

# 10. Position Management - Mass Reorganization

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

The following Mass Reorganization Process provides typical timing based on the reorganization commencing the beginning of the fiscal year.

Submission of information to the HRSC for mass reorganizations is to include:

- Date the re-organization is to occur
- The number of positions affected
- If the costing is changing

**ALL CHANGES FOR A MASS REORGANIZATION, INCLUDING THE COSTING CHANGES, ARE NOW SENT TO THE HRSC ON THE SAME SPREADSHEET FOR PROCESSING. SEPARATE TEMPLATES/SPREADSHEETS NO LONGER NEED TO BE COMPLETED.**

The Discoverer report, **HR Reorg Prep Position and Incumbent**, is used for Mass Position Management updates related to a Re-Org. After running the Discoverer **HR Reorg Prep Position and Incumbent** report, export it into Excel and update the highlighted columns with the applicable information. Complete instructions on how to run the report, exporting the data and completing the spreadsheet can be found later in this document.

**IF THERE ARE COSTING CHANGES, COMPLETE THE NEW COSTING INFORMATION FIELDS BEFORE SENDING SPREADSHEET TO THE HRSC FOR PROCESSING.** Refer to the *Position Management – Costing Changes* document for further instructions.

After the changes are complete, email the spreadsheet to the MIDAS HR/Pay Help Desk at PSC MIDAS-MHD or [PSCMIDAS-MHD@gov.sk.ca](mailto:PSCMIDAS-MHD@gov.sk.ca).

## Updated March 10, 2016

Mass Reorganizations historically occur mainly at the beginning of the fiscal year with the new budget. In many reorganization situations there are Costing or budget implications. For those situations the updating of costing in MIDAS HR/Payroll must occur in advance of the first payroll run within the new fiscal year and after the last run for the old fiscal year. The steps noted below and the accuracy of the data collection is of extreme importance.

The following process chart indicates the various steps that must occur for ministry reorganizations. Each BUSINESS PARTNER is responsible for assigning a BUSINESS PARTNER Reorganization Coordinator within their team.

**BUSINESS PARTNER Reorganization Coordinator** - this role should be assigned to an individual with good knowledge of MIDAS position, employee and HR Organizational structure for the ministries supported by the BUSINESS PARTNER. Knowledge of Discoverer and Excel is necessary. The individual will be responsible for identifying all the changes within the ministries related to the new fiscal year, coordinating the pull of data, adding new data to spreadsheets, meeting timelines and ensuring accuracy of data.

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Major Task	Steps to Complete Task	Responsible	Typical Timing
Identify BUSINESS PARTNER Reorganization Coordinator for each BUSINESS PARTNER	Coordinator should be knowledgeable on MIDAS positions/employees and the current organizational structure of the ministry.	Executive Directors, HR Client Service Team	Early March
GOS HR Hierarchy - this is the HR Organizational hierarchy that is used within the system for security and reporting	Gather changes to Ministry HR Organizational Structure through meetings with ministry. At the same time identify any associated Location table changes.	BUSINESS PARTNER Reorganization Coordinator	Mid-March
	Review and identify changes to existing hierarchy for new fiscal year and submit to MIDAS Technology by emailing the MIDAS HR/Pay Help Desk at PSC MIDAS-MHD ( <a href="mailto:PSCMIDAS-MHD@gov.sk.ca">PSCMIDAS-MHD@gov.sk.ca</a> ).	BUSINESS PARTNER Reorganization Coordinator	Mid-March
	Review and confirm the submitted changes and identify any issues to the BUSINESS PARTNER Reorganization Coordinator.	MIDAS Technology	Mid-March
	Build and implement GOS HR Hierarchy for new fiscal year.	MIDAS Technology	End March into April
	Review new hierarchy for accuracy.	BUSINESS PARTNER Reorganization Coordinator	April
Identify affected Positions/Employees	Using Discoverer, pull data in order to identify all of the affected positions/employees included in the reorganization based on information provided by BUSINESS PARTNER Reorganization Coordinator. The data pull is only required for the Ministries or Organizations affected by a reorganization. See the <b>Position Management – Mass Reorganization Process</b> document for instructions.	BUSINESS PARTNER Reorganization Coordinator	Late March

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Major Task	Steps to Complete Task	Responsible	Typical Timing
Costing changes	See the <b>Position Management – Costing Changes Process</b> document for instructions.	BUSINESS PARTNER Reorganization Coordinator	Late March
Identify changes to data	For every position and each employee tied to the position that is to be moved to a new HR Organization, provide the changing information in the new columns added to the spreadsheet. If there are no changes to a position/employee then leave the fields blank. The data in the new columns must be an exact match (spaces, capitalization, etc.) to the values set up in MIDAS or they will reject from the Mass Reorganization Process and have to be handled manually. The Costing must also be in place on MIDAS Financials for the new fiscal year prior to the run.	BUSINESS PARTNER Reorganization Coordinator	Prior to March 31
Review data	Review the completed spreadsheet data for accuracy	BUSINESS PARTNER Reorganization Coordinator	Prior to March 31
Forward the spreadsheet to MIDAS Technology	Final version of spreadsheet is sent forward for processing to MIDAS Technology by emailing the MIDAS HR/Pay Help Desk at PSC MIDAS-MHD	BUSINESS PARTNER Reorganization Coordinator	No later than April 1 <sup>st</sup> (Dependent on first payroll run in new fiscal year).
	Send mass process results to BUSINESS PARTNER and fall-out records to HRSC Team Lead responsible for that ministry	MIDAS Technology	
Data Validation	Review errors and perform any manual updates required on position and inform HRSC of any required updates/fixes to assignment.	BUSINESS PARTNER Reorganization Coordinator  Fall-out records to HRSC HRPA Team Lead responsible for that ministry	Prior to the first payroll run in new fiscal year

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	Coordinate any manual updates to positions and employees with HRSC staff	BUSINESS PARTNER Reorganization Coordinator	Prior to the first payroll run in new fiscal year
	Run reports or perform system inquiry to validate updates and to identify whether all reorganizations have occurred.	BUSINESS PARTNER Reorganization Coordinator	Prior to the first payroll run in new fiscal year
Confirm Organizational updates	Review the organizational structure and any positions/employees attached to it to identify the organizations that can now be inactivated and that you have the expected results. Organizations cannot be removed or inactivated from the structure until all positions and employees have been attached to other organizations.	BUSINESS PARTNER Reorganization Coordinator	Mid to End April
	Submit Organization inactivation requests to MIDAS Technology by emailing MIDAS HR/Pay Help Desk at PSC MIDAS-MHD.	BUSINESS PARTNER Reorganization Coordinator	Mid to End April
Inactivation of Organizations	Update the status of organizations based on the submitted list.	MIDAS Technology	Mid to End April
Validation of HR Organizational Hierarchy	Validate the HR Organizational Hierarchy.	BUSINESS PARTNER Reorganization Coordinator	Mid to End April

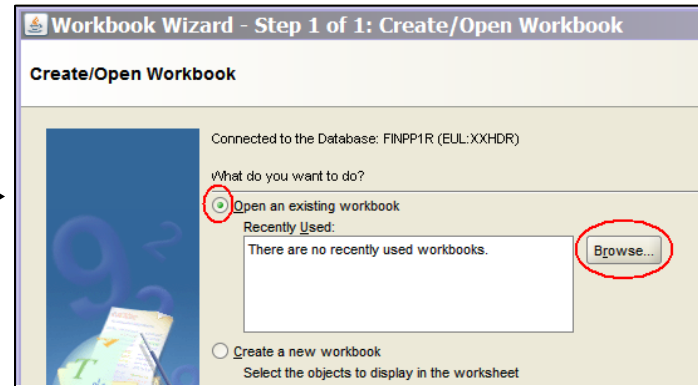
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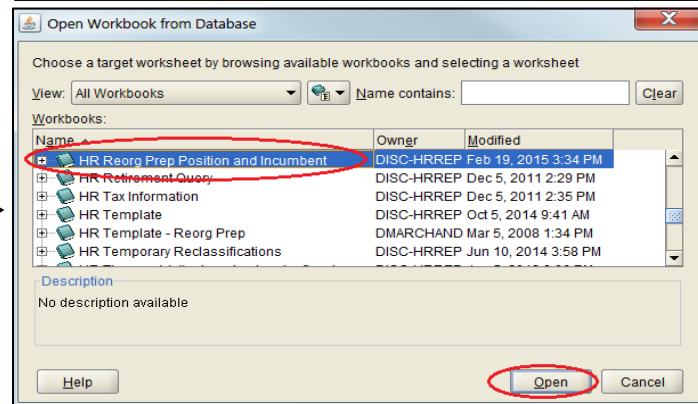
The following Mass Reorganization Process provides typical timing based on the reorganization commencing the beginning of the fiscal year.

1. Run the Discoverer report **HR Reorg Prep Position and Incumbent**

Select *Open an existing workbook* and click the *Browse* button

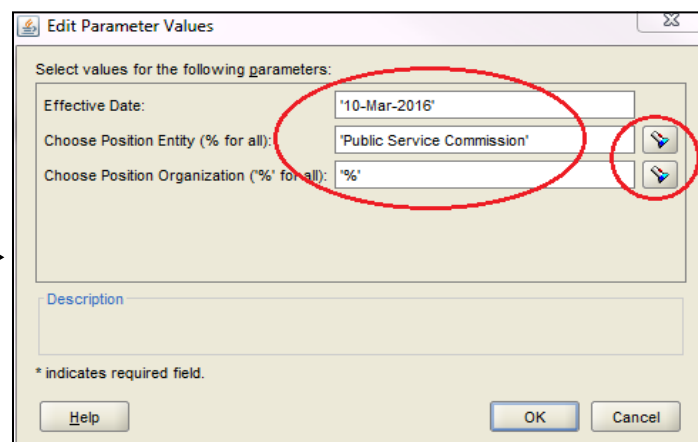


2. Highlight the **HR Reorg Prep Position and Incumbent** workbook and click the *Open* button



3. Edit Parameters Values

- Effective Date: Use the current date.
- Choose Position Entity: use the Find button on the right to get a list of all ministries
- Choose Position Organization: leave as '%' to include all positions in the ministry; or click on the Find button to select organizations.
- Click the *Ok* button



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## HR Reorg Prep Position and Incumbent: Report by Org - Costing

Date: 07-MAR-16 02:54:03 PM  
 Parameters: Effective Date : '10-Mar-2016' , Position Entity : 'Public Service Commission' , Organization Name : '%'

Page Items:

	Position Entity	Current Organization Name	New Organization Name	Position Name	Position Type	Position Head Count	# of Incumbents (all employee types)	# of Active PFT Incumbents	# of Active Non Perm Incumbents	# of Incumbents on DLOA	Vacancies (Head Cnt- Active & DLOA Incumbents)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

## Additional fields that can be updated (Location & Supervisor):

Page Items:

	Incumbents on DLOA	Vacancies (Head Cnt- Active & DLOA Incumbents)	Position Grade Name	Position Headquarters	Employee Name	Assignment Number	Assignment Category	Assignment Status	Assign Location	New Assignment Location	Supervisor Name	New Supervisor Name
1												
2												
3												
4												

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## 4. Export the report into Excel:

Select File > Export

and follow the export steps to export the document to Excel.

**DO NOT ADD, DELETE OR HIDE COLUMNS IN THE SPREADSHEET.** Spreadsheet will be returned to you if any modifications to the format have been done and the changes will not be processed.

## 5. Updates must be limited to the highlighted columns in the spreadsheet:

<b>New Organization Name</b>
<b>New Assignment Location**</b>
<b>New Supervisor Name**</b>

\*\*Note

a) This Process will only update the New Assignment Location and New Supervisor Name fields if the position is undergoing a Re-Org.

b) This Process will not update records with positions that are being split (same position going to multiple HR Orgs).

## 6. Once the spreadsheet has been updated with the applicable information (step 5 above), forward a copy of the spreadsheet by email to the MIDAS HR/Pay Help Desk at PSC MIDAS-MHD or

[PSCMIDAS-MHD@gov.sk.ca](mailto:PSCMIDAS-MHD@gov.sk.ca), with the Subject Line: *Mass Re-Org Changes*.

**IF THERE ARE COSTING CHANGES, COMPLETE THE NEW COSTING INFORMATION FIELDS BEFORE SENDING SPREADSHEET TO THE HRSC FOR PROCESSING.**

*Refer to the Position Management – Costing Changes document for further instructions.*