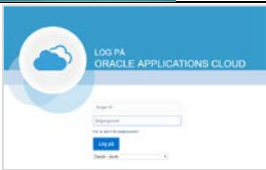
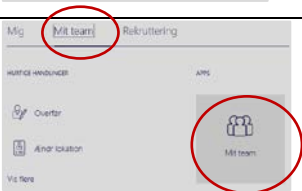
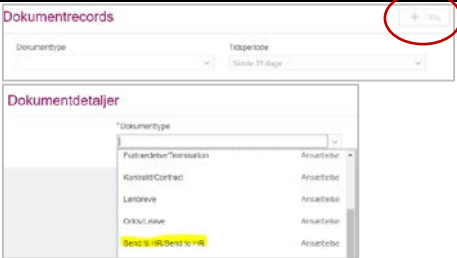
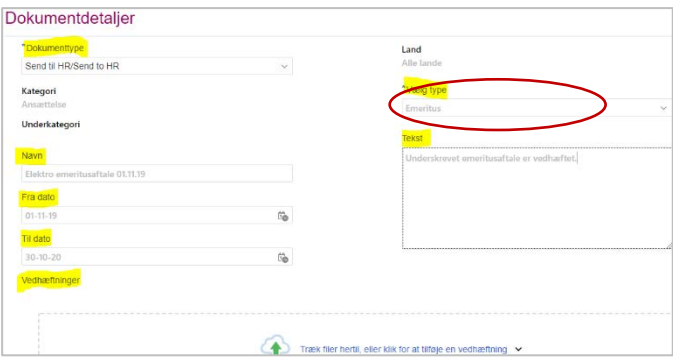


Category	DTU Employee—HCM—manager guideline	
Subject	L3 How to, extend an employee's contract	
Responsible	Corporate HR	
Date	23.09.2019	

You can get an overview of your staff and make changes to an employment, including attaching an agreement on an Emeritus agreement in **My team**.

You must use the Emeritus agreement template, which you can find at [DTU Inside](#), and the signed agreement must be attached to your request. Please note that the agreement must be signed by the employee and the head of department before you create the request.

Step	Explanation	Navigation
Open DTU Employee	Open DTU Employee in Google Chrome! Click here	
Enter your username and password	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 Manage document records	Select the employee whose contract you want to extend and click the dropdown menu to select Manage dokumentrecords .	
Select document type	Click the +Add in the right side of the screen and select the document type the Send to HR .	
Enter document details	Select type Emeritus and enter document details. Under Name , write name of your department, reason (Emeritus), and start date. Enter From date —from when the agreement is valid. Enter To date —to when the agreement is valid. In the text field , you can write a comment to HR.	
Attach Documentation	Attach the Emeritus agreement under 'Attachments', use the drag-and-drop function.	
Select Submit	Click Submit and HR will receive your request for the extension.	
HR will now handle the next step in the process. You can monitor the process via your initiated tasks in your working list.		