

Position Management Change Request Form - Business Partner

Last revised: August 2021
 Last reviewed: June 2017
 Next review: June 2018

The form below should be used to complete a position management request.

POSITION ESTABLISHMENT							
Effective Date: D/MMM/YY		HR ORG					
Occupation Title and Job Code <i>must</i> match:							
Occupation Title (i.e. Accounting Clerk)				Work Type (i.e. Working Level)			
Job Code (i.e. FAC..WL)				Headquarters ⁽¹⁾ (Work Location)			
Position Type (i.e. PFT, PPT, NP)	Select from List:		Payroll (i.e. B1, B2, M1)	Select from List:		Grade (i.e. SGEU 11)	
Working Hours and Salary Basis	Select from List:			Number of Headcount Required:		Is this a Purchasing Position? ⁽²⁾	Select from List:
Position Ratings							

CHANGES TO POSITION - Headcount, Reactivation of Inactive Positions, Eliminations, Headquarters, Working Hours:							
Effective Date: D/MMM/YY		MIDAS Position Number		Reactivate MIDAS Position Number:			
Increase Headcount by		Decrease Headcount by		Total Headcount		Headcount Change Reason/Comments	
Change Headquarters to					Change Working Hours / Salary Basis to:	Select from List:	
Comments							

MIDAS COSTING STRING - REQUIRED INFORMATION							
Effective Date: D/MMM/YY		Employee Name		Assignment Number (if applicable)			
MIDAS Financial Costing String (number in brackets indicates number of characters in string):							
<i>Example:</i>	Percent	Entity (3)	Program (5)	Organization (6)	Location (4)	Project (6)	Employee Number (6)
	100	036	12345	123456	1234	123456	123456

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CHANGES TO HR ORG – Internal Transfers with the Ministry					
Effective Date: D/MMM/YY		MIDAS Position Number		Current HR Organization (i.e. 036)	
New HR Organization (i.e. 018)				Current Head Count	Headcount moving to new HR Org
Comments					

MINISTRY AUTHORIZATION (Please refer to your *Ministry's Delegation of Authority* document for Ministry Approval.)

DM/Delegate Authorization: _____ Date: _____

For the following ministries send the completed form to the HRSC hrsc@gov.sk.ca . All other ministries please send to your HRC.
 010 Executive Council 516 Global Transportation Hub Authority

When submitting the Position Management Change Request form to the HRSC indicate in the subject line of the email **MIN(POS)**. This ensures the case is automatically assigned to the Position Management Team.

POSITION MANAGEMENT GENERAL GUIDELINES:

- (1) The **Headquarters** field is the work location, i.e. Regina, Yorkton, Moose Jaw, not the building address.
- (2) **Purchasing Position** – if this is 'Yes', only one occupant can exist in the position.

Position Establishment is used:

- To create a new position ~ 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 an existing MIDAS position has the same: **HR Org, Work Location, Level, OCC code, and ratings** as a position you want to staff, request an increase to headcount on the existing position, rather than a new MIDAS position number to be established. Note: This does not apply to vacancies (do not have to have the same job duties).

Reactivation of Positions is used:

- When a position ~ LS (Labour Service), PPT (Perm Part-time) or NP (Term) ~ that has been eliminated as a result of being vacant for greater than 180 days is now required you can request to have the position reactivated.

Changes to HR Org is used:

- To move employee(s) from one HR Org to another. The employee(s) will receive a new position counter or number. **NOTE:** HR Org's are what drives the reporting structure.
- When updating org charts remember to request HR Org change(s) as required.

Routing: Send completed form to: **Your HRBP Team or Data Management Specialist.**