



Position Management Change Request Form – HRST

Please refer to your Ministry's Delegation of Authority Document for Ministry Approvals and forward to PSC HR for submission to the ESC.

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POSITION ESTABLISHMENT

Effective Date <small>dd/mm/yyyy</small>		HR Org														
Occupation Title <small>(eg. Secretary)</small>						Job Code		Work Type		Headquarters <small>(Work Location)</small>						
Position Type <small>(eg. PFT, PPT, NP)</small>					Number of Headcount Required				Payroll <small>(eg. M1, B2, B1)</small>		Grade <small>(SGEU.11.)</small>					
Salary	Hourly 36		Hourly 37.33		Hourly 38.15		Hourly 40		Hourly CA3		Instructor		Monthly Indemnity		Monthly Regular	
Basis	Salary (Monthly)			Working Hours		156		161.776		165.333		151.667		162.500		
Position Ratings:																

CHANGES TO POSITION - MISCELLANEOUS

Effective Date <small>dd/mm/yyyy</small>		Headquarters						Working Hours			
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CHANGES TO POSITION HEADCOUNT, REACTIVATION OF INACTIVE POSITIONS AND ELIMINATIONS

Effective Date <small>dd/mm/yyyy</small>		MIDAS Position Number						Reactivate MIDAS Position Number			
Increase Headcount by		Decrease Headcount by		Total Headcount		Headcount Change Reason/Comments					

CHANGES TO HR ORG – Internal Transfers within the Ministry

Effective Date <small>dd/mm/yyyy</small>		MIDAS Position #						Current HR Organization				
New HR Organization												
New Assignment Location – This applies to all assignments for the position <small>(eg. 001-Regina-Policy Branch-Rm 302 Walter Scott Bldg)</small>												
Complete Current Headcount and Headcount moving ONLY If total headcount is not moving												

Current Head Count		Headcount moving		Comments	
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MIDAS COSTING STRING – COMPLETE ONLY IF NOT WITHIN HRPA USERS SECURITY

<i>Information required for Central Agency</i>						
Effective Date		Employee Name		Assignment Number		
Midas Financial Costing String						
Percent	Entity	Program	Organization	Location	Project	Employee Number

Ministry Authorization

	DM/Delegate Authorization:	Date
	Finance and Administration Approval:	Date

Form sent to the ESC esc@gov.sk.ca

When submitting a position request **MIN(POS)** must be included in the subject line of the email. This will ensure the case is automatically assigned to Position Management.

Position Management General Guidelines

Position Establishment is used when:

- ☐ You need to create a new position whether it is a PFT (Perm Full Time), PPT (Perm Part Time), NP (Term), LS (Labour Service), NG (Non Government), or CO (Contractual) and there is no other existing position to use.

Change to Position Headcount is used when:

- ☐ You have an existing MIDAS position that has the same HR Org, work location, level and occ code, and ratings as a position you are wanting to staff. If so, you can request an increase to headcount on that existing position, rather than

request a new MIDAS position number be established. Note: This does not apply to vacancies (do not have to have the same job duties).

Reactivation of Positions is used when:

- ☐ You previously had a LS (Labour Service), PPT (Perm Part-time) or NP (Term) position that was already created, but was eliminated as a result of the position being vacant for greater than 180 days. If it was eliminated and you now want to utilize that position, you can request to have the position reactivated.

Changes to HR Org is used when:

- ☐ You want to move employee(s) from one HR Org to another. When this happens the employee will receive a new position counter or number. HR Org's are what drives your reporting structure.
- ☐ It is important to remember that when there is movement and you are updating org charts, that you remember to request your HR Org change when required.