



How to extend a tied* fixed-term contract?

*External grants only

01



Notification of Contract Ending

The Manager receives a notification in Workday and by email* prior to the contract end date. The notifications are 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 contract 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:

Academic, teaching and research, and research positions

College Research → Dean Research Support Officer (Final approver)

Professional positions

People & Culture → College Research → Dean Research Support Officer

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

04



Complete Extension

Once approved, Employment Services actions the extension and issues a new employment contract in Workday.

At this stage, Employment Services also closes the Service One request. A notification is sent to the Service One initiator to confirm the completion of the contract extension.

05



Review and Accept New Employment Contract

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

A notification is sent to the Manager and Employee in Workday to confirm the contract extension is complete.

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



Now the contract extension is complete, and the employee can continue working.