

The form below is used as a guide to calculate costing changes for mass reorganization.

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 to identify mass **Costing Changes** related to a Re-Org. Export the Discoverer report ***HR Reorg Prep Position and Incumbent*** into Excel and update the highlighted columns with the applicable information. After **Costing Changes** are complete, email the spreadsheet to the MIDAS HR/Pay Help Desk at PSC MIDAS-MHD or PSCMIDAS-MHD@gov.sk.ca.

When the reorganization occurs at the beginning of the fiscal year, costing must be updated after the last run of the old fiscal year and prior to the first payroll run in the new fiscal year. The window for system updates is limited and for that reason, the steps noted below and the **accuracy of the data collection are extremely important**.

For costing changes to be effective April 1st the costing spreadsheet should be provided to the HRSC prior to April 1st. If you have any questions regarding mass costing changes, please email PSCMIDAS-MHD@gov.sk.ca.

You should not need to run this report for identifying the costing changes. You should be updating the spreadsheet you used to identify your organization/location changes. Refer to the *Position Management – Mass Re-Organization* document for further instructions.

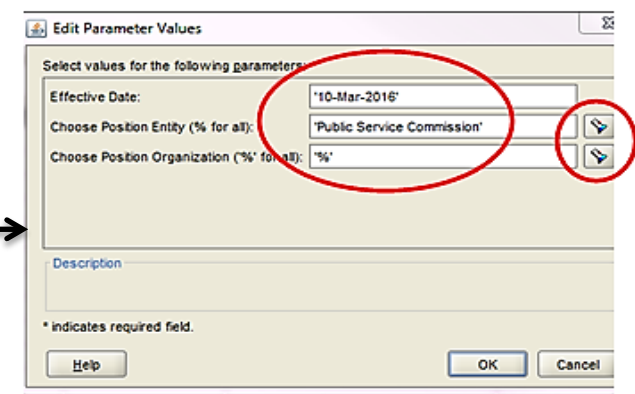
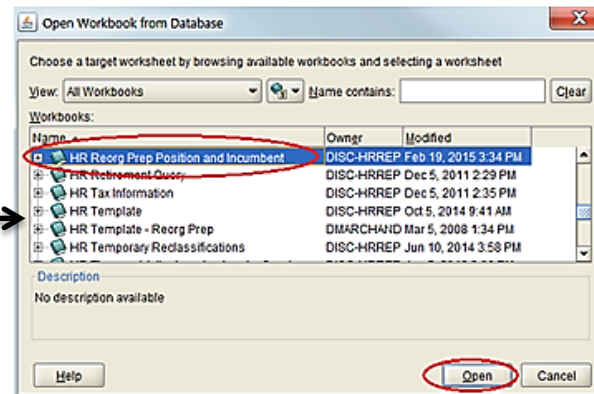
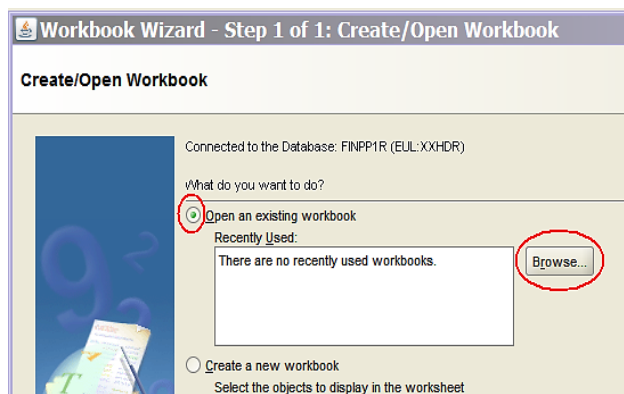
1. Run the Discoverer report *HR Reorg Prep Position and Incumbent*

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



11. Position Management- Costing Changes

Last revised: March 2016

Last reviewed: June 2017

Next review: June 2018

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Sample Report:

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

Date: 07-MAR-16 09.20.56 AM

Parameters: Effective Date : '10-Mar-2016', Position Entity : 'Public Service Commission', Organization Name : '%'

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)

Costing fields to be updated:

Current Entity Code	Current Entity Desc	Current Program Code	Current Program Desc	Current Org Code	Current Organization Desc	Current Location Code	Current Location Desc	Current Project Code	Current Project Desc	New Entity Code	New Program Code	New Org Code	New Location Code	New Project Code

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4. Export the report into Excel:

Select File > Export

and follow the export steps to export the document to Excel. Use the information in this report to provide the new costing changes spreadsheet to the ESC as follows.

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

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

- **All columns must be filled out**, including the New Location Code and the New Project Code
- If there is no change from the Current Costing do not fill out these columns

New Entity Code
New Program Code
New Org Code
New Location Code
New Project Code

6. Once the spreadsheet has been updated with the applicable information (step 3 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, with the Subject Line: **Mass Re-Org Changes**