

008 Requesting a contract renewal / extension

The screenshot shows the 'talentsource' application interface. At the top, there is a search bar for 'Jobs and People' and user information for 'Hiring Manager 1'. The main navigation bar includes 'Dashboard', 'Jobs', 'Timesheets', 'Reporting', and 'Admin'. The 'My Jobs' tab is active, showing a table of contractor details. The table has columns for Contractor Name, Job Title, Job ID, Renewal Status, End Date, and Recruits. Below the table is a pagination control showing '1 - 10 of 15 items'.

| Contractor Name | Job Title | Job ID | Renewal Status | End Date | Recruits |
|------------------|---------------------|---------|----------------|------------|----------|
| Jason Jason | BZW Project | 1050198 | In Process | 04-19-2018 | Megan |
| Test One | Trade Support | 970742 | In Process | 03-11-2018 | Megan |
| Jamie Sims | Secretary | 1064046 | New | 02-20-2018 | Megan |
| Deidre Phillips | Business Controller | 1069370 | New | 02-06-2018 | Megan |
| Test 100 | BZW Project | 923672 | New | 01-31-2018 | Holly B |
| Michelle Gray | IPV Controller | 915836 | In Process | 09-28-2017 | Megan |
| Kate Daly | Receptionist | 915840 | In Process | 09-28-2017 | Megan |
| Anthony Fernando | Data Architect | 882910 | In Process | 07-11-2017 | Rebecc |
| Katherine Igras | Internal Audit | 880136 | In Process | 07-11-2017 | Rebecc |
| Georgina Kitenge | Firewall Engineer | 906414 | In Process | 07-09-2017 | UAT Re |

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, talentsource 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

Associate CK (858764)

Collapse

| Job Overview | |
|--------------|--------------|
| Name | Associate CK |
| ID | 858764 |
| Cost Code | 110 |

[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 **talentsource**, allowing you to review the current assignment and make the request for an extension.
2. **talentsource** 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 **talentsource** 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 | Renewal Request - 100 % complete |
|--|---|--|
| <p>Overview</p> <p>Name Administrator: TAB</p> <p>ID 822576</p> <p>Cost Code 112</p> <p>Corporate Structure Energy Corp Division1144 Function1144 Department 1144</p> <p>Contracter Name Pluto Flyby</p> <p>Contract</p> <p>Current Weeks Worked 34</p> <p>End Date 25-09-2015</p> <p>Max Extension Date 29-05-2016</p> <p>Historical Approved Value 0.0</p> <p>Total Contract Spend 0.0</p> <p>Current Remuneration Information</p> | <p>Proposed Job End Date Required</p> <p>31-03-2016 ?</p> <p>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</p> <p>Expense Estimate ?</p> <p>0.0</p> <p>Overtime Estimate ?</p> <p>0.0</p> <p>Renewal Justification ?</p> <p>Choose File</p> <p>Business Justification ?</p> <p><input type="text"/></p> <p>Comments Required</p> <p>Still needed ?</p> | <p>100 %</p> <p>Authorising Managers</p> <p>Submit</p> <p>Cancel</p> |

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 **talentsource**.
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 **talentsource**.
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.