



Modify & Renew a Contract:  
 Note: Work Schedule Change

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. Click **Next**.
6. In the **Rev. To Info** tab, go to \*Weekly Hours field, enter the new weekly hours by typing over existing hours.
7. Complete the \*End Date field.
- 8.

Note: FTE field automatically updates.

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



