

CRAFT – Approve/Decline a Contract Renewal

Approve/Decline a Contract Renewal:

1. Approver receives a Review Contract Renewal Request email notification.
2. Click on the employee name in the body of the email.
3. The review request is displayed.
4. File attachments (optional).
5. hrservicecentre@adelaide.edu.au

Kind Regards,
Human Resources
Human Resources Branch Partnering in Performance
The University of Adelaide, AUSTRALIA 5005
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Fax : +61 8 8313 4353
e-mail hrservicecentre@adelaide.edu.au

Visit the [Human Resources website](#) find information, forms, policies and the latest HR news!

Note: Please do not reply to this email. This mailbox does not allow incoming messages

CRICOS Provider Number 00123M

IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to

Authorised by	Associate Director, Client Services	Review Date:	10 October 2017	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the intranet.			

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