HRonline
Contract Extensions
User Guide

This guide provides information about the contract extension request process within the HRonline system. The HRonline Extensions process can be used for renewals of:

- Casual Professional contracts
- Casual Academic / Teacher contracts
- Fixed Term contracts

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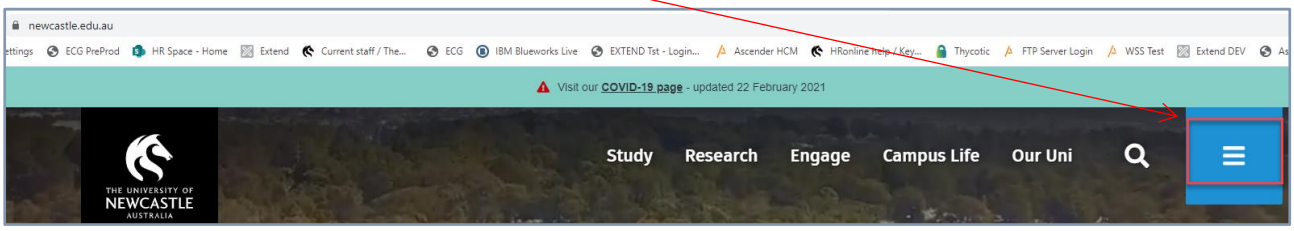
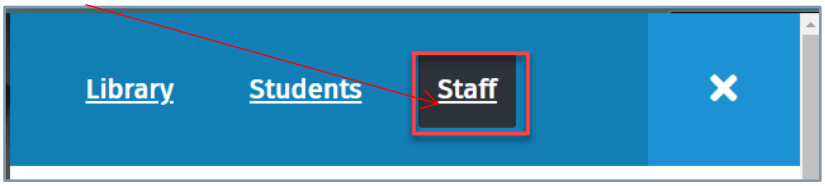
LOGGING INTO HRONLINE

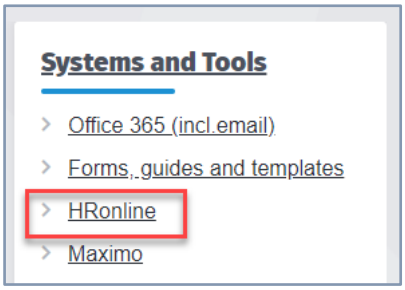
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



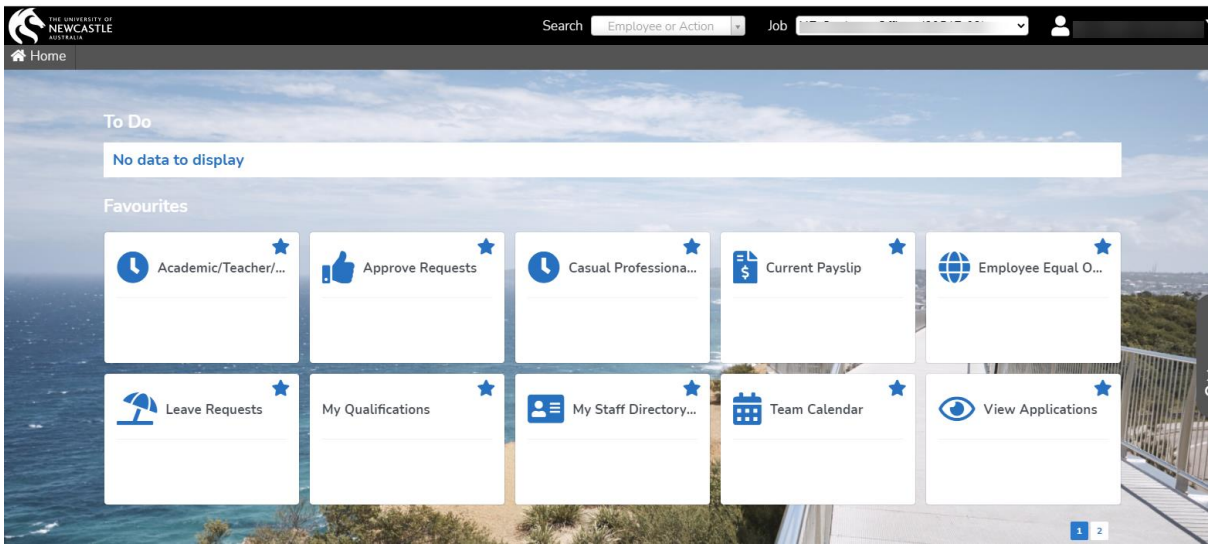
3. Select the Staff link at the top of the page



4. Scroll down to Systems and Tools, click the HRonline link,

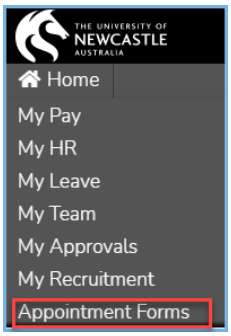


This will take you to the home screen of HRonline.



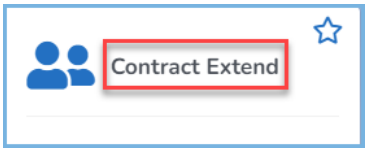
ACCESSING CONTRACT EXTEND

1. From the HRonline Home Screen, select **Appointment Forms**



2. The Appointment Forms tiles are displayed:

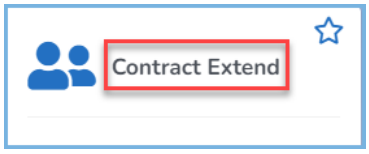
3. Click on the **Contract Extend** tile:



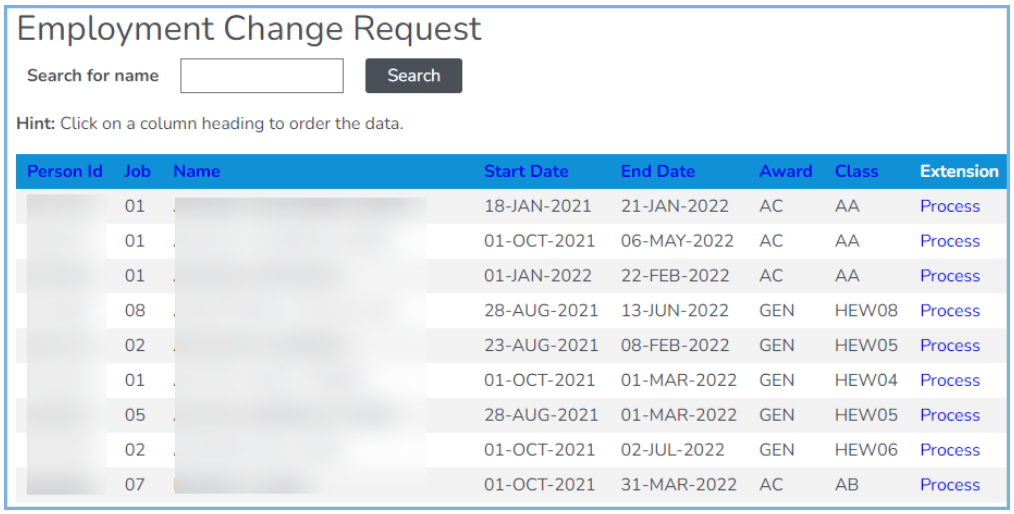
SUBMITTING AN EXTENSION REQUEST – Casual Professional Contracts

Selecting the employee record

1. Click on the **Contract Extend** tile:

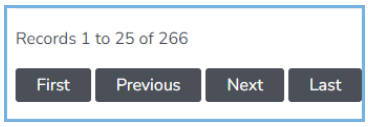


2. The Employment Change Request will load, displaying, a table with all the employee contracts for which you able to submit an Extension Request:

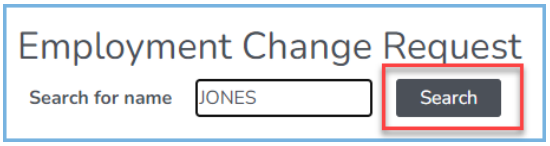


NOTE: You can **sort** a column by clicking on the **column heading**.

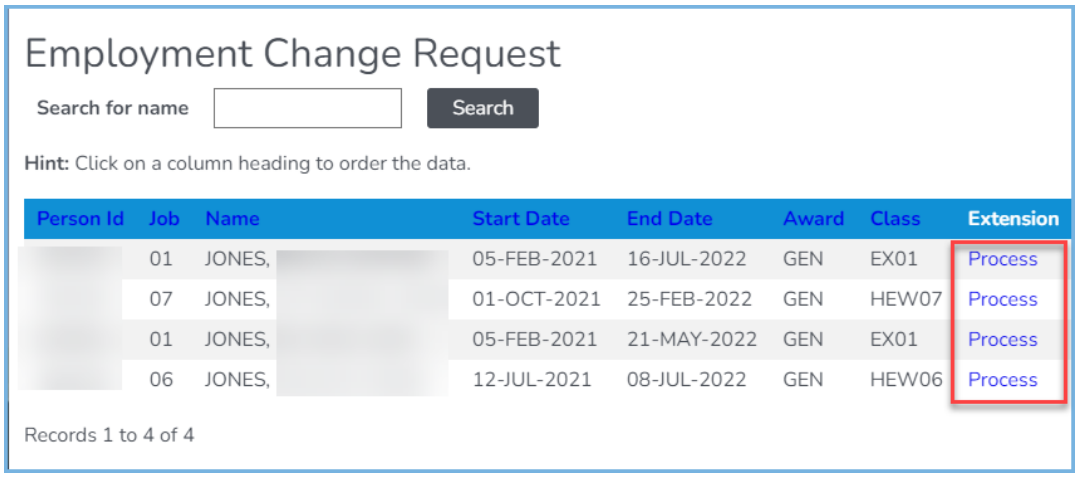
3. The **number of records** will be displayed **below the table.** Click First, Previous, Next and Last to move through the records.



4. Alternatively, enter the **employee name** in the **Search** field and click on the search button:



5. Search Results will display a list of the employees that match the searched name, eg:



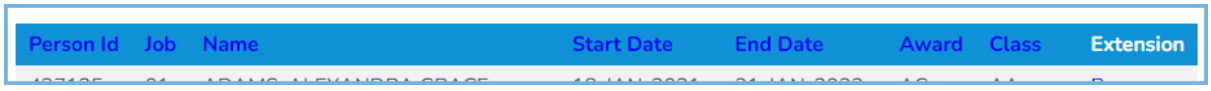
6. The Extension column will display a blue link which denotes the status of that row's contract.

Submitted: An Extension request has been Submitted, but not yet Approved.
Approved: An Extension request has been Submitted and Approved, and is awaiting processing
Process: An Extension has not been requested. A new request can be submitted.

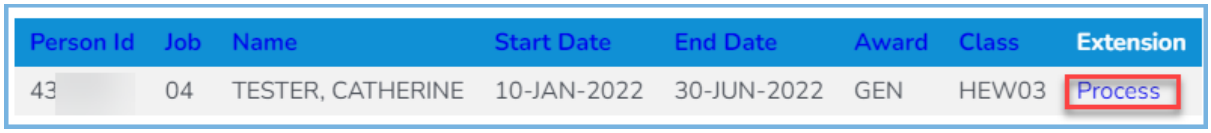
Creating the extension request

1. Identify the record you wish to Extend, using the **Person Id** (Employee number), **Job, Name, Start Date, End Date, Award** and **Class** column information.

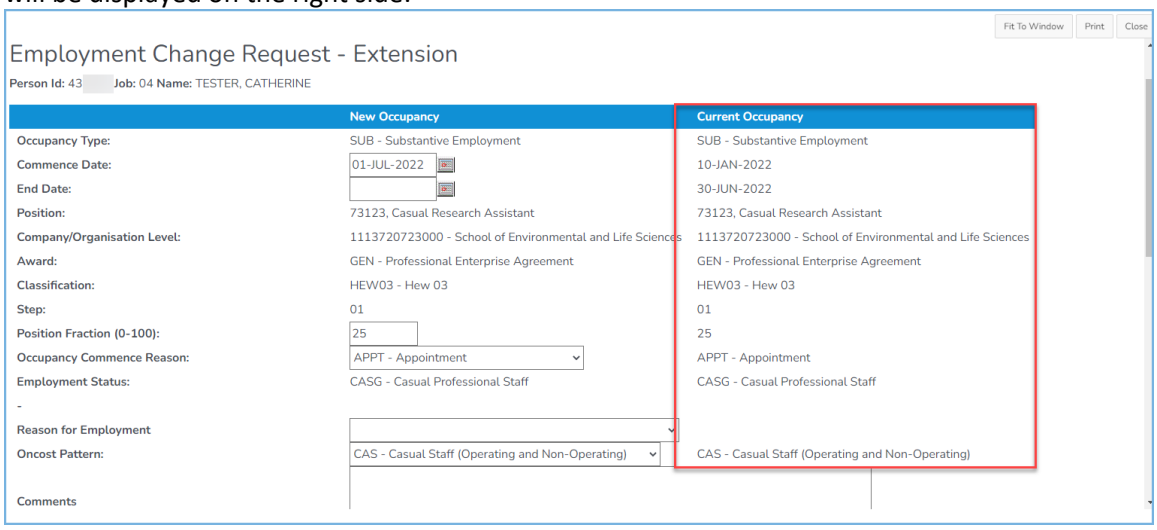
Review all of the details in the search results to ensure that you select the **correct employee and job number**.



2. In the Extension column click on **Process**



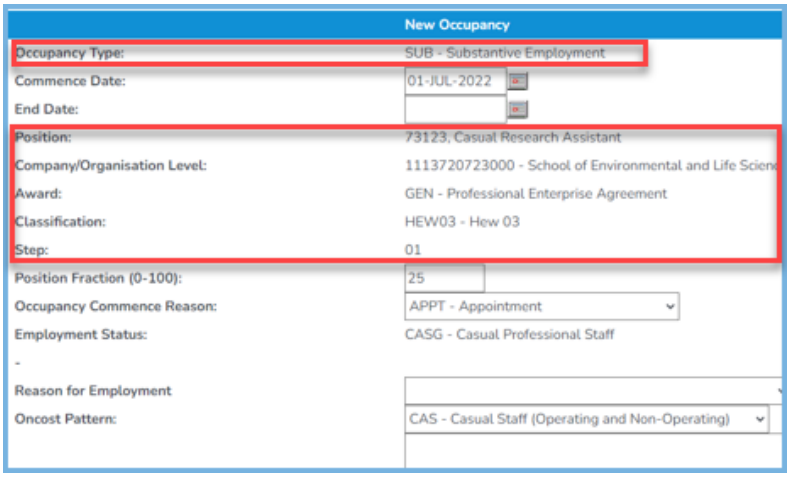
3. The **Employment Change Request - Extension** screen will load. The current occupancy details will be displayed on the right side:



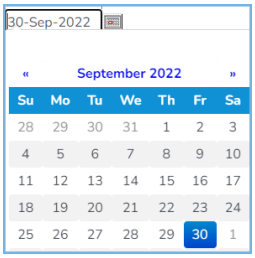
NOTE: If you accidentally select an incorrect record, click on the Close button and reselect.

HRonline only saves the Contract Extend information you input when you submit the request (by clicking ***Insert***).

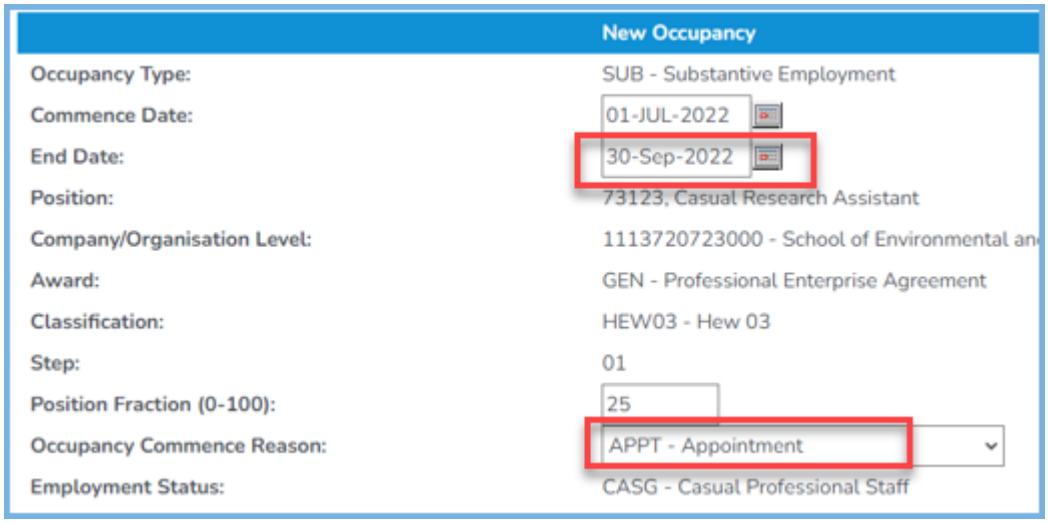
4. Check to ensure that all the prepopulated details are correct:
    - Occupancy type
    - Position Code
    - School / Organisational Unit
    - Award
    - Classification
    - Step



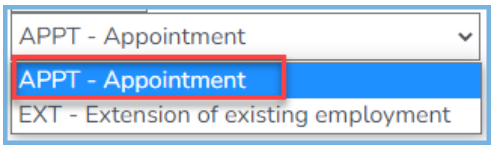
5. **The Commence Date** cannot be modified. Enter the **End Date** or choose from the calendar



NOTE: **The commence date** for the new contract is **always** the date *after the end of the previous employment contract*.

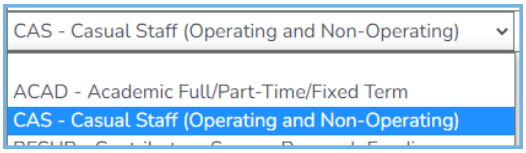


6. Select the Occupancy Commence Reason from the drop down list, for Casual Professional extensions this is always **APPT**

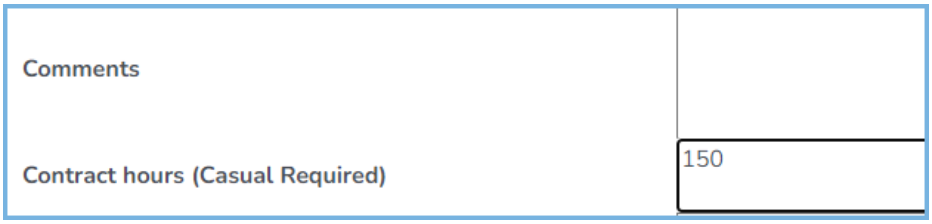


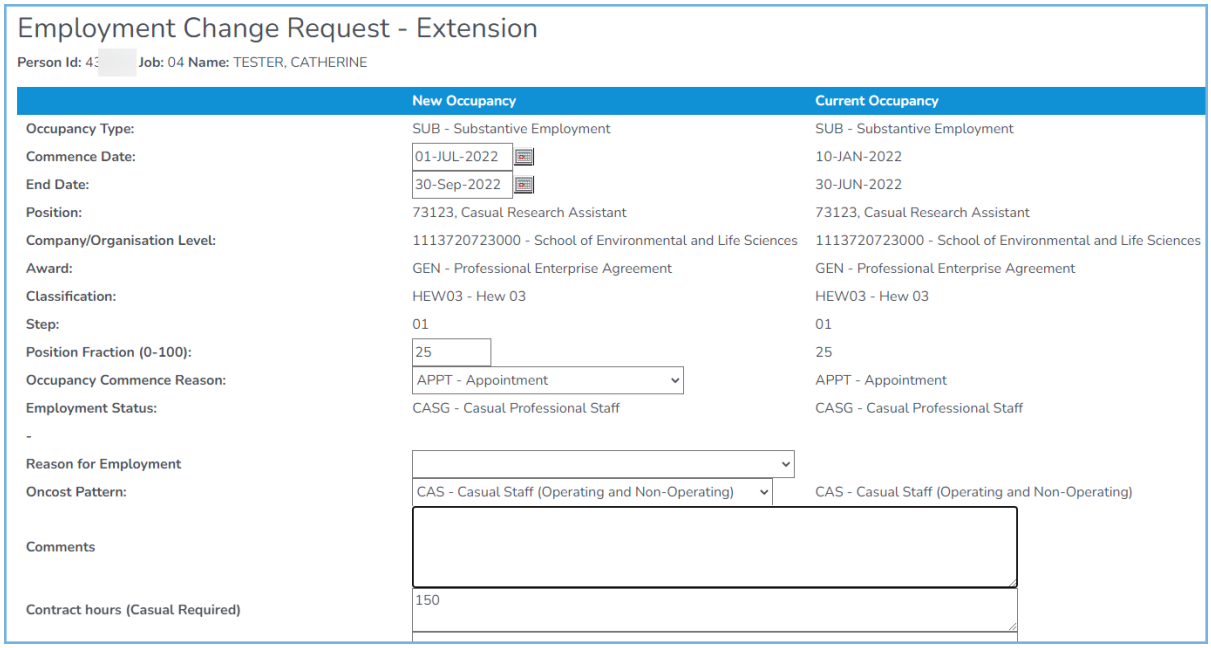
7. Select the **Reason for Employment** from the drop down list:

8. Select the Oncost Pattern from the drop-down list – for Casual Professional extensions this is always **CAS – Casual Staff (Operating and Non-Operating)**

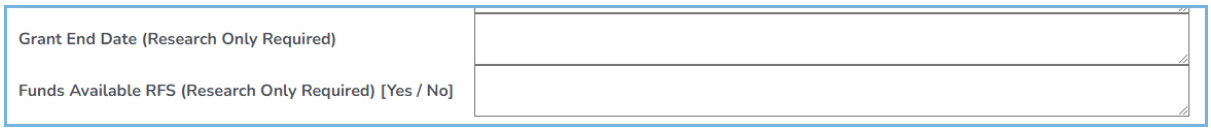


9. Enter any relevant comments
10. Enter the number of **Contract Hours**

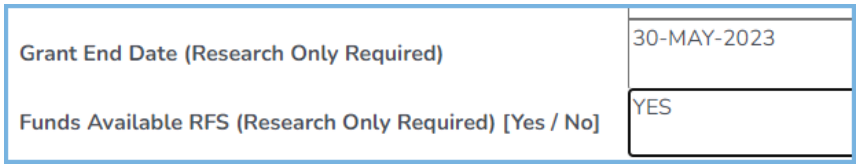




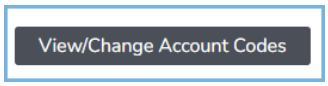
11. For contracts on Research funding, there are two additional fields to complete:



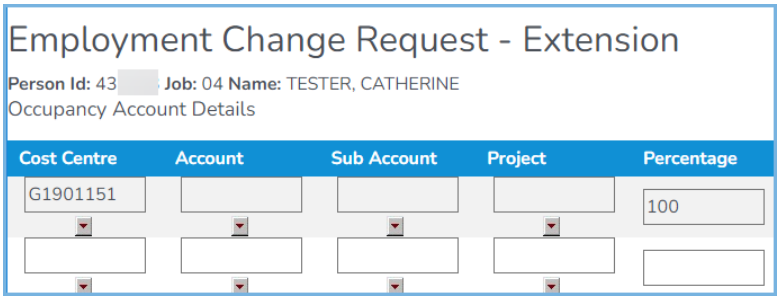
12. Enter the Grant End Date, and confirm that funds are available for the contract extension, eg:



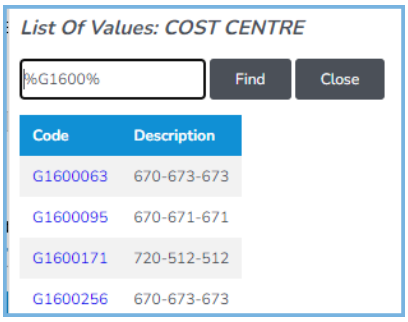
13. To review the **Cost Collector codes** or **G Number**, click **View/Change Account Codes** at the bottom of the screen:



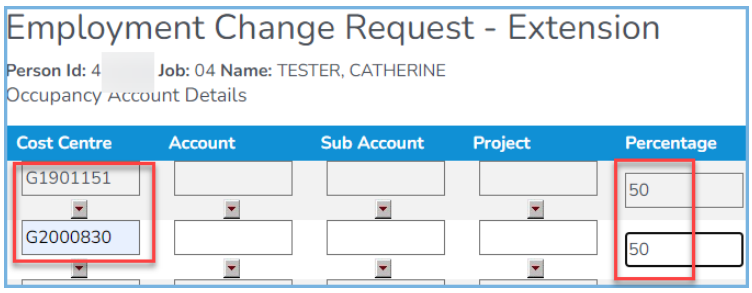
The **Occupancy Account Details** screen will pop up, check the information



14. To update or replace the Cost Centre, search for the appropriate Cost Centre, eg:



15. Select the appropriate code, noting that the **percentage** must total **100**.

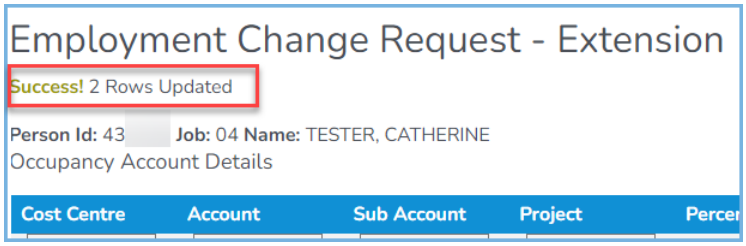


16. Click **Update**

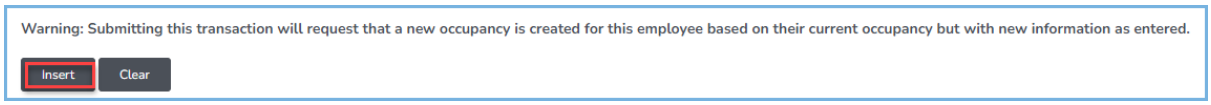
IMPORTANT: The Extension Request will not submit unless the total Percentage of the account/s equals **100**.

Cost Collectors will not be available for selection until active in the University financial system.

17. You will receive a **Success** message when updated:

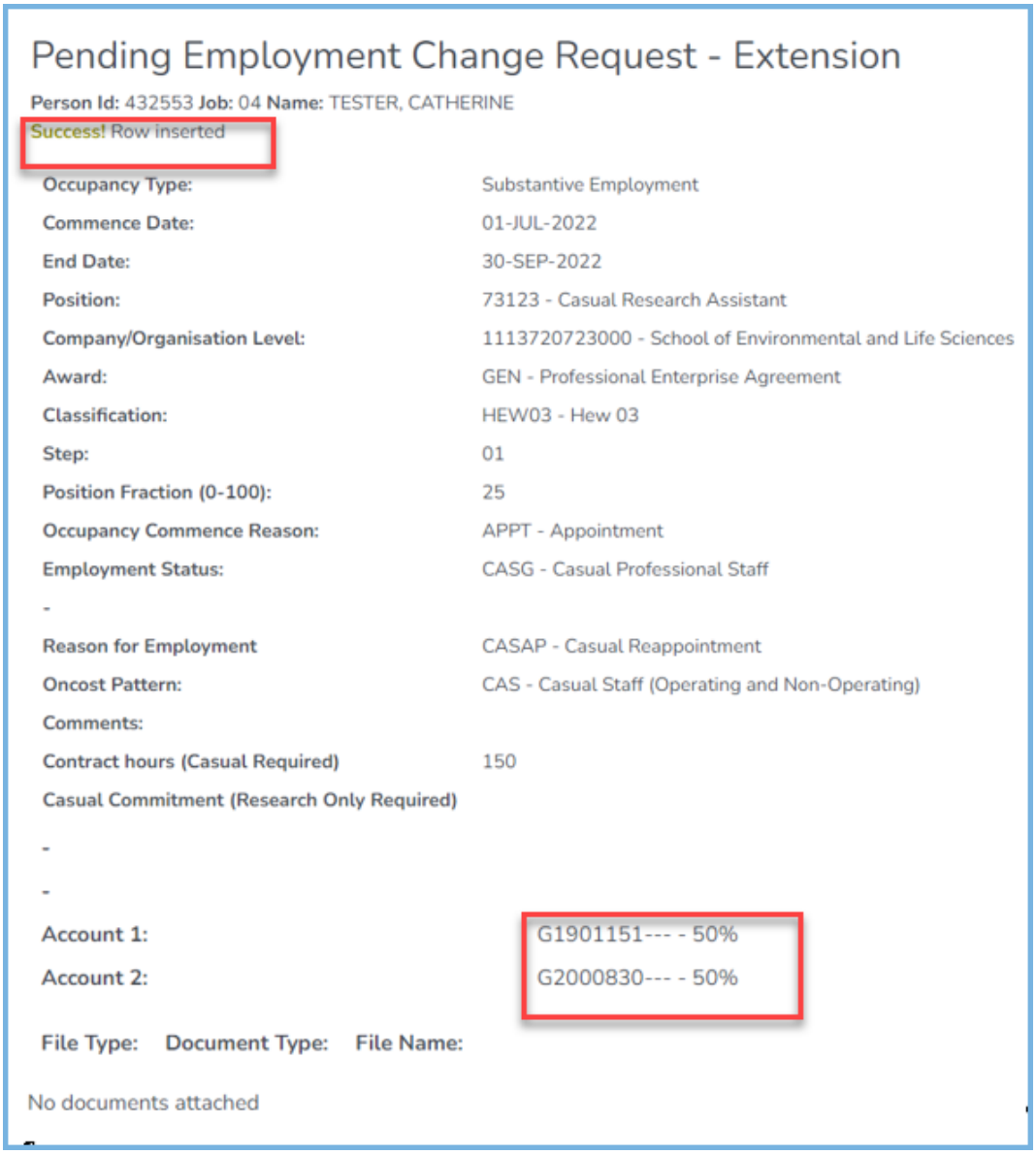


18. When all details have been entered, to submit the Extension request, click **Insert**:



19. If the request was successfully submitted, a new "PendingEmployment Change Request - Extension" screen will load, with a success message displayed

20. Any changes made to the Cost Collector or G Number in the View/Change Account Codes section will display here also:



Pending Employment Change Request - Extension

Person Id: 432553 **Job:** 04 **Name:** TESTER, CATHERINE

Success! Row inserted

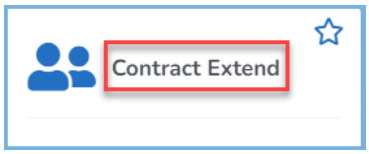
Occupancy Type:	Substantive Employment
Commence Date:	01-JUL-2022
End Date:	30-SEP-2022
Position:	73123 - Casual Research Assistant
Company/Organisation Level:	1113720723000 - School of Environmental and Life Sciences
Award:	GEN - Professional Enterprise Agreement
Classification:	HEW03 - Hew 03
Step:	01
Position Fraction (0-100):	25
Occupancy Commence Reason:	APPT - Appointment
Employment Status:	CASG - Casual Professional Staff
-	
Reason for Employment	CASAP - Casual Reappointment
Oncost Pattern:	CAS - Casual Staff (Operating and Non-Operating)
Comments:	
Contract hours (Casual Required)	150
Casual Commitment (Research Only Required)	
-	
-	
Account 1:	G1901151--- - 50%
Account 2:	G2000830--- - 50%

File Type: **Document Type:** **File Name:**

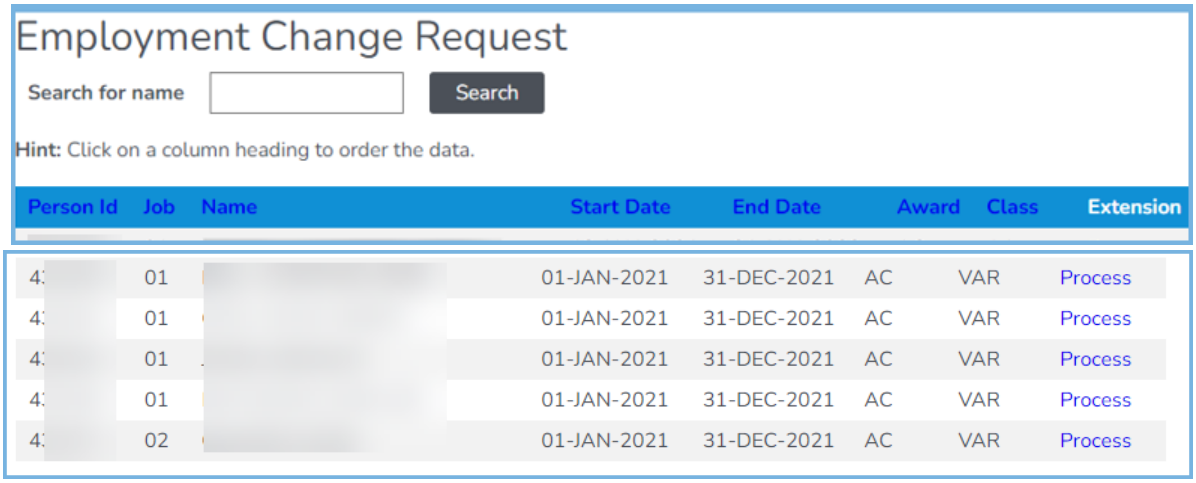
No documents attached

SUBMITTING AN EXTENSION REQUEST – Casual Academics / Teachers

1. Click on the **Contract Extend** tile:

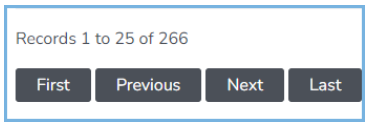


2. The Employment Change Request will load, displaying, a table with all the employee contracts for which you able to submit an Extension Request

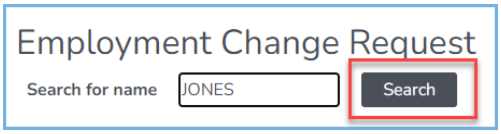


NOTE: You can **sort** a column by clicking on the **column heading**.

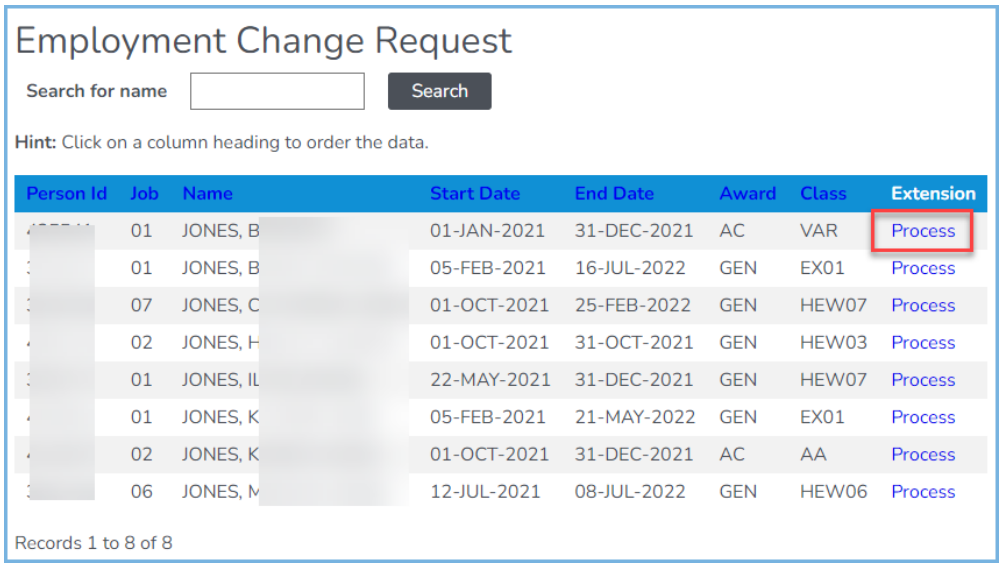
3. The **number of records** will be displayed **below the table.** Click First, Previous, Next and Last to move through the records.



4. Alternatively, enter the **employee name** in the **Search** field and click on the search button:



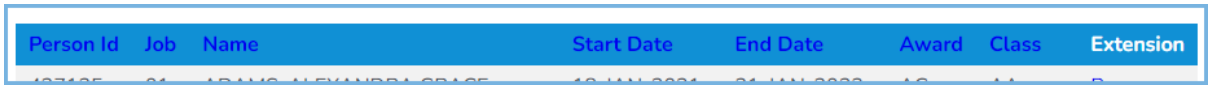
5. A list of records will be returned matching the searched name, eg:



6. The Extension column will display a blue link which denotes the status of that row's contract.

Submitted: An Extension request has been Submitted, but not yet Approved.
Approved: An Extension request has been Submitted and Approved, and is awaiting processing
Process: An Extension has not been requested. A new request can be submitted.

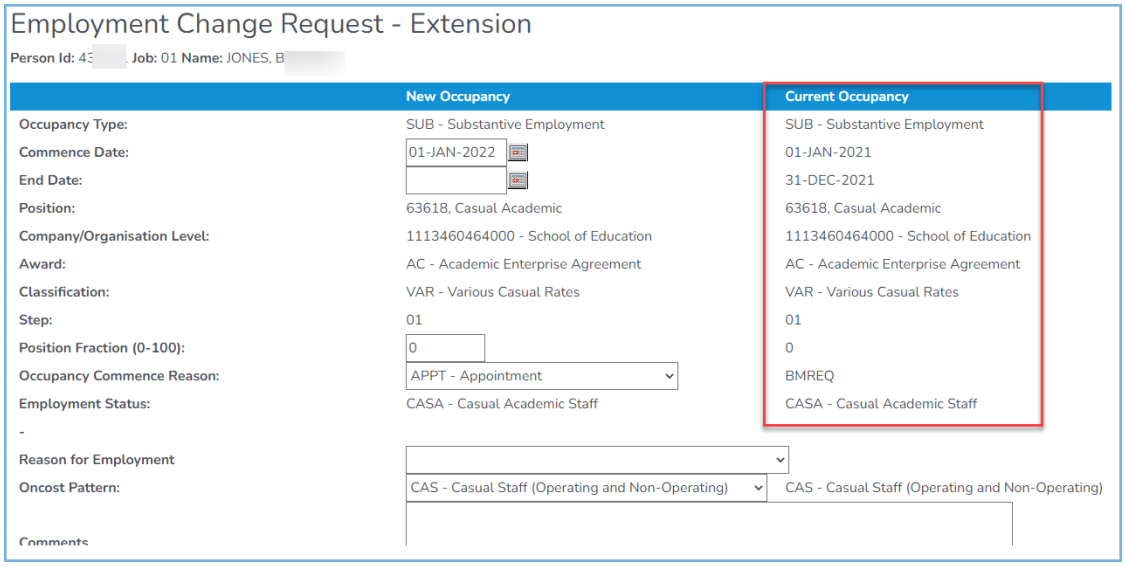
7. Identify the record you wish to Extend, using the **Person Id** (Employee number), **Job, Name, Start Date, End Date, Award** and **Class** column information.



8. In the Extension column click on **Process.** Search Results will display a list of the employees and applicants that match the search criteria.

9. **Review all of the details** in the search results to **ensure** that you select the **correct employee and job number**.

10. The **Employment Change Request - Extension** screen will load. The current occupancy details will be displayed on the right side:



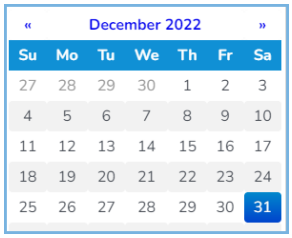
NOTE: If you accidentally selected an incorrect record click on the Close button and reselect.

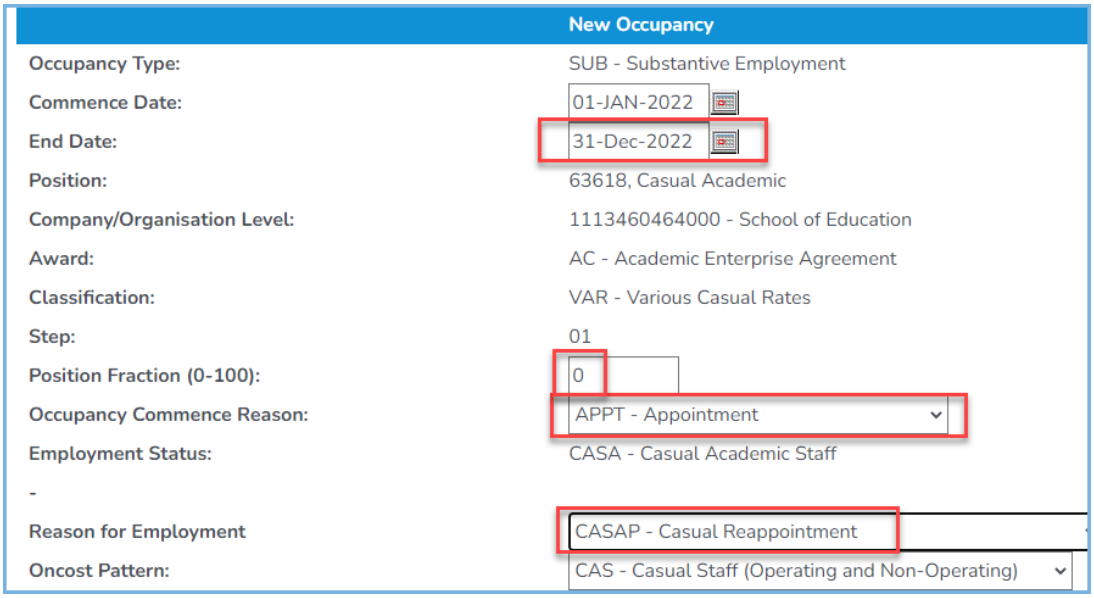
HRonline only saves the Contract Extend information you input when you submit the request (by clicking ***Insert***).

21. Check to ensure that all the prepopulated details are correct:
    - Occupancy type
    - Position Code
    - School / Organisational Unit
    - Award
    - Classification
    - Step

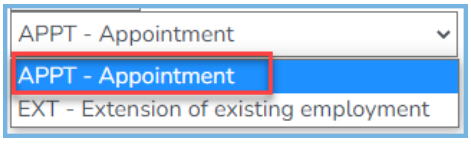
22. **The Commence Date** cannot be modified. The commence date for the new contract is **always** the date *<u>after the end of the previous employment contract</u>. For Casual Academic reappointments this is 01-JAN-YYYY*:

Enter the End Date or choose from the calendar





23. Select the Occupancy Commence Reason from the drop down list

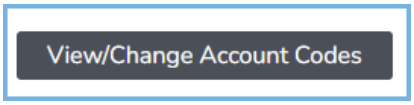


NOTE: The **Commence Date** for **Casual Academics and Casual Teachers** is <u>always</u> ***01-JAN-YYYY***.

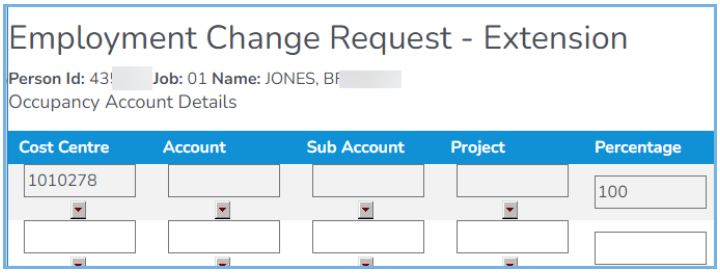
24. Choose a Reason for Employment from the drop-down list >

NOTE: The **Reason for Employment** for CASUAL ACADEMICS is always ***CASAP – Casual Reappointment***

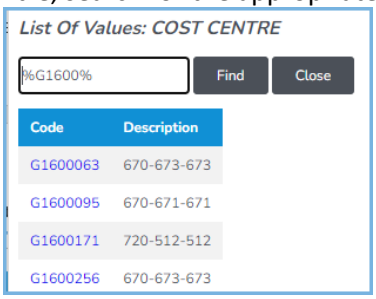
25. To review the **Cost Collector codes** or **G Number**, click **View/Change Account Codes** at the bottom of the screen:



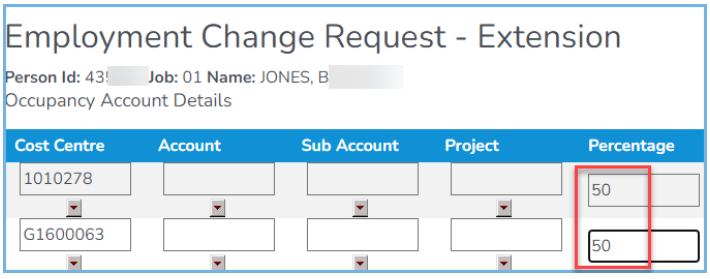
The **Occupancy Account Details** screen will pop up, check the information



26. To update or replace the Cost Centre, search for the appropriate Cost Centre, eg:



27. Select the appropriate code, noting that the **percentage** must total **100**.

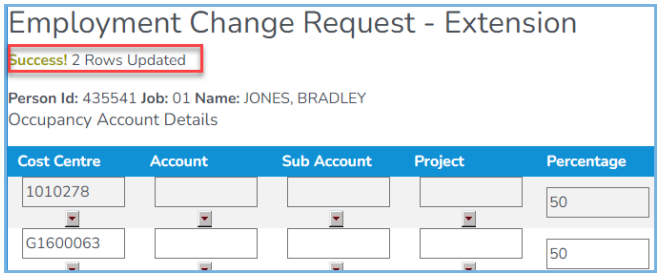


28. Click update

IMPORTANT: The Extension Request will not submit unless the total Percentage of the account/s equals **100**.

Cost Collectors will not be available for selection until active in the university financial system.

29. You will receive a **Success** message when updated:



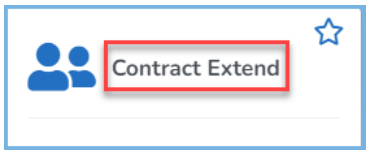
30. To submit the Extension request, click **Insert**:

31. If the request was successfully submitted, a new "**Pending Employment Change Request - Extension**" screen will load, with a **success** message displayed

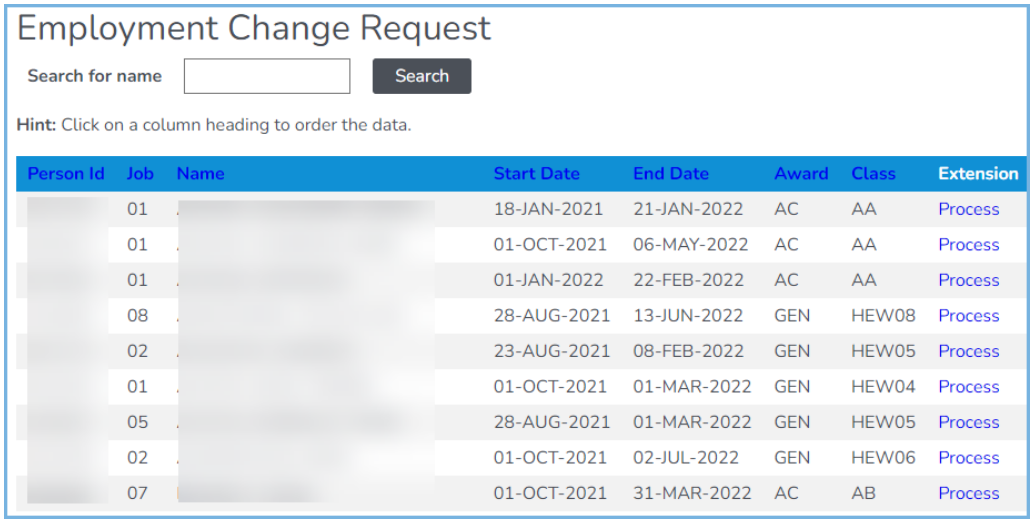
Any changes made to the Cost Collector or G Number in the View/Change Account Codes section will display here also:

SUBMITTING AN EXTENSION REQUEST – Fixed Term Contracts

1. Click on the **Contract Extend** tile:

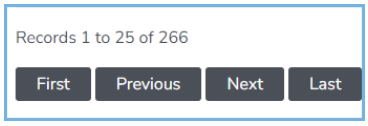


2. The Employment Change Request will load, displaying, a table with all the employee contracts for which you able to submit an Extension Request

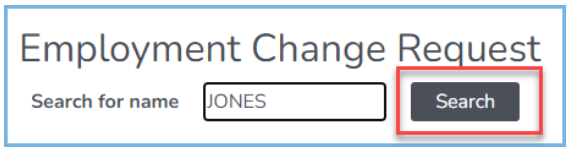


NOTE: You can **sort** a column by clicking on the **column heading**.

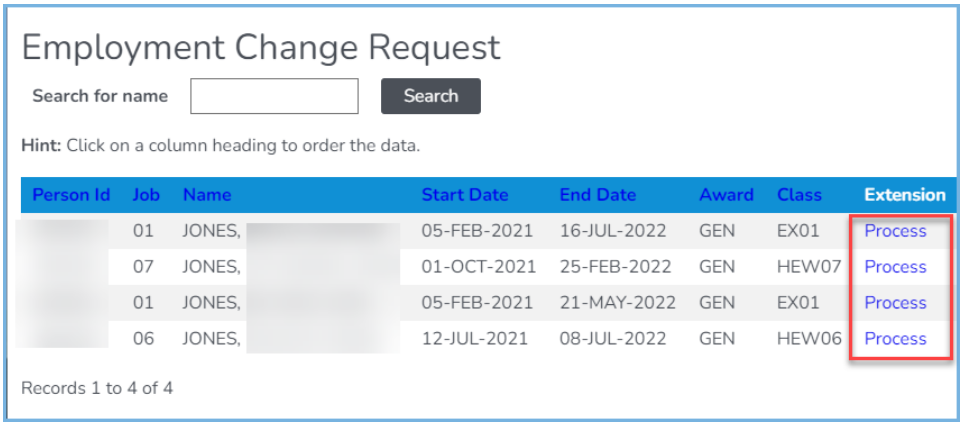
3. The **number of records** will be displayed **below the table.** Click First, Previous, Next and Last to move through the records.



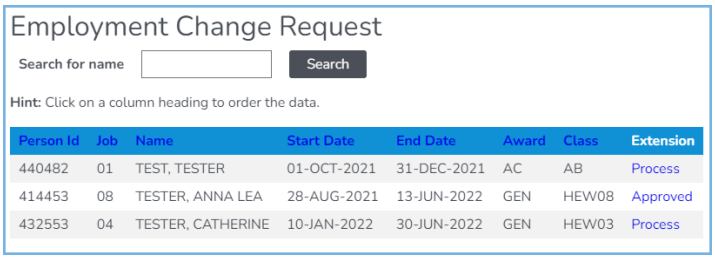
4. Alternatively, enter the **employee name** in the **Search** field and click on the search button:



5. A list of records will be returned matching the searched name, eg:

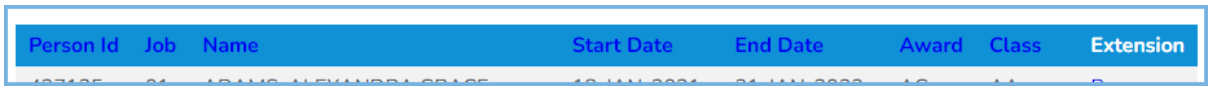


6. The Extension column will display a blue link which denotes the status of that row's contract.



Submitted: An Extension request has been Submitted, but not yet Approved.
Approved: An Extension request has been Submitted and Approved, and is awaiting processing
Process: An Extension has not been requested. A new request can be submitted.

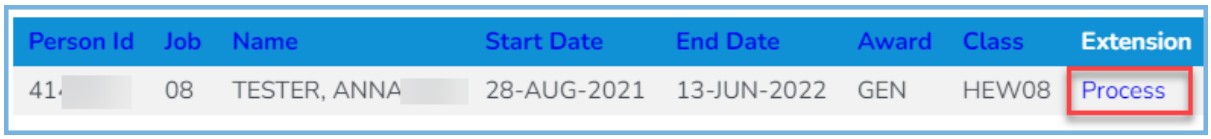
7. Identify the record you wish to Extend, using the **Person Id** (Employee number), **Job, Name, Start Date, End Date, Award** and **Class** column information.



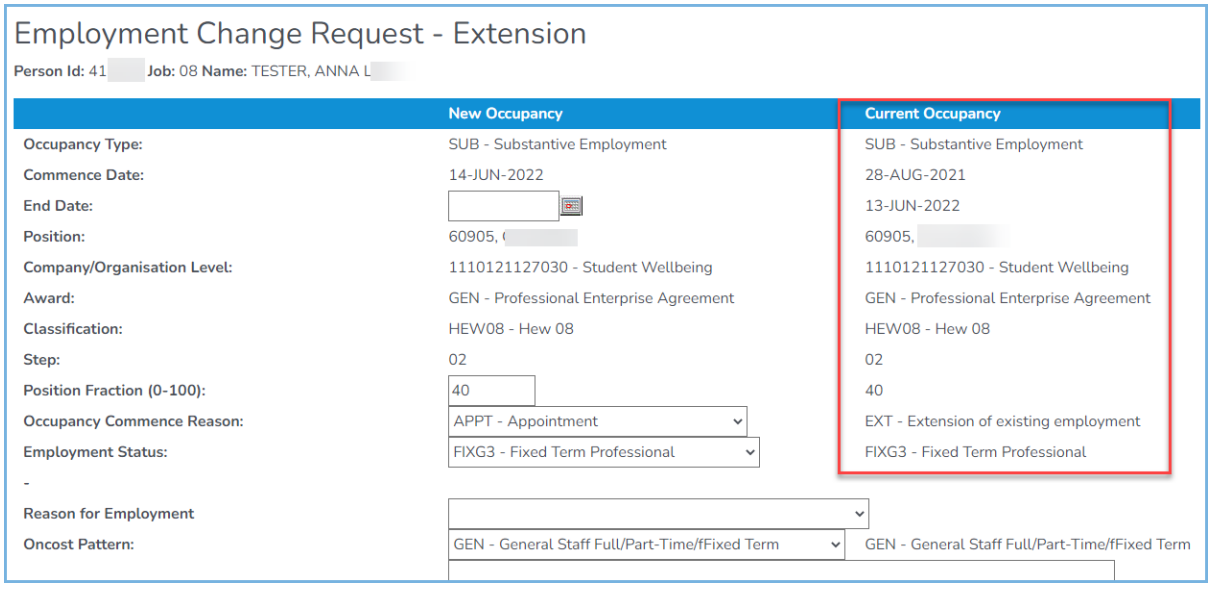
8. In the Extension column click on **Process**

9. Search Results will display a list of the employees and applicants that match the search criteria.

Review all of the details in the search results to **ensure** that you select the **correct employee and job number**.



10. The **Employment Change Request - Extension** screen will load. The current occupancy details will be displayed on the right side:



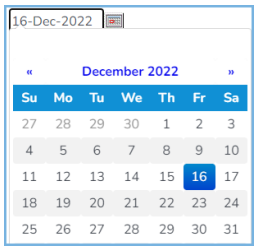
NOTE: *If you accidentally selected an incorrect record click on the **Close** button and reselect.*

HRonline only saves the Contract Extend information you input when you submit the request (by clicking ***Insert***).

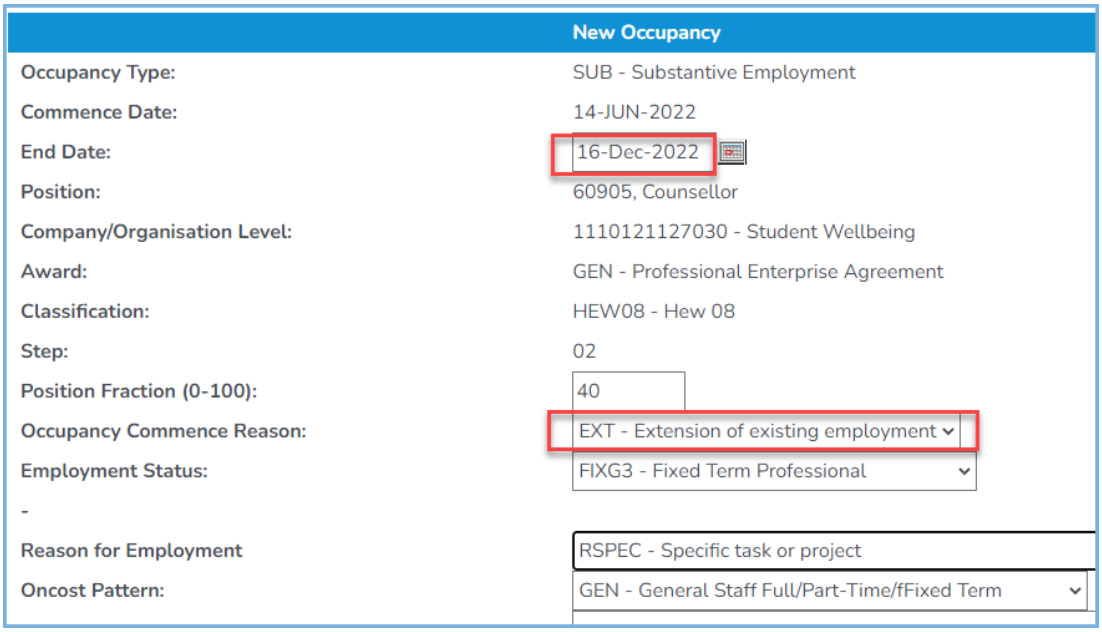
11. Check to ensure that all the prepopulated details are correct:
    - Occupancy type
    - Position Code
    - School / Organisational Unit
    - Award
    - Classification
    - Step

12. **The Commence Date** cannot be modified. The commence date for the new contract is **always** the date *after the end of the previous employment contract*.

13. For Extensions of up to 12 months' duration, check/update the End Date or choose a date from the drop-down calendar:



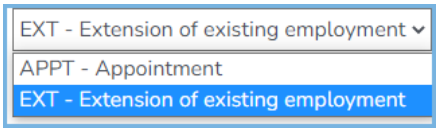
NOTE: The commence date for the new contract is **always** the date *after the end of the previous employment contract*.



14. VIEW the Position Fraction (0-100) >

NOTE: The value displayed will be for the current appointment. *If you require any variation in hours*, please contact HR Support at hrsupport@newcastle.edu.au.

15. Select the **Occupancy Commence Reason** from the drop down list

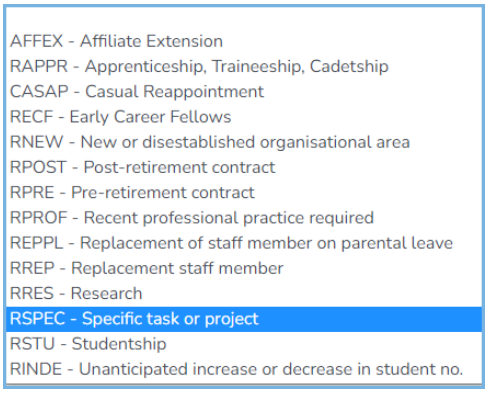


NOTE: The **Occupancy Commence Reason** for FIXED TERM contracts is always ***EXT - Extension of existing employment***

16. VIEW the **Employment Status**

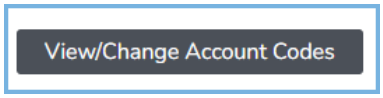
NOTE: The Employment Status **for FIXED TERM** contracts does not change**.**

17. Choose a Reason for Employment from the drop-down list

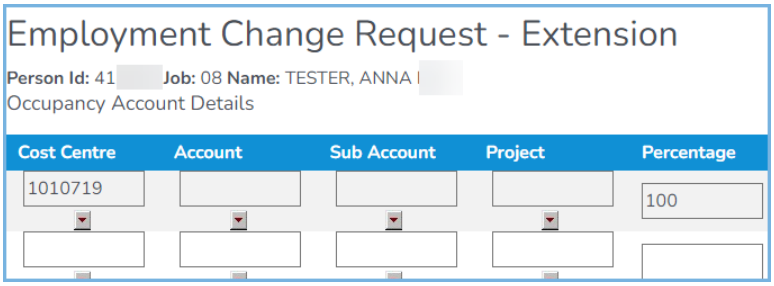


18. Enter any important **Comments**

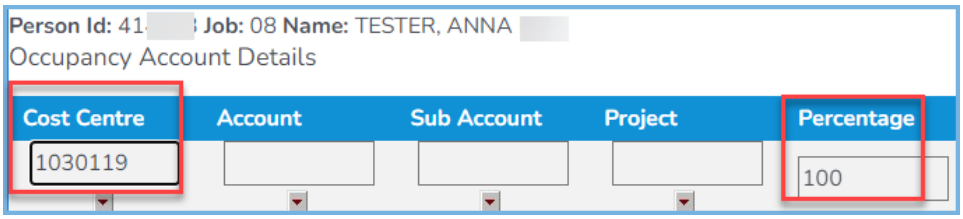
19. To review the **Cost Collector codes** or **G Number**, click **View/Change Account Codes** at the bottom of the screen:



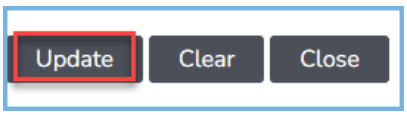
The **Occupancy Account Details** screen will pop up, check the information displayed:



20. If changes are required, select the appropriate code, noting that the **percentage** must total **100**.



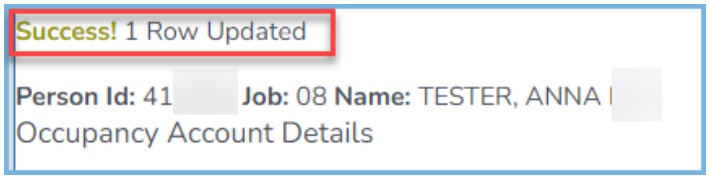
21. Click Update



IMPORTANT: The Extension Request will not submit unless the total Percentage of the account/s equals **100**.

Cost Collectors will not be available for selection until active in the university financial system.

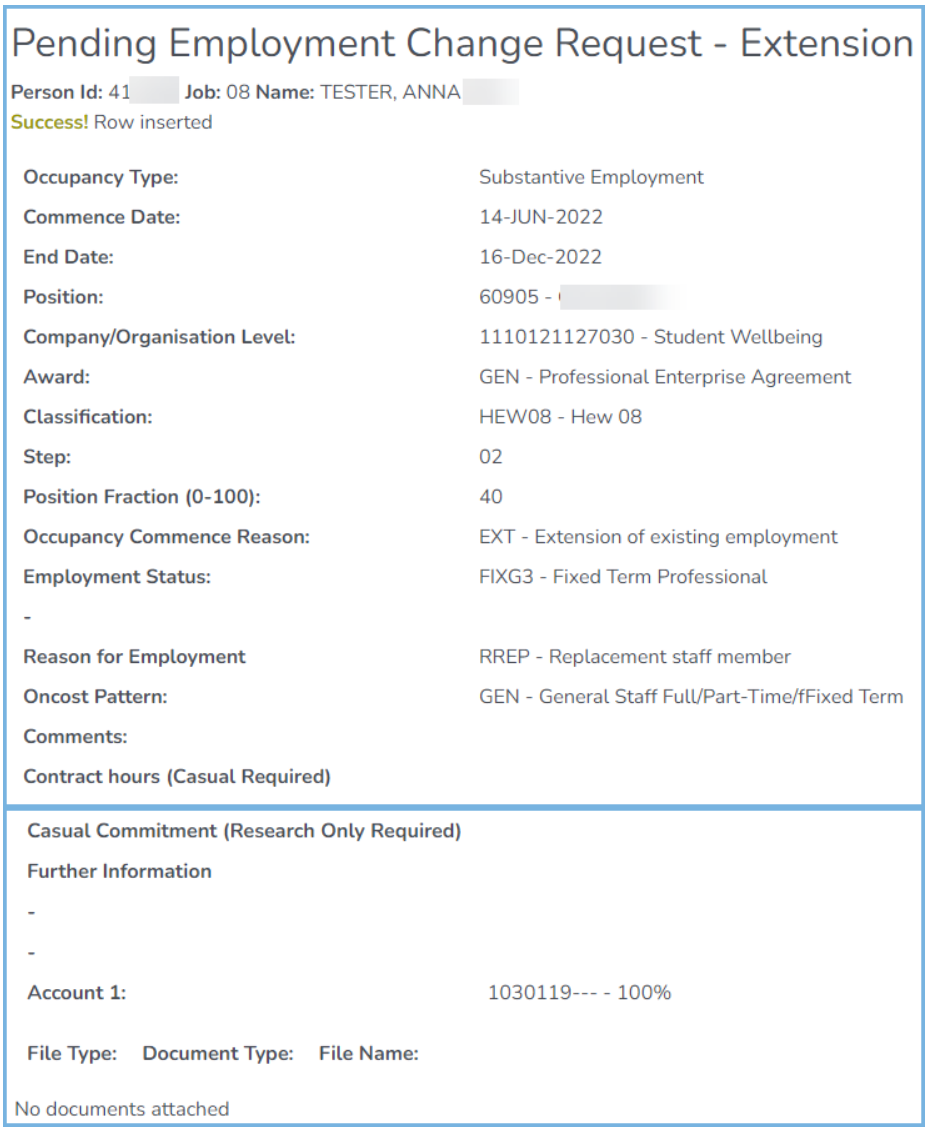
22. You will receive a **Success** message when updated:



23. To submit the Extension request, click **Insert**:

If the request was successfully submitted, a new "**Pending Employment Change Request - Extension**" screen will load, with a **success** message displayed >

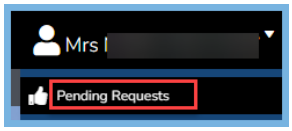
Any changes made to the Cost Collector or G Number in the View/Change Account Codes section will display here also:

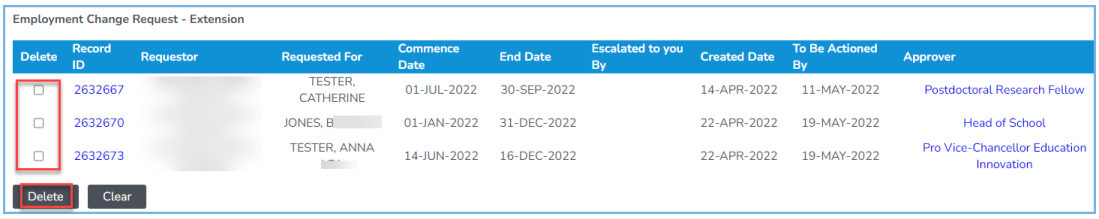


CHANGING AN EXTENSION REQUEST

If any part of the request is incorrect or needs changing, the request will need to be **deleted** and a **new request** submitted.

At the top right hand side, click on your name, then click on Pending Requests:





To delete, check the box for the appropriate request and click the delete button, then you will be able to resubmit.

CONTRACT EXTEND FAQs

- **Why is the staff member is not appearing in my list of contracts available for extension?**

  To appear in the list of contracts (Casual or Fixed Term) available for extension, the contract end date must with the timespan of **90 days prior to the end date of the contract** OR **90 days after the end date of the contract**.

  This means that a contract can be extended before the end date has been reached, or can be extended up to 90 days after the end date has passed.

  Contract Extend only applies to the employee's substantive role.

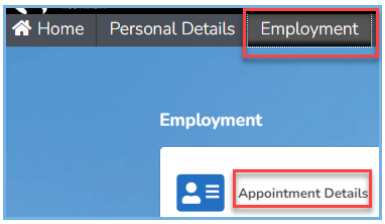
Possible reasons why the contract is not appearing:

Reason	Action
The end date of the current contract is more than 3 months in the future.	Postpone the extension in HRonline until the contract end date is within 90 days.
The end date of the current contract is greater than 3 months in the past.	A manual Appointment Job Details form should be completed and forwarded to HR Services.
The employee is on a Secondment or short term change eg: Higher Duties Allowance.	A manual Appointment Job Details form should be completed and forwarded to HR Services.
The employee has a First Aid allowance. As this is added to the contract on the Concurrent line in Ascender, the substantive line of the contract is not visible in the Contract Extend screen in HRonline.	A manual Appointment Job Details form should be completed and forwarded to HR Services.

- **Why is the staff member is not appearing with a new end date, when I have extended their contract?**

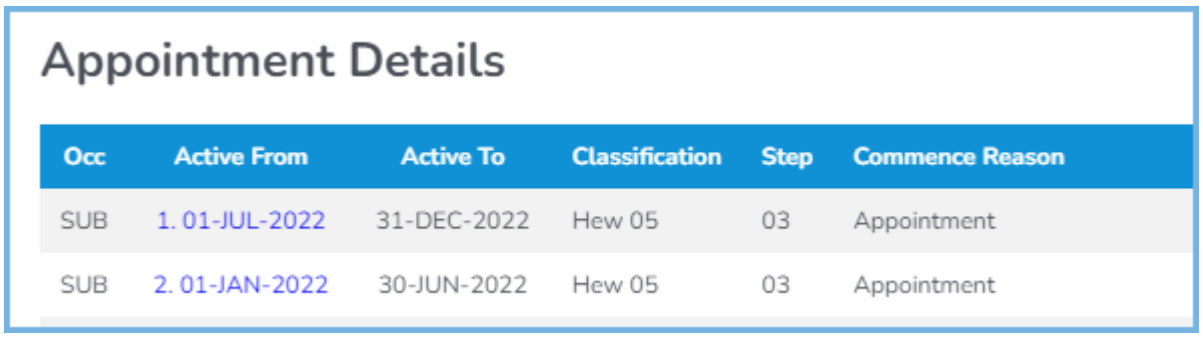
Even when a contract has already been extended, HRonline shows the end date of a contract as at **today's** date. Even though the contract has been extended, it will display the contract end date prior to the extension. Once that date has passed, it will display the new contract end date.

This can be viewed in HRonline under My HR, then Employment, then Appointment Details



For example, for this contract up to 30-Jun-22, the contract end date will display as 30-Jun-22.

From 01-Jul-22 it will display as 31-Dec-22:



Appointment Details

Occ	Active From	Active To	Classification	Step	Commence Reason
SUB	1. 01-JUL-2022	31-DEC-2022	Hew 05	03	Appointment
SUB	2. 01-JAN-2022	30-JUN-2022	Hew 05	03	Appointment

NEED MORE HELP?

Please read the below to make sure you contact the correct team, which saves time and ensures your question is answered quickly.

Enquiries relating to:	Team	Contact
• Your Pay • Payslips • Taxation	Payroll Services	Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
• Superannuation	Superannuation Team	Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
• Your employment contract • Leave Enquiries • If your name does not appear in the list of Timesheet Approvers • Qualifications	HR Client Services Advisor	Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
• Academic Timetable enquiries • Your Academic Timesheet Approver	Your School/Unit Office	
• Access to HRonline • Password reset	IT Services	Telephone: (02) 4921 7000 Email: 17000@newcastle.edu.au
• Timesheet Control setup and troubleshooting	HR Information Systems Team (HRIS)	Email: hris@newcastle.edu.au