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*Union of Health and Environment Workers*  
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*Syndicat des travailleurs de la santé et de l'environnement*

Information for Program and Administration Services (PA) collective agreement Employee Payment Schedule  
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Attention: Employees...

Public Services and Procurement Canada (PSPC) will be running mass salary revisions of affected employee accounts for the Program and Administration Services (PA) group which includes the following classifications:

- Administrative Services (AS)
- Information Services (IS)
- Program Administration (PM)
- Welfare Programs (WP)
- Communications (CM)
- Data Processing (DA)
- Clerical and Regulatory (CR)
- Office Equipment (OE)
- Secretarial, Stenographic and Typing (ST)

The processing of the Phoenix mass salary rate updates for the PA group will occur from Friday, August 4, 2017, 8:00 PM (EST) to Tuesday, August 8, 2017, 09:00 AM (EST).

Following this process, retroactive payments will be calculated and issues in subsequent weeks.

Provided below is a listing of the payments and changes that an employee will see on their pay stub:

- Operational Impact Area
- Change
- Signing bonus will appear on the employee's August 23, 2017 pay stub
- New rates of pay in Phoenix New rates of pay will appear on the employee's August 23, 2017 pay stub
- Mass revision payment as a result of Phoenix processing
- Mass revision automated payments (processed by Phoenix) will appear on the employee's September 6th, 2017 pay stub

Please note that employees can see the detailed information for the automated mass revision payments by accessing the Compensation Web Applications within the Phoenix main menu through the following path: Self Service > Payroll and Compensation > View Mass Retro Payments. This page provides a breakdown by pay period of the employee's old salary rate, their new salary rate, and resulting retro payments.

Some salary revisions will require manual processing by the Compensation Advisor. Below are examples of pay situations that would require manual processing, should they occur during the revision period:

- Leave with income averaging
- Pre-retirement leave
- Maternity or parental leave, including recalculation of top-up payments
- Salary protected
- Salary below the minimum
- Salary above the maximum
- Education leave
- Death in service

Other situations may also result in manual processing and an employee's mass revision payment may vary depending on the timing and specific type of pay situation.

For additional support, please refer to the Mass Revision Questions and Answers.

In addition, an employee can submit a Phoenix feedback form if their department is serviced by the Public Service Pay Centre or they can contact their Compensation Advisor/unit for further assistance.