

Human Resource Service Centre Salary Calculation Request Process

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Saskatchewan 

Salary Calculation Request Matrix:

Type of Salary Calculation (Applicable to Permanent Full-Time, Permanent Part-Time and Term Appointments)	Pre-Audit Responsibility		HRSC Turnaround Timelines (Working Days)
	BUSINE SS PARTN ER TEAM	HRSC	
Internal Hires (Current or Former Govt of SK Employee)			
No Change to Salary and Range Minimum (Pg 4) *Not all “no change to salary” situations require a pre-audit		X	4-5 Days
Changes to Salary (ie: Promotion, Demotion,etc) (Pg 4) *All changes to salary require a pre-audit		X	4-5 Days
Up-in-Range Appointments (Pg 4)	X		
Rehires – No Break in Service – Appt to Range Minimum (Pg 4)		X	4-5 Days
Rehires – No Break in Service – Appt to Training Range (Pg 4)		X	4-5 Days
Rehires – No Break in Service – Appt to In-Scope Supplemented Range (Pg 4)		X	4-5 Days
Training Ranges (Pg 5)		X	4-5 Days
In-Scope Salary Supplements (Pg 5)		X	4-5 Days
Out-of-Scope Salary Supplements (Pg 6)	X		
External Hires (New to Govt)			
Range Minimum (Pg 4)	N/A	N/A	
Up-In-Range Appointments (Pg 4)	X		
Rehires – No Break in Service – Appt to Range Minimum (Pg 4)	N/A	N/A	
Rehires – No Break in Service – Appt to Training Range (Pg 4)	X		
Rehires – No Break in Service – Appt to In-Scope Supplemented Range (Pg 4)	X		
Training Ranges (Pg 5)	X		
In-Scope Salary Supplements (Pg 5)	X		
Out-of-Scope Salary Supplements (Pg 6)	X		
Temporary or Permanent Classifications (Pg 6) *Classification actions do not require a Salary Calculation Request Form to be submitted		X	Prioritized by Pay Period

How to submit a request to the HRSC:

- Requests are submitted by emailing a Salary Calculation Request Form to hrsc@gov.sk.ca, or through a Taleo Salary Calculation Request Form.
- When submitting a Salary Calculation Request to the HRSC please ensure the subject line of the email reads: MIN(SAL) Salary Calculation Request – <Employee Name>.
- The automated response email from the HRSC, indicating the case is closed, will contain the notification of the audited salary. No further information will be sent.

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Responsibilities

The Human Resource Service Centre (HRSC) is responsible for calculating and/or auditing employee salaries for staffing/hires and classification actions as outlined in this document, as well as increments and other salary related transactions such as: Negotiated Changes, Out-of-Scope Economic Adjustments and Performance Pay, etc. In some cases, the Business Partner Team is responsible to determine the salary and audit.

Business Partner Teams and Managers are required to confirm salary information, as applicable, from the HRSC **prior to sending a letter of offer to an existing employee** of the Government of Saskatchewan.

The Salary Calculation Form

The Salary Calculation Request Form can be found on the HRSC Knowledge Centre under Master Lists → Documents → Forms → Salary Calculation Request Form. A Salary Calculation Request can also be sent through Taleo.

If the hire is from the Re-employment List, it is necessary that the Business Partner Teams/Manager advises the HRSC when completing the form.

It is important that the Business Partner Teams/Manager ensures all position information is accurate, including the position counter.

**** Please do not forward a Salary Calculation request to the HRSC until the following information is verified ****

- ✓ The position is active;
- ✓ The headcount on the position is correct;
- ✓ The correct salary grade and range (including supplemented ranges) are indicated on the position;
- ✓ Hours of work designation is accurate on the position;
- ✓ The salary basis is correct on the position.

Inaccurate information will result in a delay in turnaround times. Please note that salary changes will not be entered on payroll run/production days.

1. Internal Hires – No Change to Salary or Internal Hire Appointments to Range Minimum

Business Partner Teams/Managers are **not** required to submit a Salary Calculation Request to the HRSC. If the Manager is unable to determine if there is no change to the salary or the salary should be at range minimum, the Business Partner Teams /Manager may submit a completed Salary Calculation Request for pre-audit to the HRSC at hrsc@gov.sk.ca.

Note: A salary calculator will not be completed if there is no change to salary or the salary is at range minimum.

2. Internal Hires – Changes to Salary

Business Partner Teams /Managers are to submit a completed Salary Calculation Request for pre-audit to the HRSC at hrsc@gov.sk.ca.

3. Range Minimum External Hires – Permanent Full-time, Permanent Part-time, and Term

Business Partner Teams /Managers are **not** required to submit a Salary Calculation Request to the HRSC.

4. Up-In-Range External and Internal Hires – Permanent, Permanent Part-time, and Term

Business Partner Teams /Managers are **not** required to submit a Salary Calculation Request to the HRSC.

Please note that when you are completing your Commencement Notification Form that up-in-range appointments/salaries for all in-scope and out-of-scope competitions/appointments require approval from your Human Resource Consultant (HRC). The name of your HRC, along with the up-in-range salary needs to be provided on the Commencement Notification Form. If this information is not provided the form will be returned.

5. Rehires

A Rehire is considered an employee who was previously employed with the Government of Saskatchewan (Executive Government). A Rehire employee may or may not have had a break in service. Rehires include employees from the Reemployment List.

Rehires with no break in service are treated as Internal Hires (includes hires from the Re-employment List – Article 14.5.5 of the PS/GE Collective Agreement; Article 10.06 of the CUPE Collective Agreement).

5.1) If a 'break in service' has not occurred – follow points # 1., 2., 4., 6.1, or 7.

For Break in Service rules – see Article 8.1 A) 9. of the PS/GE Collective Agreement; Article 8.02 b) of the CUPE Collective Agreement.

Rehires with a break in service are treated as External Hires.

5.2) If a 'break in service' has occurred – follow points # 3., 4., 6.2, or 7.

6. Training Ranges and In-Scope Supplemented Ranges

6.1) Internal Hires to Training Ranges or In-scope Supplemented Ranges

Business Partner Teams /Managers are to submit a completed Salary Calculation for pre-audit to the HRSC.

6.2) External Hires to Training Ranges or In-Scope Supplemented Ranges

Business Partner Teams /Managers are **not** required to submit a Salary Calculation Request to the HRSC. Business Partner Teams can refer to the Grade Master in Discoverer.

NOTE: The correct grade and corresponding salary must be included on the Salary Calculation Request and the Commencement Notification Forms. For example, SGEU.06.03.Training Range, with the corresponding salary.

- PS/GE Articles for Training Ranges are:
 - 14.2.1.3 for candidates outside of government to PFT, PPT or LS
 - 14.2.2 for candidates outside of government to Term appointment
 - 14.3 for current employees
- CUPE Article for Training Ranges are:
 - 22.02 b) for all candidates outside of government to PFT, PPT or Term
 - 22.02 b) for current employees

Where a Training Range Does not Exist

If a training range currently does not exist, the Business Partner Teams or PSC Compensation is to submit a request to the MIDAS Help Desk by email @ PSCMIDAS-MHD@gov.sk.ca, to establish the new training range. The MIDAS Help Desk requires the following information for this request:

- Effective Date;
- Level;
- Grade Modifier if it is a Training Range for a Supplemented Range;
- 2% or 4% below the minimum of the range (the calculation for determining a Training Range is: Regular Range Minimum ÷ 1.02 or 1.04);
- Where applicable, the salary minimum and maximum of the range;
- The calculation for determining movement within a Training Range is:
 - Regular range minimum ÷ applicable percentage. The new value will be the basis to determine the second salary.
 - Example: 27.219 / 1.02 = 26.685 becomes max of range. Then: 26.685 / 1.02 = 26.162 becomes minimum of the range

Supplemented In-Scope Ranges operate in the same way as regular ranges. For example, if an employee is moving into a SGEU.10.Market CSE, the applicable Articles should be applied – promotion, demotion, transfer, etc. It is not necessary to quote additional Articles because of the supplement, with the exception of an employee moving from a regular range to a supplemented range at the same level – the Comparatio Formula is applied in these instances, PS/GE Article 14.1.6. B) 1.

The Comparatio Formula is: Current (Regular) Hourly Salary ÷ Current Hourly Salary Range Max × New Hourly Supplemented Range Max = Comparatio Hourly Salary (New Hourly Salary).

Training Ranges should be identified – example: SGEU.05.01 Training Range; CUPE.08.01 Training Range;

Supplemented Ranges should be identified – example: SGEU.08.Market SCA; CUPE.08.Market HDN
Supplemented Training Ranges should be identified – example: SGEU.08.03 Training Range Market SCA

7. Out-of-Scope Salary Supplements

For Out-of-Scope employees with salary supplements, any change to salary or transfers within ministries or to new ministries, requires a new written authorization from PSC Compensation – the only exception is economic adjustments or in-range progression. Authority for salary supplements with economic adjustment or in-range progression is provided through spreadsheets from PSC Compensation.

Written authorization is not required from Compensation to end a Salary Supplement. The Business Partner Team/Manager is required to email the HRSC to advise when a salary supplement should be terminated, including the effective end date (i.e., see Return from Secondment section of Secondment Checklist).

8. Classification- Permanent and Temporary

Business Partner Teams /Managers are **not** required to submit a Salary Calculation Request to the HRSC.

Permanent Reclassifications **must** be effective the beginning of a pay period – in accordance with CBA provisions – Article 5.2 B) of the PS/GE Collective Agreement; and Article 23.02 c) iii) of the CUPE Collective Agreement.

It is highly recommended that Temporary Reclassifications be effective the beginning of a pay period, as well as ending at the end of a pay period. It is recognized that this is not always possible, and in those situations salary adjustments will be made to reflect the appropriate mid pay period salary.

Sending Position Management Information to the HRSC

The Position Management Administrator (Business Partner Team) runs or receives the Classification Report and establishes or updates positions for permanent and temporary reclassifications.

Once a position is established or updated, the Position Management Administrator will email the HRSC at hrsc@gov.sk.ca and the Business Partner Team to advise that a position has been created or updated.

*When submitting to HRSC please ensure the subject line reads MIN(000) Classification Action – <Employee Name>.