talentsource

008 Requesting a contract renewal / extension

Context

talentsource includes a renewal processing feature for contingent workers. When a contractor in your department is coming to the end of their current assignment, depending on the rules provided by your business, **talent**source will send you an email reminding you to consider renewing the resource with a link to the associated Renewal Task in the application.

You can choose to decline the renewal which means the contingent worker / contractor will complete their assignment on the current job end date. Requesting the renewal will allow you to extend the end date for the resource within the rules provided by your business. This will need to go through the same authorisation chain required to authorise the original job requisition.

Process steps

New Job Renewal   Collapse
Associate CK (858764)

⊟ Job Overview	
Name	Associate CK
ID	858764
Cost Code	112

✔ Request

✎ Request with Cost Code Change

✖ Reject

Requesting a renewal

1. You will receive a notification email with a direct link to the renewal task in **talent**source, allowing you to review the current assignment and make the request for an extension.

2. **talent**source includes a **To Do** list on the left hand of the screen when using a normal browser or tablet or you can make use of the "**Job Renewals**" table. You can use the list/table to locate a Renewal Task which is at the "**New Renewal**" status. This means it needs to be reviewed by you. Alternatively, if you know the job id or name you can use the system wide search engine found at the top of **talent**source to locate it.

3. This will load up the **New Job Renewal** screen.

4. You can now choose to **Request** the renewal, **Request with Cost Code Change** or **Reject** it. We will look at the process for requesting the renewal.

Request Renewal

← Job Information	
Overview	
Name	Administrator: TAB
ID	822576
Cost Code	112
Corporate Structure	Energy Corp	Division1144	Function1144	Deppartment 1144
Contracter Name	Pluto Flyby
Contract	
Current Weeks Worked	34
End Date	25-09-2015
Max Extension Date	29-05-2016
Historical Approved Value	0.0
Total Contract Spend	0.0
Current Remumeration Information	

Overview

Proposed Job End Date   Required   ⊙
31-03-2016   ❓
The Company Policy allows PAYE external resources to work for a maximum of XX weeks. For full details on this policy please refer to the Company intra

Expense Estimate
0.0   ❓

Overtime Estimate
0.0   ❓

Renewal Justification
Choose File   ❓

Business Justification
[   ]   ❓

Comments   Required   ⊙
Still needed   ❓

Renewal Request - 100 % complete
[100 %]
Authorising Managers

Submit

✖ Cancel

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5. Click on **Request** will load the **Request Renewal** screen.

6. On this screen you have the opportunity to review the existing assignment and complete the mandatory fields in the **Overview** section on the renewal request form. These include:

     a) Add a new **Proposed Job End Date.**

     b) Add **Business Justification** and **Comments** if necessary.

7. When you have completed the details you can click on **Submit**.

8. The Renewal, will now go through to the authorisation managers. If it is successful the resource will be extended in **talent**source.

9. Your renewal may require an additional approver. The RS Recruiter will be responsible for adding the additional approver. Once added, the renewal will go through to the Authorising Managers. If it is successful the resource will be extended in **talent**source.

10. If you ignore the renewal requests, the contract for the individual will terminate on the current job end date and the individual will be off-boarded.