

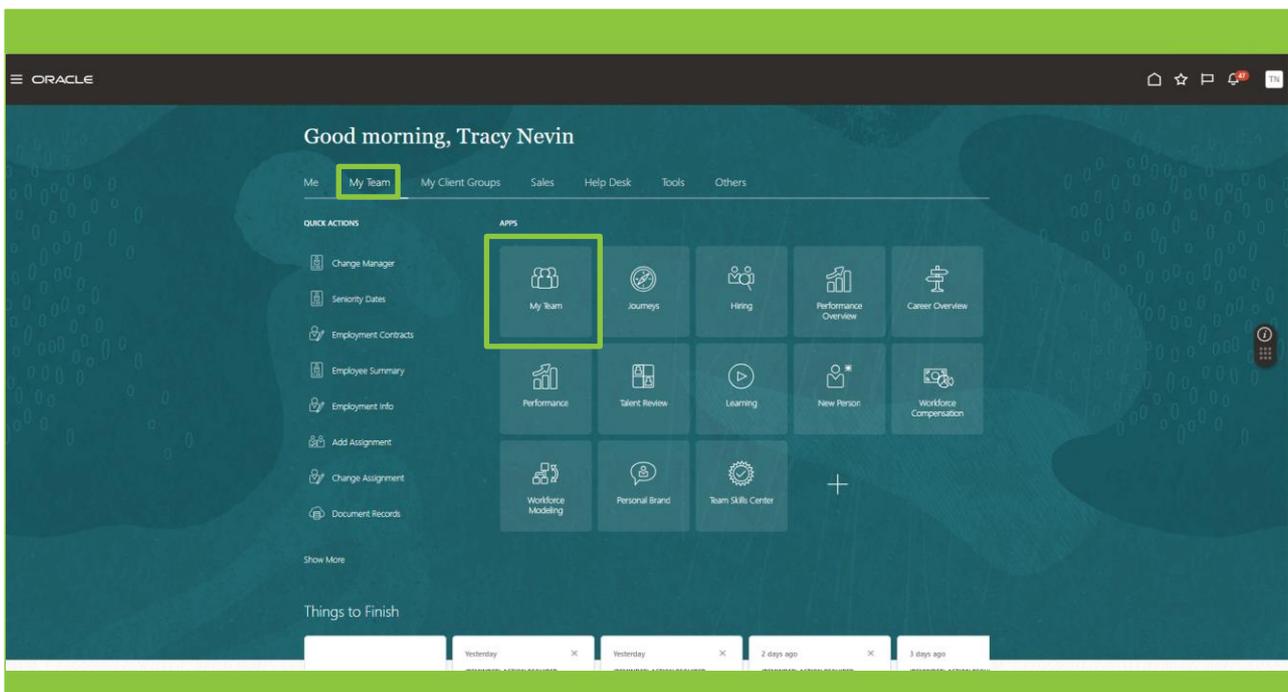
This guide outlines the steps to follow to extend a temporary contract



## 01

Subject to the appropriate funding and approvals being in place, then line managers can process extensions to temporary contracts.

Firstly, navigate to the **My Team** tab, and then select the **My Team** application tile.



The **My Team Overview** page is displayed, and a list of your team members is visible.

Select the **three-dot** icon to the right of the relevant team member's name.

Choose **Employment Contracts** from the pop-up options list.

The screenshot shows the Oracle My Team Overview page. The 'Workers' section lists three team members: Ball, Lacy; Billing, Sheleen; and Jules, Clarence. A context menu is open for Ball, Lacy, and the 'Employment Contracts' option is highlighted. The menu also includes options like 'Add Current Time Card', 'Add Development Goal', 'Add Other Time Card', 'Add to Succession Plan', 'Additional Assignment Info', 'Allocate Checklists', 'Cash Disbursements', 'Change Assignment', 'Change Manager', 'Create Succession Plan', 'Create Survey', 'Direct Reports', 'Document Delivery Preferences', 'Document Records', 'Existing Absences', and 'Feedbacks'.

The **Contract Info** page is displayed. In this example we can see that the current contract ends on 21/12/2024.

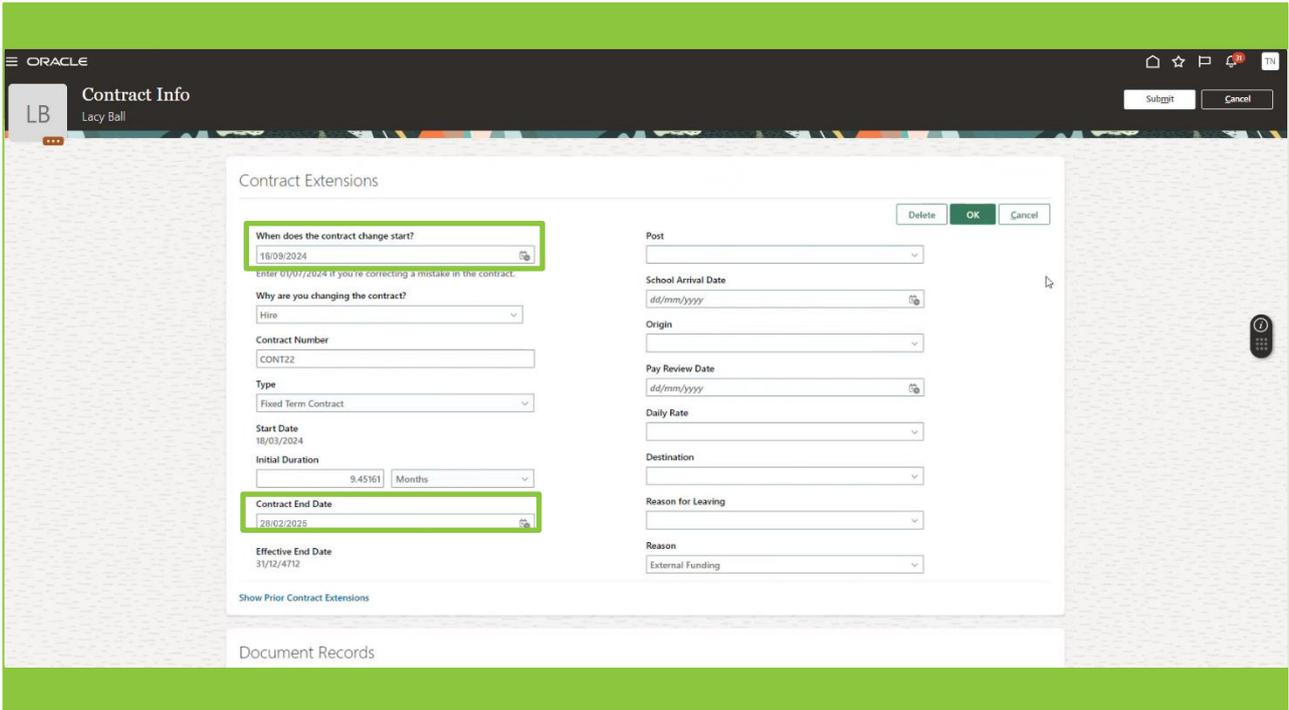
Select the **Pencil** icon to change the screen to edit mode.

The screenshot shows the Oracle Contract Info page for Lacy Ball. The 'Contract Extensions' section is visible, showing details such as 'When does the contract change start?' (01/07/2024), 'Why are you changing the contract?' (Hire), 'Contract Number' (CONT22), 'Type' (Fixed Term Contract), 'Start Date' (18/03/2024), 'Initial Duration' (9.45161 Months), and 'Contract End Date' (31/12/2024). The 'Contract End Date' is highlighted with a green box. A pencil icon is visible in the top right corner of the contract details section, indicating the edit mode.

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To update a contract end date, firstly add the date that the change is effective from.

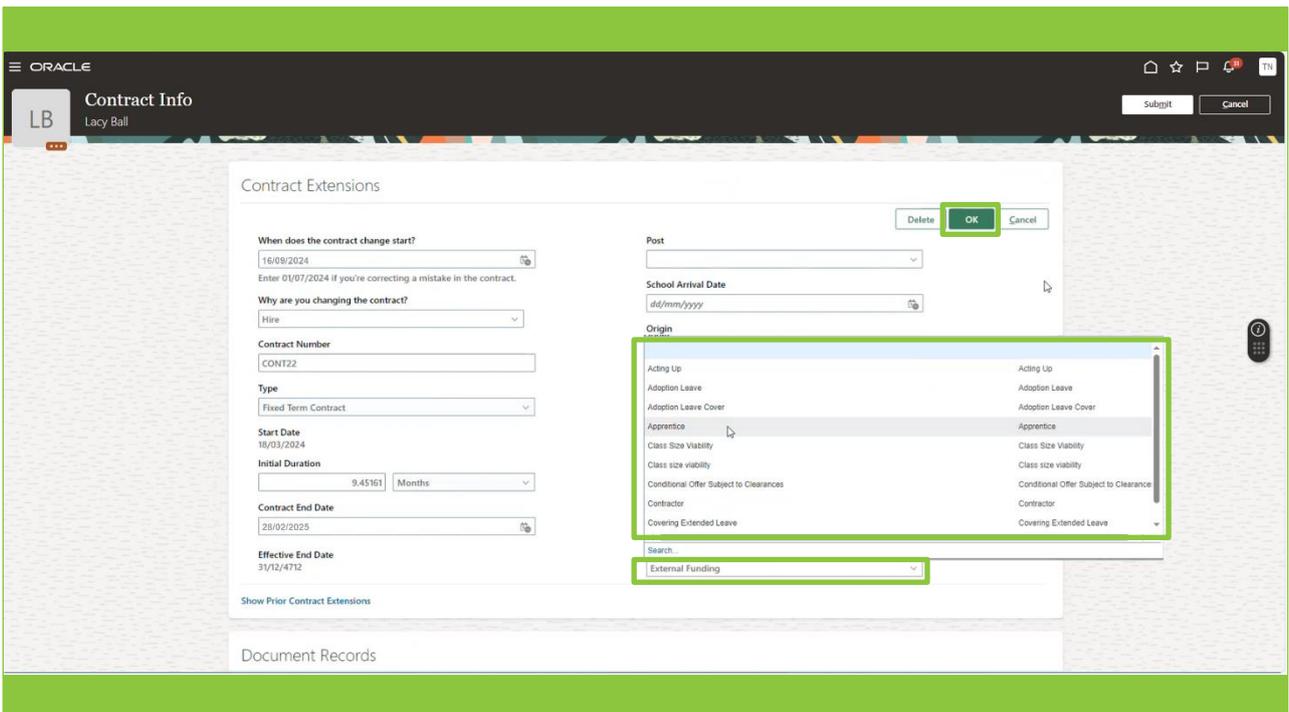
Next enter the revised **Contract End Date**. In this example, the contract is being extended to 28/02/2025.



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Next, select the **Reason** drop-down options list and select the reason for the contract extension.

Then select the **OK** button.



Finally, to complete the request, select the **Submit** button.

The request will be forwarded to HR for approval.

The screenshot displays the Oracle HR system interface for 'Contract Info' for user 'Lacy Ball'. The main content area is titled 'Contract Extensions' and shows two contract extension records. The first record has the following details:

When does the contract change start?	16/09/2024	Post
Why are you changing the contract?	Hire	School Arrival Date
Contract Number	CONT22	Origin
Type	Fixed Term Contract	Pay Review Date
Start Date	18/03/2024	Daily Rate
Initial Duration	10.48387 Months	Destination
<b>Contract End Date</b>	<b>28/02/2025</b>	Reason for Leaving
Effective End Date	31/12/4712	Reason
		External Funding

The second record has the following details:

When does the contract change start?	01/07/2024	Post
Why are you changing the contract?	Hire	School Arrival Date
Contract Number	CONT22	Origin
Type	Fixed Term Contract	Pay Review Date
Start Date	18/03/2024	Daily Rate

In the top right corner of the interface, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a green box.

That brings this Quick Reference Guide to a close.