Info Sheet

**When to use the Arrival Form/Departure Form and Who is Responsible**

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| **ARRIVAL FORM** | **DEPARTURE FORM** |
| **When should the** [**arrival form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html) **be filled out?**The [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html) should be filled out in the case of any of the following situations:* **New arrival to the ATSSC and returning employees –** Ex. Indeterminate, term or casual employee, employee on secondment, employee who has been deployed, student or contractor and employees returning after having been on three or more months of leave.
* **New GIC arrival –** Ex. Governor in Council Appointee (GIC) – member.
* **Internal job change –**Ex. Employee who is acting, on assignment, or has accepted a different position in the organization.
* **Extension –** Ex. Period of a term, casual, secondment, student, or contract.
 | **When should the** [**departure form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html) **be filled out?**The [departure form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html) should be filled out in the case of any of the following situations:* Employee is leaving the organization for another federal public service department, Crown Corporation or other separate Government of Canada organization.
* Employee is retiring or resigning from the public service.
* Employee is leaving on a secondment or Interchange Canada for a period greater than three months.
* Employee is departing on planned leave (with or without pay) for a period of greater than three months.
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| **Who is responsible for filling out the** [**arrival form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html)**?**The hiring manager is responsible for ensuring that the information submitted in the [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html) is accurate, though either the hiring manager or the administrative assistant may complete and submit the [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html).  | **Who is responsible for filling out the** [**departure form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html)**?**The hiring manager is responsible for ensuring that all applicable items in the [Departure Checklist](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-manager-checklist-en-april-2021.pdf) have been actioned, and is also responsible for submitting the [Departure Form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html). |
| **Where does the** [**arrival form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html) **go once it has been submitted?**The [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html) serves to inform several business units in Corporate and Internal Services, triggering internal processes to prepare for the new arrival, internal job change or to update the individual’s departure date in various systems in the case of an extension. The [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html), once submitted is sent:* **To:** Finance, Human Resources, IT, Facilities, Security, Facilities and Occupational Health and Safety
* **Cc:** Section 34 (hiring) manager, supervisor (if different from section 34 manager), administrative assistant, the person who submitted the form.
 | **Where does the** [**departure form**](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html) **go once it has been submitted?**Like the [arrival form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-arrival-form-en.html), the [departure form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html) serves to inform several business units in Corporate and Internal Services, triggering internal processes that are required in the case of an employee departure.The [departure form](https://intranet.atssc-scdata.gc.ca/hr-benefits/forms/employee-departure-form-en.html), once submitted, is sent to Finance, Human Resources, IT, Facilities, Security and Occupational Health and Safety.  |