

Process Steps for Cancellations and Revisions to Assignments

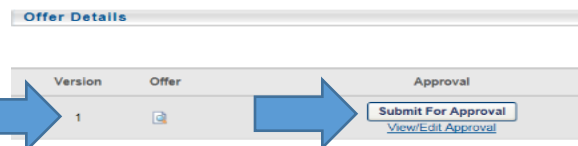
The following are steps to cancel and revise employment assignments after you have issued an offer letter for a Temporary (NFT) Contract employee.

Cancelling an Assignment

Please note that the cancellation steps differ based on the stage in the offer letter process. In the applicant profile, click on the 'Statuses' tab to view under 'Offer Details' which stage in the process the offer letter is at, and follow the solution steps to the corresponding scenario below.

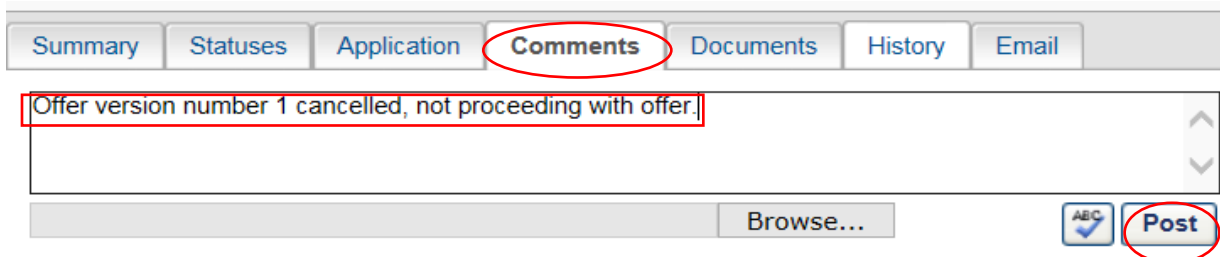
Scenario 1:

Offer letter has been created but has not yet been sent for approvals.



Solution:

1. Note which version number of the offer this is, and under the 'Comments' tab, enter 'Offer version number X cancelled, not proceeding with offer.' as shown below.
2. Click 'Post' to save the comment.



3. Go to the Summary tab and click on the 'Current Status' to change to 'Closed' and select disposition 'Not Proceeding with Offer (Cancelled)'.
4. Click 'Submit'.

Change Status

Remove Applicant: George Brown

Current Status: Offer Letter
Start Date: 3/1/2017

Change Status to: Closed

Disposition: Not Proceeding with Offer (Cancelled)

*Indicates required status

Submit Cancel

Scenario 2:

Offer letter has been created and approvals have been sent out.

Offer Details

| Version | Offer | Approval |
|---------|-------|--------------------------------|
| 1 | | Sent 3/17/2017 View Details |

Solution:

1. Click 'View Details'

Offer Details

| Version | Offer | Approval |
|---------|-------|--------------------------------|
| 1 | | Sent 3/17/2017 View Details |

2. Click 'Cancel Approvals'.

View/Edit Approvals

| Status | User | Decision | Comments |
|--------|--|-------------------|----------|
| | Adrienne Bourque aboutourque@georgebrown.ca | Sent on 3/17/2017 | |

Cancel Approvals Close

- Note which version number of the offer this is, and under the 'Comments' tab, enter 'Offer version number X cancelled, not proceeding with offer.' as shown below.
- Click 'Post' to save the comment.

- Go to the Summary tab and click on the 'Current Status' to change to 'Closed' and select disposition 'Not Proceeding with Offer (Cancelled)'.
- Click 'Submit'.

Scenario 3:

Offer letter has been approved but has not yet been sent to the candidate.

| Offer Details | | | | | |
|---------------|-------|---|----------------------------|--------------------|-------|
| Version | Offer | Approval | Send to Candidate | Candidate Response | Final |
| 4 | | Approved 5/4/2018 View Details | Send Offer | | |

Solution:

1. Note which version number of the offer this is, and under the 'Comments' tab, enter 'Offer version number X cancelled, not proceeding with offer.' as shown below.

Summary Statures Application **Comments** Documents History Email

Offer version number 4 cancelled, not proceeding with offer

Spell Check **Post**

2. Go to the Summary tab and click on the 'Current Status' to change to 'Closed' and select disposition 'Not Proceeding with Offer (Cancelled)'.
3. Click 'Submit'.

Change Status

Remove Applicant

George Brown

*Indicates required status

Current Status: Offer Letter
Start Date: 3/1/2017

Change Status to: **Closed**

Disposition: **Not Proceeding with Offer (Cancelled)**

Submit Cancel

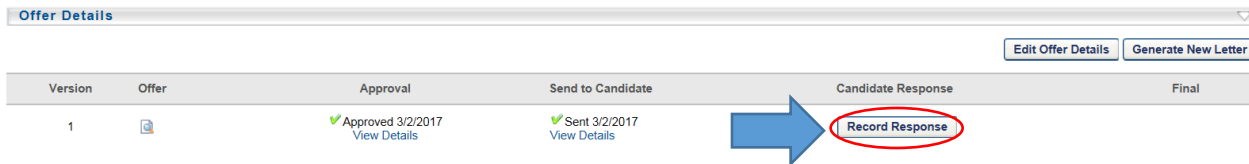
Scenario 4:

Offer letter has been sent to the candidate and the candidate has not yet responded.

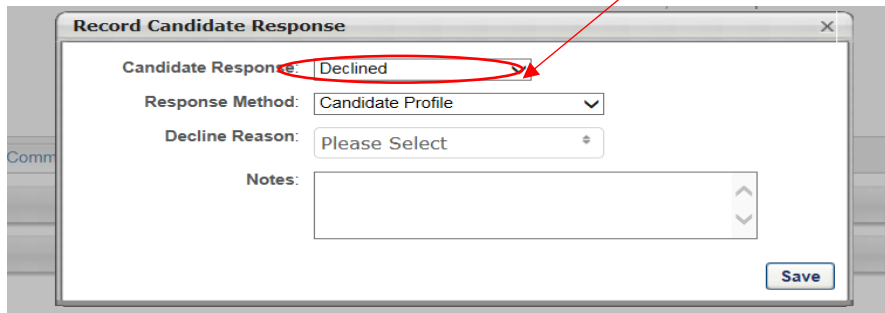


Solution:

1. Click on 'Record Response'.



2. Select 'Declined' from Candidate Response options.



3. Select Decline Reason 'Cancelled by Employer' from the list and then click 'Save'.

Record Candidate Response

Candidate Response: Declined

Response Method: Candidate Profile

Decline Reason: Cancelled by Employer

Notes:

- Accepted Employment Elsewhere
- Cancelled by Employer
- No Longer Available
- Personal Reasons
- Position Not Suitable

Save

4. **Send an email to the candidate advising them that the assignment has been cancelled and ensure proper notice of cancellation is provided.** For any questions please contact Human Resources.
5. **Note which version number of the offer this is, and under the 'Comments' tab, enter 'Offer version number X cancelled, not proceeding with offer.'** as shown below.
6. **Click 'Browse' to locate and attach the email sent to the candidate advising them of the assignment cancellation.** Note that accepted file attachment types are .doc, .docx, .xls, .xlsx, .pdf or .txt. Then click 'Post' to save the comment.

Summary | Statuses | Application | **Comments** | Documents | History | Email

Offer version number 1 cancelled, not proceeding with offer.

Browse... | ABC | Post

7. **Go to the Summary tab and click on the 'Current Status' to change to 'Closed' and select disposition 'Not Proceeding with Offer (Cancelled)'.**
8. **Click 'Submit'.**

Change Status

Remove Applicant
George Brown

Current Status: Offer Letter
Start Date: 3/1/2017

Change Status to: Closed

Disposition: Not Proceeding with Offer (Cancelled)

*Indicates required status

Submit Cancel

Scenario 5:

Offer letter has been accepted by candidate prior to the deadline for acceptance for pay, so the assignment has been processed to HR/Payroll but now needs to be cancelled (with no assignment to replace it) because the employee has resigned or has been terminated.

Offer Details

Edit Offer Details Generate New Letter

| Version | Offer | Approval | Send to Candidate | Candidate Response | Final |
|---------|-------|---|---|---|-------|
| 2 | | Approved 11/29/2016 View Details | Sent 11/29/2016 View Details | Accepted 11/29/2016 View Details | |

NOTE: If the assignment will be replaced by another offer letter, instead follow the solution steps for 'Revising or Replacing an Assignment'.

Solution:

1. Determine the position number of the assignment to cancel by logging into STU-VIEW and under 'Employee Self Service' selecting the 'Course Assignment and Job Detail Report'.

Personal Information Registration Services Student Support Services **Employee Self Service**

Employee

[Course Assignment and Job Detail Report](#)

View assigned courses for instruction and employment history

2. Enter in the employee ID and/or employee name to search the report and locate the assignment and position number under the Job Detail Block. Keep note of the eight digit position number (#####) and suffix (##).

Job Detail Block

| Position No. | Position Title | Employee Class | Position Class |
|--------------|----------------|----------------------|-----------------------------|
| 202109 05 | Technologist B | Support PT 8 Hrs/day | PT Support 24hrs/wk or less |

- Complete an Electronic HR/Payroll Action Form (EPAF) identifying the person's employee number and the position number and suffix of the assignment to cancel and completing all fields in the 'Required Fields' section.



ELECTRONIC PAYROLL ACTION FORM (EPAF)

RECORD CHANGE TO OFFER LETTER DETAIL FIELDS

| REQUIRED FIELDS | | | | | |
|-----------------|--|------------------|--|--------------|--|
| EMPLOYEE ID: | | REQUISITION NO.: | | VERSION NO.: | |
| POSITION NO.: | | | | Suffix: | |

- Provide the reason for cancellation with any resignation/termination documents attached. Indicate whether the employee worked or not. If the employee did work, provide their last day worked in the EPAF so that the assignment will be revised to end on that date.

| TERMINATION | | | LAST DAY WORKED | | | REASON FOR TERMINATION |
|--------------------------------------|---|----|-----------------|---|----|------------------------|
| D | M | YR | D | M | YR | |
| EXPLANATION / DETAILS OF ASSIGNMENT: | | | | | | |

- Send the signed EPAF by email to hrforms@georgebrown.ca
- Once the EPAF is received, HR/Payroll will review and follow-up with you should there be any additional questions or further details required. Once processed, HR/Payroll will attach this to a comment in the applicant profile, citing the version number of the offer letter it affects.

Summary | Statures | Application | **Comments** | Documents | History | Email

Add Comment

Browse...

Post

Adrienne Bourque 3/20/2017 at 9:25 AM
Offer letter version 1 revised to end January 31, 2017. PPAF and employee resignation attached.
PPAF and Employee Resignation.pdf

Offer Letter

Revising/Replacing an Assignment

An offer letter has been accepted by a candidate but it is incorrect and requires revision(s).

Offer accepted and final

Offer Details

Edit Offer Details | Generate New Letter

| Version | Offer | Approval | Send to Candidate | Candidate Response | Final |
|---------|-------|---|---|---|-------|
| 2 | | Approved 11/29/2016 View Details | Sent 11/29/2016 View Details | Accepted 11/29/2016 View Details | |

Solution:

A new offer letter will need to be created and submitted and the original assignment must either be cancelled or revised to end prior to the new assignment.

1. Determine the position number of the assignment on file that now needs to be replaced. Log into STU-VIEW and under 'Employee Self Service' select the 'Course Assignment and Job Detail Report'.

Personal Information | Registration Services | Student Support Services | **Employee Self Service**

Employee

Course Assignment and Job Detail Report

View assigned courses for instruction and employment history

2. Enter in the employee ID and/or employee name to search the report and locate the assignment and position number under the Job Detail Block. Keep note of the eight digit position number (##### ##).

Job Detail Block

| Position No. | Position Title | Employee Class | Position Class |
|--------------|----------------|----------------------|-----------------------------|
| 202109 05 | Technologist B | Support PT 8 Hrs/day | PT Support 24hrs/wk or less |

- Follow the process steps to determine the appropriate job requisition for the new assignment, select the applicant, and begin entering the offer letter details fields. Under the 'Start Date' field, enter the date that the new revised assignment is effective. If it is replacing a previous assignment, use the same start date as the original assignment.

Summary | Statures | Application | Comments | Documents | History | Email

NEW SUBMISSION

OFFER LETTER

In Progress

Offer Details

Source: Added Manually

Hiring Manager: Hiring Manager

Next Level Hiring Manager: Next Level Hiring Manager

Division: Placeholder for Non-full time

Location: Placeholder for Non-full time

Start Date:

- Complete all offer details fields for the assignment. The last two fields regarding ending and cancellation must be completed to identify the position that is on file that must either end or be replaced by this new assignment. **Note that if you do not complete the field(s), the employment assignment will remain on file and will continue to be paid.**

If the new offer you are issuing completely replaces the assignment on file, only provide the position number and do not provide a revised end date.

Provide Position Number to End or Cancel the Assignment this Offer Replaces (Format: #####-##):

Revised End Date for Assignment this Offer Replaces (Provide Position Number Above):

Save and Create New Letter

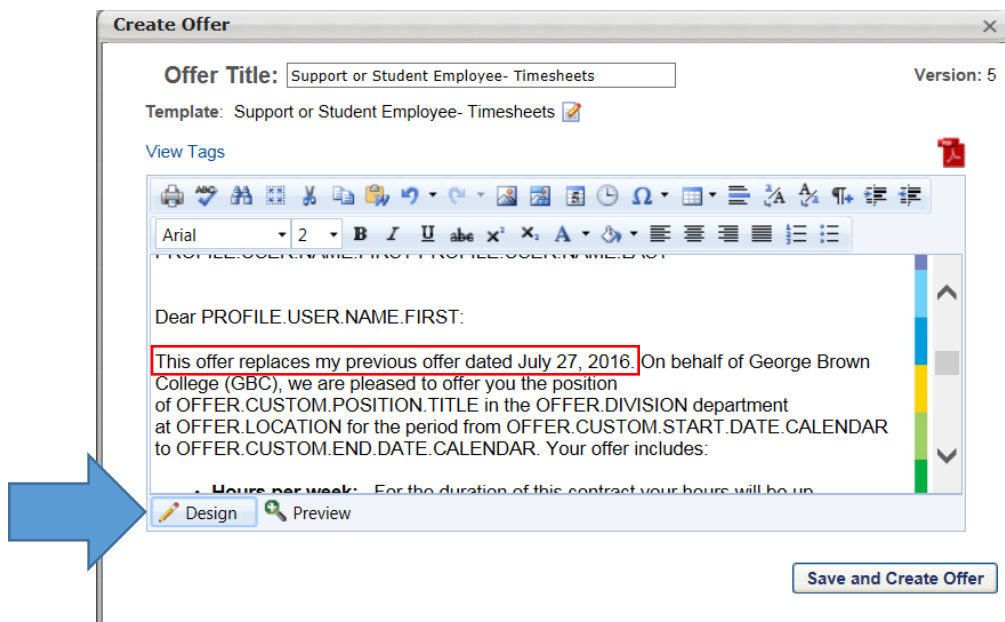
If the new offer you are issuing is effective after the start date of the assignment on file, provide the position number **and** indicate in the 'Revised End Date' field the date to end the assignment on file.

Provide Position Number to End or Cancel the Assignment this Offer Replaces (Format: #####-##):

Revised End Date for Assignment this Offer Replaces (Provide Position Number Above):

[Save and Create New Letter](#)

5. Once all fields are completed, click 'Save and Create New Letter' or 'Save and Generate New Letter'.
6. In Create offer pop up window, ensure you select the correct offer letter template and then click 'Apply'. Then ensure design mode is selected and edit the offer letter to add a first sentence such as, 'This offer replaces my previous offer dated July 27, 2016.' to indicate to the employee that the new offer replaces the previous offer and assignment.



6. Click 'Save and Create Offer' and continue in the Process Steps to set-up approvals and issue the new offer.

Candidate does not want to accept their offer in Cornerstone

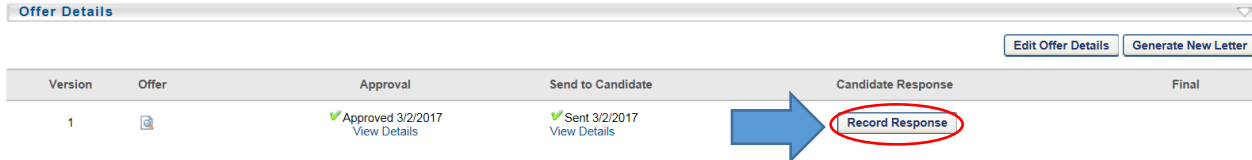
An offer letter has been submitted to a candidate and they have not yet responded in Cornerstone but have informed you via email, phone, or in person that they will not be working (and they have not yet worked).

Solution:

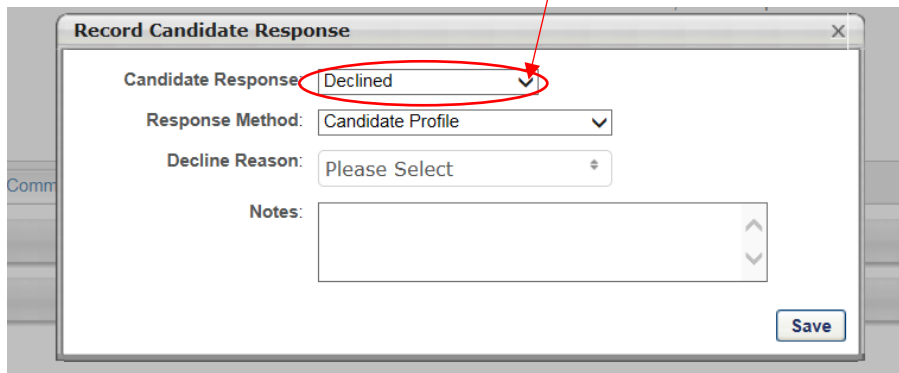
Candidates can decline offers in Cornerstone but if the candidate has not done so, you may decline on their behalf since you have their confirmation that they will not be accepting the offer.

In their candidate profile under the statuses tab, you will see the offer pending candidate response.

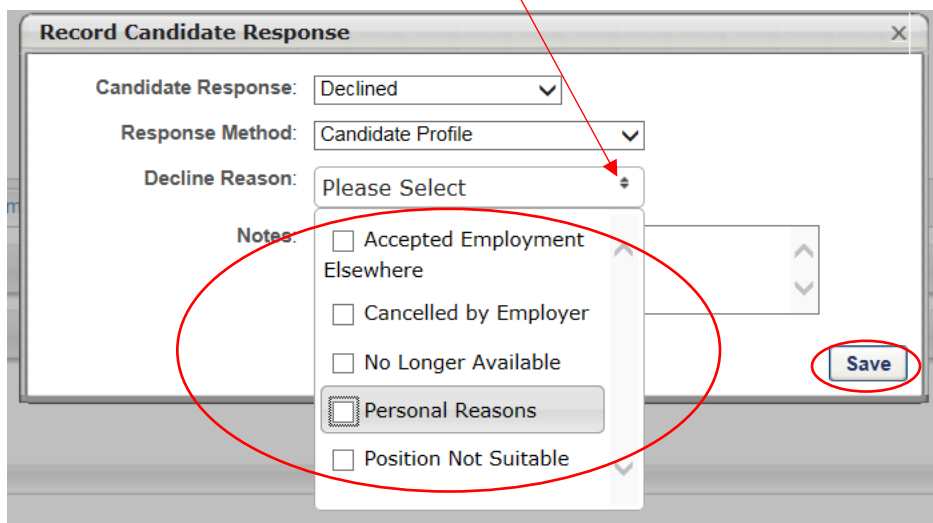
1. Click on 'Record Response':



2. Select 'Declined' from Candidate Response options:



3. Select Decline Reason from the drop down list and then click 'Save'.



If the candidate had provided you with an email or other verification of their declination, this should be attached to their applicant profile in the comment section including the version number of the offer letter that has been declined.

4. Click on the comments tab, type in your comment and click 'Browse' to locate their email or document confirming they declined and attach their confirmation to your comment.
5. Click 'Post'.

Note that accepted file attachment types are .doc, .docx, .xls, .xlsx, .pdf or .txt.



Last updated May 9, 2018