

MARK YOUR CALENDARS NOW FOR NOVEMBER & DECEMBER DEADLINES



Please take note of these important deadlines for Recruiting, New Hires and Position Management.

November 17/Recruiting: Last day to submit a response to an "Approval to Extend a Conditional Offer" email for the final employee start date of December 4, 2023. **All complete responses must be received by 8:00 a.m. on this day.** Incomplete responses may delay the employee's start date.

December 4/Recruiting: Last date to submit a response to an "Approval to Extend a Conditional Offer" email for employees with a start date of January 8, 2024, in order for the offer letter to be sent before the holiday break. **All complete responses must be received by 8:00 a.m. on this day.** For employee start dates after January 8, the offer letter will be sent to the candidate when operations resume in January 2024. Incomplete responses may delay the employee's start date.

December 4/New Hires: Last new employee start date for 2023. This includes emergency hires, casual workers, and regular or temporary employees.

December 4/Position Management: Last day to submit funding, department and approval structure position management changes for December payroll. Changes received after this date will be processed in January 2024.

December 11/Recruiting: Last day a fully-approved Job Card in CHRS Recruiting (PageUp), including a fully-signed Position Description, can be received in order for the job to be posted by December 15, 2023. Job approvals received after this date will be posted in January 2024. As a reminder, a vacancy will not be posted without a signed Position Description.

January 8, 2024/New Hires: First new employee start date (includes emergency hires, casual workers, and regular or temporary employees) for 2024.