

Out-of-Scope Former Employee Retroactive Pay Request

This form is used to request retroactive pay for former out-of-scope employees who left or will leave the public service between April 1, 2023, and November 30, 2024. Forms **must be** submitted to the Human Resource Service Centre by January 31, 2025.

Last revised: October 2024
Last reviewed: October 2024
Next review: April 2025

Out-of-scope employees who leave the public service between April 1, 2023 and January 31, 2025 may be eligible for retroactive pay. Any entitlement to retroactive pay not claimed by January 31, 2025, shall be deemed to have lapsed.

Those who leave the public service between April 1, 2023, and November 30, 2024, can request retroactive pay by completing and submitting this form to the HR Service Centre by January 31, 2025. Employees who leave the public service between December 1, 2024, and January 31, 2025, do not need to submit a retroactive pay request form.

Retroactive pay deposits will be made to the bank account that your payroll was deposited to at the time of employment. If your account has changed, please call the Human Resource Service Centre at 1-877-852-5808 or 306-798-0000.

If you left Government more than 45 days prior to payment processing, no PEPP pension contributions will be deducted from this retro payment. PEPP will not accept these funds for employees 45 days after the date of separation.

The Human Resource Service Centre may contact applicants by phone to verify the information provided on this form.

Name Employee Number

Phone Number

Optional: Please complete the table below indicating all Out-of-Scope positions held with the Government of Saskatchewan between April 1, 2023 and November 30, 2024. This information is not mandatory.

	Ministry	Start Date	End Date	End Employment Reason
1.				
2.				
3.				
4.				
5.				

Signature

Date

Send the form:

By Email: hrsc@gov.sk.ca
Subject: Out-of-Scope Retro Pay Request

By Mail: Human Resource Service Centre
2100 Broad Street
Regina, SK S4P 1Y5

For inquiries, please call the Human Resource Service Centre at 1-877-852-5808 or 306-798-0000.