PAY ACTION REQUEST (PAR)- *PSPC 446-5* Quick Reference Guide

Please use navigation buttons to move through Guide effectively

Start

Quick Reference Guide

This Quick Reference Guide was designed to assist employees, managers, and assistants in completing the Pay Action Request (PAR) to decrease the number of requests being rejected by the Pay Centre.

This Tool will help you complete your pay requests with confidence and ensure the correct information is submitted to the Pay Centre, via the Trusted Source.

1   **Before you Start -** Ensure that a Pay Action Request (PAR) is required and that you are using the right form.

2   **Completing the PAR -** Confirm the required sections are complete and accurate, find out what Types and Sub Types to use, what documentation is required, who should submit it and where to send your PAR.

3   **The Trusted Source -** This Section will explain the role of the Trusted Source and help you decide whether you need it to send your PAR to the Pay Centre.

4   **MyPay -** Determine whether you need to send a PAR by contacting the DFO and Coast Guard Pay Support Team via the MyPay mailbox.

5   **The Bulk PAR —** What is a bulk PAR and how to complete it.

6   **Unusual Scenarios —** What to do when unusual situations arise.

7   **PAR Cancellation —** How to cancel a PAR after submitting.

8   **Resources —** Various links to additional information.

Quick Reference:
Work Types &
Sub Types

Before you begin

Ensure the Pay Action Request is necessary.

The Pay Action Request (PAR) is a message to the Pay Centre to initiate a **brand new** pay action. It only applies to those transactions that cannot be accomplished through Phoenix self-service.

If the employee is experiencing pay issues, issues with leave balances, or is unsure of the next steps, please contact the [DFO Pay Support Team via the MyPay mailbox](#).

MyPay

In order to communicate to the Pay Centre that the employee is experiencing pay *problems*, you can contact the DFO MyPay Pay Support Team via the MyPay mailbox located on the Pay Support LaunchPad. The team can also assist in the resolution of pay issues. Some reasons for contacting My Pay would be, but are not limited to:

- Cannot understand or get pay stub
- Missing increments
- Missing/incorrect payments
- Require Record of Employment (ROE)
- Incorrect deductions
- Receiving too much or too little pay
- Taxation or benefit enquiries
- Need help with Extra Duty Pay, Timesheets, Schedule, Section 34

When submitting your request for review of pay issue(s) to the MyPay team, please insure to include one (01) pay issue per email submission. This allows the Pay Support team to accurately create a case for each individual pay concern. Should you have multiple pay concerns that you wish to be reviewed, these may be submitted to the MyPay team through separate email submission(s), with each individual email containing a single pay concern only.

MyPay Pay Support Team

Section 34 manager Reference Guide

Employee Reference Guide

Pay Stub Explainer

Using the right form

Before you begin filling out your Pay Action Request (PAR), the most important thing to remember is to always select *the most recent version of the PAR form.* No matter how perfectly it is completed, if it's not the correct version, it will automatically be rejected.

The most current version can be found on the Pay Support LaunchPad found on your taskbar. Do not save and reuse PARs. The form works best using Internet Explorer.

A PDF version, completed electronically, results in the most efficient processing.

Pay Action Request (PAR)

PAY SUPPORT LAUNCHPAD
Please select an icon...

Email MyPay	Email Trusted Source	Pay Action Request (PAR)	Quick Reference Guide (PAR)
Manager Pay Guide	HR to Pay Toolbox	MyPay Intranet Home Page	CWA-Phoenix - MyGCHR
Employee Pay Guide	Pay Stub Explainer	On the RADAR	Let's Talk Pay YouTube Channel

Completing the PAR

When completing the PAR, all sections must be complete with the appropriate information before being sent to the Trusted Source to be submitted to the Pay Centre. If there is incorrect or missing information, the PAR will be rejected and sent back to the sender with the message as to why it has been rejected. The sender will have to make the appropriate corrections and re-submit **ALL** documents with a new PAR.

The Trusted Source can help reduce the number of rejected PARs:

If you encounter a situation and you aren't sure which form to submit, or which Work Type or Sub Type to select, consult the Trusted Source. The agents are knowledgeable and friendly, can answer your questions. They can also recommend which supporting documents you should provide according to your situation.

Complete and correct information is imperative as it will speed up the action of the request and decrease the number of backlogged/rejected actions.

Pay Action Request (PAR)

Beginning the form

PROTECTED "B" when completed

Total
Number of Pages
(Including this one)

Date (yyyymmdd)
REQUIRED

ntredepaye.paycentre@tpsgc-pwgsc.gc.ca

ay Centre to be actioned, please complete one (1) Pay
ee and attach your departmental form

The number of pages is the total number of pages of supporting documents, <u>plus</u> the PAR form.

The date is required and the PAR will be rejected without it. This is the date the request is submitted, not the effective date of the Pay Action.

Section 1 Employee Information

The employee's first and last name, 9-digit Personal Record Identifier (PRI) and email address must be correct, or the form will be rejected. The email address where the employee can be reached is very important, in the event a compensation advisor from the Pay Centre requires additional information or must contact the employee directly.

The Department/Agency is selected from a drop-down menu. If this is not selected, the PAR will be rejected. The Pay Centre services many government departments, and the request will not be sent to the proper group if the Department/Agency is not indicated.

Section 1 - Employee Information

*First Name	*Personal Record Identifier (PRI)
REQUIRED	REQUIRED

*Last Name	Case Number (If applicable)
REQUIRED	

*Email Address	Telephone Number
REQUIRED	

*Department/Agency

| Please choose a Department/Agency | REQUIRED | ▼ |

The case number is only required for overpayment recoveries or when sending in documents requested by a Compensation Advisor from Public Services and Procurement Canada (PSPC).

A telephone number is useful but not required. Use a number at which the employee can be reached in the daytime.

Sections 2 Work Type

Section 2 of the Pay Action Request (PAR) is the "Work Type". This tells the Pay Centre what pay action is being requested.

The Work Type is selected with a drop-down menu. There are several choices to choose from and it can be difficult knowing which one to choose. Explore the options using the Work Types & Sub Types button, below, to determine which Work Type to use. For each Work Type, there will be a list of Sub Types that correspond with your choice. It is very important that the correct Work Type and Sub Type is indicted on the PAR or it will be rejected by the Pay Centre and will have to be re-submitted which will delay the pay action.

*Section 2 - Work Type (Select one)

*Please select the Work Type for this request

[Work Types & Sub Types]

Please Note: the *Copy of Pay File* **Work Type** is only used to request a copy of your file and not meant to request a review of your pay file by the Pay Centre.

Section 3
Sub Type

Section 3 of the Pay Action Request (PAR) is the "Sub Type". This section is also very important as it is attached to the Work Type to instruct the Pay Centre what action is being requested.

The Sub Type is selected with a drop-down menu. There are several choices to choose from and it can be difficult knowing which one to choose. It is very important that the correct Sub Type is indicted on the PAR or it will be rejected by the Pay Centre and will have to be re-submitted which will delay the pay action.

*Section 3 - Sub Type - (Select one)

	*Effective Start Date of Event/Pay Action
*Please select the Sub Type for this request	▼

Work Types & Sub Types

DO NOT FORGET: Enter the effective date of the action. For example, if the first day of the Extra Duty Pay (EDP) occurred on APR 1, 2016 – select APR 1, 2016 from the drop-down menu; or if the first day of the Leave is Sep 1, 2017 – select Sep 1, 2017 from the drop-down menu.

Pay Action Request (PAR) - Work Types

There are 22 different Work Types to Choose from and several corresponding Sub Types. Choose the Work Type you want and you will be taken to the corresponding Sub Types.

BENEFITS	CHANGE IN EMPLOYMENT	CHEQUE	COMMUNICATION WITH 3rd PARTIES
COPY OF PAY FILE	DEBT TO THE CROWN	DEDUCTIONS	DIRECT DEPOSIT - Exception
EMERGENCY SALARY ADVANCE – PRIORITY PAYMENT	ENTITLEMENTS: (Non Automated Allowances)	EXTRA DUTY PAY	GRIEVANCE SUPPORT
LEAVE	NEW HIRE	PERFORMANCE	RECOVERY OF OVERPAYMENTS
REHIRE	STUDENT	TAX SLIPS (T4) & RECORDS OF EMPLOYMENT (ROE)	TERMINATION
TIMESHEETS	TRANSFER	AS AND WHEN REQUIRED	Fleet Specific (SO/SC Timekeepers)

NOTE: *Copy of Pay File can only be used once per year. This Work Type means that the Pay Centre will make a copy of the employee's pay file to send to the employee.* **THIS DOES NOT REQUEST A REVIEW OF THE FILE BY THE PAY CENTRE.**

NEW! Information on Travel Status earned can be found under Work Type: Extra Duty Pay.
For liquidation of leave, please refer to the Leave work type.

Choose sub-Type for details about approvals, supporting documents and where to send request

Employee	Human Resources
Section 34 manager	Finance

BENEFITS

DCP (Dental Care Plan)	DI – LTD (Disability Insurance / Long Term Disability)	DI – LTD Premiums Requests for Income Tax Purposes	Other
Pension Plan	**Provincial Medical**	**PSHCP – Exception**	**PSMIP (Public Service Management Insurance Plan)**

*"**Exceptions**" generally refer to transactions that cannot be accomplished through Phoenix self-service.*

Additional information can be found in the Resources section.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

Employee

Human Resources

Section 34 manager

Finance

CHANGE IN EMPLOYMENT

Acting - Exception	Acting to Executive group or Ministers' Exempt *NEW!	Change in Hours	Change in Tenure
Demotion	Deployment – Exception	Extension of Term - Exception	Increment Correction *NEW!
Modification to Letter of Offer – salary *NEW! (with justification)	Modification to Letter of Offer – start or end date (s) *NEW!	Promotion – Exception	Promotion to Executive Group or Minister's Exempt
Reclassification	*NEW! Revision Correction	Salary Maintenance for Executives	Secondment, Assignment, Interchange -Exception

"**Exceptions**" generally refer to things that are outside the norm, such as abnormal start and end times, position entitlements, etc.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

Employee

Human Resources

Section 34 manager

Finance

CHEQUE

Cash Payments

Departmental Audit Requests

Lost - Stolen Cheques

Fleet Menu

PAR Submitted by:

Employee

Human Resources

Section 34 manager

Finance

COMMUNICATION WITH THIRD PARTIES

Bankruptcy, Insolvency and Consumer Proposal

Communication with 3rd parties

Confirmation of Earnings

Information Request from Service Canada

Request from Pension Centre

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

DEBT TO THE CROWN

Debt to the Crown

NEW! | Posting Loan |

This Sub Type is not used for Recovery of Overpayment correspondence.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

| Employee | Human Resources |
| Section 34 manager | Finance |

DEDUCTIONS

Income Tax	Charitable Donations	Fonds de solidarité des travailleurs de Québec	Objections to Union Dues

*NEW! Income Tax - Indigenous	One-Time Tax Exemption	Parking	*NEW! Rent

Union Dues	Voluntary Self-Service Deductions - Exception

*"**Exceptions**" generally refer to transactions that cannot be accomplished through Phoenix, such as self-service deductions for employees that don't have on-line access to Phoenix self-service*

Fleet Menu

Pay Action Request (PAR) - Sub Types

PAR Submitted by:

Employee	Human Resources
Section 34 manager	Finance

DIRECT DEPOSIT

Direct Deposit – Exception

This Sub Type is used if the employee does not have access to Phoenix self-service, for example, Fleet personnel or students.

Changes to Direct Deposit information are completed through Phoenix self-service.

Fleet Menu

Pay Action Request (PAR) - Sub Types

EMERGENCY SALARY ADVANCE (ESA) – PRIORITY PAYMENT

Amendment

Recovery

If you have not been paid or are missing pay, please contact the MyPay - Pay Support team. They will assist you with getting support and obtaining a Priority Payment.

Pay Action Request (PAR) - Sub Types

ENTITLEMENTS
(Non Automated Allowances)

Any entitlements that are not automatic have to be submitted with the entitlement forms and a PAR form on the day they become effective. They cannot be submitted any earlier than that or they will be rejected by the Pay Centre. **For entitlements associated with a New Hire/Rehire, Term Extension, Promotion, Deployment or Acting, please use the** New Hire – Exception; Rehire – Exception; Promotion – Exception; Deployment; Extension of Term – Exception **or** Acting – Exception **sub Types at the time of the staffing action.**

| Bilingualism Bonus | Boot and Glove Allowance | Car Allowance | Commuting - Travel Allowance |

| Dangerous Goods Allowance | Department - Classification Group Specific Allowance | Education Allowance | Foreign Services |

| EI - QPIP related Maternity-Parental-Paternity payment | EI - QPIP related reconciliation documents *NEW! | Instant Awards & Other Taxable Benefits | Isolated Post Allowance |

| Long-service award | Membership Fees | Rent Allowance |

| Sea Duty Allowance | Vacation Travel Assistance (VTA) |

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

Employee	Human Resources
Section 34 manager	Finance

EXTRA DUTY PAY

Late	Compensatory Leave	Travel Status

NOTE: *Employees enter their Extra Duty Pay **for cash** in Phoenix self-service directly.*

*If it is more than 6 months old, their manager must submit a PAR: **Extra Duty Pay – Late**.*

*In exceptional circumstances, such as a pending Transfer, if the Extra Duty Pay cannot be entered into Phoenix self-service, the manager may send a PAR using the Work Type: **Extra Duty Pay and the sub Type: Late**.*

New

*If employees are requesting to have their extra duty hours **banked as compensatory time**, the employee must enter the hours in **MyGCHR** for use at a later date. For more information, please see the Employee Pay Guide in the Pay Support LaunchPad.*

IMPORTANT: If the EDP for compensatory leave being submitted was worked prior to the new fiscal year (April 1st of the current year), then it will need to be sent by PAR to the Trusted Source.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

GRIEVANCE SUPPORT

Grievance Support

Grievance Settlement Agreement

Pay Action Request (PAR) - Sub Types

LEAVE

PAR Submitted by:

| Employee | Human Resources |
| Section 34 manager | Finance |

DI - LTD claims form	*NEW! Education Leave	*NEW! Education Leave (with allowance)	Establishing Service Dates
Insurance Approved Rehab – Commence Gradual Return to Work	Insurance Approved Rehab – Earnings Request	Insurance Approved Rehab - Return to Regular Hours	Leave Adjustments & Amendments
Leave with Income Averaging(LIA)	Leave with Pay	Liquidate Leave (Voluntary)	LWOP > 5 Days – Other
LWOP – Extension of Leave Period *NEW!	LWOP less than or equal to 5 days – late	Maternity-Parental (LWOP > 5 days)	Non-Insurance Approved Rehab – Commence Gradual Return to Work
Pre-Retirement Leave	Return from LWOP	Return from LWOP - Maternity-Parental	Seasonal - end of period *NEW!
Seasonal - return to work *NEW!	WCB - Application and Earnings Requests	WCB - Paid Leave (220-660)	WCB - Return from Injury on Duty
	Self-Funded Leave		

Fleet Menu

NOTE: *Self-Funded Leave is not the same as Leave with Income Averaging*

Choose sub-Type for details about approvals, supporting documents and where to send request

NEW HIRE

As defined in the Policy on Terms and Conditions of Employment: An employment status of *As and When required* is a situation whereby a person with **no assigned hours of work reports when needed** and **usually in response to an urgent need** (i.e. on call, as required, intermittent).

When is it not a good idea to use the *As and When Required* employment status?

As and when required should not be used when there is a **predictable pattern of specific hours of work**, i.e.: a predefined schedule. However, if the hours per week are scattered and unknown in advance, an *As and When* employment status would be the appropriate option.

What is the impact on pay?

Using As and When Required when there is a predictable pattern of specific hours of work can affect the employees' pay since Phoenix applies the business rules for pay as per the various collective agreements and the employee's schedule in Phoenix. Since As and When Required employees do not have a set schedule in Phoenix, there are many scenarios within the different occupational groups where Phoenix is unable to apply these rules and pay may be incorrect or delayed.

Please contact the Time and Labour Hub via the MyPay link on the Pay support Launchpad indicating "Time and Labour" in the subject line for live support on any questions related to As and When Required employees.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

Employee

Human Resources

Section 34 manager

Finance

PERFORMANCE

Denial of Increment

Performance Pay Transactions EX

Performance Pay Transactions – Non-EX
*NEW!

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

Employee	Human Resources
Section 34 manager	Finance

RECOVERY OF OVERPAYMENTS

Notification of Overpayments (Self/Department Identified)	Objection of Overpayment	Recovery of Overpayments	Repayment Option

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

REHIRE

As defined in the Policy on Terms and Conditions of Employment: An employment status of *As and When required* is a situation whereby a person with **no assigned hours of work reports when needed** and **usually in response to an urgent need** (i.e. on call, as required, intermittent).

When is it not a good idea to use the *As and When Required* employment status?

As and when required should not be used when there is a **predictable pattern of specific hours of work**, i.e.: a predefined schedule. However, if the hours per week are scattered and unknown in advance, an *As and When* employment status would be the appropriate option.

What is the impact on pay?
Using As and When Required when there is a predictable pattern of specific hours of work can affect the employees' pay since Phoenix applies the business rules for pay as per the various collective agreements and the employee's schedule in Phoenix. Since As and When Required employees do not have a set schedule in Phoenix, there are many scenarios within the different occupational groups where Phoenix is unable to apply these rules and pay may be incorrect or delayed.

Please contact the Time and Labour Hub via the MyPay link on the Pay support Launchpad indicating "Time and Labour" in the subject line for live support on any questions related to As and When Required employees.

NOTE:

***Alway...
are ei...
of the...

Fleet Menu

PAR Submitted by:

Employee	Human Resources
Section 34 manager	Finance

Pay Action Request (PAR) - Sub Types

COPY OF PAY FILE

Copy of Pay File

*NOTE: This selection **does not** mean that the Pay Centre will review the file.*

Upon request, the pay file of an employee can be made available for review once every calendar year as per the collective agreement: "Upon written request of an employee, the personnel file of that employee shall be made available once per year for his or her examination in the presence of an authorized representative of the Employer."

A 'Copy of Pay file' can be requested by the employee via their manager directly who will forward their request to the Trusted Source to be submitted to the Pay Centre.

The copy of the pay file will be will be sent to the employee directly.

The Employee may retain the copy of the pay file for their own reference, and there will be no requirement to destroy or return to the Pay Centre or their respective manager/supervisor.

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

Employee

Human Resources

Section 34 manager

Finance

STUDENT

Student End of Term	Student New Hire	Student Rehire
Student Extension of Term	Student Change of Hours	Student Change in Salary

NOTE: *Examples of exceptions are: abnormal start and end times, position has special allowances, etc. Exceptions should be listed in the Comments section of the PAR.*

Always ensure <u>ALL</u> documents are sent to the Trusted Source and are signed by the Employee. Any supporting documents that are either missing or are missing information, such as PRI or signature, will be rejected. This will delay the processing and ultimately, the pay for the employee.*

Fleet Menu

Pay Action Request (PAR) - Sub Types

TAX SLIPS (T4) &
RECORDS OF EMPLOYMENT (ROE)

Record of Employment (ROE)

T4 – Relevé 1 – Relevé 2 Amendements - Modifications

NOTE: *The Pay Centre does not send out paper copies of Records of Employment (ROE). They are produced electronically and submitted directly to Service Canada. The Employee can create a* My Service Canada *account and access a copy on the Service Canada website.*

If the ROE is not yet available through My Service Canada and is required for an Employment Insurance claim, it is recommended that you complete the Request for Record of Employment *from Service Canada.*

Choose sub-Type for details about approvals, supporting documents and where to send request

PAR Submitted by:

| Employee | Human Resources |
| Section 34 manager | Finance |

TERMINATION

| Death in Service | Discharged / Release for Cause | End of Term |

| Medical Retirement | Ministers' Exempt Staff – Change in Government or Ministry *NEW! | Resignation |

| Retirement | Severance Pay | Workforce Adjustment (WFA) |

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

TIMESHEETS

| Timesheets - Late | Time and Labour Adjustments |

NOTE: *Employees/timekeepers enter timesheets in Phoenix directly.*

*If it is more than 6 months old, their manager must submit a PAR using Work Type: **Timesheets** and Sub Type: **Late**. If the employee does not have access to Phoenix, such as Fleet employees and students, the timekeepers or s34 managers can do it on their behalf.*

Fleet Menu

Choose sub-Type for details about approvals, supporting documents and where to send request

TRANSFER

Transfer-In: Exception

Transfer-out

PAR Submitted by:

Employee

Human Resources

Section 34 manager

Finance

As and When Required

Extra Duty Pay:
Late

Extra Duty Pay:
Compensatory Leave

Overtime:
Day of Rest
(within 6 months)

Overtime:
Regular Day Worked
(within 6 months)

Shift Worker
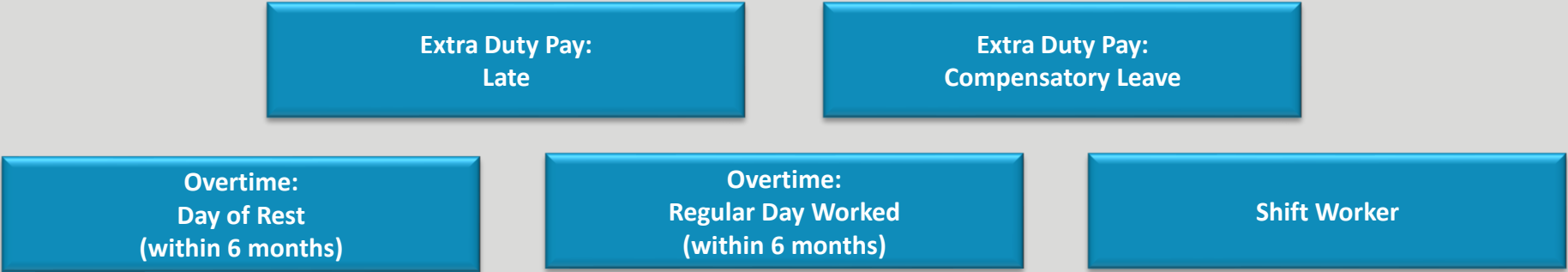
NOTE: Employees enter their **all regular hours** and **Extra Duty Pay for cash** in Phoenix self-service directly.

If it is more than 6 months old, their manager must submit a PAR: **Extra Duty Pay – Late**.

For **As and When Required** employees, regular hours should be submitted on the _Daily Attendance Record_ or Timesheet while any additional hours should be recorded on the _Extra Duty Pay form_ and sent using this Work Type/Sub Type.

If the employee has not obtained Phoenix access, such as **As & When** required employees, their timekeepers or their section 34 manager should do it on their behalf.

Fleet Menu

Fleet Specific Situations

Choose the category for details about work-type/sub-type, comments, notes, approvals, supporting documents and where to send request

PAR Submitted by:

Employee

Human Resources

Section 34 manager / timekeeper

Finance

Overtime

Termination Payments

Disability Insurance Long-Term Disability

Resignation

Allowances

Weekend Premiums

Voluntary Leave Cashout Requests

Leave Cashout above Cap

al Retirement

Pay of 5 days or less - Late

This section is for timekeepers and Fleet specific Pay Action Requests scenarios. If the scenario you require is not found in this section, you can return to the main menu for more general types of requests.

Please refer to TKD 2020-032 – Cancelling or amending a Pay Action Request (PAR) previously submitted *for more information on cancelling or amending requests.*

Return from LWOP

Workers Compensations – Application and earnings requests

Workers Compensations – Paid Leave

Workers Compensations – Return from LWOP

Seasonal – End of period

Seasonal – Return to work

For more instruction on sending PARs and BULK PARs, please refer to TKD 2020-031 – Submitting a PAR

Section 4 Requestor

Section 4 of the Pay Action Request (PAR) is the "Requestor". The requestor must be someone with financial delegation of authority under section 34 of the Financial Administration Act, that is, the employee's section 34 manager.

The Comments section of the PAR is to be used for summarizing the request. For example, if the PAR is for a New Hire/Exception, in the Comments section you would indicate the reason for the exception. i.e.: "Exception due to abnormal start and end times."

Section 4 - Requestor (Staffing/Manager)

*Name of Requestor	*Email Address	Telephone Number

Comments

Section 5
Trusted Source

Section 5 of the Pay Action Request (PAR) is for the "Trusted Source" to complete. Trusted Source is responsible for authenticating the section 34 designated manager prior to sending the Pay Action Request (PAR) to the Pay Centre on your behalf. Click through the Work Types and Sub-Types to determine if your PAR requires a trusted source. Additional information can be found in the resources section of this guide.

If the PAR requires a Trusted Source, the PAR must be sent in editable form to the Trusted Source mailbox, complete with the signed supporting documents, to be forwarded to the Pay Centre.

Editable PAR & Supporting Documents → **Trusted Source** → **Pay Centre**

Ready to submit......

When you are ready to submit a Pay Action Request, you must ensure you have all the supporting documents you need to send to action the request and that they are *signed by both the employee and manager in the appropriate sections.*

For a description of supporting documentation requirements, click through the Work Types and Sub Types for this and other information about PARs, consult the PSPC website. Additional resources can be found in the Resources section of this guide.

The Bulk PAR

The **Bulk Pay Action Request** is used when submitting the same request for multiple employees all requiring the same Work Type and Sub Type. This Type of PAR must be sent to the **Trusted Source** who will submit it to the Pay Centre on your behalf.

Submitting a bulk pay action request

- you must submit a bulk pay action request for each Work Type or Sub Type – For example, if you are submitting time sheets for one group of employees and extra duty pay requests for another group, you must submit two bulk pay action requests

- you may not submit more than 35 pages with each request

- you may not submit a request with more than 15 employees

- you may not send documentation exceeding a total of 5 mega bites in size

- you must ensure that any attachments have separate and distinct documents for each employee, and that each document clearly indicates the associated employee PRI. This way each document can be easily separated and added to the correct individual's pay file

Bulk PAR

RESOURCES

Pay Centre Resources

Pay Centre Document Requirements

PSPC – Forms

PAR Work Types & Sub Types

How to get help for Phoenix-related pay issues

DFO/Coast Guard Resources

HR to Pay Toolbox

Employee Questionnaire

TD1 Personal Tax Credit Return (Federal)

Personal Tax Credit Return (Provincial)

Direct Deposit Enrolment Request

Oath or Affirmation

DFO Addendum on Training

Part-Time Work Schedule

National Joint Council (PSHCP) Directive

Benefits Resources

Public Service Health Care Plan Summary

PSHCP additional resources

PSHCP Forms

Public Service Dental Care Plan Summary

PSDC Forms

Public Service Management Insurance Plan

Public Service Pension Plan info

To report a problem or mistake in this Guide

DI-LTD (Disability/Long Term Disability)

Purpose: *this sub type is often used by an employee to ask a question.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
DI-LTD

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Applicable supporting documentation to be submitted to SunLife for disability insurance can be found: Pay Centre Forms – Insurance

03

Send to the Trusted Source

Please contact the Life Events Team prior to submitting applications and PAR to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source**

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

DI/LTD Premiums Request for Income Tax Purposes

Purpose: *the Pay Centre's Specialized Disability Unit has a unique requirement to produce confirmation of DI/LTD contribution letters to clients requesting them for tax purposes.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
DI/LTD PREMIUMS - REQUEST FOR INCOME TAX PURPOSES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source**

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

DCP (Dental Care Plan)

Purpose: *this sub type is often used by an employee to ask a question.*

01
Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
DCP

02
Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Applicable supporting documentation pertaining to purpose

Pay Centre Forms - Insurance

03
Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Provincial Medical

Purpose: *this sub type is often used by an employee to ask a question.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
PROVINCIAL MEDICAL

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Applicable supporting documentation pertaining to purpose

Pay Centre Forms - Insurance

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Pension Plan

Purpose: *this sub type is often used by an employee to ask a question.*

***NOTE**: For specific questions about your pension plan, please contact the Pension Centre at 1-800-561-7930 Monday to Friday 8:00 a.m. to 4:00 p.m. (Your Local Time)*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
PENSION PLAN

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Benefits

Purpose:

- for recognizing previous service from a different government department

- correct increment level

- transfer leave from seagoing position to shore based position

- often used to send a question using comments section on PAR

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
OTHER

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

Applicable supporting documentation pertaining to purpose such as:

- **Letter of offer**

- **Leave balances from MariTime**

- **Email or other communication to request a salary confirmation from a Manager (May only be in comment section of PAR)**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Public Service Health Care Plan - Exceptions

Purpose:
- *for Enrollment in the Benefits Programs*
- *when one of the employee's dependents becomes an employee of the public service and receives their own coverage*
- *when you want to add a dependent who used to work for the public service and who used to have their own Public Service Health Care Plan (PSHPC) coverage*
- *when you want to switch from supplementary to comprehensive coverage*
- *when you want to switch from comprehensive to supplementary coverage*
- *while on unpaid leave*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
PSHCP - EXCEPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

Employee application form for PSHCP

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Public Service Management Insurance Plan

Purpose: *to provide a mandatory long-term disability plan and optional Life insurance for public service members who are executives or unrepresented or excluded employees.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
BENEFITS

PAR Sub Type:
PSMIP

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Applicable benefit program forms found on PSMIP website

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Acting Exception

Purpose: *for salary exceptions such as: merit increase, salary based on education, ab initio, translators, judges, Governor in Council, minster's staff, lieutenant governors, ranges and steps, fixed amounts and salary protection, and entitlements that cannot be derived from Human Resources Management System data.*

01

Complete PA ✕

Completed by
Human Resource

Approval Requi
Section 34 mana

PAR Work Typ
CHANGE IN EMPLO

PAR Sub Type
ACTING - EXCEPTION

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n Resources for
ng

amounts and salary protection

• Acting Appointment Request (acting less than 4 months)

Click here if there are entitlements associated with this acting. For other cases in which non-automated allowances must be started, visit the **Entitlements** section for more information.

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - *"As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"*

- **Extra Responsibility Allowance** - *"As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"*

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"*

- **Fisheries Officer Allowance -** *"As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance""*

- **Search and Rescue (SAR) Allowance** - *"As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"*

- **Isolated Post Allowance (IPA)** – *"As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance"* – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

Fleet Menu

Acting to Executive group or Ministers' Exempt

Purpose: In situations where an employee is acting in an Executive Group or Ministers' Exempt position.

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
ACTING TO EXECUTIVE GROUP OR MINISTERS' EXEMPT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation: (one of the following)

• Letter of offer

• Email from Fast Track staffing

• Departmental acting form will be required for salary exceptions such as merit increase, salary based on education, ab initio, translators, minister's staff, ranges and steps, fixed amounts and salary protection

• Acting Appointment Request (acting less than 4 months)

Click here if there are entitlements associated with this acting. For other cases in which non-automated allowances must be started, visit the Entitlements section for more information.

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Demotion

Purpose: *to action pay changes resulting from demotion.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
DEMOTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Letter of offer or letter of notification

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Deployment - Exception

Purpose: *for salary exceptions such as: merit increase, salary based on education, ab initio, translators, judges, Governor in Council, minister's staff, lieutenant governors, ranges and steps, fixed amounts and salary protection, and entitlements that cannot be derived from Human Resources Management System data.*

01

Complete PA Human Resources

Completed by
Human Resour

Approval Requi
section 34 man

PAR Work Typ
CHANGE IN EMPLO

PAR Sub Type:
DEPLOYMENT - EXCEPTION

along with the PAR to
sources for processing

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - *"As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"*

- **Extra Responsibility Allowance** - *"As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"*

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"*

- **Fisheries Officer Allowance -** *"As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance""*

- **Search and Rescue (SAR) Allowance** - *"As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"*

- **Isolated Post Allowance (IPA)** – *"As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance"* – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

Click here if there are entitlements associated with this deployment. For other cases in which non-automated allowances must be started, visit the **Entitlements** section for more information.

Fleet Menu

Extension of Term - Exception

Purpose: *for salary exceptions such as: merit increase, salary based on education, ab initio, translators, judges, Governor in Council, minister's staff, lieutenant governors, ranges and steps, fixed amounts and salary protection, and entitlements that cannot be derived from Human Resources Management System*

01

Complete PAR

Completed by:
Human Resource

Approval Require
Section 34 manag

PAR Work Type:
CHANGE IN EMPLOYM

PAR Sub Type:
EXTENSION OF TERM - EXCEPTION

Resources

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rces for processing

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - "As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"

- **Extra Responsibility Allowance** - *"As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"*

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"*

- **Fisheries Officer Allowance -** *"As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance""*

- **Search and Rescue (SAR) Allowance** - *"As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"*

- **Isolated Post Allowance (IPA)** – *"As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance"* – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

Note : Casual employee
The extension of term can be used for casual employees.

Increment Correction

Purpose: *required to address missed increments, which should be automated but were not. To be used exceptionally only when Pay Centre intervention is required. Would apply for increments that have been missed and pay not revised after the 1-year mark, or in situations whereby the increment step was incorrectly applied.*

01

Complete PAR

Completed by:
Employee

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
INCREMENT CORRECTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Information on the missing increment such as dates and correct class step in the body of the email.

03

Send to the Trusted Source

Send PAR to the Trusted Source

Modification to Letter of Offer – salary (with justification)

Purpose: *for changes to the salary that was listed on the original letter of offer.*

01

Complete PAR
___

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
MODIFICATION TO LETTER OF OFFER – SALARY (WITH JUSTIFICATION)

02

Review, Sign, and attach Supporting Documentation
___

Supporting Documentation:

• Amended letter of offer

• A justification letter

(No requirement to resend complete hire package)

03

Send to Human Resources
___

Please send documents along with the PAR to your Regional Human Resources for processing

Modification to Letter of Offer – Start or End Date (s)

Purpose: *for changes to the start or end dates that were listed on the original letter of offer.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
MODIFICATION TO LETTER OF OFFER – START OR END DATE(S)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Amended letter of offer

• *No requirement to resend complete hire package*

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Promotion- Exception

Purpose: *for salary exceptions such as: merit increase, salary based on education, ab initio, translators, judges, Governor in Council, minister's staff, lieutenant governors, ranges and steps, fixed amounts and salary protection, and entitlements that cannot be derived from Human Resources Management System data.*

01

Complete PA

Completed by
Human Resour

Approval Requi
Section 34 man

PAR Work Typ
CHANGE IN EMPLO

PAR Sub Type:
PROMOTION - EXCEPTION

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along with the PAR to
sources for processing

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formation.

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - "As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"

- **Extra Responsibility Allowance** - *"As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"*

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"*

- **Fisheries Officer Allowance -** *"As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance""*

- **Search and Rescue (SAR) Allowance** - *"As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"*

- **Isolated Post Allowance (IPA)** – *"As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance"* – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

Promotion to Executive Group or Minister's Exempt

Purpose: *when employee is promoted to EX classification, for example to trigger entitlements and cease union dues deductions.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
PROMOTION TO EXECUTIVE GROUP OR MINISTER'S EXEMPT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Letter of offer

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Reclassification

Purpose: *for reclassification of a single position.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
RECLASSIFICATION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Letter of offer or letter of notification

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Revision Correction

Purpose: *to address incorrect or missed revisions, which should have been automated but were not for various reasons. To be used exceptionally only when Pay Centre intervention is required.*

01

Complete PAR

Completed by:
Employee

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
REVISION CORRECTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Note: *This should not be used prior to any deadlines associated with signing of any collective bargaining agreements.*

Salary Maintenance for Executives

Purpose: *for executive who is appointed to a lower classified position from surplus status under the Executive Employment Transition Policy (EETP).*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
SALARY MAINTENANCE FOR EXECUTIVES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Letter of offer

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Secondment or Assignment or Interchange - Exception

Purpose: *when an employee is employed at a different government department on a temporary basis.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
SECONDMENT/ASSIGNMENT/ INTERCHANGE – EXCEPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Secondment or assignment of interchange agreement

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Cash Payment

Purpose: *when making a payment to the Receiver General i.e. overpayments, pay back of benefits, pension, etc.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
CHEQUE

PAR Sub Type:
CASH PAYMENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Cheque or money order

03

Send to the Pay Centre

Send PAR and signed supporting documents to the

Public Service Pay Centre: Mail Facility
PO Box 6500
Matane QC G4W 0H6

***IMPORTANT NOTE:** please indicate in the comments section of the PAR what the cash payment is for*

Departmental Audit Request

Purpose: *from time to time Departments are subject to internal audits related to pay administration. The proposed auditing and reporting approach using Service Organization Controls (SOC) reporting will provide member departments with assurance on the design and operating effectiveness of PSPC Pay Centre controls.*

01

Complete PAR

Completed by:
Manager

Approval Required:
None

PAR Work Type:
CHEQUE

PAR Sub Type:
DEPARTMENTAL AUDIT REQUEST

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Audit request coming from Ministerial groups

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Lost/Stolen Cheque

Purpose: *when a cheque from the Receiver General has been lost or stolen or a direct deposit has not been credited to your account.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
CHEQUE

PAR Sub Type:
LOST/STOLEN CHEQUE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- PSPC-SPAC_535 **(lost stolen cheque)**

or

- PSPC-SPAC_536 **(missing direct deposit)**

and

- and PSPC-SPAC_540 **(if over $5000)**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Bankruptcy, Insolvency and Consumer Proposal

Purpose: *third parties may request Federal Government employee compensation related information.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
COMMUNICATION WITH THIRD PARTIES

PAR Sub Type:
BANKRUPCY, INSOLVENCY AND CONSUMER PROPOSAL

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Communication with 3ʳᵈ Parties/For Insurer use only

Purpose: *third parties may request Federal Government employee compensation related information.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
COMMUNICATION WITH THIRD PARTIES

PAR Sub Type:
COMMUNICATION WITH 3ʳᵈ PARTIES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

Exception: Power of Attorney, Consent to Release Information

Accept request where a person gives authorization to divulgate information to a third party

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Confirmation of Earnings

Purpose: *third parties may request Federal Government employee compensation related information.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
COMMUNICATION WITH THIRD PARTIES

PAR Sub Type:
CONFIRMATION OF EARNINGS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Information Request from Service Canada

Purpose: *third parties may request Federal Government employee compensation related information.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
COMMUNICATION WITH THIRD PARTIES

PAR Sub Type:
INFORMATION REQUEST FROM SERVICE CANADA

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Request from Pension Centre

Purpose: *third parties may request Federal Government employee compensation related information.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
COMMUNICATION WITH THIRD PARTIES

PAR Sub Type:
REQUEST FROM PENSION CENTRE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Debt to the Crown

Purpose: *to collect debt owed to the Crown, to initiate rent payments for crown housing, or submit a financial penalty.*

01

Complete PAR

Completed by:
Section 34 manager or Finance

Approval Required:
Section 34 manager

PAR Work Type:
DEBT TO THE CROWN

PAR Sub Type:
DEBT TO THE CROWN

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Request to collect debt to Crown

or

- Calculation of rent for crown housing

or

- Financial penalty (redacted discipline letter that indicates the employee's name and the amount of the financial penalty)

Comment Section on PAR: *Financial Penalty – Insert Dates of Penalty (if applicable) – Insert Applicable Code (e.g. Code 817 is the correct code for employees paid bi-weekly). We suggest not indicating details/reason of the penalty as this is an HR matter.*

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Posting Loan

Purpose: Posting loans can be issued to employees in foreign posts when required. These loans are used for items required such as a private motor vehicle, clothing, household effects, etc. This would be a recovery of the Posting Loan as the loan is issued by finance within the department.

01

Complete PAR

Completed by:
Section 34 manager or Finance

Approval Required:
Section 34 manager

PAR Work Type:
DEBT TO THE CROWN

PAR Sub Type:
POSTING LOAN

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Departmental documentation indicating the amount to be recovered.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Income Tax

Purpose: *for requests to have additional Income Tax be deducted; to request a change to the tax province on file **(specific to IRB student extensions with no break in service);** can also be used to inform Pay Centre to STOP additional tax deductions (updated TD1 form required).*

NOTE: *The Pay Centre will accept request for IRB extension under this Work Type/Sub Type*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
INCOME TAX

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- TD1
- Request to Have Additional Tax Withheld at Source (Quebec Residence only)
- no supporting documentation required for IRB student extensions when changing tax province on file. Indicate in comments section of PAR.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Charitable Donations

Purpose: *to make payroll deductions for charitable giving to the United Way.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
CHARITABLE DONATIONS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Charitable donation gift form available during campaign period

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Fonds de solidarité des travailleurs de Québec

Purpose: *for employees residing in Quebec.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
FONDS DE SOLIDARITÉ DES TRAVAILLEURS DE QUÉBEC

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Fonds Payroll Deduction Plan form**
or
- **Email or letter to start or stop deduction**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Income Tax - Indigenous

Purpose: *This subtype is only for the Indian status tax exemption. Agents need to be able to identify income tax cases related to indigenous persons or those working on Reservations to ensure the cases are processed properly and within appropriate time frames*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
INCOME TAX - INDIGENOUS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Documentation provided by department or employee such as Indian Status tax exemption**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Objections to Union Dues

Purpose: *to stop contributing dues to Union on grounds of conscience.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Treasury Board of Canada (TBS)

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
OBJECTIONS TO UNION DUES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **affidavit: Objection on grounds of conscience to union dues check-off** (TBS/SCT 340-52)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

One-time Tax Exemption

Purpose: *to exempt certain payments from taxation at source, for example, a lump sum due to vacation leave cash out or if a lump sum payment is being contributed to an RRSP.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
ONE-TIME TAX EXEMPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of Authority **form from Revenue Canada or ministère du Revenu**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Parking

Purpose: *to make payroll deductions for parking.*

Note: **Confusion between deduction/reimbursement**
Ensure that is it a deduction and not a reimbursement. Reimbursements must be accepted under *Entitlements / Department Group Specific Allowance* .

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
PARKING

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Parking form from facility/department

Please note that an amount must be indicated in order to start a deduction, but not to stop a deduction.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the
Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Rent

Purpose: *to make payroll deductions for rent.*

Note: **Confusion between deduction/reimbursement**
Ensure that it is a deduction and not a reimbursement. Reimbursements must be accepted under *Entitlements / Department Group Specific Allowance* .

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
RENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Departmental documentation indicating the amount to be recovered.

Please note that an amount must be indicated in order to start a deduction, but not to stop a deduction.

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Union Dues

Purpose: *to change status of union dues, for example stopping union dues when deployed to an unrepresented position, or upon resignation of an employee, or starting union dues when deployed to a represented position.*

01

Complete PAR

Completed by:
Human Resources or Labour Relations

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
UNION DUES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation (may include one of the following):

- Letter of offer; or
- Assignment agreement; or
- Resignation documents; or
- Letter detailing union dues change request

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Voluntary Self-Serve Deductions - Exception

Purpose: *to make voluntary deductions normally accomplished through Phoenix self-service when employee does not have access to Phoenix self-service.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DEDUCTIONS

PAR Sub Type:
VOLUNTARY SELF-SERVICE DEDUCTIONS - EXCEPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Applicable documentation for requested deduction

Note: Please note that an amount must be indicated in order to start a deduction, but not to stop a deduction

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Direct Deposit - Exception

Purpose: *to enroll or change direct deposit information when an employee does not have access to online self-service, for example, Fleet, students.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
DIRECT DEPOSIT

PAR Sub Type:
DIRECT DEPOSIT - EXCEPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Direct Deposit Enrolment Request

- Void cheque or a direct deposit form downloaded from your financial institution

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Recovery

Purpose: *to recover Emergency Salary Advance or Priority Payment.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
EMERGENCY SALARY ADVANCE

PAR Sub Type:
RECOVERY

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Emergency Salary Advance/Priority Payment request

NOTE: If financial hardship is being requested in the repayment of the overpayment, Section 34 manager approval is required on the PAR.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Emergency Salary Advance – Priority Payment

01

Complete PAR

Completed by:
Finance

Approval Required:
None

PAR Work Type:
EMERGENCY SALARY ADVANCE

PAR Sub Type:
AMENDMENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Emergency Salary Advance/Priority Payment request

or

- Requisition for Payment GC 80-1 form

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source**

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Non-automated Allowances

Purpose: *to request payment of non-automated allowances including: Bilingualism Bonus, Boot & Glove Allowance, Car Allowance, Commuting – Travel Allowance, Dangerous Goods Allowance, Classification Group Specific Allowance, Foreign Services, Long-service Award, Sea Duty Allowance.*

01

Complete PAR

Completed by:
**Human Resources or se...
manager**

Approval Require...
Section 34 mana...

PAR Work Type...
ENTITLEMENTS

PAR Sub Type:
Sub Type will correspond with the applicable entitlement on the PAR

...ted Source

...orting documents
...Source

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - *"As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"*

- **Extra Responsibility Allowance** - *"As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"*

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"*

- **Fisheries Officer Allowance -** *"As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance"*

- **Search and Rescue (SAR) Allowance** - *"As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"*

- ***Supervisory Differential*** - *"As per Annex B of the SV Collective Agreement , employee is entitled to the Supervisory Differential. { Please reference and note the Supervisory co-ordinates the employee is entitled to. Ie. A1, B2, etc}*

Education Allowance

Purpose: *to request payment of Education Allowance.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
Education Allowance

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Request For Educational Assistance or Leave** form

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: *For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.*

Fleet Menu

Vacation Travel Assistance

Purpose: *the Vacation Travel Assistance (VTA) is a benefit provided to employees to assist them and each applicable dependant in travelling away from the isolated post.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
VACATION TRAVEL ASSISTANCE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Request for Vacation Travel Assistance

and

• IPA Tax Waiver (if applicable)

IPA Tax Waiver

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Employment Insurance (EI) and Quebec Parental Insurance Plan (QPIP) Payment

Purpose: *to submit maternity/parental payment paperwork.*

NOTE: For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

01

Complete PAR

Completed by:
Employee or section 34 manager
Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
EI - QPIP RELATED MATERNITY-PARENTAL-PATERNITY PAYMENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Confirmation of child's date of birth/adoption date

- Proof of EI/QPIP benefits

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

****DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.***

Fleet Menu

Employment Insurance (EI) - Quebec Parental Insurance Plan (QPIP) related reconciliation documents

Purpose: *to submit summary of EI/QPIP payments once employee returns to work.*

NOTE: For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

01

Complete PAR

Completed by:
Employee or section 34 manager
Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
EI - QPIP RELATED RECONCILIATION DOCUMENTS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Detailed summary of all EI/QPIP payments

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Isolated Post Allowance

Purpose: *to request payment of Isolated Post Allowance.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
ISOLATED POST ALLOWANCE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Isolated Post allowance and Government Housing

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Note: IPA will have to be resubmitted every time the employee changes a position, such as acting. If the employee is acting, please insert the following comment into the comments section of the PAR. **"IPA allowance to remain in effect while acting in position <position #> during time period <acting dates> at classification <position classification>."**

IPA is linked to position, not necessarily the person. It will have to be resubmitted when the person returns to substantive.

Instant Awards & Other Taxable Benefits

Purpose: *this Sub Type is used to capture various instant awards and taxable benefit notices.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
INSTANT AWARDS & OTHER TAXABLE BENEFITS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Date and amount (may be an email, comment on the PAR or entitlement form)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Membership Fees

Purpose: *to request reimbursements of membership fees.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
ENTITLEMENTS

PAR Sub Type:
MEMBERSHIP FEES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Request for Refund of Memberships Fees as Per Collective Agreements

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Extra Duty Pay - Late

Purpose: *to request payment of extra duty pay submitted 6 months or more after the extra duty pay was earned or when employee has no access to compensation web application.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Extra Duty Pay form** GC 179

NOTE: *For **As and When Required** employees, regular hours should be submitted on the Daily Attendance Record or Timesheet while any additional hours should be recorded on the Extra Duty Pay form and sent using this Work Type/Sub Type.*

For pending Transfers when the employee does not have access to Phoenix, please include in the Comment section: **Transfer-in pending to DFO from** *(Transfer-out Department to be identified).*

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Compensatory Leave

Purpose: *to request compensatory leave in lieu of payment of extra duty pay.*

NOTE: *Employees must now enter their extra duty hours worked in MyGCHR to bank your time for use at a later date. For more information, please see the Employee Pay Guide in the Pay Support LaunchPad.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
COMPENSATORY LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Extra Duty Pay form** GC 179

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

IMPORTANT: If the EDP for compensatory leave being submitted was worked prior to the new fiscal year (April 1st of the current year), then it will need to be sent by PAR to the Trusted Source.

Fleet Menu

Travel Status

Purpose: used when the employee is submitting the request for travel status leave to be added to the leave bank.

NOTE: Provisions can vary depending on the collective agreements. Please refer to the travel-status leave section of the relevant collective agreement for specifics.

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
COMPENSATORY LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Travel Status Claim form** **signed by s34 manager** including the dates, the number of nights away on travel status, total number of hours to be added to the comp bank and the collective agreement with article/section.

- **Code 675** for **earned** travel status leave – used when the employee is submitting the request for travel status leave to be added to the leave bank.

For more information on travel status leave to be paid or banked, please refer to the travel status page in the HR-to-Pay toolbox.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

As & When Required Extra Duty Pay - Late

Purpose: *to request payment of extra duty pay submitted 6 months or more after the extra duty pay was earned or after any period of time for employees who don't have access to the Compensation Web Application (CWA).*

It is very important that time is submitted correctly to ensure pay is processed as accurately and in a timely manner as possible.

***Note**: Regular and overtime hours should be submitted via Phoenix self-service. If the employee has not obtained Phoenix access, the section 34 manager can claim the employee in Phoenix Manager self-service and enter and approve the regular and overtime hours on behalf of the employee.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation: (extra duty pay only)

- **Extra Duty Pay form** GC 179

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

As & When Required Extra Duty Pay – Compensatory Leave

Purpose: *to request compensatory leave in lieu of payment of extra duty pay.*

It is very important that time is submitted correctly to ensure pay is processed as accurately and in a timely manner as possible.

***Note**: **Regular hours** should be submitted via Phoenix self-service. If the employee has not obtained Phoenix access, the section 34 manager can claim the employee in Phoenix Manager self-service and enter and approve the regular and overtime hours on behalf of the employee.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
COMPENSATORY LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation: (extra duty pay only)

- **Extra Duty Pay form** GC 179

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

As & When Required Overtime – Day of Rest (worked within 6 months)

Phoenix has no way to recognize days of rest for As and When employees since they do not have a set schedule in Phoenix. In order for the time to be paid at the correct rate, a PAR is required to be sent to the Pay Centre.

It is very important that time is submitted correctly to ensure pay is processed as accurately and in a timely manner as possible.

***Note**: <u>Regular hours</u> should be submitted via Phoenix self-service. If the employee has not obtained Phoenix access, the section 34 manager can claim the employee in Phoenix Manager self-service and enter and approve the regular and overtime hours on behalf of the employee.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation: (extra duty pay only)

- **Extra Duty Pay form** GC 179

Note: PARs must include the following comments for these entitlements:

"As & When Overtime submission (1st or 2nd) day of rest – Time unable to be entered in Phoenix."

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

As & When Required Overtime – Regular Day (worked within 6 months)

Phoenix has no way to recognize days of rest for As and When employees since they do not have a set schedule in Phoenix. In order for the time to be paid at the correct rate, a PAR is required to be sent to the Pay Centre.

It is very important that time is submitted correctly to ensure pay is processed as accurately and in a timely manner as possible.

***Note**: <u>Regular hours</u> should be submitted via Phoenix self-service. If the employee has not obtained Phoenix access, the Section 34 manager can claim the employee in Phoenix Manager self-service and enter and approve the regular and overtime hours on behalf of the employee.*

01
Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
LATE

02
Review, Sign, and attach Supporting Documentation

Supporting Documentation: (extra duty pay only)

- **Extra Duty Pay form** GC 179

Note: PARs must include the following comments for these entitlements:

"As & When Overtime submission – Time unable to be entered in Phoenix."

03
Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

As & When Required Shift Worker

As per their collective agreements, As and When employees working on a shift rotation are entitled to certain shift premiums. However, these entitlements may not be available to As and When required employees in Phoenix. A PAR must be submitted in order to claim these shift premiums.

Additionally, due to the varying shifts, Phoenix is unable to determine regular time vs overtime. Regular hours should be submitted on the Daily Attendance Record or Timesheet while any additional hours should be recorded on the Extra Duty Pay form. **A separate PAR will need to be completed for each individual submission**.

01

Complete PAR
_____

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
EXTRA DUTY PAY

PAR Sub Type:
LATE

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

Extra Duty Pay form GC 179

or

Daily Attendance Record or Timesheet

03

Send to the Trusted Source
_____

Send PAR and signed supporting documents to the Trusted Source

Note: PARs must include the following comments for these entitlements:

Shift Premium: *"As per the < > collective agreement, employee is entitled to the applicable shift premium for the attached hours"*

Regular or OT submission: *"Shift worker – As & When time submission – Time unable to be entered in Phoenix."*

Fleet Menu

Grievance Support

Purpose: *to Request information or support when resolving a grievance indicating the timeline for the response, or request a follow-up action after a grievance has been resolved.*

01

Complete PAR

Completed by:
Human Resources (Labour Relations representative)

Approval Required:
Section 34 manager

PAR Work Type:
GRIEVANCE SUPPORT

PAR Sub Type:
GRIEVANCE SUPPORT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Authoritative Documents (can be email from manager or HR)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Grievance Settlement Agreement

Purpose: *this sub Type will allow for the distinction between settlement agreements and general enquiries and ensure compliance with Labour Relations and the respective Bargaining Agent.*

01

Complete PAR

Completed by:
Human Resources (Labour Relations representative)

Approval Required:
Section 34 manager

PAR Work Type:
GRIEVANCE SUPPORT

PAR Sub Type:
GRIEVANCE SUPPORT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Signed agreement or equivalent between department and Bargaining Agent

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Choose the type for details about approvals, supporting documents and where to send request

Employee

Human Resources

Section 34 manager

Finance

Please choose the applicable type

Disability Insurance

Long Term Disability

Fleet Menu

Disability Insurance (DI)

Purpose: *to initiate the application process for Disability Insurance and provide applicable information. For more information and assistance, you can contact the Life Events Team at* [MyPay](#) *indicating "Life Events" and your region in the subject line*

01

Complete PAR

Completed by:
Supervisor or section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
DI - LTD CLAIMS FORM

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Claim for Disability Insurance Employer's Statement ([4841-E-04-19](#))

- Job Description

- Copy of leave records for the past 12 months, along with an explanation of the leave codes and the current leave balance

- For Fleet employees, indicate **crewing system** in PAR comments.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the [Trusted Source](#)

NOTE: Please forward a copy of the supporting documents to SunLife by email at disabilityclaims@sunlife.com

Long Term Disability (LTD)

Purpose: *to initiate the application process for Long Term Disability and provide applicable information. For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line*

01

Complete PAR

Completed by:
Supervisor or section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
DI - LTD CLAIMS FORM

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Claim** for Long Term Disability Benefit completed by immediate supervisor or manager

- **Job Description**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: Please forward a copy of the supporting documents to industrial alliance by email at disabilityclaims@ia.ca

Education Leave

Purpose: *to initiate the application process for Education leave and provide applicable information. Education Leave is leave without pay that can sometimes have allowances to be paid to the employee. To avoid delays, not to be processed as LWOP > 5 days. For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line*

01

Complete PAR

Completed by:
Supervisor or section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
EDUCATION LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave application form (GC178)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Education Leave (with allowance)

Purpose: *to initiate the application process for Education Leave with allowance and provide applicable information. For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line*

01

Complete PAR

Completed by:
Supervisor or section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
EDUCATION LEAVE (WITH ALLOWANCE)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave application form (GC178)

- Departmental documentation indicating education allowance has been approved and a signed agreement obligating the employee to return to duty for a period equal to that of the Leave without Pay.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

For more information on educational assistance and leave guidelines, please communicate with DFO.Learning-Apprentissage.MPO@dfo-mpo.gc.ca.

Fleet Menu

Purpose: *to initiate the return to work after an insurance approved leave. For more information and assistance, you can contact the Life Events Team at* *MyPay* *indicating "Life Events" and your region in the subject line.*

NOTE: Cannot be submitted until the actual day the employee returns to work.

01

Complete PAR

Completed by:
Employee or section 34 manager
Approval Required:
Section 34 manager
PAR Work Type:
LEAVE
PAR Sub Type:
INSURANCE APPROVED REHAB – COMMENCE GRADUAL RETURN TO WORK

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Return to work date under rehab program

- Notice of approval from Canada Life or Alliance (Can be sent at a later date)

Note: return from LWOP on an approved rehabilitation program and the effective date of return from leave **must be in the email to the Trusted Source or in the Comments section of the PAR.**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Non - Insurance Approved Rehab – Commence Gradual Return to Work

Purpose: *to initiate the return to work after an approved rehabilitation return to work scenarios whereby third-party Insurance providers are NOT involved.*

NOTE: Cannot be submitted until the actual day the employee returns to work.

01

Complete PAR

Completed by:
Employee or section 34 manager
Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
NON-INSURANCE APPROVED REHAB – COMMENCE GRADUAL RETURN TO WORK

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Notice of return from work
(may be an email or comment on the PAR only)

Note: return from LWOP on a non-insurance approved rehabilitation program and the effective date of return from leave must be in the email to the Trusted Source or in the Comments section of the PAR.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: *For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.*

Additional resources and FAQ's can be found on the Disability Management and Return to Work intranet page.

Fleet Menu

Insurance Approved Rehab – Return to Regular Hours

Purpose: *to initiate the return to regular hours after an insurance approved rehab.*

NOTE: Cannot be submitted until the actual day the employee returns to regular hours.

01

Complete PAR

Completed by:
Employee or section 34 manager
Approval Required:
Section 34 manager
PAR Work Type:
LEAVE

PAR Sub Type:
INSURANCE APPROVED REHAB – RETURN TO REGULAR HOURS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

"Return to regular hours" and the effective date must be in the email to the Trusted Source or in the "Comments" section of the PAR.

Managers must ensure that the hours to be paid under the rehabilitation program have been reported and approved up to the last day under the rehabilitation program. The employee must not submit hours after the end of the rehabilitation program.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: *For more information and assistance, you can contact the Life Events Team at* MyPay *indicating "Life Events" and your region in the subject line.*

Fleet Menu

Insurance Approved Rehab – Earnings Request

Purpose: *The Appendix C is used to report hours paid for the full month in order for the insurer to issue payment.*

Note: The Appendix C should always be sent to the Pay Centre via the Trusted Source by the 4th working day of the following month.

01

Complete PAR

Completed by:
Employee or manager
Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
**INSURANCE APPROVED REHAB –
EARNINGS REQUEST**

02

**Review, Sign, and attach
Supporting Documentation**

Supporting Documentation:

• Appendix C: Template for Employees to Report
Monthly Hours Paid

NOTE: *For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.*

03

Send to the Trusted Source

Send PAR and signed supporting documents
to the Trusted Source

Fleet Menu

Leave Adjustments & Amendments

Purpose:

This Sub Type is used to capture leave adjustments that require Compensation agent intervention. This would be required when leave balances in MyGCHR are incorrect, when leave credits have not been advanced, when credits have not been carried over, or as a result of an incorrect Leave Service Date requiring manual corrections.

01

Complete PAR

Completed by:
Employee or section 34 manager

Approval Required:
Immediate supervisor, manager

PAR Work Type:
LEAVE

PAR Sub Type:
LEAVE ADJUSTMENT & AMENDMENTS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Provide as much information as possible in the comments section of the PAR regarding the issue.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Note: MyGCHR Leave Amendments and Adjustments

All leave transactions entered and approved in PeopleSoft prior to onboarding to MyGCHR (October 23, 2022 and before) were converted in a single adjustment in MyGCHR. This previous leave cannot be modified in MyGCHR self service. If an employee needs to modify one of the transactions under Archived Leave Trans/Balance, they will be required to send this PAR to our DFO Trusted Source. The request must include the Leave Application and Absence Report.

Fleet Menu

Leave with Income Averaging

Purpose: *to set up leave with income averaging.*

01
Complete PAR

Completed by:
Section 34 manager or Human Resources delegated manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
LEAVE WITH INCOME AVERAGING (LIA)

02
Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Application form for leave with income averaging TBS-SCT 325-10

03
Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: The effective Start Date of Event on the PAR is the first day of the 12 month period of reduced salary (Thursday following a pay day).

For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

Fleet Menu

Leave with Pay

Purpose: *to inform Pay Centre of Leave with Pay taken by employee with no access to MyGCHR.*

01

Complete PA...

Completed b...
Section 34 manager ...
Resources delegated...

Approval Required:
HR Delegated Authority or manager/supervisor

PAR Work Type:
LEAVE

PAR Sub Type:
LEAVE WITH PAY

02

To process special sick leave for executives (Ex's), a completed leave form GC 178 (using code 206) must be signed by the s34 manager, and submitted to the Trusted Source, with a completed PAR using the work type / sub type: **Leave/Leave with Pay**

DM approval is required prior to s34 manager approving the GC178

✕

i Additional information for special sick leave for EX's

03

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...pporting documents
...ed Source

Leave without Pay Greater than 5 days - Other

Purpose: *other Types of leave without pay include the following: Care of Immediate Family, Personal Needs less than 3 months, Personal Needs more than 3 months-not exceeding 1 year, Relocation of Spouse, sick leave without Pay, Suspension.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
LWOP > 5 DAYS - OTHER

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave Application and Absence report   GC-178

- For Fleet employees, indicate crewing system in comments section of PAR.

Exceptions: for Suspension, form GC-178 not required. Suspension letter with start and end date is required.

Note: Once the leave request form is completed and sent to Trusted Source, please contact your Regional Human Resources Business Partner/Advisor to inform them that your employee is going on leave without pay.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Refer to the **Return from LWOP** section for further instructions on the returning from leave process.

Leave Without Pay – Extension of Leave Period

Purpose: *For an extension of the LWOP period.*
Note: *not to be used for types of leave with their own subtype such as maternity/parental, educational or self-funded leave.*

01

Complete PAR

Completed by:
Section 34 manager or Human Resources delegated manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
LWOP – EXTENSION OF LEAVE PERIOD

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave Application and Absence report GC-178

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Leave Without Pay less than or equal to 5 days - Late

Purpose: *when submitted greater than 6 months after leave was taken or when you can no longer enter the LWOP on the employee record in Phoenix.*

01

Complete PAR

Completed by:
Section 34 manager or Human Resources delegated manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
LWOP LESS THAN OR EQUAL TO 5 DAYS - LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave Application and Absence report GC-178

- **For Fleet:** Instead of GC-178, include the completed timesheet signed by s34 with LWOP period clearly identified. For more information, refer to TKD 2020-013.

NOTE: For situations where access to Phoenix self-service does not exist, **non-consecutive** periods of LWOP, or when LWOP is not for a full day(s), the hours must be reflected and submitted for each day of LWOP on separate Leave Application and Absence report GC-178 forms.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Liquidate Leave (voluntary)

Purpose: *to cash-out accumulated leave.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (VOLUNTARY)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Vacation Leave Cash-Out Request** - Leave Application and Absence Report (GC-178) – Use code 115 Vacation Leave Paid

- **Compensatory Leave Cash-Out Request -** Leave Application and Absence Report (GC-178) – Use code 815 Compensatory – Paid

- **Travel Status Leave Cash-out Request –** Leave Application and Absence Report (GC-178) – Use code 677 for paid travel status leave

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Maternity or Parental: Leave without Pay greater than 5 days

Purpose: *to be used for initial leave request, as soon as the employee knows they are going on maternity/parental leave.*

NOTE: *For more information and assistance, you can contact the Life Events Team at* MyPay *indicating "Life Events" and your region in the subject line.*

01

Complete PAR
_____

Completed by:
Employee or Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
MATERNITY-PARENTAL (LWOP > 5 DAYS)

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

- Maternity or Parental leave application signed by section 34 manager

Additional forms provided by the pay centre are submitted at a later date with a different Work Type/Sub Type.

Once the leave request form is completed and sent to Trusted Source, please contact your Regional Human Resources Business Partner/Advisor to inform them that your employee is going on leave without pay.

03

Send to the Trusted Source
_____

Send PAR and signed supporting documents to the Trusted Source

Pre-Retirement Leave

Purpose: *to action pre-retirement transition leave.*

01

Complete PAR

Completed by:
Section 34 manager or Human Resources delegated manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
PRE-RETIREMENT LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Application form for pre-retirement leave (TBS-SCT 325-9E)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

NOTE: For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

It is recommended to start the duration of leave arrangement on the first day of a pay period (Thursday following a pay day)

Return from Leave without Pay

Purpose: *to re-instate pay after Leave without Pay period.*

NOTE: *Cannot be submitted until the actual day the employee returns to work.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
RETURN FROM LWOP

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Notice of return from leave without pay (may be an email or comment on PAR)

Note: **Request must be sent by s34 manager or email attachment with the section 34 manager's approval of the return.**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Return from Leave without Pay – Maternity - Parental

Purpose: *to re-instate pay after a maternity-parental leave without pay period.*

NOTE: *Cannot be submitted until the actual day the employee returns to work.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
RETURN FROM LWOP – MATERNITY-PARENTAL

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Notice of return from maternity or parental leave (may be an email or comment on the PAR)

Note: **Request must be sent by s34 manager or email attachment with the section 34 manager's approval of the return.**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Seasonal - End of Period

Purpose: *to begin the leave without pay period (seasonal layoff) at the end of a seasonal contract. Seasonal employees are placed on leave at the end of their seasonal employment, which differs from a termination or regular leave.*

01

Complete PAR

Completed by:
Section 34 manager or timekeeper

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
SEASONAL – END OF PERIOD

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Notice of end of period (may be an email or comment on PAR)

- Letter should be included

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Seasonal – Return to Work

Purpose: *to re-instate pay after a period of seasonal leave without pay (seasonal recall). Seasonal employees are required to be brought back on-strength following a seasonal leave period, which differs from a new hire or a regular return from leave.*

NOTE: *Cannot be submitted until the actual day the employee returns to work.*

01

Complete PAR

Completed by:
Section 34 manager or timekeeper

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
SEASONAL – RETURN TO WORK

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Notice of return to work (may be an email or comment on PAR)

- Letter should be included.

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Self-funded Leave

Purpose: *self-funded leave is not unlike sabbatical leave in that it allows indeterminate employees to defer up to 33 1/3 per cent of their gross salary or wages in order to fund a period of absence from their work and return to their regular employment when the leave is over. The deferred salary or wages are exempt from taxation until the funds are released to the employee.*

01

Complete PAR

Completed by:
Employee or Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
SELF-FUNDED LEAVE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Application form for self-funded leave TBS 330-109

The effective start date of the event on the PAR is the salary deduction start date (Thursday following a pay day)

NOTE: For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

WCB - Application and Earnings Requests

Purpose: *application and earnings requests for Worker's Compensation Claim.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
WCB - APPLICATION AND EARNINGS REQUESTS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Approved Worker's Compensation Board claim form

• For Fleet employees, timekeeper must indicate the crewing system and add comment : '**leave is managed in MariTime system, not MyGCHR**'

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Workers Compensation Paid Leave (220/660)

Purpose: *paid leave for Worker's Compensation Claim.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
WCB - PAID LEAVE (220-660)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Leave Application and Absence report GC-178

- For Fleet employees, timekeeper must indicate the crewing system and add comment : '**leave is managed in MariTime system, not MyGCHR**'

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Workers Compensation Return from Injury on Duty

Purpose: *to re-instate pay after Leave without Pay period*
NOTE: *Cannot be submitted until the actual day the employee returns to work.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
LEAVE

PAR Sub Type:
WCB - RETURN FROM INJURY ON DUTY

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Notice of return from leave without pay (may be an email or comment on PAR)

• For Fleet employees, timekeeper must indicate the crewing system and add comment : **'leave is managed in MariTime system, not MyGCHR'**

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Student New Hire

Purpose: *to hire a student.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT NEW HIRE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- letter of offer is always required for students and is required if special benefits and/or entitlements are required. Examples include the following:
  - rate below minimum
  - appointed above minimum and below maximum but not in a rate in the range
  - appointed above maximum/above minimum
- Direct Deposit Enrolment Request
- Void cheque or a direct deposit form downloaded from your financial institution
- Employee questionnaire
- TD1 and provincial tax form

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

New Hire - Exception

Purpose: *to hire when special benefits or entitlements are required.*

01

Complete PAR

Completed by
Human Resources

Approval Required
Section 34 manager

PAR Work Type
NEW HIRE

PAR Sub Type:
EXCEPTION

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appointed above maximum/above minimum

- Direct Deposit Enrolment Request
- Void cheque or a direct deposit form downloaded from your financial institution
- Employee questionnaire
- TD1 and provincial tax form

Click here if there are entitlements associated with this new hire. For other cases in which non-automated allowances must be started, visit the **Entitlements** section for more information.

PARs must include the following comments to initiate these entitlements:

- **EG & GT Allowance** - "As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"

- **Extra Responsibility Allowance** - "*As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance*"

- **First Aid Allowance - "***As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees*"

- **Fisheries Officer Allowance - "***As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance*""

- **Search and Rescue (SAR) Allowance** - "*As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance*"

- **Isolated Post Allowance (IPA)** – "*As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance*" – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

Fleet Menu

New Hire - Standard

Purpose: *to hire when not a student and no special benefits or entitlements are required.* **Use the Sub Type *New Hire – Exception* if there are entitlements associated with this new hire.**

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
NEW HIRE

PAR Sub Type:
STANDARD

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- letter of offer
- Direct Deposit Enrolment Request
- Void cheque or a direct deposit form downloaded from your financial institution
- Employee questionnaire
- TD1 and provincial tax form

*Exception: Since Fleet personnel (SO/SC) do not have access to Phoenix, please indicate in the comments section of the PAR "**Please suppress this employee's cheque stub - no Phoenix access**".*

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Hire to Executive Group or Minister's Exempt

Purpose: *for New Hire or Promotion to EX group or Minister's Exempt group.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
NEW HIRE

PAR Sub Type:
HIRE TO EXECUTIVE GROUP OR MINISTER'S EXEMPT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- letter of offer
- Direct Deposit Enrolment Request
- Void cheque or a direct deposit form downloaded from your financial institution
- Employee questionnaire
- TD1 and provincial tax form

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Denial of Increment

Purpose: *to deny pay increment to employee.*

01

Complete PAR
_____

Completed by:
Section 34 manager

Approval Required:
None

PAR Work Type:
PERFORMANCE

PAR Sub Type:
DENIAL OF INCREMENT

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

• Letter of notification to employee

03

Send to the Trusted Source
_____

Send PAR and signed supporting documents to the Trusted Source

Performance Pay Transactions EX

Purpose: *to action performance pay and in-range increase for employees entitled to performance pay.*

01

Complete PAR

Completed by:
Learning, Performance And Talent Management Team

Approval Required:
None

PAR Work Type:
PERFORMANCE

PAR Sub Type:
PERFORMANCE PAY TRANSACTIONS EX

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Authoritative document (can be an email from Manager or HR - Letter signed by the DM (EX) that outlines the %, in-range increase, etc. applicable)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Performance Pay Transactions – Non-EX

Purpose: *to action performance pay and in-range increase for employees entitled to performance pay (non-EX).*

01

Complete PAR

Completed by:
LEARNING, PERFORMANCE AND TALENT MANAGEMENT TEAM

Approval Required:
None

PAR Work Type:
PERFORMANCE

PAR Sub Type:
PERFORMANCE PAY TRANSACTIONS NON-EX

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Authoritative document (can be an email from Manager or HR)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Recovery of Overpayments

Purpose: *to arrange recovery of overpayments.*

01

Complete PAR

Completed by:
Section 34 manager or Finance

Approval Required:
Section 34 manager

PAR Work Type:
RECOVERY OF OVERPAYMENTS

PAR Sub Type:
RECOVERY OF OVERPAYMENTS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• approved financial hardship claim and repayment schedule

or

• Application for Financial Hardship

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Notification of Overpayment (Self/Department Identified)

Purpose: *this sub type is used to capture when an employee (or departmental representative) wants to advise the Pay Centre that they have received, or believe they may have received, an overpayment.*

01

Complete PAR

Completed by:
Section 34 manager, Finance, or employee

Approval Required:
Section 34 manager

PAR Work Type:
RECOVERY OF OVERPAYMENTS

PAR Sub Type:
NOTIFICATION OF OVERPAYMENT (Self/Department Identified)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Repayment Option

Purpose: *this sub type is used to capture when an employee has received their overpayment letter and has made their election as to how they want their overpayment recovered. This can also be used for Financial Hardship cases.*

01

Complete PAR

Completed by:
Section 34 manager, Finance, or employee
Approval Required:
Section 34 manager

PAR Work Type:
RECOVERY OF OVERPAYMENTS

PAR Sub Type:
REPAYMENT OPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Objection of Overpayment

Purpose: *this Sub Type is used to capture when an employee disputes their overpayment in full, or in part.*

01

Complete PAR

Completed by:
Employee
Approval Required:
Section 34 manager
PAR Work Type:
RECOVERY OF OVERPAYMENTS
PAR Sub Type:
OBJECTION OF OVERPAYMENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Student Rehire

Purpose: *to rehire a student.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT REHIRE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- letter of offer is always required for students and additional documentation is required if special benefits and/or entitlements are required. Examples include the following:
  - rate below minimum
  - appointed above minimum and below maximum but not in a rate in the range
  - appointed above maximum/above minimum
- TD1 and provincial tax form
- Direct deposit form

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Rehire

Purpose: *to rehire when special benefits or entitlements are required.*

01

Complete PAR

Completed by:
Human Resource

Approval Required:
Section 34 manag

PAR Work Type:
REHIRE

PAR Sub Type:
EXCEPTION

Resources

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Resources for
g

PARs must include the following comments to initiate these entitlements:

×

- **EG & GT Allowance** - "As per Appendix W of the TC Collective Agreement, employee is entitled to the EG and GT Terminable Allowance"

- **Extra Responsibility Allowance** - "As per Appendix G of the SO Collective Agreement, employee is entitled to the Extra Responsibility Allowance"

- **First Aid Allowance - "**As per National Joint Council, the employee is entitled to the First Aid to the General Public - Allowance for Employees"

- **Fisheries Officer Allowance -** "As per <Appendix Z or O> of the <TC or PA> Collective agreement, employee is entitled to the Fishery Officer Allowance""

- **Search and Rescue (SAR) Allowance** - "As per Appendix CC of the TC Collective agreement, employee is entitled to the Search and Rescue Coordinator Allowance"

- **Isolated Post Allowance (IPA)** – "As per the National Joint Council Isolated Post Directive, employee is entitled to the Isolated Post Allowance" – **Isolated Posts & Government Housing form #7631 must be included with the PAR.**

• appointed above maximum/above minimum

Click here if there are entitlements associated with this rehire. For other cases in which non-automated allowances must be started, visit the **Entitlements** section for more information.

*Exception: Since Fleet personnel (SO/SC) do not have access to Phoenix, please indicate in the comments section of the PAR "**Please suppress this employee's cheque stub - no Phoenix access**".*

Fleet Menu

Rehire - Standard

Purpose: *to rehire when no special benefits or entitlements are required.* **Use the Sub Type *Rehire – Exception* if there are entitlements associated with this rehire.**

01

Complete PAR

Completed by:
Human Resources
Approval Required:
Section 34 manager
PAR Work Type:
REHIRE
PAR Sub Type:
STANDARD

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- letter of offer
- TD1 and provincial tax form

*Exception: Since Fleet personnel (SO/SC) do not have access to Phoenix, please indicate in the comments section of the PAR "**Please suppress this employee's cheque stub - no Phoenix access**".*

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Copy of Pay File

Purpose: *upon request, the pay file of an employee can be made available for review once every year as per the collective agreement: "Upon written request of an employee, the personnel file of that employee shall be made available once per year for his or her examination in the presence of an authorized representative of the Employer."*

01

Complete PAR

Completed by:
Manager

Approval Required:
None

PAR Work Type:
COPY OF PAY FILE

PAR Sub Type:
COPY OF PAY FILE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Request to copy pay file

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Record of Employment

Purpose: *the Record of Employment is created and submitted electronically to Service Canada and can be accessed through the My Service Canada account. If there is an error on the ROE or the ROE has not been completed, this work Type can be used.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
Tax Slips (T4) & Records of Employment (ROE)

PAR Sub Type:
RECORD OF EMPLOYMENT (ROE)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

T4, Relevé 1 and Relevé 2: Amendments

Purpose: *to be used when the employee suspects the T4 is incorrect.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
Tax Slips (T4) & Records of Employment (ROE)

PAR Sub Type:
T4 - RELEVÉ 1 - RELEVÉ 2 AMENDEMENTS - MODIFICATIONS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

N/A

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Discharged - Released for Cause

Purpose: *to activate termination of employee upon discharge for cause.*

01

Complete PAR

Completed by:
Section 34 manager or Labour Relations

Approval Required:
Section 34 manager

PAR Work Type:
TERMINATION

PAR Sub Type:
DISCHARGED/RELEASED FOR CAUSE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of Discipline or Discharge

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Resignation

Purpose: *to activate termination of employee upon resignation.*
NOTE: *For more information and assistance, you can contact the Life Events Team at* MyPay *indicating "Life Events" and your region in the subject line.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
RESIGNATION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of resignation or notice of departure from employee

- Letter of acceptance from a section 34 manager, indicated the last day worked and reason for termination

- **Comment on PAR: Last day worked was [insert full date].**

- The *effective date* indicated on PAR, should be the date after last day worked.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

For student resignation, use the work type/sub type **Termination/Resignation** *with* **"Student Resignation"** *in the comments field.*

Retirement

Purpose: *to activate termination of employee upon retirement.*
NOTE: *For more information and assistance, you can contact the Life Events Team at* MyPay *indicating "Life Events" and your region in the subject line.*

01

Complete PAR
_____

Completed by:
Section 34 manager

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
RETIREMENT

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

- Letter of resignation or retirement or notice of departure from employee

- Letter of acceptance from a manager, indicated the last day worked and reason for termination

- **Comment on PAR: Last day worked was [insert full date].**

- The *effective date* indicated on PAR, should be the date after last day worked.

03

Send to the Trusted Source
_____

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Medical Retirement

Purpose: *to activate termination of employee upon medical retirement.*
NOTE: *For more information and assistance, you can contact the Life Events Team at* MyPay *indicating "Life Events" and your region in the subject line.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
MEDICAL RETIREMENT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of resignation or retirement or notice of departure from employee

- Letter of acceptance from a manager, indicating the last day worked and reason for termination

- Copy of a letter signed from Health Canada – Public Service Occupational Health Program officer or Heath Canada form 2012 – Section D – page 3 – Authorization

- **Comment on PAR: Last day worked was [insert full date].**

- The *effective date* indicated on PAR, should be the date after last day worked.

- For Fleet employees, indicate the crewing system

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Ministers' Exempt Staff – Change in Government or Ministry

Purpose: for when there is a termination of a Minister's Exempt Staff Member or when there is a change in ministry or Government. These pay actions are performed by a specialized group at the Pay Centre and need to be identified separately from the current Termination queue.

NOTE: For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.

01 Complete PAR

Completed by:
Human Resources

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
MINISTERS' EXEMPT STAFF – CHANGE IN GOVERNMENT or MINISTRY

02 Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Documentation provided by department (a termination letter from the former minister.)

- **Comment on PAR: Last day worked was [insert full date].**

- The *effective date* indicated on PAR, should be the date after last day worked.

03 Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Severance Pay

Purpose: *severance pay option upon Termination.* **NOTE:** *For more information and assistance, you can contact the Life Events Team at MyPay indicating "Life Events" and your region in the subject line.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
SEVERANCE PAY

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Appendix A provided by the pay centre; and
- Notice of Assessment from Canada Revenue Agency to have non-eligible amount of severance pay transferred to RRSP

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

End of Term

Purpose: *to signal the Pay Centre the **early** end of a specified period of employment.*

01

Complete PAR

_____

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
TERMINATION

PAR Sub Type:
END OF TERM

02

Review, Sign, and attach Supporting Documentation

_____

Supporting Documentation:

- Notice of early termination indicating the last day worked

03

Send to the Trusted Source

_____

Send PAR and signed supporting documents to the Trusted Source

Death in Service

Purpose: *to activate termination following the death of an employee.* **NOTE:** *For more information and assistance, you can contact the Life Events Team at* [MyPay](#) *indicating "Life Events" and your region in the subject line.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
None

PAR Work Type:
TERMINATION

PAR Sub Type:
DEATH IN SERVICE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Death Certificate; or
- Death notice

03

Send to the Trusted Source

Send PAR and signed supporting documents to the [Trusted Source](#)

Fleet Menu

Workforce Adjustment

Purpose: *to inform the Pay Centre which WFA option the employee is choosing as a result of Work Force Adjustment. The Pay Centre will, upon receiving the PAR, complete adjustments and appropriate letters/packages.* **NOTE:** *For more information and assistance, you can contact the Life Events Team at* [MyPay](#) *indicating "Life Events" and your region in the subject line.*

01

Complete PAR
_____

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
TERMINATION

PAR Sub Type:
WORKFORCE ADJUSTMENT (WFA)

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

- Authorized affected/surplus letter

03

Send to the Trusted Source
_____

Send PAR and signed supporting documents to the [Trusted Source](#)

Timesheets: Late

Purpose: *to submit timesheet 6 months or more after the time worked.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
TIMESHEETS

PAR Sub Type:
TIMESHEETS - LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- time sheet schedule of hours worked

(Daily Attendance Report or PSPC-SPAC 1392)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Time and Labour Adjustments

Purpose: *to address necessary adjustments within the pay system's Time and Labour Module. To be used exceptionally when transactions require manual intervention by the Pay Centre or when directed by the Time & Labour hub.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
TIMESHEETS

PAR Sub Type:
TIME AND LABOUR ADJUSTMENTS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

**please contact the Time & Labour Hub via the MyPay app on the Pay Support LaunchPad.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Transfer in – Exception

Purpose: *for salary exceptions such as: merit increase, salary based on education, ab initio, translators, judges, Governor in Council, minster's staff, lieutenant governors, ranges and steps, fixed amounts and salary protection, incorrect leave balance transfer and entitlements that cannot be derived from Human Resources Management System data.*

01

Complete PAR

Completed by:
Section 34 manager

Approval Required:
Section 34 manager

PAR Work Type:
TRANSFER

PAR Sub Type:
TRANSFER IN - EXCEPTION

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of offer

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Transfer Out

Purpose: *when employee is leaving department for another GoC department.*

01

Complete PAR

Completed by:
Direct Supervisor, Manager or Section 34 manager

Approval Required:
Section 34 Manager

PAR Work Type:
TRANSFER

PAR Sub Type:
TRANSFER OUT

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of offer from new department

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

*** If the employee is currently on an acting or assignment, please advise your staffing advisor so that they can terminate it by specifying the last day in the employee's department.***

Student – Change in Hours

Purpose: *used for a student when a change in their hours (full-time to part-time, part-time to fulltime, change in part-time hours) has transpired and their pay, benefits, entitlements and deductions must be adjusted accordingly.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT CHANGE IN HOURS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Email detailing the changes required and confirming the manager's approval

NOTE: A Compressed Work Week schedule does not constitute a change in hours and therefore is not submitted to the Pay Centre. Only a change in schedule in MyGCHR is required. For information on entering or changing schedules in MyGCHR, please refer to the Manager Pay Guide located on the Pay Support LaunchPad

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Fleet Menu

Student – Change in Salary

Purpose: *used when there is a change in the student's salary.*

*Note: **Wrong rate and Increment:** Use this Type and Sub Type to request modification to a wrong rate and increment for students.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT CHANGE IN SALARY

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Email detailing the changes required and confirming the manager's approval

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source

Fleet Menu

Student – End of Term

Purpose: *used when a student is ending their employment **early**. For student resignation, use the work type/sub type **Termination/Resignation** with **"Student Resignation"** in the comments field.*

01

Complete PAR

Completed by:
Section 34 or Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT END OF TERM

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of Resignation; and

- Letter of Acceptance; or

- Notice of early termination

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Student – Extension of Term

Purpose: *used when a student's term has been extended.*

01

Complete PAR
_____

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
STUDENT

PAR Sub Type:
STUDENT EXTENSION OF TERM

02

Review, Sign, and attach Supporting Documentation
_____

Supporting Documentation:

- Letter of Offer

03

Send to Human Resources
_____

Please send documents along with the PAR to your Regional Human Resources for processing

Change in Hours

Purpose: *used when a change in hours (full-time to part-time, part-time to full-time) has transpired and pay, benefits, entitlements and deductions must be adjusted accordingly.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
CHANGE IN HOURS

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• Notice Of Change In Assigned Work Week

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

NOTE: A Compressed Work Week schedule does not constitute a change in hours and therefore is not submitted to the Pay Centre. Only a change in schedule in MyGCHR is required. For information on entering or changing schedules in MyGCHR, please refer to the Manager Pay Guide located on the Pay Support LaunchPad

Change in Tenure

Purpose: *used when moving from a term position to an indeterminate position or from a casual position to a determinate/indeterminate position and pay, benefits, entitlements and deductions must be adjusted accordingly.*

01

Complete PAR

Completed by:
Human Resources

Approval Required:
Section 34 manager

PAR Work Type:
CHANGE IN EMPLOYMENT

PAR Sub Type:
CHANGE IN TENURE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Letter of offer or departmental approved equivalent (may be email detailing the changes required and confirming the manager's approval)

03

Send to Human Resources

Please send documents along with the PAR to your Regional Human Resources for processing

Leave

Purpose: *to initiate the correction of Service Dates.*

01

Complete PAR

Completed by:
Employee

Approval Required:
None

PAR Work Type:
LEAVE

PAR Sub Type:
ESTABLISHING SERVICE DATES

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

• email requesting calculation or request to change service start date.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

**DFO requires that all PARs be sent to the Trusted source. The Trusted source will ensure the requests are completed correctly *and that all applicable supporting documentation is attached before forwarding them to the Pay Centre.*

Fleet Menu

Purpose: *to address issues of overtime payments such as the time reporting code not functioning in Phoenix Time & Labour, a closed record where the timekeeper is unable to enter the time in Phoenix Time & Labour or if the time is over 6 months old for Fleet employees.*
For more information, please consult TKD 2020-015 - Phoenix Time & Labour six month entry window and TKD 2020-017 – Time that cannot be paid through Phoenix Time & Labour for seagoing personnel.

01

Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
TIMESHEETS

PAR Sub Type:
TIMESHEETS - LATE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Supplementary page** signed by s34 manager

- Indicate the **crewing system**

- Comment 'unable to enter in Phoenix Time and Labour' on PAR.

Note: Ensure only amounts to be paid are reflected. Any items that have been Banked in MariTime or paid through Phoenix should be blacked out on the Timesheet.

Timekeepers must ensure the transactions are **deleted** from Phoenix prior to submitting a PAR to prevent potential overpayments and future recoveries. Entitlements that can be paid through Phoenix Time and Labour should never be sent by PAR to the Pay Centre for processing.

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Weekend Premiums

Purpose: Typically used when a Seagoing employee works in a shore position and the system is unable to generate TRC in Phoenix Time & Labour

01

Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
ENTITLEMENTS (NON AUTOMATED ALLOWANCES)

PAR Sub Type:
DEPARTMENT – CLASSIFICATION GROUP SPECIFIC ALLOWANCE

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Indicate the **crewing system**

- **Comment:** 'Unable to generate TRC in Phoenix Time and Labour'

  - Weekend premium 1st day (154)

  - Weekend premium 2nd day (155)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Volunteer Leave Cashout Requests

Purpose: used for volunteer cashout requests for Fleet (SO/SC) employees

01

Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (Voluntary)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Supplementary page** signed by section 34 manager.
- **PAR Comment:** 'Leave balances are maintained in MariTime System'
- Tailor the comments to detail each specific cashout request
  - Annual (033)
  - Compensatory (040 – paid in dollars)
  - Annual One-time (122)

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Mandatory Leave Cashout Requests

Purpose: used for mandatory cashout requests for Fleet (SO/SC) employees. Individual or bulk requests can be used.

01

Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (Mandatory)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **PAR Comment:** 'Leave balances are maintained in MariTime System'

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Note: These requests can also be sent by **BULK PAR** for a maximum of 15 employees per request. All employees on these requests must fall under the same request type to be processed together.

Termination payments upon SOS

Purpose: used for termination payments upon Fleet SOS. For more information, please refer to TKD 2020-022 – Payment of leave balances upon termination of seagoing personnel.

01
Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (Voluntary)

02
Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **Supplementary page** signed by s34 manager
- **PAR Comment:** 'CCG Fleet Termination balances payable – Leave managed in MariTime system'
  - Annual (029)
  - Compensatory (040 – paid in dollars)
  - Laydays (205)
  - Annual One-time (122)

03
Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Leave Transfer into MyGCHR

Purpose: *to process the transfer of leave from the MariTime system to MyGCHR (seagoing personnel to permanent shore-based position – Internal use only).*
For more information, please refer to TKD 2020-021 – Transfer of seagoing personnel leave balances from the MariTime system to MyGCHR.

01

Complete PAR

___

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (Voluntary)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- **MariTime system printout must include:**

  - employee name, PRI, all Entitlements and sick leave to be transferred (hours and dollars).

  - an area for the MariTime supervisor's signature (entrust or wet signature) attesting that all timesheets were entered in the MariTime system and the final leave balance audit was completed; and

  - an area for the s34 manager approval (entrust or wet signature).

- **PAR Comment:** 'This is not a cash out. Please transfer the SO/SC leave balances identified in the attached supporting document from the MariTime system into MyGCHR'

03

Send to the Trusted Source

___

Send PAR and signed supporting documents to the Trusted Source **

Note: This transfer of leave balances to MyGCHR will be done within the Pay Support Team (MyPay)

Leave Transfer from MyGCHR into MariTime

Purpose: used for leave transfer into a SO/SC position when shore based employee is moving to Fleet. For more information, please refer to TKD 2021-009 – Transfer of leave balances from MyGCHR to MariTime system.
For graduating cadets, please see TKD 2021-011 – Graduating officer cadets/Transfer to Coast Guard regions.

01

Complete PAR

Completed by:
Timekeeper

Approval Required:
Section 34 Manager

PAR Work Type:
LEAVE

PAR Sub Type:
LIQUIDATE LEAVE (Voluntary)

02

Review, Sign, and attach Supporting Documentation

Supporting Documentation:

- Include a screen shot of the MyGCHR leave balances.

- Ensure that the manager has signed that all leave has been entered.

- **PAR Comment:** 'This is not a cash out. Please zero out the leave balances in MyGCHR as the leave has been transferred into the MariTime system (see attached supporting documentation)'

Note: It is important to note that this transfer of leave balances from MyGCHR to MariTime system will be done within the MariTime Unit, and the deletion of MyGCHR leave balances will be done within the Pay Support Team (MyPay).

03

Send to the Trusted Source

Send PAR and signed supporting documents to the Trusted Source **

Unique Situations

Because of the unique operations of DFO and Coast Guard, there are many situations that are "one off" scenarios where the work Type and Sub Type to be used on the PAR is not clear.

Listed below are a few unique scenarios that may assist you in determining the correct Work Type and Sub Type to choose.

BI classification has monthly/weekly increment updates which aren't automatic through Phoenix and are manager instigated

GT02-05 – Annual allowance to GT groups for the performance of their duties as Fisheries Officers

Education Leave

Education Assistance

Isolated Post Allocation with Rent deductions for Government housing – Single Submissions

Seagoing personnel transfer to shore-based position

Transfer-In Leave Credit inconsistency

SO/SC Compensatory Leave Cash-out

SO/SC Lay Day Leave Cash-out

Advancement of Lieu Hours for Radio Operators (RO)

Military Service added to DFO Leave Service date

Unique Situations

Scenario	Work Type	Sub Type
BI classification has monthly/weekly increment updates which aren't automatic through Phoenix and are manager instigated	**Entitlements (non-automated allowances)**	**Department - Classification Group Specific Allowance** including details in the Comments section of the PAR.
GT02-05 – Annual allowance to GT groups for the performance of their duties as Fisheries Officers	New employees: if the allowance is indicated on the letter of offer, send the staffing documents to the Pay Centre using Work Type: **New Hire** **Current Employees:** complete the PAR as follows: • Work Type: **Entitlements (non-automated allowances)** • Indicate in the "Effective Start Date of Event / Pay Action" section: the date that you, as an officer, became eligible for this allowance.	New employees: use Sub Type: **Exception** and include details in the Comments section of the PAR. **Current Employees:** use Sub Type: **Department-Classification Group Specific Allowance** ****Also indicate in the Comments section: "Appendix Z – GT-02 to GT-05 annual allowance $3,000.00."**

Unique Situations cont'd

Scenario	Work Type	Sub Type
Education Leave	**LWOP > 5 Days**	**Other** – provide details in the Comments section of the PAR. **Note:** Remember to attached the signed Request for Leave form (GC 178)
Education Assistance	**Entitlements (non-automated allowances)**	**Education Allowance** – with comments outlining the amount of funds approved. **Note:** Remember to attach the signed Request for Educational Assistance
Isolated Post Allocation with Rent deductions for Government housing – Single Submissions Typically these deductions are submitted via a bulk PAR because of the number of submissions. However if there is a single submission, the current PAR does not have an obvious choice for Work Type and Sub Type.	**Debt to the Crown**	**Debt to the Crown** – provide details in the Comments section of the PAR. **Note:** Remember to attach signed Crown Owned Living Accommodation Charges Notice.

Unique Situations cont'd

Scenario	Work Type	Sub Type
Transfer-In Leave Credit inconsistency For someone who has transferred in from another department and the leave did not transfer over correctly, a PAR can be submitted.	**Leave**	**Leave Adjustment & Amendments–** provide details in the Comments section of the PAR.
Seagoing personnel transfer to shorebased position How to transfer leave balances from MariTime to PeopleSoft	**Leave**	**Liquidate Leave (voluntary) –** with comment of "**This is not a cash out. Please Transfer the SO/SC Leave balances identified in the attached supporting document from the MariTime system into PeopleSoft**" It is recommended that a print-out or spreadsheet outlining the leave accompany the PAR.
SO/SC Compensatory Leave Cash-out	**Leave**	**Liquidate Leave (voluntary) –** indicate "Cash-out of compensatory leave for SO/SC'' in the Comments section of the PAR.
SO/SC Lay Day Leave Cash-out	**Entitlements (non-automated allowances)**	**Department-Classification Group Specific Allowance –** and indicate "Cash-out of lay days for SO/SC" in the Comments section.

Unique Situations cont'd

Scenario	Work Type	Sub Type
Advancement of Lieu Hours for Radio Operators (RO)	**Extra Duty Pay**	**Compensatory Leave –** with comments indicating "The following employee requires an advance of lieu hours in accordance with clause 21.07 of the RO collective agreement. **Note**: A memo indicating the PRI, Name, and hours to be added should be sent with PAR
Military Service added to DFO Leave Service date. In some cases, employees who have prior military service can have their service added to their DFO Leave Service date, giving them credit for their prior service.	**Benefits**	**Other** – provide explanation in the Comments section of the PAR

Cancelling or Amending a PAR

In order to cancel or amend a previously submitted PAR, you must re-submit the original PAR and supporting documents with the words "CANCEL" or "AMEND" in the subject line of the email and include an explanation in the comments section of the PAR as indicated below.

Section 4 - Requestor (Staffing/Manager)

*Name of Requestor	*Email Address	Telephone Number

Comments

CANCEL PAR – Please cancel this PAR because "*reason for cancellation*" submitted on "*date originally submitted*"