

# **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:

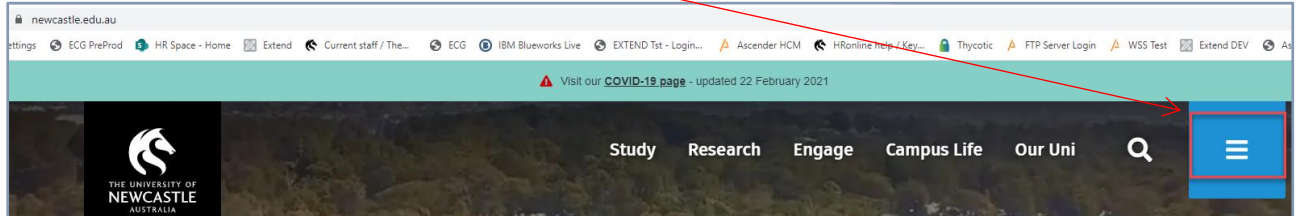
- Casual Professional contracts
- Casual Academic / Teacher contracts
- Fixed Term contracts

#### **TABLE of CONTENTS**

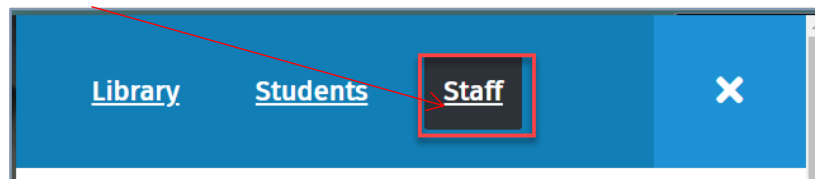
	Section	Page No
1.	<a href="#">Accessing HRonline</a>	3
2.	<a href="#">Reappointments – Casual Professional</a>	4
3.	<a href="#">Reappointments – Casual Academic / Teacher / Tutor</a>	11
4.	<a href="#">Extensions – Fixed Term</a>	16
5.	<a href="#">Existing Requests</a>	21
6.	<a href="#">Frequently Asked Questions</a>	21
7.	<a href="#">Need More Help?</a>	23

## LOGGING INTO HRONLINE

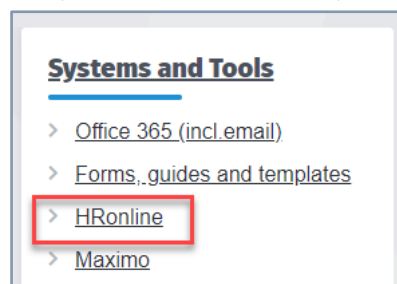
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



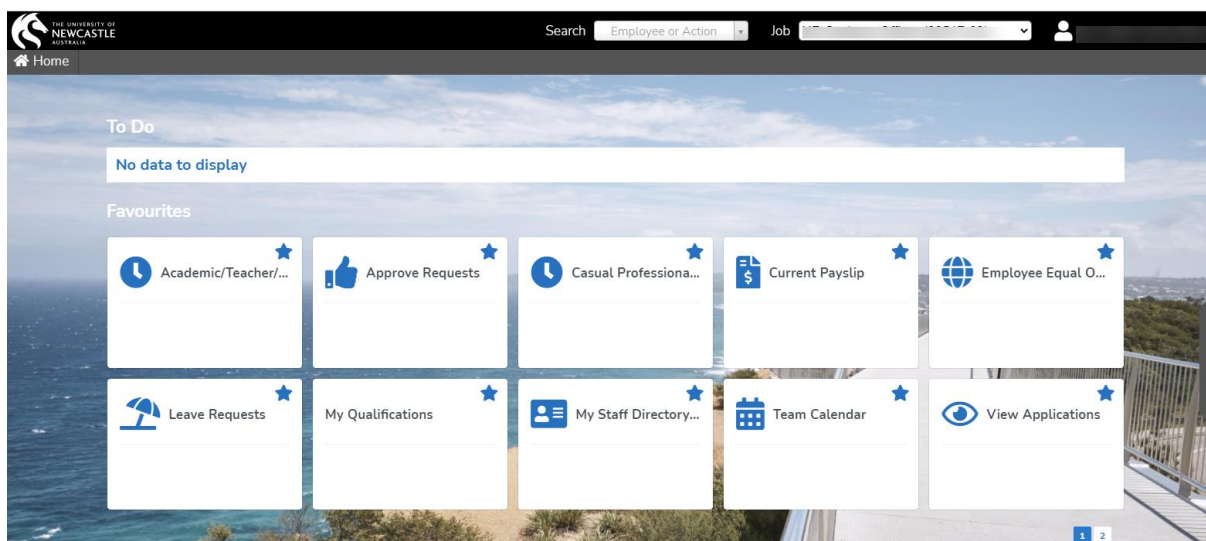
3. Select the Staff link at the top of the page



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

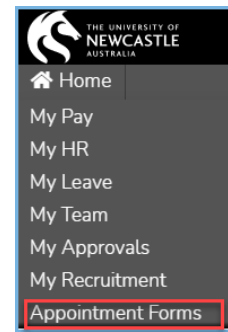


This will take you to the home screen of HRonline.

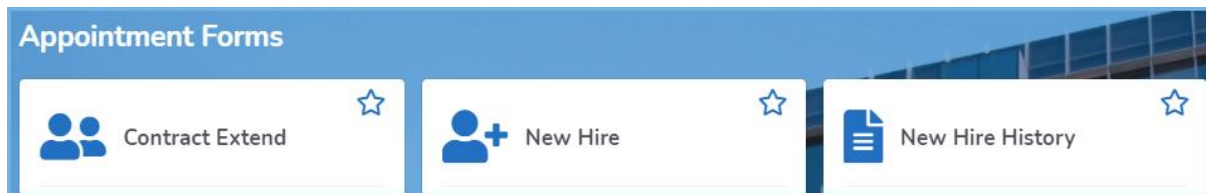


## ACCESSING CONTRACT EXTEND

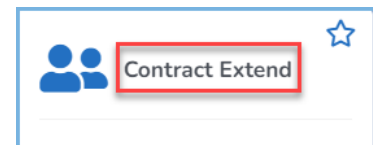
1. From the HRonline Home Screen, select **Appointment Forms**



2. The Appointment Forms tiles are displayed:



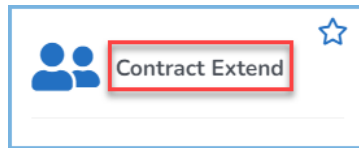
3. Click on the **Contract Extend** tile:



## 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 are able to submit an Extension Request:

Employment Change Request

Search for name

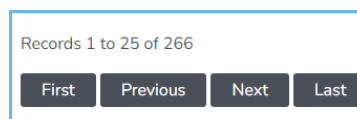
Search

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
01			18-JAN-2021	21-JAN-2022	AC	AA	<a href="#">Process</a>
01			01-OCT-2021	06-MAY-2022	AC	AA	<a href="#">Process</a>
01			01-JAN-2022	22-FEB-2022	AC	AA	<a href="#">Process</a>
08			28-AUG-2021	13-JUN-2022	GEN	HEW08	<a href="#">Process</a>
02			23-AUG-2021	08-FEB-2022	GEN	HEW05	<a href="#">Process</a>
01			01-OCT-2021	01-MAR-2022	GEN	HEW04	<a href="#">Process</a>
05			28-AUG-2021	01-MAR-2022	GEN	HEW05	<a href="#">Process</a>
02			01-OCT-2021	02-JUL-2022	GEN	HEW06	<a href="#">Process</a>
07			01-OCT-2021	31-MAR-2022	AC	AB	<a href="#">Process</a>

**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:

Employment Change Request	
Search for name	<input type="text" value="JONES"/>
	<input type="button" value="Search"/>

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

### Employment Change Request

Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
	01	JONES,	05-FEB-2021	16-JUL-2022	GEN	EX01	<a href="#">Process</a>
	07	JONES,	01-OCT-2021	25-FEB-2022	GEN	HEW07	<a href="#">Process</a>
	01	JONES,	05-FEB-2021	21-MAY-2022	GEN	EX01	<a href="#">Process</a>
	06	JONES,	12-JUL-2021	08-JUL-2022	GEN	HEW06	<a href="#">Process</a>

Records 1 to 4 of 4

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

- 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**.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
187125	01	JONES, ALEXANDRA BRUCE	18-JUL-2021	31-JUL-2022	GEN	EX01	<a href="#">Process</a>

- In the Extension column click on **Process**

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
43	04	TESTER, CATHERINE	10-JAN-2022	30-JUN-2022	GEN	HEW03	<a href="#">Process</a>

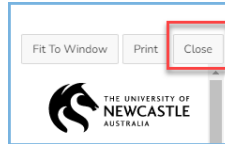
- The **Employment Change Request - Extension** screen will load. The current occupancy details will be displayed on the right side:

### Employment Change Request - Extension

Person Id: 43 Job: 04 Name: TESTER, CATHERINE

New Occupancy		Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	01-JUL-2022	10-JAN-2022
End Date:		30-JUN-2022
Position:	73123, Casual Research Assistant	73123, Casual Research Assistant
Company/Organisation Level:	1113720723000 - School of Environmental and Life Sciences	1113720723000 - School of Environmental and Life Sciences
Award:	GEN - Professional Enterprise Agreement	GEN - Professional Enterprise Agreement
Classification:	HEW03 - Hew 03	HEW03 - Hew 03
Step:	01	01
Position Fraction (0-100):	25	25
Occupancy Commence Reason:	APPT - Appointment	APPT - Appointment
Employment Status:	CASG - Casual Professional Staff	CASG - Casual Professional Staff
Reason for Employment		
Oncost Pattern:	CAS - Casual Staff (Operating and Non-Operating)	CAS - Casual Staff (Operating and Non-Operating)
Comments		

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

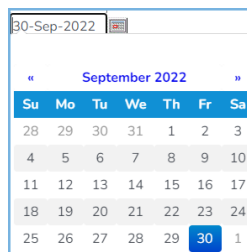


HRonline only saves the Contract Extend information you input when you submit the request (by clicking **Insert**).

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.

New Occupancy	
Occupancy Type:	SUB - 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
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

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

APPT - Appointment	▼
<b>APPT - Appointment</b>	
EXT - Extension of existing employment	

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

AFFEX - Affiliate Extension
RAPPR - Apprenticeship, Traineeship, Cadetship
<b>CASAP - Casual Reappointment</b>
RECF - Early Career Fellows
RNEW - New or disestablished organisational area
RPOST - Post-retirement contract
RPRE - Pre-retirement contract
RPROF - Recent professional practice required

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

CAS - Casual Staff (Operating and Non-Operating)	▼
ACAD - Academic Full/Part-Time/Fixed Term	
<b>CAS - Casual Staff (Operating and Non-Operating)</b>	
RESUB - Casual Staff (Operating and Non-Operating)	

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

Comments	
Contract hours (Casual Required)	150

## Employment Change Request - Extension

Person Id: 43 Job: 04 Name: TESTER, CATHERINE

	New Occupancy	Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	01-JUL-2022	10-JAN-2022
End Date:	30-Sep-2022	30-JUN-2022
Position:	73123, Casual Research Assistant	73123, Casual Research Assistant
Company/Organisation Level:	1113720723000 - School of Environmental and Life Sciences	1113720723000 - School of Environmental and Life Sciences
Award:	GEN - Professional Enterprise Agreement	GEN - Professional Enterprise Agreement
Classification:	HEW03 - Hew 03	HEW03 - Hew 03
Step:	01	01
Position Fraction (0-100):	25	25
Occupancy Commence Reason:	APPT - Appointment	APPT - Appointment
Employment Status:	CASG - Casual Professional Staff	CASG - Casual Professional Staff
-		
Reason for Employment		
Oncost Pattern:	CAS - Casual Staff (Operating and Non-Operating)	CAS - Casual Staff (Operating and Non-Operating)
Comments		
Contract hours (Casual Required)	150	

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

Grant End Date (Research Only Required)	
Funds Available RFS (Research Only Required) [Yes / No]	

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

Grant End Date (Research Only Required)	30-MAY-2023
Funds Available RFS (Research Only Required) [Yes / No]	YES

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

[View/Change Account Codes](#)

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

Employment Change Request - Extension				
Person Id: 43 Job: 04 Name: TESTER, CATHERINE				
Occupancy Account Details				
Cost Centre	Account	Sub Account	Project	Percentage
G1901151				100



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

List Of Values: COST CENTRE

Find Close

Code	Description
G1600063	670-673-673
G1600095	670-671-671
G1600171	720-512-512
G1600256	670-673-673

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

Employment Change Request - Extension

Person Id: 4 Job: 04 Name: TESTER, CATHERINE  
Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
G1901151				50
G2000830				50

16. Click **Update**

Update Clear Close

**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:

Employment Change Request - Extension

Success! 2 Rows Updated

Person Id: 43 Job: 04 Name: TESTER, CATHERINE  
Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Perce
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18. When all details have been entered, to submit the Extension request, click **Insert**:

Warning: Submitting this transaction will request that a new occupancy is created for this employee based on their current occupancy but with new information as entered.

Insert Clear

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

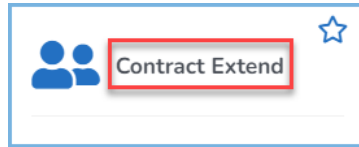
Person Id: 432553 Job: 04 Name: TESTER, CATHERINE

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 are able to submit an Extension Request

Employment Change Request

Search for name

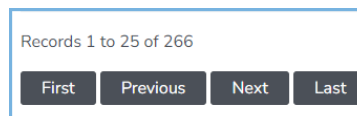
Search

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
4:	01		01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>
4:	01		01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>
4:	01		01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>
4:	01		01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>
4:	02		01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>

**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:

Employment Change Request	
Search for name	<input type="text" value="JONES"/>
	<input type="button" value="Search"/>

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

### Employment Change Request

Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
	01	JONES, B	01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>
	01	JONES, B	05-FEB-2021	16-JUL-2022	GEN	EX01	<a href="#">Process</a>
	07	JONES, C	01-OCT-2021	25-FEB-2022	GEN	HEW07	<a href="#">Process</a>
	02	JONES, H	01-OCT-2021	31-OCT-2021	GEN	HEW03	<a href="#">Process</a>
	01	JONES, IL	22-MAY-2021	31-DEC-2021	GEN	HEW07	<a href="#">Process</a>
	01	JONES, K	05-FEB-2021	21-MAY-2022	GEN	EX01	<a href="#">Process</a>
	02	JONES, K	01-OCT-2021	31-DEC-2021	AC	AA	<a href="#">Process</a>
	06	JONES, M	12-JUL-2021	08-JUL-2022	GEN	HEW06	<a href="#">Process</a>

Records 1 to 8 of 8

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.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
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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**.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
43	01	JONES, B	01-JAN-2021	31-DEC-2021	AC	VAR	<a href="#">Process</a>

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

### Employment Change Request - Extension

Person Id: 43 Job: 01 Name: JONES, B

New Occupancy		Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	01-JAN-2022	01-JAN-2021
End Date:		31-DEC-2021
Position:	63618, Casual Academic	63618, Casual Academic
Company/Organisation Level:	1113460464000 - School of Education	1113460464000 - School of Education
Award:	AC - Academic Enterprise Agreement	AC - Academic Enterprise Agreement
Classification:	VAR - Various Casual Rates	VAR - Various Casual Rates
Step:	01	01
Position Fraction (0-100):	0	0
Occupancy Commence Reason:	APPT - Appointment	BMREQ
Employment Status:	CASA - Casual Academic Staff	CASA - Casual Academic Staff
Reason for Employment		
Oncost Pattern:	CAS - Casual Staff (Operating and Non-Operating)	CAS - Casual Staff (Operating and Non-Operating)
Comments:		

**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 after the end of the previous employment contract. For Casual Academic reappointments this is 01-JAN-YYYY:

Enter the End Date or choose from the calendar

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Occupancy	
Occupancy Type:	SUB - Substantive Employment
Commence Date:	01-JAN-2022
End Date:	31-Dec-2022
Position:	63618, Casual Academic
Company/Organisation Level:	1113460464000 - School of Education
Award:	AC - Academic Enterprise Agreement
Classification:	VAR - Various Casual Rates
Step:	01
Position Fraction (0-100):	0
Occupancy Commence Reason:	APPT - Appointment
Employment Status:	CASA - Casual Academic Staff
Reason for Employment	CASAP - Casual Reappointment
Oncost Pattern:	CAS - Casual Staff (Operating and Non-Operating)

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

APPT - Appointment	▼
APPT - Appointment	
EXT - Extension of existing employment	

**NOTE:** The **Commence Date** for **Casual Academics** and **Casual Teachers** is always 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**

AFFEX - Affiliate Extension  
RAPPR - Apprenticeship, Traineeship, Cadetship  
**CASAP - Casual Reappointment**  
RECF - Early Career Fellows  
RNEW - New or disestablished organisational area

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

View/Change Account Codes

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

Employment Change Request - Extension

Person Id: 431 Job: 01 Name: JONES, BF

Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
1010278				100

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

List Of Values: COST CENTRE

%G1600%

Find Close

Code	Description
G1600063	670-673-673
G1600095	670-671-671
G1600171	720-512-512
G1600256	670-673-673

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

Employment Change Request - Extension

Person Id: 431 Job: 01 Name: JONES, B

Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
1010278				50
G1600063				50

28. Click update

Update

Clear

Close

**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:

Employment Change Request - Extension

Success! 2 Rows Updated

Person Id: 435541 Job: 01 Name: JONES, BRADLEY  
Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
1010278				50
G1600063				50

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

Warning: Submitting this transaction will request that a new occupancy is created for this employee based on their current occupancy but with new information as entered.

Insert Clear

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:

Pending Employment Change Request - Extension

Person Id: 435541 Job: 01 Name: JONES, BRADLEY

Success! Row inserted

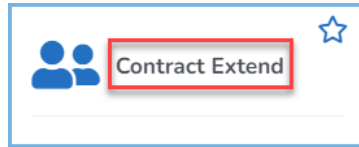
Occupancy Type: Substantive Employment  
Commence Date: 01-JAN-2022  
End Date: 31-Dec-2022  
Position: 63618 - Casual Academic  
Company/Organisation Level: 1113460464000 - School of Education  
Award: AC - Academic Enterprise Agreement  
Classification: VAR - Various Casual Rates  
Step: 01  
Position Fraction (0-100): 0  
Occupancy Commence Reason: APPT - Appointment  
Employment Status: CASA - Casual Academic Staff  
-  
Reason for Employment: CASAP - Casual Reappointment  
Oncost Pattern: CAS - Casual Staff (Operating and Non-Operating)  
Comments:  
Contract hours (Casual Required)  
Casual Commitment (Research Only Required)  
Further Information

Account 1: 1010278--- - 50%  
Account 2: G1600063--- - 50%

File Type: Document Type: File Name:  
No documents attached

## 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 are able to submit an Extension Request

Employment Change Request

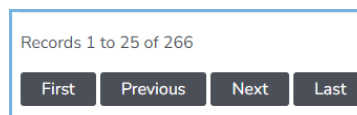
Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
	01		18-JAN-2021	21-JAN-2022	AC	AA	<a href="#">Process</a>
	01		01-OCT-2021	06-MAY-2022	AC	AA	<a href="#">Process</a>
	01		01-JAN-2022	22-FEB-2022	AC	AA	<a href="#">Process</a>
	08		28-AUG-2021	13-JUN-2022	GEN	HEW08	<a href="#">Process</a>
	02		23-AUG-2021	08-FEB-2022	GEN	HEW05	<a href="#">Process</a>
	01		01-OCT-2021	01-MAR-2022	GEN	HEW04	<a href="#">Process</a>
	05		28-AUG-2021	01-MAR-2022	GEN	HEW05	<a href="#">Process</a>
	02		01-OCT-2021	02-JUL-2022	GEN	HEW06	<a href="#">Process</a>
	07		01-OCT-2021	31-MAR-2022	AC	AB	<a href="#">Process</a>

**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:

Employment Change Request

Search for name

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

Employment Change Request

Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
	01	JONES,	05-FEB-2021	16-JUL-2022	GEN	EX01	<a href="#">Process</a>
	07	JONES,	01-OCT-2021	25-FEB-2022	GEN	HEW07	<a href="#">Process</a>
	01	JONES,	05-FEB-2021	21-MAY-2022	GEN	EX01	<a href="#">Process</a>
	06	JONES,	12-JUL-2021	08-JUL-2022	GEN	HEW06	<a href="#">Process</a>

Records 1 to 4 of 4



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

Employment Change Request

Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
440482	01	TEST, TESTER	01-OCT-2021	31-DEC-2021	AC	AB	<a href="#">Process</a>
414453	08	TESTER, ANNA LEA	28-AUG-2021	13-JUN-2022	GEN	HEW08	<a href="#">Approved</a>
432553	04	TESTER, CATHERINE	10-JAN-2022	30-JUN-2022	GEN	HEW03	<a href="#">Process</a>

- 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.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
414453	08	TESTER, ANNA LEA	28-AUG-2021	13-JUN-2022	GEN	HEW08	<a href="#">Process</a>

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**.

Person Id	Job	Name	Start Date	End Date	Award	Class	Extension
414453	08	TESTER, ANNA LEA	28-AUG-2021	13-JUN-2022	GEN	HEW08	<a href="#">Process</a>

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

Employment Change Request - Extension

Person Id: 41 Job: 08 Name: TESTER, ANNA LEA

New Occupancy		Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	14-JUN-2022	28-AUG-2021
End Date:	<input type="text"/>	13-JUN-2022
Position:	60905, <input type="text"/>	60905, <input type="text"/>
Company/Organisation Level:	1110121127030 - Student Wellbeing	1110121127030 - Student Wellbeing
Award:	GEN - Professional Enterprise Agreement	GEN - Professional Enterprise Agreement
Classification:	HEW08 - Hew 08	HEW08 - Hew 08
Step:	02	02
Position Fraction (0-100):	40	40
Occupancy Commence Reason:	APPT - Appointment	EXT - Extension of existing employment
Employment Status:	FIXG3 - Fixed Term Professional	FIXG3 - Fixed Term Professional
Reason for Employment	<input type="text"/>	
Oncost Pattern:	GEN - General Staff Full/Part-Time/Fixed Term	GEN - General Staff Full/Part-Time/Fixed Term

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

Fit To Window Print

THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

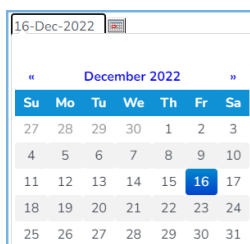
HRonline only saves the Contract Extend information you input when you submit the request (by clicking **Insert**).

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.

New Occupancy	
Occupancy Type:	SUB - Substantive Employment
Commence Date:	14-JUN-2022
End Date:	16-Dec-2022
Position:	60905, Counsellor
Company/Organisation Level:	1110121127030 - Student Wellbeing
Award:	GEN - Professional Enterprise Agreement
Classification:	HEW08 - Hew 08
Step:	02
Position Fraction (0-100):	40
Occupancy Commence Reason:	EXT - Extension of existing employment
Employment Status:	FIXG3 - Fixed Term Professional
Reason for Employment	RSPEC - Specific task or project
Oncost Pattern:	GEN - General Staff Full/Part-Time/fFixed Term

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](mailto:hrsupport@newcastle.edu.au).

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

EXT - Extension of existing employment
APPT - Appointment
EXT - Extension of existing employment

**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

AFFEX - Affiliate Extension  
RAPPR - Apprenticeship, Traineeship, Cadetship  
CASAP - Casual Reappointment  
RECF - Early Career Fellows  
RNEW - New or disestablished organisational area  
RPOST - Post-retirement contract  
RPRE - Pre-retirement contract  
RPROF - Recent professional practice required  
REPPL - Replacement of staff member on parental leave  
RREP - Replacement staff member  
RRES - Research  
RSPEC - Specific task or project  
RSTU - Studentship  
RINDE - Unanticipated increase or decrease in student no.

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:

View/Change Account Codes

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

Employment Change Request - Extension

Person Id: 41 Job: 08 Name: TESTER, ANNA |

Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
1010719				100

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

Person Id: 41 Job: 08 Name: TESTER, ANNA |

Occupancy Account Details

Cost Centre	Account	Sub Account	Project	Percentage
1030119				100

21. Click Update

Update

Clear

Close

**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:

Success! 1 Row Updated

Person Id: 41 Job: 08 Name: TESTER, ANNA |  
Occupancy Account Details

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

Warning: Submitting this transaction will request that a new occupancy is created for this employee based on their current occupancy but with new information as entered.

Insert Clear

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:

### Pending Employment Change Request - Extension

Person Id: 41 Job: 08 Name: TESTER, ANNA

Success! Row inserted

Occupancy Type:	Substantive Employment
Commence Date:	14-JUN-2022
End Date:	16-Dec-2022
Position:	60905 -
Company/Organisation Level:	1110121127030 - Student Wellbeing
Award:	GEN - Professional Enterprise Agreement
Classification:	HEW08 - Hew 08
Step:	02
Position Fraction (0-100):	40
Occupancy Commence Reason:	EXT - Extension of existing employment
Employment Status:	FIXG3 - Fixed Term Professional
-	
Reason for Employment	RREP - Replacement staff member
Oncost Pattern:	GEN - General Staff Full/Part-Time/fFixed Term
Comments:	
Contract hours (Casual Required)	

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Casual Commitment (Research Only Required)

Further Information

-

-

Account 1: 1030119--- - 100%

File Type: Document Type: File Name:

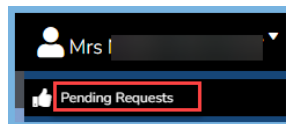
No documents attached

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## 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:



Employment Change Request - Extension									
Delete	Record ID	Requestor	Requested For	Commence Date	End Date	Escalated to you By	Created Date	To Be Actioned By	Approver
<input type="checkbox"/>	2632667		TESTER, CATHERINE	01-JUL-2022	30-SEP-2022		14-APR-2022	11-MAY-2022	Postdoctoral Research Fellow
<input type="checkbox"/>	2632670		JONES, B	01-JAN-2022	31-DEC-2022		22-APR-2022	19-MAY-2022	Head of School
<input type="checkbox"/>	2632673		TESTER, ANNA	14-JUN-2022	16-DEC-2022		22-APR-2022	19-MAY-2022	Pro Vice-Chancellor Education Innovation
<div>Delete Clear</div>									

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

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## 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.

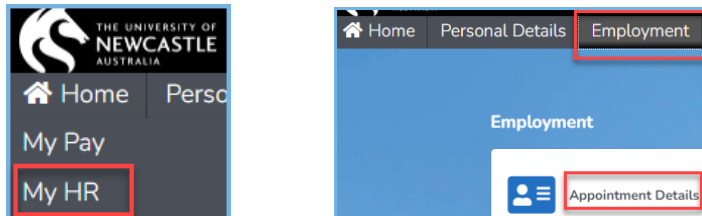
### Possible reasons why the contract is not appearing:

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
<ul style="list-style-type: none"> <li>Your Pay</li> <li>Payslips</li> <li>Taxation</li> </ul>	Payroll Services	Telephone: (02) 4033 9999 > Option 1 Email: <a href="mailto:payrollservices@newcastle.edu.au">payrollservices@newcastle.edu.au</a>
<ul style="list-style-type: none"> <li>Superannuation</li> </ul>	Superannuation Team	Telephone: (02) 4033 9999 > Option 1 Email: <a href="mailto:superannuation@newcastle.edu.au">superannuation@newcastle.edu.au</a>
<ul style="list-style-type: none"> <li>Your employment contract</li> <li>Leave Enquiries</li> <li>If your name does not appear in the list of Timesheet Approvers</li> <li>Qualifications</li> </ul>	HR Client Services Advisor	Telephone: (02) 4033 9999 > Option 6 Email: <a href="mailto:hrsupport@newcastle.edu.au">hrsupport@newcastle.edu.au</a>
<ul style="list-style-type: none"> <li>Academic Timetable enquiries</li> <li>Your Academic Timesheet Approver</li> </ul>	Your School/Unit Office	
<ul style="list-style-type: none"> <li>Access to HRonline</li> <li>Password reset</li> </ul>	IT Services	Telephone: (02) 4921 7000 Email: <a href="mailto:17000@newcastle.edu.au">17000@newcastle.edu.au</a>
<ul style="list-style-type: none"> <li>Timesheet Control setup and troubleshooting</li> </ul>	HR Information Systems Team (HRIS)	Email: <a href="mailto:hris@newcastle.edu.au">hris@newcastle.edu.au</a>