

Alberta Jobs Now Program

New hire checklist

Overview

Applications to the Alberta Jobs Now program are being accepted as of May 20, 2021.

- The first application intake will close August 31, 2021.
- The second intake will open September 15, 2021 and close December 31, 2021.
- A third application intake will be announced at a later date.

Applications will be processed on a first-come, first-served basis. Incomplete applications will delay processing.

Employers receive 50% of the subsidy once the new hires are approved and have worked for three months. The final 50% is paid after the new hire has completed 52 weeks of employment with the employer.

New Hires

Employers return to their application in the online portal and submit new hire information for each unemployed Albertan they have hired since May 20, 2021 or plan to hire.

New hires must begin employment within 120 days from the application being approved.

- The recommended option is to wait for application approval before hiring any new employee. Employers who choose to hire prior to receiving approval risk bearing the cost of hiring if the program declines the application.
- If the new hire is found ineligible, Alberta Jobs Now Program funding will not be provided and the employer will be responsible for all costs incurred for the time the new hire has been employed.

The new hire will be assessed to confirm eligibility and the employer notified of their approval via email.

Checklist

Go to the alberta.ca/jobsnow and download the *New Hire Information Form*. The new hire can fill this form out and sign it, giving the employer permission to share their information with the Alberta Jobs Now program. This form is for

employer reference and does not have to be submitted to the program.

Return to the application and electronically enter the information for all the new hires the employer included in the grant application.

- New hires must be hired on or after program launch date.
- The start date for new hires can be no longer than 120 days from the application approval.
- New hire information must be submitted within 30 days after the eligible employee's date of hire.

Submit the required documentation:

- An offer letter or letter confirming employment has started is required for each new hire. Letters must be on company letter head, signed on or after program launch date and include:
 - employer location info
 - position title and salary/wage
 - start date
 - new hire name
 - employer signature
 - employee signature
- Validation of a new hire's unemployed status (including but not limited to):
 - Statement of EI earnings, documentation of EI application decision
 - Most recent Record of Employment
 - Notice of termination from most recent employer
 - Self-declaration form completed by the unemployed person if they have been out of the labour force for a significant period of time (including recent graduates). This document is subject to spot checks.
- Validation that an individual is in a part-time position (fewer than 30 hours per week):
 - a declaration from the new hire confirming they worked fewer than an average of 30 hrs a week while working for their previous employer.

Visit alberta.ca/jobsnow for more information.

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