

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 <input type="text"/></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 <input type="text" value="0.0"/></p> <p>Overtime Estimate <input type="text" value="0.0"/></p> <p>Renewal Justification <input type="text"/></p> <p>Business Justification <input type="text"/></p> <p>Comments Required</p> <p>Still needed <input type="text"/></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.