

Online Commencement Process

Taleo Version 21A

Last reviewed: May 2021

Next review: May 2022

Saskatchewan! 

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Before You Begin

The Online Commencement Process should be used for every hire. A non-online version is available, but it should be used only if the candidate is unable to access the internet. The Online Commencement Process includes two parts:

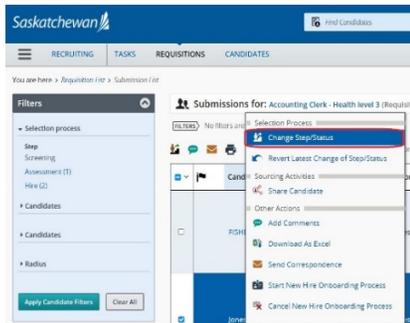
- Commencement Form
- Online completion of candidate start-up documents (benefits enrollment, direct deposit, etc.)

See Taskroom for more information related to [Offer and Appoint](#).

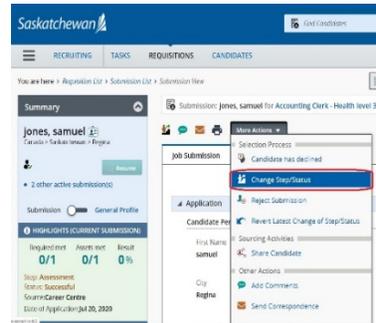
Starting the Onboarding Process



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.



OR



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, from the **More Actions** drop-down, select **Change Step/Status**.

Change Step and Status

Candidate Name: Norman, tania tN(2969474) Requisition Title: delete Accountant (FIN003746)

Currently In

Step: Assessment Status: Successful

Change to

Step: Hire Status: To be hired

* = completes the step

Comments: *Please enter comments here*

Select Other Action

REQUIRED: Start Online Commencement Process (check this box then select a process)

New-Hire: Select a process 1. Standard Online Commenc...

Send Correspondence

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

The candidate must be in the Step/Status of Hire/Hired or Hire/To Be Hired in order to start the Online Commencement Process.

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 To Be Hired.

Check the "REQUIRED: Start Online Commencement Process" box, then select the appropriate process from the drop down.

Click **Apply and Close**.



Navigate to your email box.

The Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will receive one of two possible email from Government of Saskatchewan, depending on which Online Commencement Process was selected in the previous screen.

“TIME SENSITIVE: Online Commencement Process Instructions” email

This email will arrive if you selected the Standard Online Commencement Process. It describes the steps in the online commencement process for the successful candidate.

OR

“ACTION REQUIRED: Commencement and Online Commencement Process Instructions” email

This email will arrive if you selected an Online Commencement Process which is exempt from the CRC requirement. It describes the steps in the online commencement process for the successful candidate, and provides a link to complete the Commencement Form.

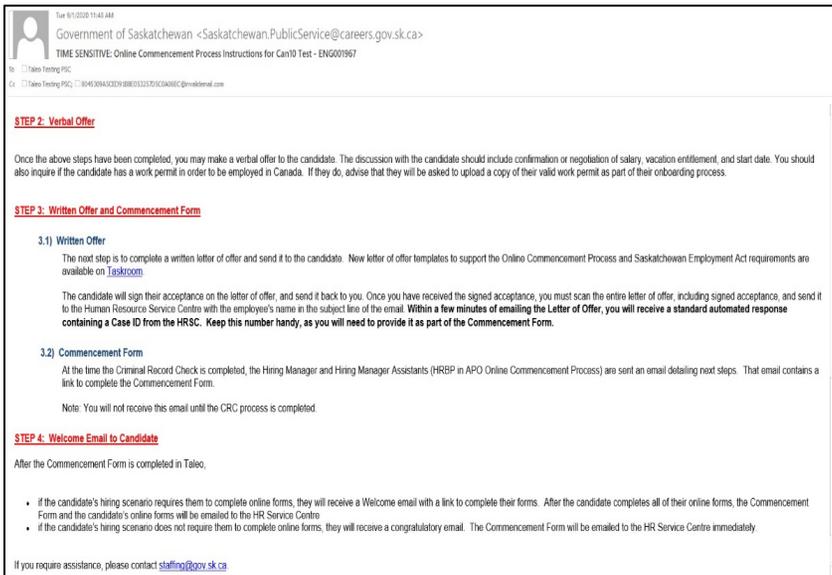
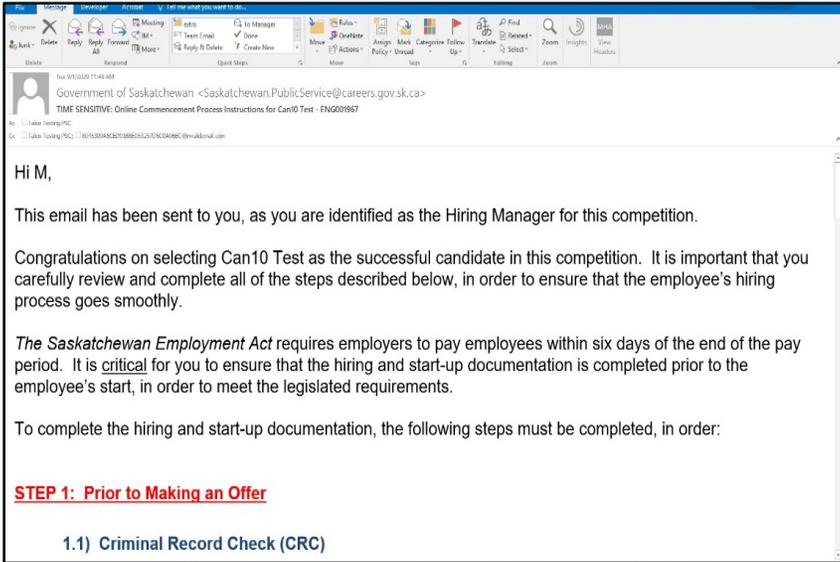
Follow the instructions provided, in the order given, to hire the candidate. They include:

- Step 1: Prior to making an offer
 - Criminal Record Check (if required, according to the CRC Policy)
 - Determination of Salary
 - Increased Vacation Leave (if applicable)
 - Relocation Expenses (if applicable)

Step 2: Verbal Offer

Step 3: Written Offer and Commencement Form

Step 4: Welcome Email to Candidate



Step 1: Prior to Making an Offer

Thu 1/31/2019 12:40 PM
Government of Saskatchewan <Saskatchewan.PublicServiceCareers@gov.sk.ca>
ACTION REQUIRED: Next Step & CRC Free to Proceed - Candidate FIN003199 - Job Title

To
You forwarded this message on 2/1/2019 11:32 AM.

****This email was sent to: Coordinator CRC Office,**

Thank you for submitting a Criminal Record Check (CRC) Status Confirmation Form for Candidate Name

This email confirms that the Criminal Record Check Office has a valid and satisfactory criminal record check and vulnerable sector check on file for him/ her. Please print a copy of this email for your staffing file.

If you have any questions, please feel free to contact the Criminal Record Check Office at CRC.Coordinator@gov.sk.ca

NEXT STEPS:

The Saskatchewan Employment Act requires employers to pay employees within six days of the end of the pay period. It is **critical** for you to ensure that the hiring and start-up documentation process is completed prior to the employee's start date in order to meet the legislated requirements. Once you are ready, please proceed with the next steps in the process.

1. Please ensure you have followed the appropriate processes to determine the employee's salary. You may then proceed with the verbal and written offer.
2. The employee will return the signed accepted letter of offer to you. When you receive that, email it to the HR Service Centre (HRSC@gov.sk.ca). You will receive a Case ID.
3. Once you receive the Case ID, you must [click here to login to Taleo](#) to complete the Commencement Form.

When the Onboarding process began, you received an email outlining the Onboarding process. Please refer to that, should you have questions.

In order to complete your Commencement Form, you will be asked for the following, so please ensure you have the following information ready and available:

[Employee Information](#)

- Letter of Offer Case ID, from when you emailed the signed, accepted letter of offer to the Human Resource Service Centre
- Does Employee Require a Work Permit In Order to Work in Canada? (this question should be asked of the candidate at the time of offer)
- Candidate Recruited From (examples: internal to government, public sector, out of province)
- Type of Hire (examples: Current SGEU, Current CUPE, Current Out-of-Scope, or New/Re-hire to Government)

Follow the online commencement process instructions email to complete the Step 1 tasks.

If the hiring action requires a Criminal Record Check to be performed, the Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will receive an email detailing the results of the Criminal Record Check and describing the Next Steps. The Criminal Record Check Office will also receive a copy of this email for their records.

Pay close attention to the instructions in this email and file a copy of it in the staffing competition file.

Follow the instructions under Next Steps to complete the offer and Commencement Form.

Tue 3/19/2019 11:07 AM
Government of Saskatchewan <Saskatchewan.PublicServiceCareers@gov.sk.ca>
ACTION REQUIRED: Commencement and Online Commencement Process Instructions for - Charlie Brown, ADM015689

To
Reid Skaggs, Alyson PSC

****This email was sent to: None None, Alyson Reid-Skaggs.****

Congratulations on selecting Charlie Brown as the successful candidate in this competition. It is important that you carefully review and complete all of the steps described below, in order to ensure that the employee's hiring process goes smoothly.

The Saskatchewan Employment Act requires employers to pay employees within six days of the end of the pay period. It is **critical** for you to ensure that the hiring and start-up documentation is completed prior to the employee's start, in order to meet the legislated requirements.

To complete the hiring and start-up documentation, the following steps must be completed, in order:

STEP 1: Prior to Making an Offer

1.1) Determination of Salary

There are several ways to determine a candidate's salary, depending on the situation. You must decide which is appropriate:

a) CURRENT EMPLOYEES (In- or Out-of-Scope) - Salary Calculation Request

A salary calculation request is required when hiring a current employee of the Government of Saskatchewan. The request is submitted through Taleo for the Public Service Commission (PSC) Human Resource Service Centre (HRSC) to complete. These requests can take up to three business days to complete. Instructions for this process can be found on [Taskroom](#), under "Requesting Salary Calculation".

b) NEW HIRES - Minimum of the Range

The salary for most new employees will be at the minimum of the range. You may authorize this salary without the approval of the PSC.

c) NEW HIRES - Above the Minimum of the Range - Up-In-Range

If the candidate is external to Executive Government and where an offer of salary above the minimum of the range is requested by the candidate and required for recruitment purposes, you must submit your request through Taleo for PSC approval. Instructions for this process can be found on [Taskroom](#), under "Requesting Approval for Up-in-Range Salary". If approved, you will receive notification via email. These requests may take several days to review.

d) TRAINING RANGE (In- or Out-of-Scope) - Below the Minimum of the Range

If fully qualified candidates are not available, the PSC may authorize an appointment below the minimum of the range. To explore this option, you must submit your request through Taleo for PSC approval, by sending the "Training Range Request" correspondence.

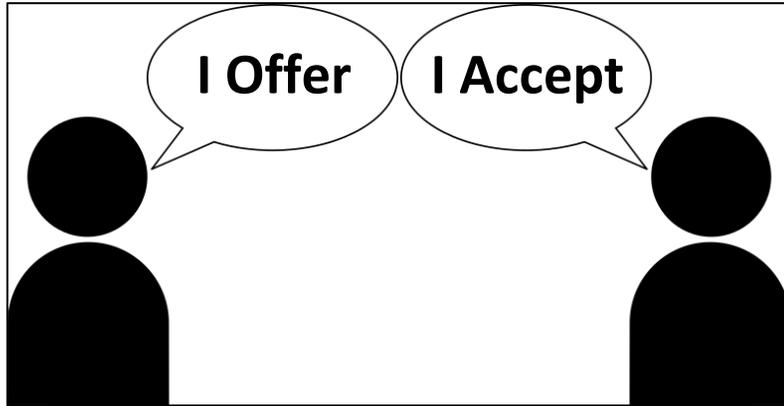
1.2) Additional Vacation Leave (New Out-of-Scope Employees):

During recruitment discussions/negotiations, an external candidate may advise that he/she is currently receiving more paid time off (in the form of vacation leave and/or other Scheduled Days Off) than the government is offering. To seek approval to offer the candidate increased vacation leave, please complete the form to request PSC approval.

If the hiring action does not require a Criminal Record Check, the "Action Required: Commencement and Online Commencement Process Instructions" email which was delivered when the Online Commencement Process was started, contains instructions and a link to complete the offer and Commencement Form.

Follow the instructions to complete the offer and Commencement Form.

Step 2: Verbal Offer



A verbal offer may only be extended once all tasks outlined in Step 1 have been completed.

Step 3.1: Written Offer



Follow the instructions provided in the “Online Commencement Process Instructions” email, to complete the Letter of Offer.

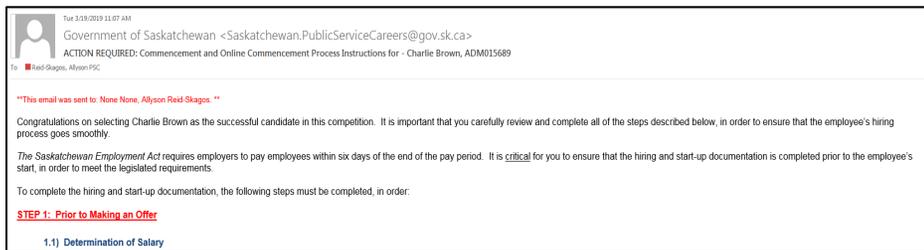
Ensure you send the entire letter of offer, including signed acceptance, to the Human Resource Service Centre (HRSC).

Make note of the Case ID that you receive from the HRSC – you will need to provide it as part of the Commencement Form.

Step 3.2: Commencement Form



OR



Commencement

Print Submit Cancel

Mandatory fields are marked with a red indicator.

Commencement Form

Employee Information

*Please enter the Case ID # you received when you emailed the signed, accepted letter of offer to the HR Service Centre. If you don't have the Case ID, please request it from the HRSC at 1-877-852-5808 or 306 798-0000.

Not Specified

*Does Employee Require a Work Permit In Order to Work in Canada? If you select "Yes", the candidate will be required to upload a work permit as part of the onboarding process.

Not Specified

*Candidate Recruited From

Not Specified

*To get the start-up documentation process started, please select the type of hire that is applicable to this candidate. Selecting the correct hiring scenario will ensure that the candidate receives the correct onboarding documents.

If the candidate's hiring scenario is not available, contact staffing@gov.sk.ca for help.

Not Specified

Full Name Employee Number
Mary Contrary 0
Address Woman:
lki No

You will have received one of these two emails:

- "ACTION REQUIRED: Commencement & CRC Free to Proceed" or
- "ACTION REQUIRED: Commencement and Online Commencement Process Instructions".

Refer to the email for a list of information required in the Commencement Form. Once you have gathered all required information listed in the email, click the link provided in the email to login to Taleo and complete the Commencement Form online.

Scroll through the Commencement Form, and complete each field as required.

When selecting the candidate's hiring scenario (i.e. type of hire), ensure you select the correct option, as this field determines which start-up documents the candidate will be asked to complete.

Remember that for employees paid bi-weekly, their Commencement Date must be the first Sunday of a pay period. Click [here](#) to view the pay period schedule on Taskroom.

Position Number Provided in Requisition
1003786.1

*Employee's Position Number in this Appointment

Some fields have information from the requisition in read-only format above, for reference. If the reference information is still correct, enter it in the field below. For competitions which are posted for multiple position numbers, for example, the read-only information may not be correct, so enter the specific number for this employee.



Onboarding (Transitions)

My Onboarding (Transitions) Tasks

This page displays the list of tasks that have been assigned to you.

Name	Due Date	Candidate/Employee	Status	Instructions
Commencement	Wednesday, March 28, 2018, 4:20:41 PM	Bulldog08, Butch	In progress	—

Once you have completed all fields on the Commencement Form, review for accuracy, then click **Submit**.

You may be taken to a page listing additional tasks assigned to you. If you wish to complete any of them now, you may click on them to do so. Otherwise, you may now logout of Taleo.

Thu 1/31/2019 8:21 AM
Government of Saskatchewan <Saskatchewan.PublicServiceCareers@gov.sk.ca>
Completion of Commencement – Thursday Test, FIN003199

Thank you for completing the Commencement Form for (candidate name) in this competition. The candidate will now receive an email, [requiring them to complete their start-up documents online](#).

IMPORTANT: The information in the Commencement Form will not be sent to the HR Service Centre until the candidate submits all of their online documents.

When the candidate completes their portion of the process, they will receive a thank you email which may contain additional forms requiring physical signature. Depending on their hiring scenario, they may receive:

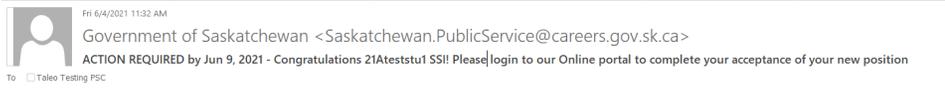
- Oath of Office, Designation of Beneficiary, and Vacation/Long Service Verification (new/re-hire employees)
- Union Membership (employees moving into a union bargaining unit where they don't already hold membership)

IMPORTANT: One day after the candidate's first day of work, you will receive an important email. Please follow the instructions in that email to confirm that the employee has started work and has submitted the above-noted forms; or to remove them from payroll if the hiring action is not proceeding.

[Commencement Form](#)

The Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will receive an email confirming completion of the Commencement Form, and describing next steps.

Step 4: Welcome Email to Candidate



Dear 21Ateststu1,

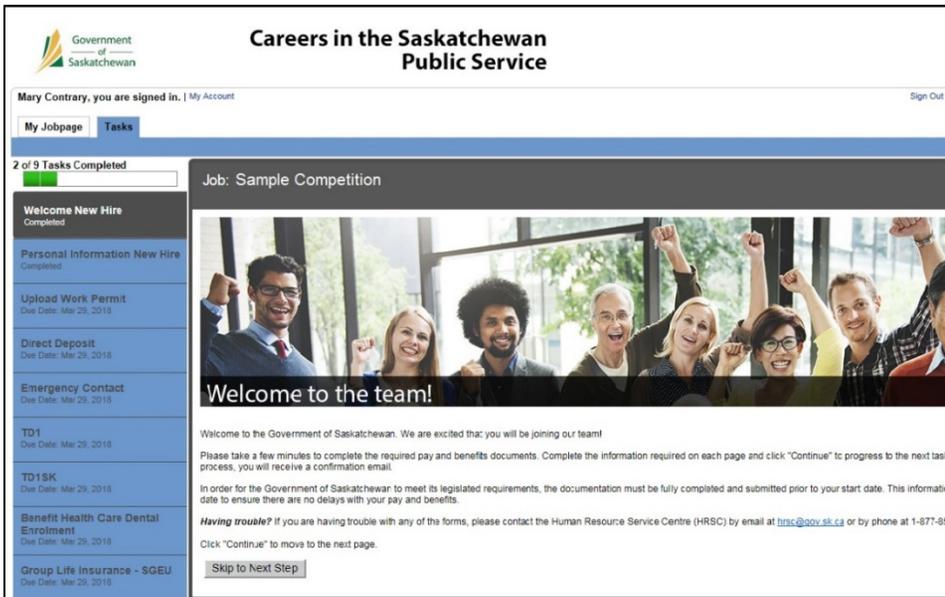
Congratulations on your new assignment with the Government of Saskatchewan!

In order to ensure that your pay and benefits are set up correctly for your new role, **you will need to login** to our Portal to complete the required documentation. Your username: stucan1
Please use the same password used to apply for jobs on the Career Centre.

After you have completed the Commencement Form, the candidate will receive an email.

Depending on the candidate's hiring scenario, they may or may not be required to complete online forms. If they are required to complete online forms, the email will contain a link to login and their Career Centre username.

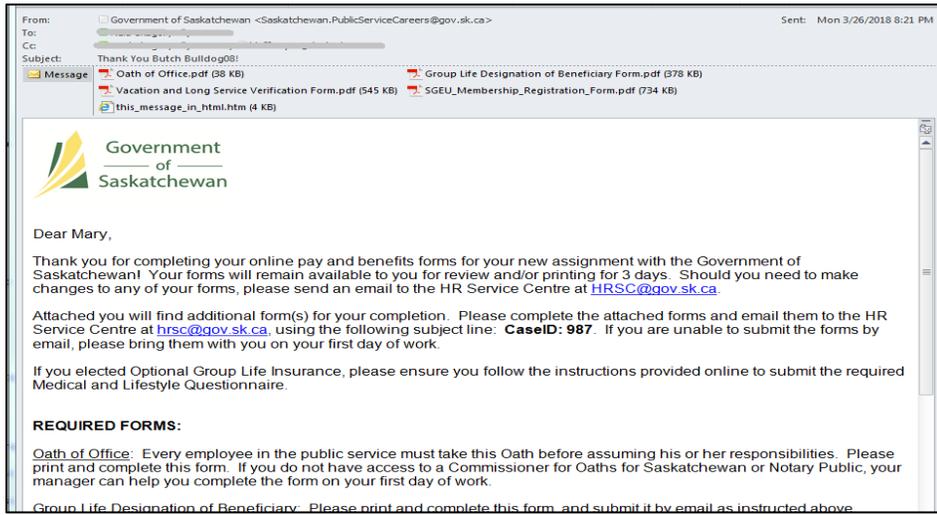
The Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will NOT be cc'd on the email.



The candidate will login to the Onboarding Portal, using the same username and password as they use for the Career Centre.

In the Onboarding Portal, they will be presented with the online start-up documents applicable to them, and must complete them within 72 hours.

If the candidate does not complete their online forms within 72 hours, they will receive a reminder email, with cc to the Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant.



1-Day Follow-Up Email



Dear TestHM1,

According to information entered during the Online Commencement Process for 21Ateststu1 SSI in Competition PAR002541, this candidate's first day of work was 31-May-2021. Below are four items you MAY need to complete now that your new employee has begun:

1. Double-check the candidate's Step/Status in Taleo: If the candidate has not yet been marked as "Hire/Hired" in Taleo, please do so now in order to Fill the competition. If the candidate is already marked as Hire/Hired, no action is required in Taleo.

Change Step and Status

Candidate Name: SSI, testpaper3(3068860) Requisition Title: delete Sample Competition (ADM013423)

Currently in	Change to
Step: Screening Status: Successful	Step: Hire Status: Hired* <small>* = completes the step</small>

Event Date: 04-Jun-2021, 11:55 AM Start Date *: 06-Jun-2021, 8:00 AM Comments: Please enter comments here

Select Other Action

REQUIRED: Start Online Commencement Process (check this box then select a process)

Send Correspondence

Buttons: Cancel, Apply and Continue, **Apply and Close**

Once the employee has completed all of their online start-up forms, they may or may not receive a confirmation email, depending on the candidate's hiring scenario. The Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will be cc'd on the email.

This email may contain additional forms which require a physical signature, such as the Oath of Office.

One day after the employee's First Day of Work, the Hiring Manager, Hiring Manager Assistant, and Hiring Manager Co-Assistant will receive an email reminder. There are two activities required:

1. Follow-up with the new employee, to ensure that all start-up forms requiring physical signature have been completed and submitted.
2. Confirm the employee's hiring action is complete, by logging into Taleo, changing their Step/Status to Hire/Hired and indicating their Commencement Date in the calendar.

When selecting the candidate's Commencement date in the position, remember that for employees paid bi-weekly, their Commencement Date must be the first Sunday of a pay period. Click [here](#) to view the pay period schedule on Taskroom.

If the hiring action is not proceeding, change the candidate's Step/Status to Hire/Withdraw or Hire/Ineligible-Unsuccessful, and notify the HR Service Centre immediately so that they may cancel the related payroll processes.

Correcting an Error in the Commencement Form



If an error is made in the Commencement Form, follow the instructions provided in “Correcting Errors in Commencement Document”.

Cancelling the Online Commencement Process

The screenshot shows the Taleo interface for a candidate's submission. At the top, it says "Submissions for: Testing 21A Integration - Two (Requisition ID: ...)". Below that, there are icons for filters, chat, email, and print. A "More Actions" dropdown menu is open, showing several options. The "Cancel Online Commencement Process" option at the bottom of the menu is highlighted with a red rectangular box. Other options include "Change Step/Status", "Revert Latest Change of Step/Status", "Share Candidate", "Add Comments", "Download As Excel", "Send Correspondence", and "Start Online Commencement Process".

If, for any reason, the Online Commencement Process must be cancelled (for example, the candidate declines the offer, or the incorrect type of hire was selected in the Commencement Form) the Process must be cancelled and, if applicable, re-started.

Navigate to the candidate list for the competition in Taleo.

Place a check-mark beside the candidate's name, then from the **More Actions** drop-down, select **Cancel Online Commencement Process**.

Cancel Online Commencement Process ✕

Candidate Name	Requisition Title
TwentyoneA, int2 ID: 457974	Testing 21A Integration - Two ID: COM001367

Comments

Cancel Cancel Process

In the **Comments** box, describe why the Online Commencement Process is being cancelled, then click **Cancel Process**.

If applicable, you may re-start the Online Commencement Process by selecting "Start Online Commencement Process" from the More Actions drop-down.

If the candidate will not be starting work in this position at all, it is very important that you advise the HR Service Centre so that they can reverse the hiring transaction in the payroll system.