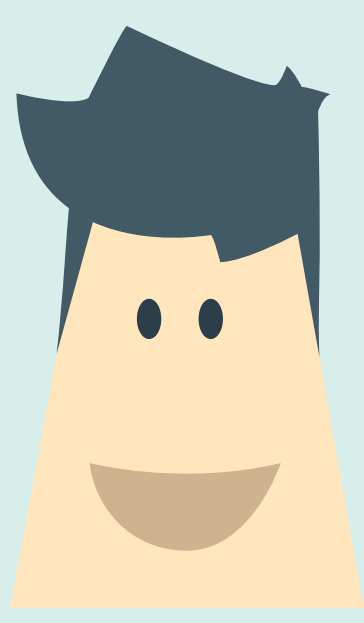




# How much time do I need to plan for timely submission of Staffing Actions?

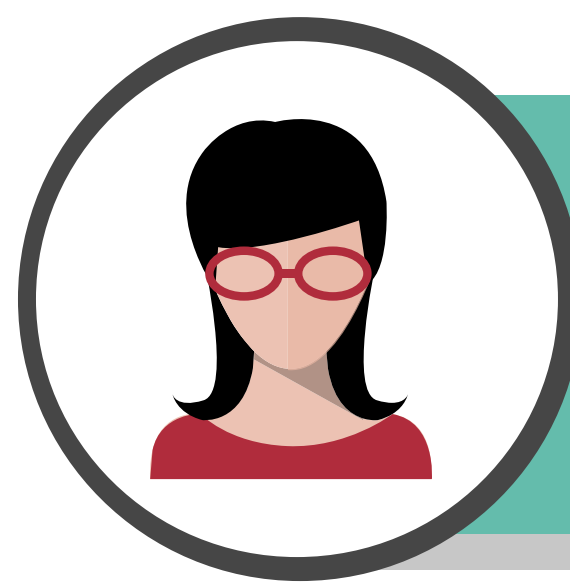
In order to avoid pay issues, it is important to carefully choose the start date of a staffing action.



Do you know who you want to hire?

That's great, but keep in mind, your action could be delayed if you haven't addressed some items. Make sure to confirm:

- 1 Do you require a Classified Position?
  - Does the candidate have valid SLE (Second Language Evaluation) results?
  - Does the candidate have a valid security clearance?
  - Did you complete all the steps and obtain the necessary information needed to submit your request? (Refer to the **Manager's Guides and Required Documentation**)
- 2 The legal requirements for non-negotiable timelines for pay and HR (See below\*)
- 3 That signed documents are returned (on behalf of you and your employee). It is often a source of delay!



For more information talk to your HR Advisor

Or



Submit a General HR Enquiry Request

## How to estimate Start Date once you have everything above?

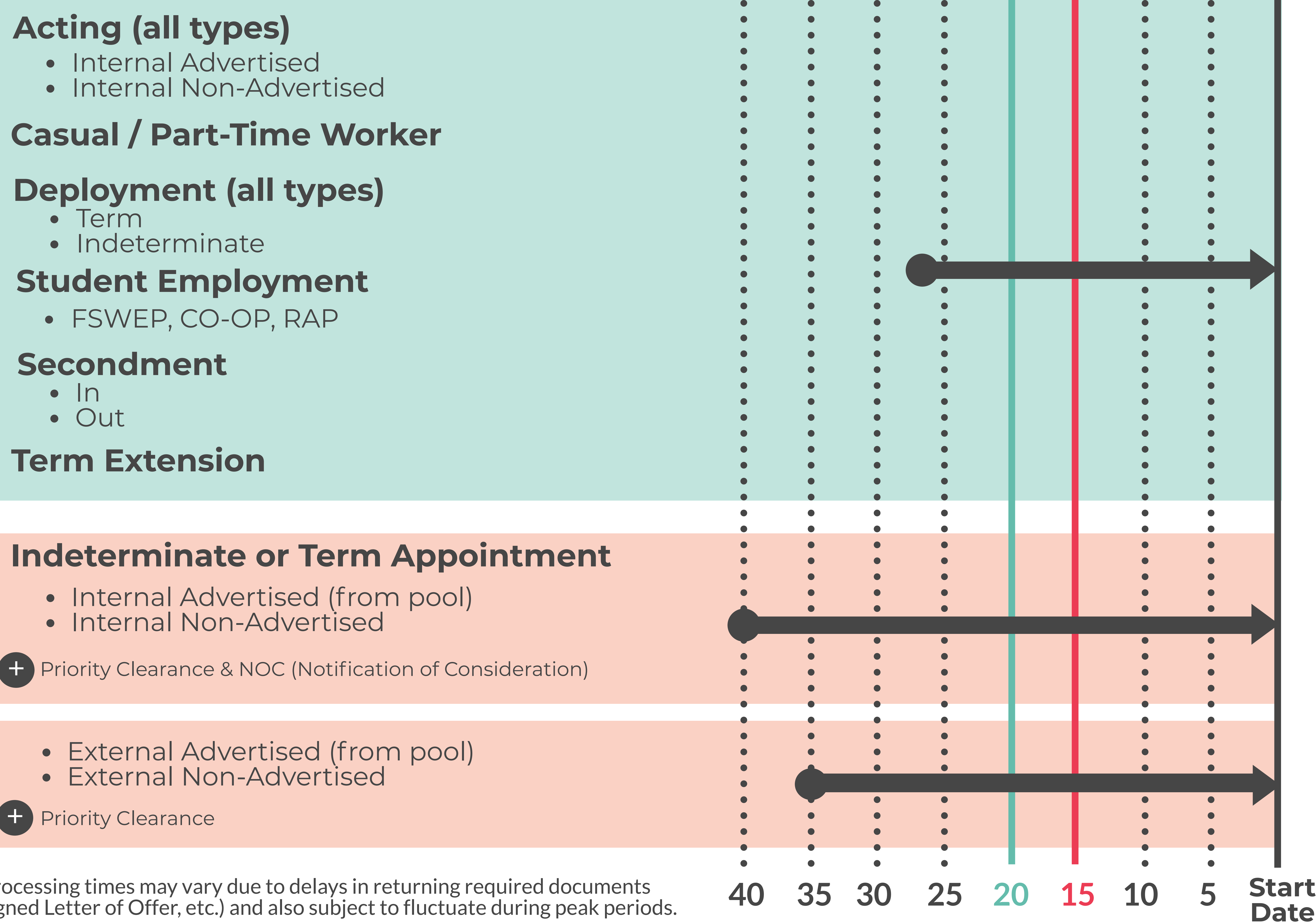
### Legend

- + Non-negotiable steps required
- HRSC Appointment Request submitted, including all required documents
- ▶ Employee's Start Date
- | Letter of offer issued to sub-delegated manager via HRSC
- | Compensation requirement
- | Timely administration and return of Oath or Solemn Affirmation as per the following [instructions](#) (excluding casuals and part-time workers)

### STAFFING ACTIONS

All below timelines include: Request Analysis, Return of Signed and Complete Documents and Transfer to Pay Center.

Average number of business days required before the employee's start date



\*Processing times may vary due to delays in returning required documents (Signed Letter of Offer, etc.) and also subject to fluctuate during peak periods.

## \*Timeline Details : What are non-negotiable timelines to respect?

- HRSC Request Analysis & Initiation
- Priority Clearance  
*\*if priorities identified additional delays may occur*
- Notice of Consideration (NOC)
- Manager ensures timely return of completed/signed letter of offer, Oath or Solemn Affirmation and other required docs via HRSC request
- Compensation requirement
- Staffing requirement  
*\*Last day for manager to return completed/signed Oath or Solemn Affirmation (in the instance that it was not possible to return with letter of offer) as to not adversely affect employee benefit entitlements.*

