

Fleet Information Sheet

<p>Phoenix pay system</p>	<p>Phoenix is the automated system that calculates pay for federal public service employees. It is a self-service system in which employees and managers must set work schedules, and enter and approve transactions for overtime, allowances, and leave without pay of 5 days or less. Timekeepers carry out these functions in Phoenix on behalf of seagoing personnel.</p>
<p>Phoenix Timekeeper Access</p> <hr/> <p>Contact your MariTime Assistant via the MariTime Unit.</p> <p>Ask your supervisor if you don't know how to contact your MariTime Unit.</p> <p>Please note that MariTime Assistants provide the Timekeeper role in the MariTime unit.</p>	<p>Timekeepers have a security access role in the Phoenix pay system which allows them to act on behalf of the employee and the section 34 manager in Phoenix.</p> <p>Timekeepers enter and approve payable time in Phoenix based on timesheets approved by the commanding officer or section 34 manager. They also approve system generated allowances based on the employee's crewing system, and send Pay Action Requests (PARs) to the Pay Centre via the Trusted Source for actions that must be completed by a compensation advisor.</p> <p>Timekeepers also provide support to seagoing personnel who don't have access to Phoenix self-service.</p>
<p>The Public Service Pay Centre</p>	<p>The Pay Center, located in Miramichi, New Brunswick, is part of Public Services and Procurement Canada (not DFO) and is the authority for pay for the government of Canada. This means that they process all manual pay transactions (including allowances and late transactions) and are responsible for the Phoenix pay system.</p>
<p>The Client Contact Centre</p> <hr/> <p>Contact the Client Contact Centre at 1-855-686-4729.</p>	<p>The Client Contact Centre is the Pay Centre's service desk. They can respond to more general questions related to Phoenix access and common scenarios. The Client Contact Center's agents do not have specialized knowledge about seagoing personnel and their pay.</p>
<p>MyPay</p> <hr/> <p>Contact MyPay by emailing dfp.mypay-mapaye.mpo@dfo-mpo.gc.ca or by asking your timekeeper to do so on your behalf.</p>	<p>MyPay are DFO employees who support all DFO and CCG employees and timekeepers by answering questions about pay and benefits or helping when pay is incorrect as well as providing tools and training to help timekeepers perform their role. They have the training and knowledge to answer questions and can identify next steps for resolution of pay issues.</p>

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	<p>You can reach out to MyPay directly or ask your timekeeper to reach out on your behalf.</p>
<p>Pay Action Request (PAR)</p>	<p>Certain transactions, by design, cannot be entered or approved using the self-service function in Phoenix. These transactions must be approved by a section 34 manager and sent via a Pay Action Request (PAR) to the DFO Trusted Source who will then validate all submissions and forward them to the Pay Centre, for a compensation advisor to enter into Phoenix for payment.</p> <p>Timekeepers perform this function on behalf of seagoing personnel and their managers, based on the approved timesheet.</p>
<p>132/119 allowances</p>	<p>Ships' Officers working in the layday crewing system, Ships' Officers and Ship's Crew working in the 46.6 on-call averaging system or Ship's Crew working in the 42 hour averaging systems work more than 40 hours per week. The hours above the standard 40 hour work week are paid through an allowance which is automatically generated in Phoenix based on the set schedule and occupational group, and approved in Phoenix by a timekeeper. These allowances are coded 132 (layday and 46.6) or coded 119 (42 averaging).</p> <p>Although it is called an allowance, it is part of an employees' base pay. Employees on a conventional, 40-hour per week schedule are not entitled to these allowances. Timekeepers ensure that the allowances are started and stopped to avoid under- or over-payment.</p> <p>If an employee is acting, the allowances cannot be approved in Phoenix until the acting is processed and the acting record is created in Phoenix. In certain cases, escalation to MyPay is required before the allowance will be processed.</p> <p>If allowances have been approved on the substantive record while an employee is acting, timekeeper action is required to recover the approvals and ensure the transactions are paid on the active record.</p>
<p>Extra Responsibility Allowance (ERA) – “Appendix “G”</p>	<p>The Extra Responsibility Allowance (ERA) is paid to Ships' Officers as described in Appendix G of their collective agreement, in recognition of the additional responsibilities</p>

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	<p>involved in the performance of the regular duties of the position. Officers that are in receipt of the ERA are not entitled to receive overtime for hours worked except on a day of rest not exceeding their normal daily hours of work, hours spent travelling, or on training. The entitlement is driven by the ship position number that the employee is working in. If an employee is acting, the timekeeper must wait until the acting is processed before the ERA can be processed.</p>
<p>Life Events</p> <hr/> <p>Contact the Life Events team by emailing MyPay at dfo.mypay-mapaye.mpo@dfo-mpo.gc.ca and including “Life Events” in the subject line</p>	<p>The Life Events team is a sub-group within the DFO Pay team (MyPay) who provide confidential advice and guidance to employees prior to, during and when returning from major life events.</p> <p>Examples of major life events include:</p> <ul style="list-style-type: none"> ○ getting married or divorced ○ taking leave without pay of any kind such as maternity/ parental leave ○ returning to work from a period of leave without pay ○ going on extended paid sick leave or sick leave without pay/disability insurance ○ retirement or resignation ○ support for next of kin upon the passing of an employee <p>Life Events advisors can assist you in navigating processes and completing the appropriate forms.</p>
<p>Priority Payments</p> <hr/> <p>First, contact your timekeeper to ensure the pay you are missing was submitted for processing. If it was, they can help you reach out to MyPay at dfo.mypay-mapaye.mpo@dfo-mpo.gc.ca with “Missing pay” in the subject line.</p>	<p>A Priority Payment is a payment made by DFO directly to an employee who is missing pay due to processing delays for submitted pay transactions. Priority Payments must eventually be recovered, and the employee will be consulted on a flexible repayment plan.</p> <p>Priority Payments are essentially loans issued by the Department, they are not considered taxable income and, consequently, accepting a Priority Payment will not affect the employee’s income taxes.</p> <p>Not every Priority Payment request can be approved. Contact MyPay for more details.</p>
<p>Public Service Superannuation Act (PSSA) - Pension</p>	<p>The Public Service Superannuation Act (PSSA) deduction on your pay stub is for your pension. The public service pension plan is designed to provide you, as a contributor,</p>

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<p>For information about your pension, contact the Government of Canada Pension Centre at 1-800-561-7930.</p>	<p>with a lifetime income after retirement. It is mandatory for all eligible employees.</p> <p>If eligible, you will see it twice on your pay stub, once under “Before-Tax deductions” which is your contribution, and once under “Employer Paid Benefits” which is the employers’ contribution.</p>
<p>Supplementary Death Benefit (SDB)</p>	<p>The Supplementary Death Benefit (SDB) provides a lump-sum payment, equal to two times your annual salary payable to your designated beneficiary or to your estate upon your death. It is mandatory life insurance for all eligible employees. You must name a beneficiary for this benefit.</p>
<p>Disability Insurance (DI)</p>	<p>Disability Insurance (DI) is a mandatory insurance plan that provides a 70% income replacement when you are unable to work for long periods due to a totally disabling illness or injury. It is mandatory insurance for all eligible employees.</p> <p>If eligible, you will see this twice on your pay stub, once under “After-Tax deductions” which is your contribution, and once under “Employer Paid Benefits” which is the employers’ contribution.</p>
<p>Public Service Health Care Plan (PSHCP)</p> <p>See https://www.canada.ca/.</p> <p>For instructions on signing up, see the PSHCP poster.</p>	<p>The PSHCP is a health care plan for federal employees, federal retirees and their eligible dependents. It reimburses members for allowable health care services and products including vision care, physiotherapy, nursing services and prescription drugs, to name a few. It is voluntary and you must apply to the plan to ensure that your coverage meets your needs and that your enrolment information is up to date.</p> <p>If you are eligible and enroll, you will see this twice on your pay stub; once under “After-Tax deductions” which is your contribution and once under “Employer Paid Benefits” which is the employers’ contribution.</p>
<p>Public Service Dental Care Plan (PSDCP)</p>	<p>The PSDCP is a dental care plan for federal employees, federal retirees and their eligible dependents. It reimburses member for allowable dental care services. This benefit is mandatory, you don’t need to sign up.</p> <p>It is an employer-paid benefit so you will only see it under “Employer Paid Benefits” on your pay stub.</p>

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<p>Public Service Alliance of Canada (PSAC)</p>	<p>The Public Service Alliance of Canada (PSAC) is the bargaining agent (union) who represents CCG Ships' Crew, among other public service employees. As a member of PSAC, you pay union dues, which will appear on your pay stub under "Before Tax Deductions". The rate of the union dues is set by the bargaining agent.</p>
<p>Canadian Merchant Services Guild (CMSG)</p>	<p>The Canadian Merchant Services Guild (CMSG) is the bargaining agent (union) who represents CCG Ships' Officers and Officer cadets. As a member of CMSG, you pay union dues, which will appear on your pay stub under "Before Tax Deductions". The rate of the union due deduction is set by the bargaining agent.</p>
<p>Other helpful links</p>	
<p>DFO/CCG Pay Support Information (External portal – No DFO network access required):</p>	<p>https://inter-l01-uat.dfo-mpo.gc.ca/dfo-mpo-empl/en/mypay</p>
<p>Fleet Crewing Systems Guide:</p>	<p>https://inter-l01-uat.dfo-mpo.gc.ca/dfo-mpo-empl/sites/dfo-mpo-empl/files/2022-02/Fleet-Crewing-systems-and-Pay-guide-EN.pdf</p>
<p>PSHCP Poster:</p>	<p>FleetBenefitsPoster-Sunlife-EN.pdf (dfo-mpo.gc.ca)</p>
<p>PSDCP Poster:</p>	<p>FleetBenefits-DCP-Poster-EN.pdf (dfo-mpo.gc.ca)</p>
<p>Benefits Chart:</p>	<p>Benefits Chart-EN.pdf (dfo-mpo.gc.ca)</p>
<p>Pay Stub explainer:</p>	<p>http://inter-l01-uat.dfo-mpo.gc.ca/dfo-mpo-empl/sites/dfo-mpo-empl/files/2022-10/paystub-primer-en.pdf</p>
<p>Pension and Benefits:</p>	<ul style="list-style-type: none"> ○ https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans.html ○ https://www.canada.ca/en/treasury-board-secretariat/topics/pension-plan.html

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Ships' Crew (Operational Services SV) Collective Agreement	https://www.tbs-sct.gc.ca/agreements-conventions/view-visualiser-eng.aspx?id=24
Ships' Officers Collective Agreement (SO):	http://www.tbs-sct.gc.ca/agreements-conventions/view-visualiser-eng.aspx?id=20
Canadian Merchant Service Guild – Arbitral Award:	Arbitral Award (Canadian Merchant Service Guild and Treasury Board) - Federal Public Sector Labour Relations and Employment Board (fpslreb-crtespf.gc.ca)
MariTime Web Leave Portal:	https://intra-w03.ent.dfo-mpo.ca/applications/MWP-PWM