



How to extend an untied or capital funded/tied-other fixed-term contract?

01



Notification of contract ending

The Manager receives a notification in Workday and by email* prior to the contract end date. The notification is triggered at 60 and 14 days prior to the end date. This prompts the Manager to either request an extension or end the contract.

NB. To end the contract, refer to the [End Additional Job/Terminate Employee](#) User Guide.

*If Workday email notifications are turned on ([User Guide](#)).

02



Initiate Service One request

The Manager submits a Vacancy Management Review Group (VMRG) request for a fixed-term extension through [Service One](#) to initiate the fixed-term extension process.

The requestor can view the status of the request through the Service One portal under *My Requests*.

03



Approval flow

The Service One request flows through an approval chain where the extension is approved or denied. Approvers:

People and Culture → Budget Owner → Finance → VMRG Delegate

NB. If the request is denied the requestor will receive an email from Service One.

04



New employment agreement issued

Once approved, Employment Services action the request and issue a new employment agreement in Workday.

05



Review and accept new employment agreement

The Employee reviews and accepts the new employment agreement in Workday.

A notification is sent to the Manager and Employee in Workday to confirm the employment agreement has been accepted.

NB. Access to Flinders University systems may be affected if the new employment agreement is not accepted by the employee prior to the end date of the current employment agreement.

06



Complete request

At this stage, Employment Services close the Service One request.

A notification is sent to the Service One initiator to confirm the completion of the request.

NB. The Manager and the local People and Culture team will receive a notification through Workday 5 days from issuing the employment agreement if the employee has not yet accepted it to prompt them to follow this up with the employee.



Once the new employment agreement is accepted, the employee can continue working.