

How to...

Extend a Fixed-Term contract

Introduction

This how to guide explains how to extend a fixed-term staff contract that meets the following criteria.

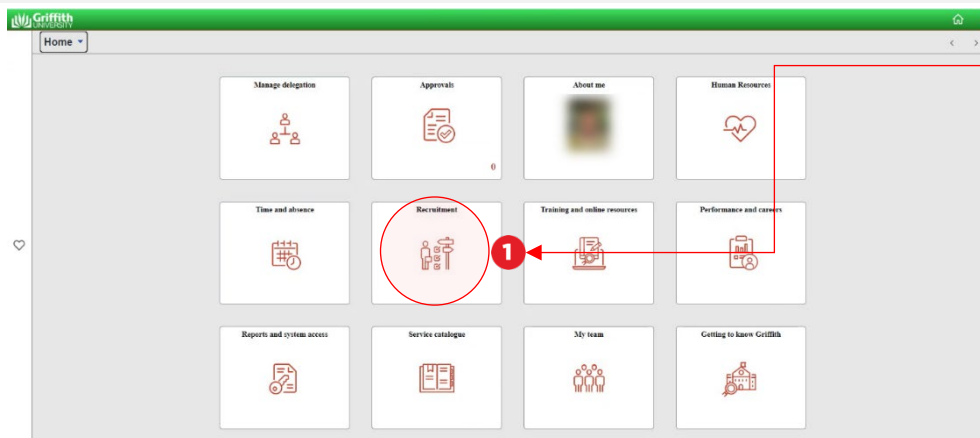
- Only permitted to change the following employment conditions:
 - Contract End Date
 - Hours per week
 - Primary campus
- No other changes to the employment conditions
- No break in service
- Not a senior staff member on an executive contract or an unpaid staff extension e.g. Adjunct, Honorary

Note:

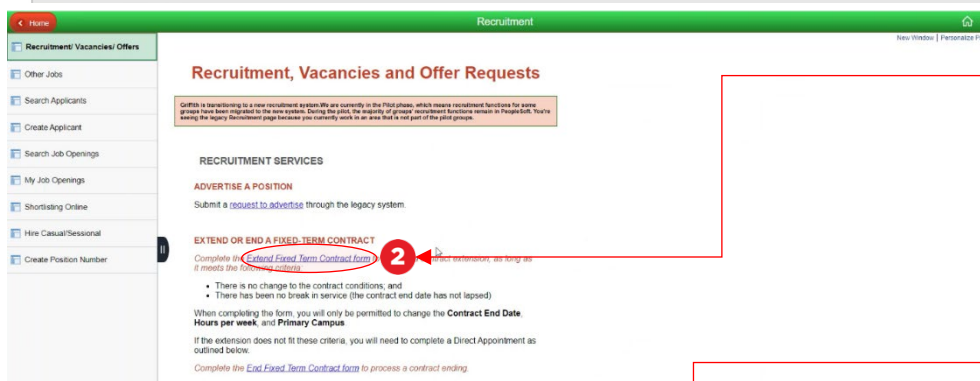
- Any engagement that *does not* meet these conditions is considered a new Direct Appointment and must be processed via the standard recruitment process in Smart Recruiters.
- This form must be submitted at least 7 days prior to the current contract end date, otherwise it will be a Direct Appointment.
- If your extension has a speed type change, you must complete the process to [change the salary account](#) after completing the extension.

Step 1: Open the appropriate employee record

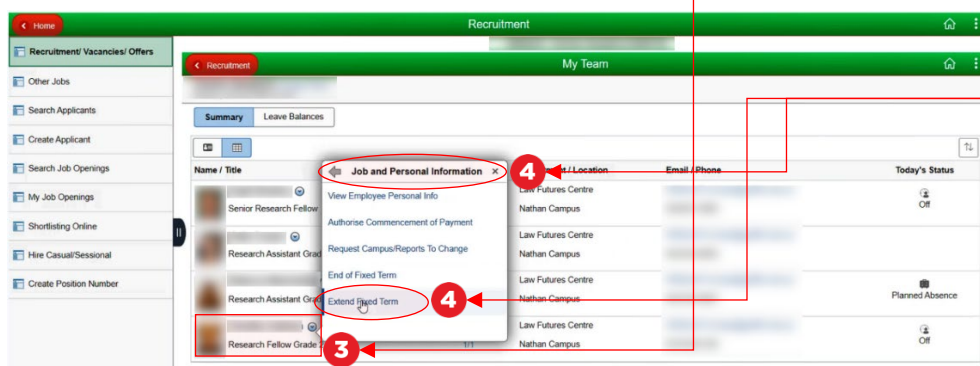
- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



- 1 Click on the **Recruitment** tile on the Home screen of My Staff Page



- 2 Select the **Extend Fixed-Term Contract form** from the *Extend or end a fixed-term contract*.



- 3 Identify the **employee record** of the fixed-term staff member that you wish to extend. Select the **dropdown arrow** next to the staff member's name

- 4 Select **Job and Personal Information**, then **Extend Fixed Term** from the list of options.

Step 2: Update contract details

- Enter in the changing contract details for the extension

1 Click the slider to move it **Yes**

2 Select **Next** to commence the extension process.

3 Enter the employees new contract end date in **New End Date** and update the **Location** and/or **Hours per week** if either of these details are changing.

4 Click on **Next** to progress

5 Enter any **Recommended Comments** and attachments for the Approver to see, including the rationale for the extension and your funding approval.

6 Click **Submit** to complete the extension request and begin the approvals process.

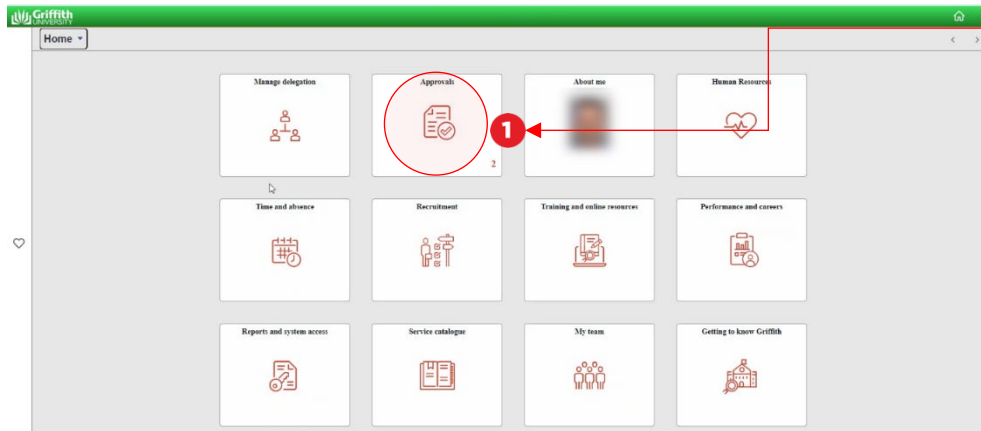
The required approvers as per the Staffing Delegations will be automatically sent the extension request to approve.

Step 2: Tips

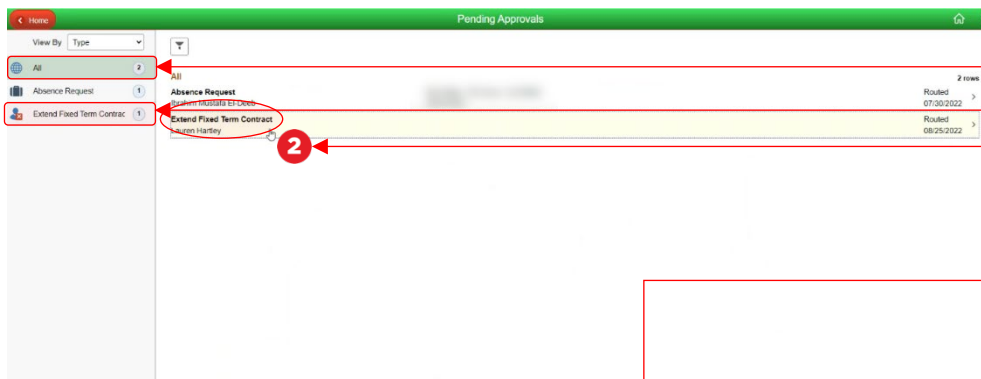
If anything, other than these three pieces of information needs to be updated, then this is considered a new Direct Appointment and must be processed via the standard recruitment process, either in Smart Recruiters or PeopleSoft during the transition period.

Step 3: Extension request approval

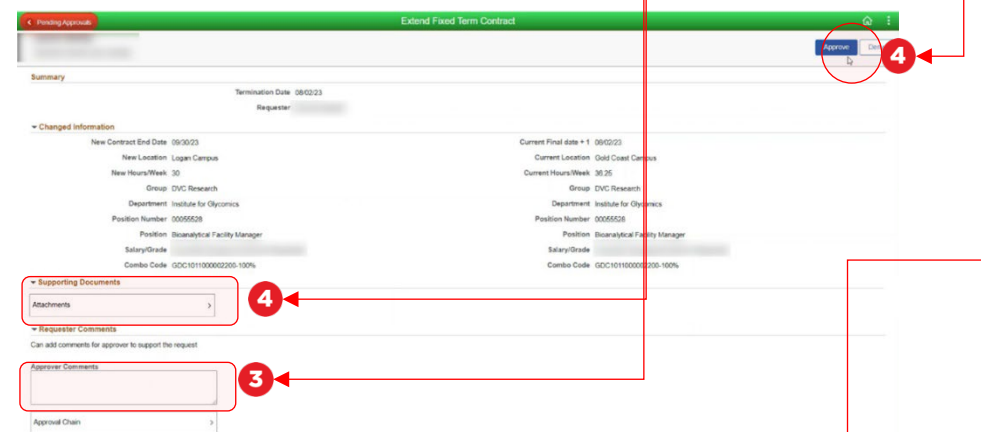
- Review the contents of the fixed-term extension request and submit for approval
- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



1 Click on the **Approvals** tile on the **Home** screen of **My Staff Page**



2 The extension request will appear in the **Extend Fixed Term Contracts** area or the **All** area. Select the relevant **Extend Fixed Term Contract** request.



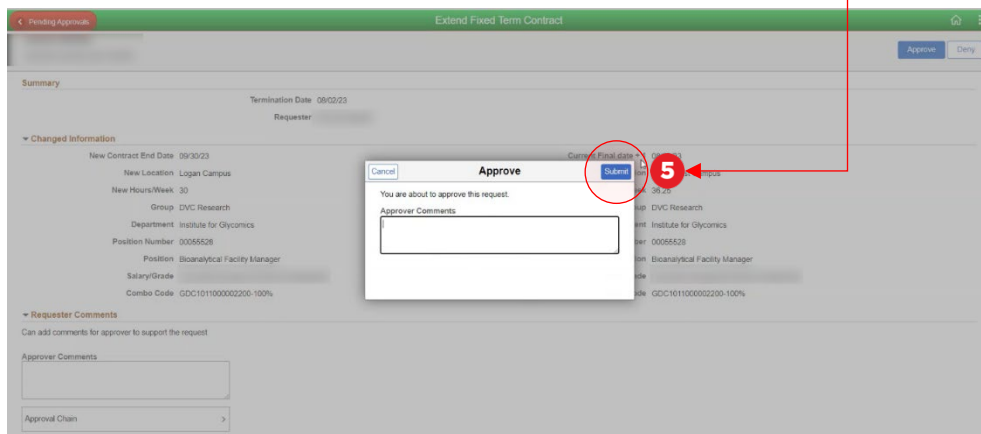
3 Enter any **Approver Comments** that you want the extension requestor to know.

4 Review request details including attachments (Via clicking on the attachment button under Supporting Documents) and click **Approve** or **Deny** to finalise the approval.

5 Add or review your **Approver Comments** and click **Submit** to finalise the approval/denial

If approved, the request will go onto the next approver to action.
If you are the last approver, the approval process is finalised.

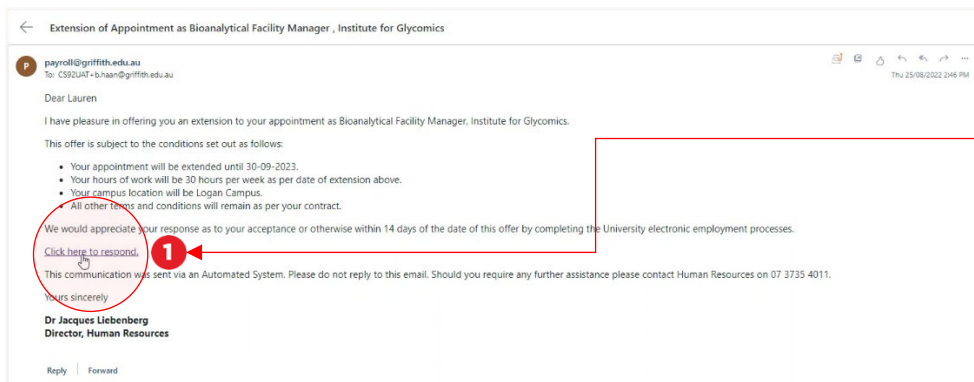
If denied, an email will be sent to the extension requestor with your approver comment.



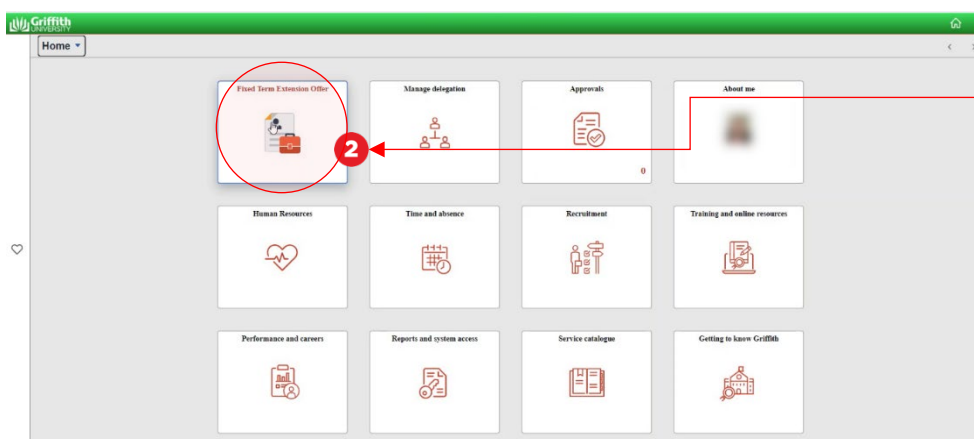
6 The staff member will receive an email confirmation of their contract extension

Step 4: Extension offer response

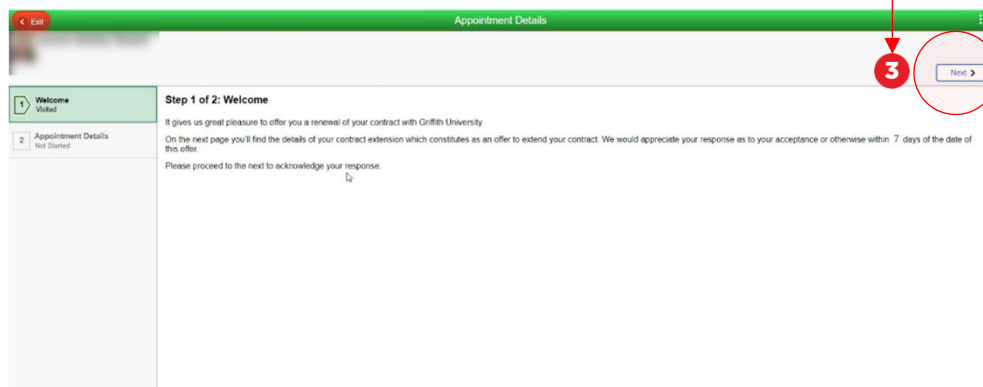
- Accessing a fixed-term contract extension offer.
- Open the *Extension of appointment* email in your Griffith Outlook account



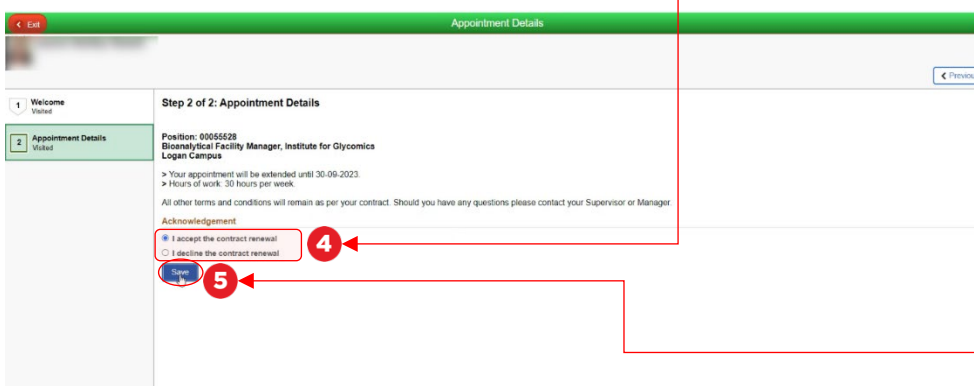
- 1 Review the appointment summary and click on the **Click here to respond** link to be redirected to PeopleSoft.



- 2 Click on the temporary **Fixed Term Extension Offer** tile on the **Home** screen of **My Staff Page**



- 3 Select **Next** to proceed to responding to the extension offer.

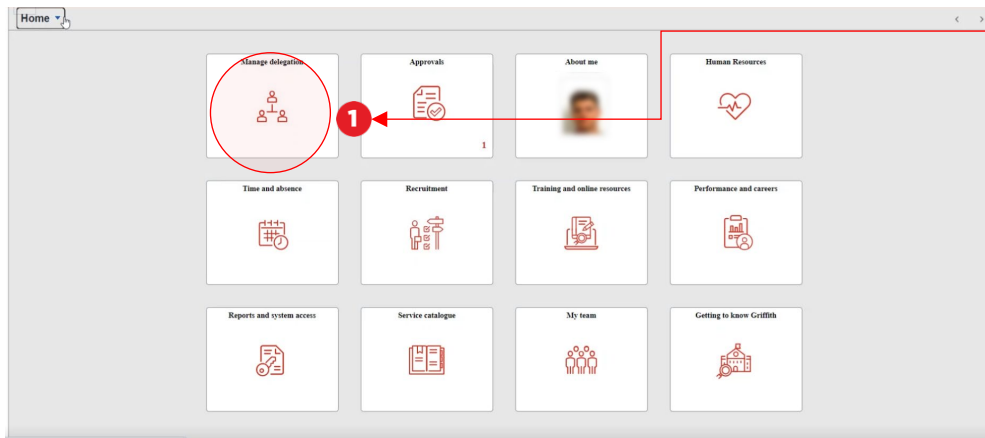


- 4 Select the relevant radio button to either **accept the contract renewal** or **decline the contract renewal**.
If the extension is accepted, your contract will be automatically extended to the new end date.
If the extension is declined, an email is sent to the extension requestor.

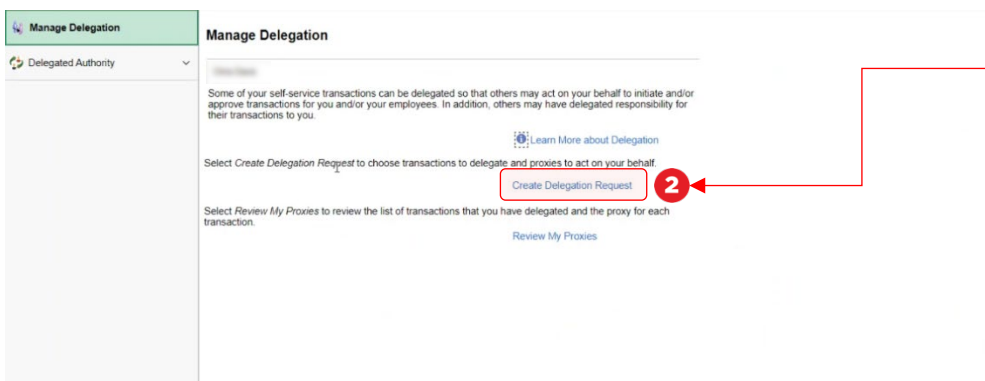
- 5 Click the **Save** to submit your response to the contract extension.

Step 5: Delegating the extension of fixed-term staff

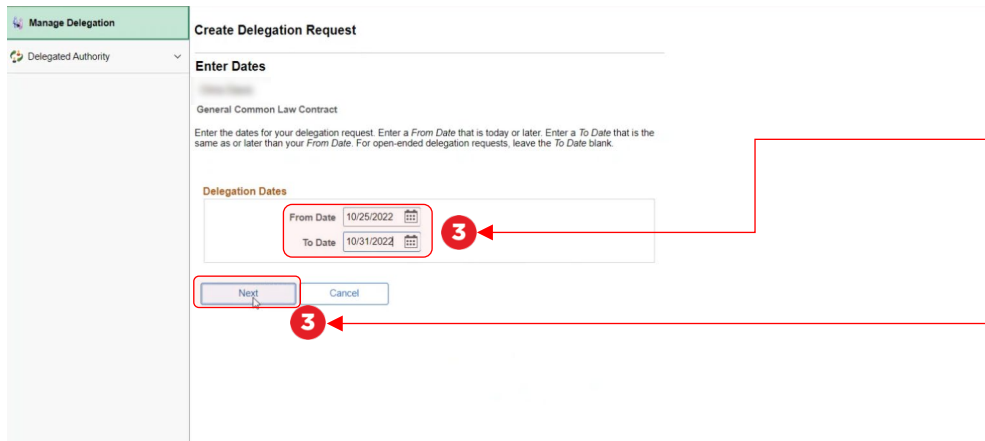
- Delegating the extension of fixed-term staff
- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



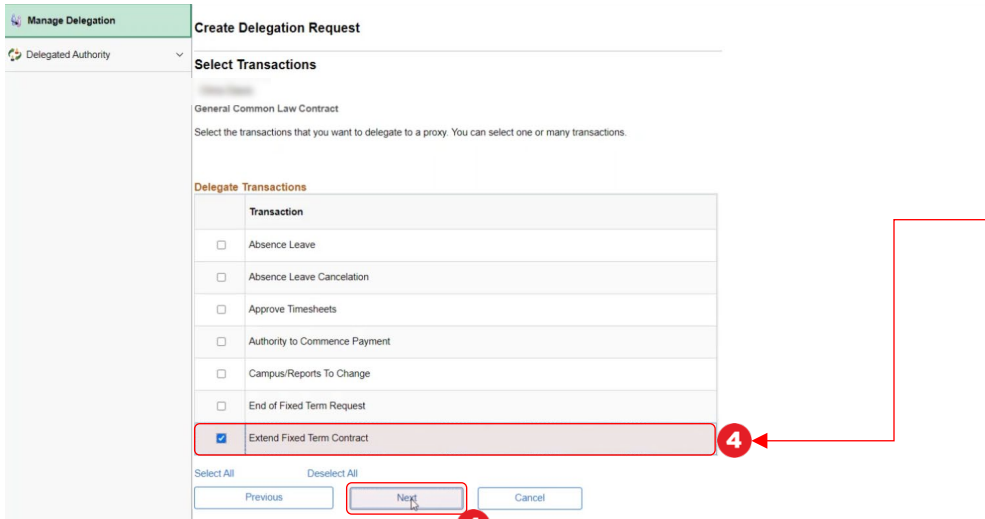
1 Click on the **Manage delegation** tile on the **Home** screen of **My Staff Page**.



2 Select **Create Delegation Request**.



3 Set the dates that the delegation is to apply for. Select **Next** to progress.



4 Select **Extend Fixed Term Contract** from the list, then **Next**.

Step 5: Delegating the extension of fixed-term staff cont.

- Delegating the extension of fixed-term staff
- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.

The screenshot shows the 'Create Delegation Request' form in the 'Manage Delegation' section. The 'Choose Delegate' step is active, displaying a table of potential delegates. A red box highlights the 'Next' button at the bottom of the table. A red circle with the number '5' points to the selected delegate row in the table.

	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Research Fellow Grade 1	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Adjunct Fellow	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Visiting Fellow	Institute for Glycomics	[Redacted]
<input checked="" type="radio"/>	[Redacted]	[Redacted]	Employee	Griffith General Staff Level 7	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	General Common Law Contract	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Visiting Research Fellow	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Adjunct Professor	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Research Fellow Grade 2	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Professor Emeritus	Institute for Glycomics	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Senior Lecturer (Level C)	Sch of PAM - APB	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Adjunct Sr Clinical ResFellow	Institute for Glycomics	[Redacted]

Buttons: Previous, Next, Cancel

5 Select the **person** you want to delegate your authority to from the list.

6 Select **Next** to continue.

The screenshot shows the 'Create Delegation Request' form in the 'Manage Delegation' section. The 'Delegation Detail' step is active, showing the 'Extend Fixed Term Contract' transaction. A red circle with the number '7' points to the 'Submit' button.

Delegation Detail

General Common Law Contract

Proxy [Redacted]

From Date 10/25/2022

To Date 10/31/2022

Transactions

Extend Fixed Term Contract

Buttons: Submit, Previous, Cancel

7 Select **Submit** to save and begin the delegation.