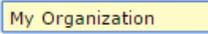


TEAMS: Contract and LORA Recommendations

Supervisor Contract and LORA Recommendations

- My Organization 
- Contract Positions Tab
- Contract Renewal Button  (*found at bottom of screen*)
- **Result Page:** Note the number of pages. You will have to select for all pages. Example: 
- Columns: Click on the Column name to sort (*ascending / descending toggle*)
 - Current Contract: Will display current contract
 - Next Contract: Will display next year's contract option
- Select Renew or Non-Renew/Termination
 - You can select hold. Not recommended because you will need to complete renew or non-renew before the HR defined contract deadline.
- Non-Renew: Select a Reason from the drop down choices
- Verify Status Button:  This button found at the bottom of the screen, will turn all blank rows (no checks) red to help identify any individuals you may have missed.

Note: To turn the red off, you have to toggle back to Positions using the "Return to Positions" button found at the bottom of the screen.
- Saving: The Contract Renewal screen auto saves. Once you select Renew or Non-Renew/Termination, the check mark will remain.