Process for Employee Relocation

BEFORE RELOCATION

Departments have the authority to determine which positions are eligible for relocation expenses. This determination should be made in advance of the staffing action. This would be included in the job advertisement.

The Hiring Manager and HR Consultant will work with the successful applicant regarding the relocation process. The hiring manager must follow up with the employee to ensure the Estimates Form and Agreement are submitted to ensure compliance with the Policy and for the Deputy Minister's approval.

The Deputy Minister approves the Relocation Estimates Form and Agreement.

If moving company is required, the hiring manager will coordinate with the Departmental Financial Division the preparation of the requisition and forward this to Government Purchasing Agency.

DURING RELOCATION

The employee must keep all original receipts and proof of payment.

AFTER RELOCATION

Employees submit the relocation expense claim using Expense Claim Management System (ECMS).

The claim must be reviewed and signed by HR to ensure consistency with the Agreement and Estimates Form. The claim is approved by the Manager.

Transactional Review and Compliance (TRC) Division will confirm that the expenses claimed are consistent with the Relocation Agreement and Estimate. TRC also verifies that the receipts and disbursements match the agreement.

If expense claim not signed by HR, TRC Division will contact the HR consultant to sign and send claim back.

If the claim is in order, it is forwarded to Accounts Payable for payment.