

## Load Contract Extensions

**Step 1:** Click on **Approve/Load Contract Extensions**.

**Step 2:** Select the Approve checkbox (rightmost column) for the employee/s that you wish to load.

Home > Approve/Load Contract Extensions

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Contract Extensions Cancel Delete Approve and Load

<input type="checkbox"/>	Employee#	Name	Job#	Start Date	End Date	Submitted by	Batch Date	Category	Approve
<input type="checkbox"/>	00000000	Abbot, Micky	04	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>
<input type="checkbox"/>	00000001	Citizen, Josephine	02	16-FEB-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual General Staff	<input type="checkbox"/>
<input type="checkbox"/>	00000002	Citizen, Josephine	11	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>

1 - 3

**Step 3:** Once you have selected all of the contract extensions you would like to approve and load, click on **Approve and Load**.

You will get the following message:

1 contract(s) extended ×