

# Commencement Notification Form for Non-Online Hires

Last revised: July 2021  
 Last reviewed: May 2017  
 Next review: May 2018

*This form should be used to notify the HRSC of an employee's Commencement*

This package previously faxed:  Yes  No

Please choose one:  Internal Hire (existing GOS employee)  New Hire (new to GOS)  Rehire (previous GOS employee)

Employee Hired from Re-employment List:  Yes  No Position posted:  Yes  No Competition # \_\_\_\_\_

## Employee Information

Last Name (Please Print) _____		First Name (Please Print) _____		Middle Name (Please Print) _____		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Previous Last Name (if rehire) _____		Employee Number (if internal hire) _____		Social Insurance Number _____		SIN Expiry Date (If begins with 9) _____	
Birth Date (DD/MM/YY) _____		Home Phone Number _____		Home Address No. & Street _____		City/Town _____	
Postal Code _____		Work Phone Number _____		Work Email _____		Supervisor Name (For Midas HR Alerts) _____	
Justice Only: Crown Counsel Certificate Year: _____				Province: _____			

## Position Information

**Position information:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Paylist: \_\_\_\_\_  
 (DD/MM/YYYY) (DD/MM/YYYY)

MIDAS Position Number _____	Job: (Occ Code) _____	Grade (Class Level) _____	Modifier _____
HR Org _____	Working Title _____	Working Location (Street Address) _____	

Position Type: (Please Check One)	Permanent Full Time= PFT	Permanent Part Time= PPT
<input type="checkbox"/> Out of Scope PFT	<input type="checkbox"/> SGEU PPT	<input type="checkbox"/> CUPE PFT
<input type="checkbox"/> Out of Scope PPT	<input type="checkbox"/> SGEU Term with PPT Rights	<input type="checkbox"/> CUPE PPT
<input type="checkbox"/> Out of Scope Non Perm	<input type="checkbox"/> SGEU Term with PFT Rights	<input type="checkbox"/> CUPE Term
<input type="checkbox"/> Ministerial Assistant	<input type="checkbox"/> SGEU Term	<input type="checkbox"/> Labour Service- Permanent
<input type="checkbox"/> Judge	<input type="checkbox"/> Summer Student	<input type="checkbox"/> Labour Service - Perm Rights
<input type="checkbox"/> Contract	<input type="checkbox"/> Co-op Student	<input type="checkbox"/> Labour Service - Term
<input type="checkbox"/> Order in Council	<input type="checkbox"/> Student- Less than Full-Time	<input type="checkbox"/> Other
<input type="checkbox"/> SGEU PFT	<input type="checkbox"/> Labour Service Student	

## Pay and Costing

Salary: \$ \_\_\_\_\_ Hourly \$ \_\_\_\_\_ Bi-weekly \$ \_\_\_\_\_ Monthly

Up-in-Range Appointment - **Indicate Name of HRC Providing Approval for Up-in-Range Salary:** \_\_\_\_\_

Costing Information: Entity \_\_\_\_\_ / Program \_\_\_\_\_ / Org \_\_\_\_\_ / Location \_\_\_\_\_ / Project (if applicable) \_\_\_\_\_

Salary Account: \_\_\_\_\_

Tool Allowance - Fleet Services?  Yes  No Eligible for Special Northern Leave?  Yes  No

Eligible for Northern District Allowance?  Yes  No Location:  1  2  3  4

Other Earnings / Deductions (e.g. parking, CVA, car allowance, housing, etc): \_\_\_\_\_

## EDO and Hours of Work

Date of 1st EDO: \_\_\_\_\_ EDO Frequency:  bi-weekly  tri-weekly Start Time \_\_\_\_\_: \_\_\_\_\_  am  pm  
 dd/mm/yyyy Length of Lunch: \_\_\_\_\_ (mins)

Stat Holidays:  Observed  Actual Normally works Sat & Sun:  Yes  No

Please check one:

<input type="checkbox"/> Clerical	<input type="checkbox"/> Field	<input type="checkbox"/> Instructor
<input type="checkbox"/> Office	<input type="checkbox"/> Out of Scope	<input type="checkbox"/> Regulated
<input type="checkbox"/> Shift	<input type="checkbox"/> Unregulated	

Altered Work Agreement  Yes  No Modified Hours of Work:  Yes  No Letter of Understanding #: \_\_\_\_\_

Labour Service - SGEU Section - Check one: Hours of work:  Full Time  Less Than Full Time

6  7  10  11  12  13  16  17  18  20  21  22  23  25

Subsection

<input type="checkbox"/> Regulated 37 1/3 5/5/4 (F)	<input type="checkbox"/> Modified 5/4 72 Hr Biweekly (M)	<input type="checkbox"/> Pilots Paid Daily Rate (P)
<input type="checkbox"/> Highways Office 5/4 (G)	<input type="checkbox"/> Office 7.2 - 72 Hr Biweekly (O)	<input type="checkbox"/> Field Hours (U)
<input type="checkbox"/> Fires 5/5/4 Modified Biweekly (W)	<input type="checkbox"/> 5/5/4 Modified Biweekly (X)	EDO Schedule <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C

Vacation Pay Type -  Paid Days  % paid on each cheque

**REMINDER: The HRSC cannot process a Commencement without the CRC Status Confirmation email from the CRC Coordinator's office. If you do not have the confirmation email, please find more information on [Taskroom](#).**

Manager / Supervisor / Delegate Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager / Supervisor / Delegate Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Manager Email Address: \_\_\_\_\_

**Routing:** Send completed form to: Human Resource Service Centre  
 2100 Broad Street Regina, SK S4P 1Y5  
 Fax: 306-798-9966 or 1-877-852-9219  
 Email: hrsc@gov.sk.ca

