
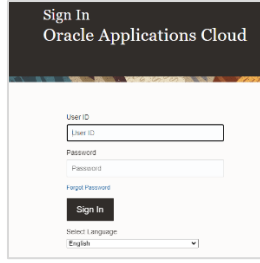
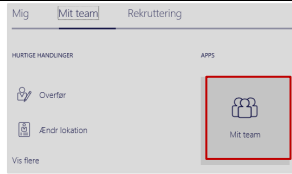
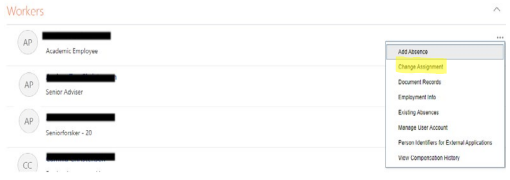
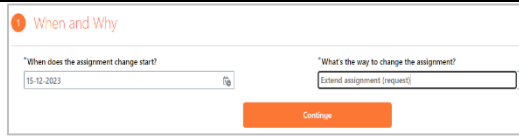
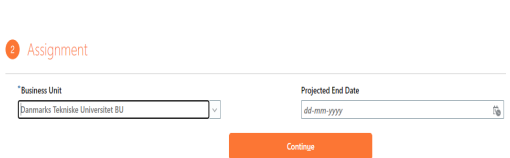



Category	DTU Fusion—HCM—manager guideline	
Subject	EN_L03 - extend an employee's contract	
Responsible	Corporate HR	
Date	15.12.2023	

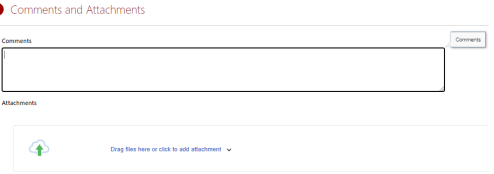

Your request for an extension must go through 3 steps with you being involved in step 1:



Please contact HR Recruitment & Onboarding via HR-Recruitment@dtu.dk, if you have any doubts as to whether the extension is possible.

Step	Explanation	Navigation
Open DTU Fusion	Open DTU Fusion in Google Chrome! Click here Your username is your initials. If you do not have a password, click here .	
Select My team	Click My team and click again My team .	
Select Change assignment	Select the employee whose contract you want to extend, click on the three dots: ⋮ , and choose Change Assignment .	
Fill in details	Enter the starting date for the extension in the field *When does the assignment change start? In the field *What's the way to change the assignment? choose Extend assignment (request) from the drop-down list. Click Continue .	
Enter end date	Under Projected End Date , please enter the end date for the extended temporary assignment. Please note that the end date should always be end of month. Leave the field Business Unit with the automated entry of Danmarks Tekniske Universitet BU. Click Continue .	

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Add comment and/or attachment	You now have the option to add a comment or attach a document. Click Continue .	
Select Submit	Click Submit to send your request to Corporate HR.	

Your request of extension will be sent to Corporate HR (step 2). Corporate HR register the extension and your employee will receive a letter of confirmation via e-Boks (step 3).