

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



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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.

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Choose Employment Contracts from the pop-up options list.

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

Contract Info				Submit Cancel
	Contract Extensions When dos the contract dange start? dV72024 Why are you changing the contract? Hire Contract Number Contract Number Contract Number Contract Manuber How Contract Start Tobe How Contract Contract Manufact Addition Data Start Za	Post School Arrival Date Origin Pay Review Date Daily Rate Destination Reason for Leaving Reason	+ Ads	<b>○</b>
	Show Prior Contract Extensions Document Records		~	
	Comments and Attachments		~	

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

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

Contract Info				Sub <u>m</u> it
	Contract Extensions			
			Delete	Cancel
	When does the contract change start?	Post		
	16/09/2024		~	
	Enter 01/07/2024 if you're correcting a mistake in the contract.	School Arrival Date		Þ
	Why are you changing the contract?	dd/mm/yyyyy	0°0	
	Hire	Origin		
	Contract Number		~	
	CONT22	Pay Review Date		
	Туре	dd/mm/yyyy	Cia	
	Fixed Term Contract V	Daily Rate		
	Start Date		~	
	Initial Duration	Destination		
	9.45161 Months V		~	
	Contract End Date	Reason for Leaving		
	28/02/2025		~	
	Effective End Date	Reason		
	31/12/4712	External Funding	~	
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	Show Prior Contract Extensions			
	Document Records			

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

Then select the **OK** button.

Contract Extensions		
When does the contract change start?	[	Delete OK Cancel
	POA	
Enter 01/07/2024 if you're correcting a mistake in the contract.		
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Hire	dd/mm/yyyy	0
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Contract Number		â
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Туре	Adoption Leave	Adoption Leave
Fixed Term Contract	Adoption Leave Cover	Adoption Leave Cover
Start Date	Apprentice D	Apprentice
18/03/2024	Class Size Viability	Class Size Viability
Initial Duration	Class size viability	Class size viability
9.45161 Months ~	Conditional Offer Subject to Clearances	Conditional Offer Subject to Clearance
Contract End Date	Contractor	Contractor
28/02/2025	Covering Extended Leave	Covering Extended Leave +
Effective End Date	Search .	
31/12/4712	External Funding	×
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Show Prior Contract Extensions		

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

The request will be forwarded to HR for approval.

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		Sub <u>m</u> it
Contract Extensions		
When does the contract change start? 16/09/2024	Post	1
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	
Contract End Date 28/02/2025	Reason for Leaving	
Effective End Date 31/12/4712	Reason External Funding	
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	

That brings this Quick Reference Guide to a close.