

Protected A (when completed)

As per Master Agreement Article 14.01: To receive acting incumbency pay an Employee shall be designated by a senior official at the Employee's place of work to perform the principal duties of the higher level position for a minimum period of five (5) consecutive work days, during which time the Employee may also be required to perform some of the duties of the Employee's regular position. Acting provisions shall not apply where an Employee is designated only limited additional duties.

As per Public Service Employment Regulation Part 7, Section 39:

Management employees must act a minimum of 30 consecutive calendar days

Non-management employees must act for a minimum of five (5) consecutive work days

As per the [Salary Determination directive](#):

Employee must perform the principle duties of the higher class full time

Employee must meet the minimum recruitment standards of the position

Acting pay is determined in accordance to promotional guidelines

Acting pay is effective retroactively from the first day the employee performs the higher duties

☐ Amendment ☒ Extension

Part 1: Acting Incumbent Information

Last Name Shanmugam		First Name Venkateshwaren		Employee ID 0078788
Department/Division/Branch CMSW/OCCIOT/CSAS		Classification/Pay Grade SA2	Current Grade and Level	Position ID 50008743
Reason for Acting Division Restructuring	Anniversary Month March	Acting Grade and Level	Acting Rate (%) if acting in OOE or Mgmt 4%	
Cost Center Code 602875	Reason Code Acting Assignment Above Level (A2)		Acting Incumbent Meets Minimum Recruitment Standards of Acting Role <input checked="" type="radio"/> Yes <input type="radio"/> No	

Part 2: Acting Role

Name of Present Incumbent (or note Vacant) Vacant	Position ID 50035208	Classification/Pay Grade SA3
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Part 3: Effective Date (identify full acting period)

Attach Schedule if Other Than Monday to Friday Full-Time

Short Term Acting Period

Number of Days	Regular Days Off (RDOs)	Start Date - first day	End Date - last day

Long Term Acting Period

Start Date - first day 2021-10-01	End Date - last day 2022-03-31
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Comments (if applicable)

As per Steven Bull's approval.

Part 4: Signatures and Approvals

Requestor Signature _____ Delegated Authority Signature _____ Save

Part 5: Payroll Administrators Use Only

Pay and Benefits Processor	Date Received at Pay & Benefits	Date Processed in 1GX

To learn more about acting pay and assistance to complete the Acting Pay form, please visit the following resources: [Acting Pay FAQs](#) and [Acting Incumbency Forms - Common Errors and Omissions](#)

Questions regarding this form can be directed to Compensation Services at psc.compensationservices@gov.ab.ca