Worklist



Modify & Renew a Contract:

Note: Modify Loadings

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. In ***Contract Option** Select **Modify & Renew**.
5. Complete all other fields as required.
6. In the **New Job Information** window enter ***End Date**.
7. Click **Next**.
8. In the **New Financial Information** section, go to **Non Fixed Loading** table.
9. Complete **Type of Funding**.
10. Click on the down arrow in the **Name** field and select the relevant option.
11. Click in the Amount box and enter the **Amount**.
12. **Start Date** will pre-populate.
13. Click on the **End Date** and enter the new contract end date.
14. Complete other fields as required.
15. Click **Next**.
16. Click **Submit**.
17. Click **Yes** to route to the Approver.
18. The **Form Finalised**

FurHRHandbook

	Information sheet CRAFT	Effective Date:	10 October 2014	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

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