



HRMIS: CREATING CONTRACT RENEWALS-REQUEST

Note: This is a one (1) page form. The required fields, **highlighted & numbered in sequence**, must be executed.

Contract Renewal Mandatory

Contract Renewal

Contract Renewal | Actions | Notifications | Performance

Employee Id -

1 **Employee Name** **Search Employee here**

Contract Start Date -

2 **Renewal Requested By** **Search and add your name here, person creating this request.**

Employee Group -

Renewal HR Action Letter No file selected.

Contract Officer Approval

HR Manager Approval -

Employee Signature Date -

Contract Terms:
 Existing Terms New Contract

Contract Number -

Renewal Type

Renewal Status **InActive**

Record Creation Date

HR Manager Approved Date -

HR Department Representative Signature Date -

Contract Type -

3 **New Contract Start Date** **Select Contract Start & Contract Expiry Date here.**

Job Title -

Renewal HR Action Number **2603339738**

Position Number -

Contract Officer Approved Date -

Employee Acceptance Date -

Renewal No. **2603339733**

4 **New Contract Expiry Date**

5 **Effective Date** **Input today's date. PSC will insert the Effective Date when the request is Approved by the Commission**

6 **Add New** **Upload MEMO here**

Support Documents
No Record Found.

7 **Add** **Click Add to complete the task**