Sending the Non-Online Commencement

Taleo Version 21A

Last reviewed: May 2021

Next review: May 2022

Saskatchewan

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Before You Begin

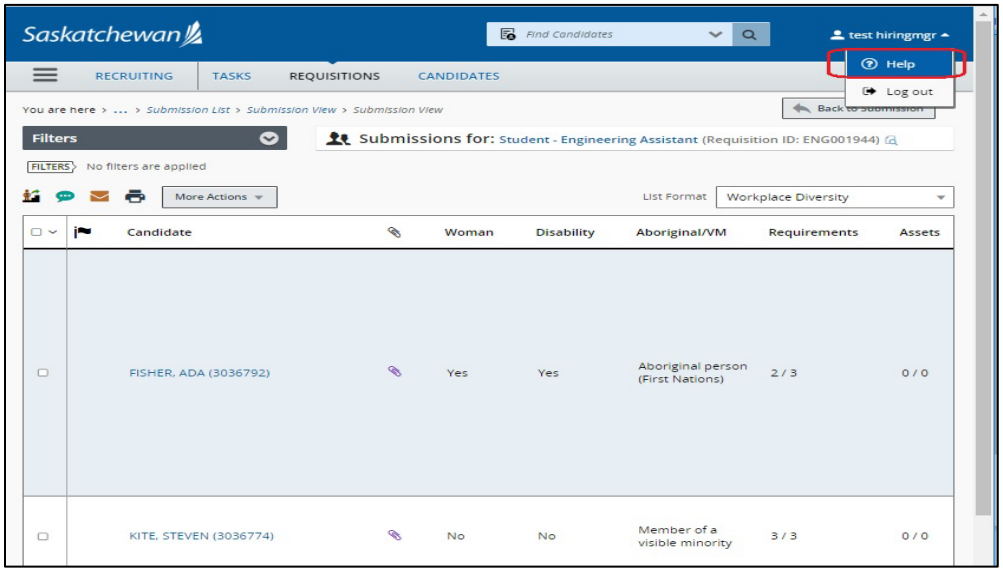
If the candidate has internet access, please follow the instructions for the Online Commencement Process, rather than this document.

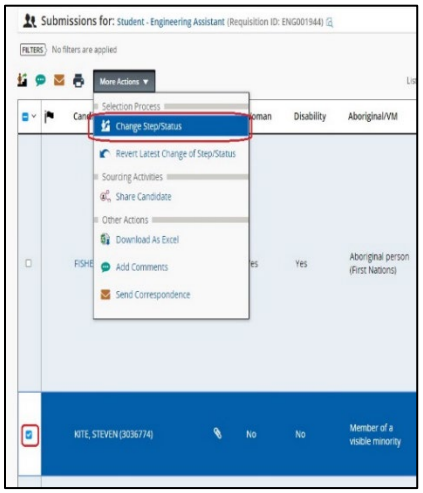
Before you do a Commencement, you will need the following (some of the required information will be on the letter of offer as well):

- "CRC Free to Proceed" email from CRC Coordinator's Office, saved as a .msg file
- (If current employee, a previous employee being rehired, or a student) approved salary from Human Resource Service Centre
- The following pieces of information:
    - Is candidate brand new to government, a previous employee being re-hired, or a current employee?
    - Supervisor's name and email address
    - Employee's new work address and work phone number, if applicable
    - Commencement date (for bi-weekly paid employees, must be first Sunday of pay period)
    - First day of work
    - Appointment expiry date, if applicable
    - Length of probation
    - Applicable probation article from:
        - SGEU: Collective Bargaining Agreement (starts at Article 7); or
        - CUPE: Collective Bargaining Agreement (starts at Article 29); or
        - Out-of-Scope: Public Service Regulations 25(5)
    - % of hours employee will be working, if less than full-time
    - Date of first EDO if in-scope
    - If this is a term assignment, is this a permanent GOS employee, who is going on a leave from their current assignment, in order to accept this new term assignment?
    - Are statutory holidays taken on the date they actually occur, or the date they are observed?
    - Is the employee eligible for special northern leave?
    - Is the employee eligible for northern district allowance? If so, which district?
    - Are there other earnings or deductions such as parking, car allowance, CVA, housing, etc.?
    - Approved salary, quoted as hourly for in-scope, monthly for out-of-scope
    - Is this appointment up-in-range? If so, it must be approved by HRSC.
    - If this is a permanent labour service assignment, what is their Section/Sub-section, and did the employee elect vacation to be taken as paid days, or % on each cheque?
    - Any additional comments

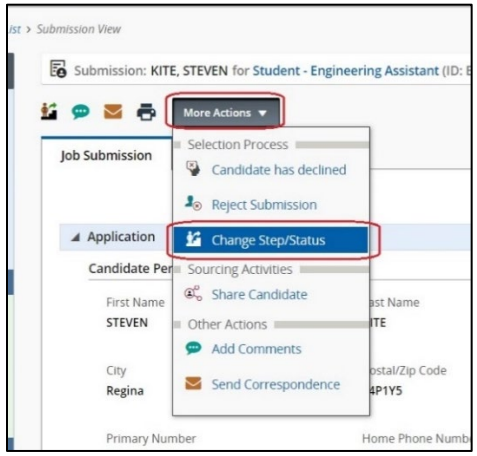
If you need assistance with any of the fields listed above, contact the individual whose name is in the Recruiter field of the competition.

Non-Online Commencement





OR



THESE INSTRUCTIONS SHOULD BE FOLLOWED ONLY WHEN THE CANDIDATE DOES NOT HAVE INTERNET ACCESS. FOR CANDIDATES WITH INTERNET ACCESS, PLEASE FOLLOW THE ONLINE COMMENCMENT PROCESS INSTEAD.

NOTE: If you are hiring a candidate into the last vacancy of the requisition, the competition will Fill automatically. Candidates will be able to see the competition's Filled status on the Career Centre, so if you are planning to deliver regrets to unsuccessful candidates, you should do so as soon as possible.

Click the drop down beside your account name on the top right corner to access the Help page. Instructions for all Taleo tasks can be found here.

If you are viewing the candidate list, put a check-mark to the left of the candidate's name, then select **Change Step/Status** icon **OR** from the **More Actions** drop-down.

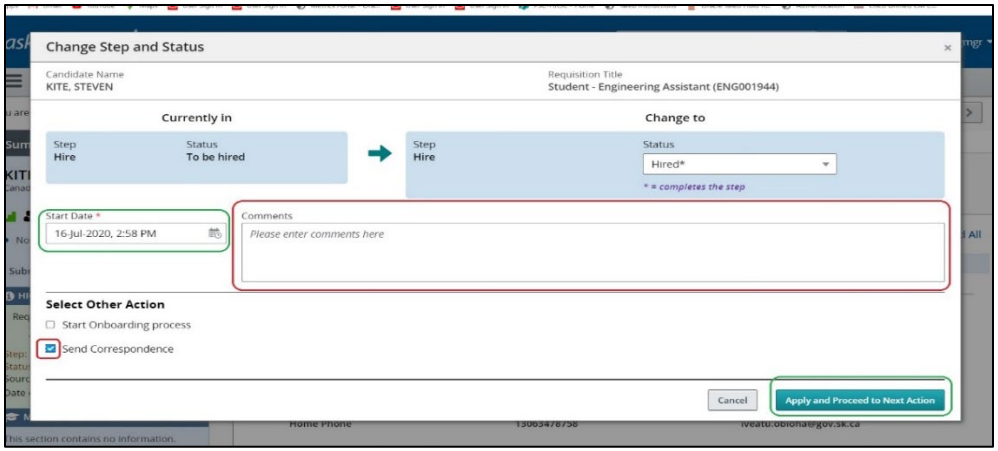
OR

If you are viewing the candidate's application, then from the **More Actions** drop-down, select **Change Step/Status.**

Make note of the candidate's current Step/Status.

The candidate must be in the Step/Status of Hire/Hired in order to send the Commencement document to the Human Resource Service Centre.

If the candidate is still in the Screening step, you will need to change it to Assessment/Successful before proceeding to the Hire step.

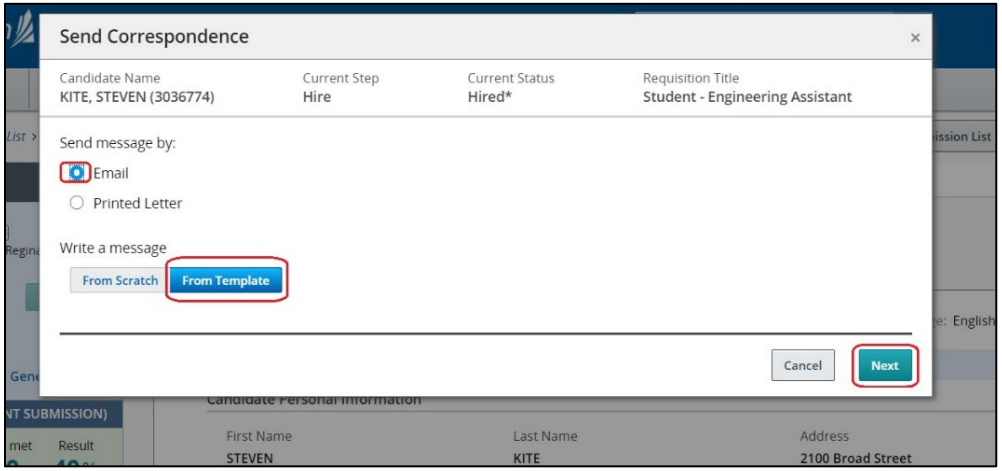


Change their Step to Hire and their Status to Hired.

Check the Send Correspondence box.

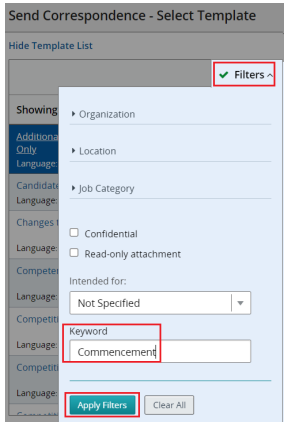
Select the candidate's start date in the position. If you don't know the exact start date, indicate your best estimate.

Click **Apply and Proceed to Next Action** button.



Email and **From Template** are selected by default**.**

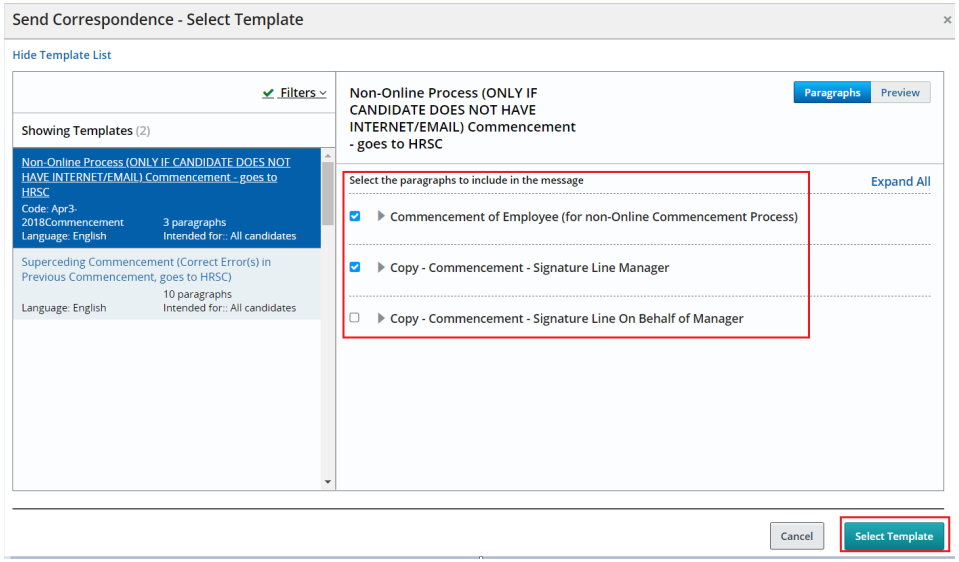
Click **Next**.



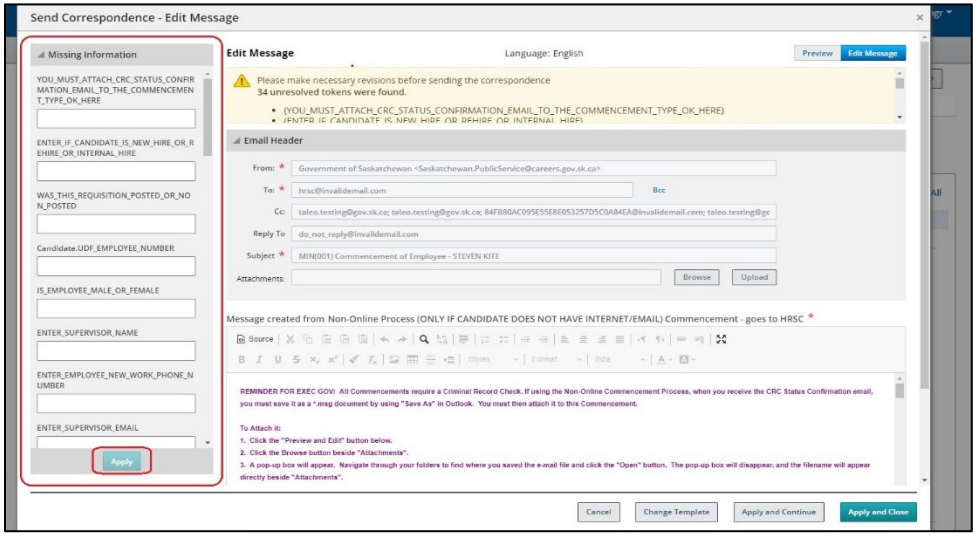
Select the correspondence Non-Online Process (ONLY IF CANDIDATE DOES NOT HAVE INTERNET/EMAIL) Commencement – goes to HRSC.

OR

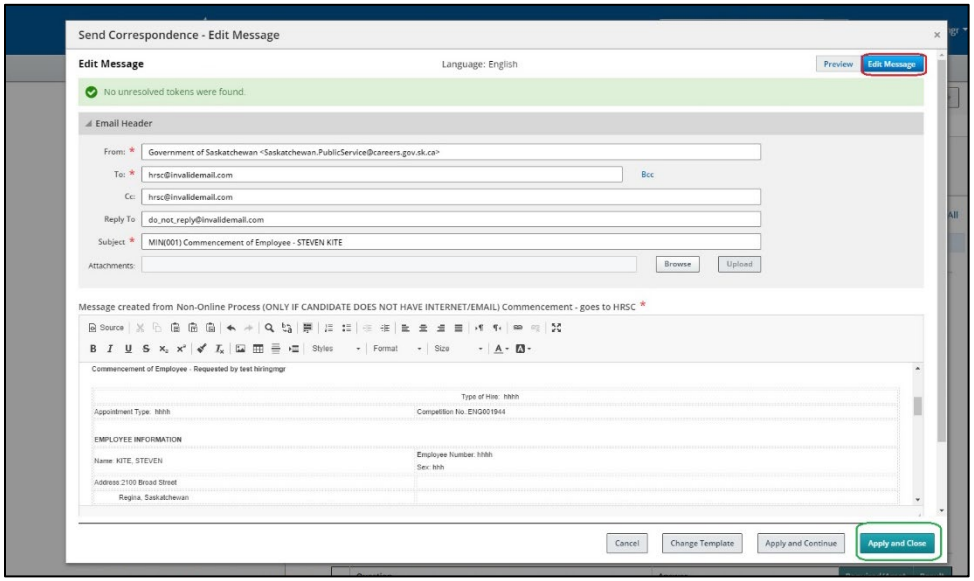
Click **Filters** to open the filter window. Type **Commencement** in the Keyword field and click **Apply Filters**.



Each correspondence consists of several paragraphs. Each paragraph is listed on the right-hand side. Select those paragraphs which you wish to include in your commencement (select only one of the two Signature Lines, depending on whether you are the hiring manager for the competition, or you are doing the commencement on behalf of the manager) then click **Select Template**.



Fill in all the missing information. There are quite a few, so make sure you scroll all the way to the bottom to complete them all. When done, click **Apply**.



Scroll through the correspondence to ensure the content is accurate.

Click **Edit Message** to edit, if applicable.

If you wish to change the "From" email address, replace the content in that field with the desired email address.

If you are making changes to the "To", "CC" or "BCC" lines, use a semi-colon between email addresses. Ensure the line does not end in a semi-colon.

When the correspondence is ready to be sent, click on **Apply and Close**.

NOTE: The "**Apply and Close**" button does not save the correspondence as draft so that you can come back later to finish it. It sends the correspondence. You must complete the entire correspondence in one sitting or you will lose all information you have input.