Commencement Form Checklist

Last revised: July 2021
Last reviewed: July 2018
Next review: July 2019

This document provides a list of the forms employees complete in the commencement process.

Online Commencement Process - Candidate Forms		New employee: Questions SIN and DOB	Current Employee: Questions: SIN starts with 9? Taking a leave?	Direct Deposit Payment Request	Emergency Contact Information	TD1 Forms - CRA/SK Personal Tax Credits Return	Extended Health and Dental Benefit Enrolment	Flex Benefit	Group Life Insurance	Disability Income Plan	Group Life Insurance	Group Life Insurance	Disability Income Plan	TY - No attachments	TY - Attached: SGEU Registration	TY - Attached: CUPE Registration	TY - Attached: Oath of Office - Designation of Beneficiary - Vacation & Long Service	TY - Attached: Oath of Office - Designation of Beneficiary - Vacation & Long Service - CUPE Registration	TY - Attached: Oath of Office - Designation of Beneficiary - Vacation & Long Service - SGEU Registration
		Personal Information Form *if SIN starts with 9, requires work permit upload		**General Forms**				**Out-of-Scope Benefit Enrolment Forms**			**SGEU Benefit Enrolment Form**	**CUPE Benefit Enrolment Forms**		**Thank You Emails with Attachments**					
SGEU	Current SGEU employee moving to SGEU		✓											✓					
	Current CUPE employee moving to SGEU		✓								✹				✓				
	Current Out-of-Scope or Order-in-Council employee moving to SGEU		✓								✹				✓				
	New or Re-hire employee to SGEU	✓		✓	✓	✓	✓				✓								✓
CUPE	Current CUPE employee moving to CUPE		✓											✓					
	Current SGEU employee moving to CUPE		✓									✹	✹			✓			
	Current Out-of-Scope or Order-in-Council employee moving to CUPE		✓													✓			
	New or Re-hire employee to CUPE	✓		✓	✓	✓	✓					✓	✓					✓	
Out-of-Scope or Order-in-Council	Current Out-of-Scope or Order-in-Council employee moving to Out-of-Scope or Order-in-Council		✓											✓					
	Current SGEU employee moving to Out-of-Scope or Order-in-Council		✓					✓	✹	✹				✓					
	Current CUPE employee moving to Out-of-Scope or Order-in-Council		✓					✓						✓					
	New or Re-hire employee to Out-of-Scope or Order-in-Council	✓		✓	✓	✓	✓	✓	✓	✓							✓		

✹ Required if not taking leave from home position/Not required if taking leave from home position

Saskatchewan