Contract Change Request Process

**Create Contract Change Request**

**Release for Approval**

**Approvers process Contract Change Request**

**Contract Change Request Approved**

**Prepare Contract**

**Update uBASE**

**Send Contract to individual**

**Attach letter to the Attachments tab**

**Change the status of the Contract Change Request to ‘closed’**

**Recruiter/Contract Administrator notified if the contract change request is rejected by an approver**

**Approval process is sequential**

**If a Contract Extension was requested the individual may receive notice of the end of their FTC in the contract**

**Department’s copy of the contract. No paper copy will be sent.**

**To access the contract change request and the issued contract the status must be changed to ‘Closed’**

**Replaces current Contract Extension and HUR/CC Forms**

**Recruiter/Contract Administrator notified if the contract change request is rejected by an approver**

**Human Resources - HR Assistants**

**Approvers: e.g. Budget Holder HoD Finance**

**Recruiter/Contract Administrator in department**