

Alberta Jobs Now Program

New hire checklist

Overview

Applications to the Alberta Jobs Now program are accepted during intake dates.

- The first application intake closed July 23, 2021.
- The second intake closed December 17, 2021
- The third application intake opened June 3, 2022, with applications accepted until funds are allocated.

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

Employers receive 50% of the subsidy once a new hire is approved and has worked for three months. The other 50% is paid after a new hire has completed 52 weeks of employment with the employer. New businesses and organizations that have incorporated within six months prior to application will receive 25% of funding at three months and 75% at 52 weeks. Employers receiving one payment will be paid after 52 weeks.

New Hires

Employers who wish to hire under the program's third intake must access the Alberta Jobs Now online portal and submit information for each new hire. Employees hired on or after December 17, 2021 – the date that the previous application intake closed – are eligible for third intake funding.

New hires must have received an offer letter or begin employment within 90 days from the application being approved. Employers are recommended 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 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.

- For the application intake starting June 3, 2022, new hires must be hired on or after December 17, 2021.
- The offer letter date or start date for new hires can be no longer than 90 calendar days after the application approval and new hire information should be submitted within 30 calendar days after the new hire starts.

Submit the required documentation:

- An offer letter or letter confirming employment has started is required for each new hire. Letters should be on business/organization letterhead and include:
 - employer location info
 - position title of the new hire
 - annual salary/wage (indicate if salary includes vacation pay)
 - start date
 - new hire name
 - employer signature
 - new hire signature
 - If the position is temporary or permanent
 - If the position is full or part-time and the average hours of work per week

Please refer to the Alberta Jobs Now Program Application Guidelines for full program and eligibility criteria.

Visit alberta.ca/jobsnow for more information.

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