

Type of Request:
New

EMERGENCY SALARY ADVANCE (ESA) / PRIORITY PAYMENT (PP) REQUEST FORM

Privacy Act Notice Statement

Any personal information collected on this form is pursuant to sections 5, 7, 12, 13 and 15(h) of the Department of Public Works and Government Services Act, Orders in Council number 2011-1550, 2013-0624 and 2015-0647, and sections 38(1), 155(1), and 161(1) of the Financial Administration Act for the purpose of issuing and/or recovering of Emergency Salary Advance(s) and/or Priority Payment(s) (ESA/PP). Your personal information is protected, accessed, used, disclosed, retained and/or disposed of in accordance with the Privacy Act and Personal Information Bank (PIB) # PSU 904 and in some cases, information may be disclosed pursuant to sub-section 8(2) of the Privacy Act.

To submit a request for a copy of this form, contact your Department's Access to Information and Privacy Directorate. To correct any error or omission in this form, contact your departmental HR and Finance resources. If you require clarification about this privacy notice, you can contact the PSPC Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you can contact the Office of the Privacy Commissioner of Canada at 1 (800) 282-1376 or www.priv.gc.ca. By completing and submitting this form, you acknowledge that you have read and understood this notice and that the information submitted is true and accurate.

1.0 EMPLOYEE TO COMPLETE:

1.1	Department: ESDC First Name: John Last Name: Smith Mailing Address: (Residential Address) 123 Main St, Joliette QC, H3C 4F8	Branch, Division or Unit: Citizen Service Branch PRI: 123456789 Email: john.smith@hrsdc-rhdcc.gc.ca Phone: (819) 654-1111
1.2	Direct Deposit Information: ESA/PPs are paid from the Departmental Financial Management System (DFMS), not from the payroll system. Therefore, you must send a completed DFMS direct deposit enrolment form to your Departmental Finance Office if you have not already provided it (see instructions on reverse).	
1.3	Indicate why you require an ESA/PP (e.g. Missing Hire, Rehire, Return from Leave - see instructions on reverse): *THE MORE DETAIL THE BETTER, INSERT HRSC REQUEST NUMBER HERE.* I am back from LWOP and did not receive my pay on January 8, 2020. CR04, step 4, indeterminate, I returned to work full time on Dec 12, 2019. Pay related action has been completed by my manager, HRSC ticket number is 2019-0062166	
1.4	Complete the following missing payment information (see instructions on reverse): Effective dates of missing earnings - From: 2019-12-12 To: 2019-12-25 Employee's total salary: \$ 1,974.78 Bi-weekly Amount of missing time: 10.00 Days Gross amount of missing payment: \$ 1,974.78 Maximum amount available: \$ 1,184.87 Amount requested: \$ 1,184.87 *AMOUNT REQUESTED MUST NOT EXCEED MAXIMUM AMOUNT AVAILABLE CALCULATED ABOVE (60% OF GROSS AMOUNT OF MISSING PAYMENT).*	
1.5	Check which repayment condition is to be met: <input type="checkbox"/> (1) Recovery will start once the missing payment is made; or <input checked="" type="checkbox"/> (2) Full Flexibilities - recovery will start once the missing payment is made, all outstanding pay actions on your account have been addressed and you have received three consecutive correct payments.	
1.6	Check which repayment method is to be followed: <input type="checkbox"/> (1) First available funds via payroll deduction in Phoenix (maximum amount until recovered in full); or <input type="checkbox"/> (2) Repay Departmental Finance directly (e.g. cheque payable to Receiver General for Canada) for full amount; or <input type="checkbox"/> (3) Ongoing Phoenix payroll deduction (10% of gross pay, per pay period, until recovered in full); or <input checked="" type="checkbox"/> (4) Ongoing Phoenix payroll deduction of \$200 (minimum 10% of gross pay, per pay period) until recovered in full. In exceptional circumstances, persons with the delegated authority may allow for a lower recovery rate.	
1.7	Employee signature and agreement to terms: By signing this request you are acknowledging that you agree to repay the Crown in totality the amount received in accordance with the repayment condition and method selected above. The ESA/PP amount requested above will be subject to any applicable garnishments or other encumbrance; as a result the amount you receive may differ from the amount requested. The details of this request will be reviewed by relevant authorities and may be adjusted for any reason without notice. Please note, if your employment terminates prior to completion of recovery in full, the balance will be recovered from first available funds. *APPLY DIGITAL SIGNATURE BY CLICKING IN THE SIGNATURE BOX* Employee Signature: _____ Date: 2020-01-09	

2.0 HUMAN RESOURCES (HR) TO COMPLETE:

Human Resources (HR) verifies that associated transaction has been submitted - or
 There is no missing HR Action (provide details in Section 1.3)

3.0 SECTION 34 MANAGER (OR DELEGATE) TO COMPLETE:

Financial Coding and certification pursuant to Section 34 of the Financial Administration Act. ***SIGNING MANAGER MUST HAVE ACTIVE AUTHORITY OVER COST CENTRE INDICATED IN FINANCIAL CODING FIELD.***

Financial Coding:

Print Name: Email:

Signature: _____ ***APPLY DIGITAL SIGNATURE BY CLICKING IN THE SIGNATURE BOX*** Date: 2020-01-09

4.0 FINANCE TO COMPLETE:

Finance verification of ESA/PP amount, entry of the final payment amount and issuance of payment from the DFMS.

Departmental Finance (generic) email address: _____

Print Name: _____ Final Amount: _____

Signature: _____ Date: _____



INSTRUCTIONS

- Your Manager, Human Resource Officer, Departmental Finance Officer, or Compensation Advisor (depending on your department/agency) can support you when completing this form. Depending on your departmental/agency processes, the form may not be completed in the order reflected by numbers 1 - 4.
- In the "Type of Request" box, select "New" if this is the first request for this ESA/PP, and select "Amendment" if you are changing the repayment condition (Section 1.5) or the repayment method (Section 1.6) for a previously requested ESA/PP. Complete and sign Section 1 of an amended form and forward it as per your departmental/agency process. Sections 2, 3 and 4 are not completed for an amended form.

1.0 EMPLOYEE TO COMPLETE:

1.1	<ul style="list-style-type: none"> The name of the Department and the Branch, Division or Unit in which you work. Print First and Last Name; PRI must be a 9-digit number starting with 0; Your personal or work mailing address, email address and phone number. The mailing address may need to be used to send out a cheque. 																		
1.2	<ul style="list-style-type: none"> Provide your direct deposit banking information, if you have not already provided it, with this ESA/PP Request Form to your departmental Finance office. Your Departmental Finance Officer will provide directions on how to provide the direct deposit banking information. Direct deposit is the automatic deposit of payments to any bank or financial institution in Canada. Salary direct deposit has been mandatory since September 1, 1992 for all newly appointed eligible employees (indeterminate, term greater than 6 months and part-time greater than 12 hrs). Please note that the ESA/PP payment will be provided by your Departmental Finance Office, it will not be issued from Phoenix. 																		
1.3	<ul style="list-style-type: none"> Indicate what missing payment has resulted in this ESA/PP requirement. Note: If there are multiple missing payments: <ol style="list-style-type: none"> the repayment condition (section 1.5 below) will default to full flexibilities; the repayment method (section 1.6 below) must be the same for all of the requested ESA/PP amounts; and the repayment method selected on the most recent ESA/PP request form will apply to all previous ESA/PP amounts. 																		
1.4	<ul style="list-style-type: none"> For the "Effective Dates" - List the "from" and "to" dates of the missing earnings, or portion of earnings. For your "total salary", indicate the bi-weekly, weekly, daily or hourly rate depending on what is most relevant to calculate your "Gross amount of missing payment". To determine your "total salary" - you may want to start with your annual salary. To obtain your annual salary, you could refer to your letter of offer or ask your manager or Departmental Finance Officer to consult the salary forecast tool. Use this reference chart to convert an annual salary to a bi-weekly, weekly, daily or hourly salary: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>If your annual salary is \$57,430.00 + \$800.00 (Annual BB) = \$58,230.00, then:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DIVIDE ANNUAL SALARY BY:</th> <th style="text-align: center;">TO GET:</th> <th style="text-align: center;">EXAMPLES:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">26.088</td> <td style="text-align: center;">bi-weekly (37.5 hrs/wk)</td> <td style="text-align: center;">\$58,230.00 / 26.088 = \$2,232.06 (bi-weekly for 37.5 hrs/wk)</td> </tr> <tr> <td style="text-align: center;">52.176</td> <td style="text-align: center;">weekly (37.5 hrs/wk)</td> <td style="text-align: center;">\$58,230.00 / 52.176 = \$1,116.03 (weekly for 37.5 hrs/wk)</td> </tr> <tr> <td style="text-align: center;">260.88</td> <td style="text-align: center;">daily (37.5 hrs/wk)</td> <td style="text-align: center;">\$58,230.00 / 260.88 = \$223.21 (daily for 37.5 hrs/wk)</td> </tr> <tr> <td style="text-align: center;">1956.6</td> <td style="text-align: center;">hourly (37.5 hrs/wk)</td> <td style="text-align: center;">\$58,230.00 / 1956.6 = \$29.76 (hourly for 37.5 hrs/wk)</td> </tr> <tr> <td style="text-align: center;">2087.04</td> <td style="text-align: center;">hourly (40.0 hrs/wk)</td> <td style="text-align: center;">\$58,230.00 / 2087.04 = \$27.90 (hourly for 40.0 hrs/wk)</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> For the number of days/hours missing, indicate the amount of time associated with the missing payment. This will take into account considerations such as part-time hours, leave without pay and extra duty pay. The gross amount of missing payment includes missing salary and any expected allowances (e.g. bilingualism bonus, etc.) and for a priority payment request may only reflect the portion of earnings that are missing. Any questions concerning the amount of missing earnings should be directed to your manager. If there are multiple missing payments identified in section 1.3, attach the missing payment information outlined in section 1.4 for each missing payment and provide the total amount requested on this form. Note that the repayment method (section 1.6 below) must be the same for all of the requested ESA/PP amounts. The "Maximum amount available" is calculated by deducting a percentage of the gross amount of the missing payment to reflect normal mandatory and voluntary deductions so that the maximum ESA/PP amount available approximates what you should have received through payroll. Once this amount is determined you can request any amount up to this maximum in the space provided. For priority payments, Deputy Heads and their delegated managers have the discretion to make a priority payment for monies employees are owed, in particular in those situations where the outstanding payments have been accumulating over an extended period of time and the amount owed to employees creates a financial hardship. This applies to employees that have not received all the monies they are owed because of delays in the processing of their acting, their allowances, overtime, and extra duty payments, as well as salary increases related to a promotion or pay increments. 	DIVIDE ANNUAL SALARY BY:	TO GET:	EXAMPLES:	26.088	bi-weekly (37.5 hrs/wk)	\$58,230.00 / 26.088 = \$2,232.06 (bi-weekly for 37.5 hrs/wk)	52.176	weekly (37.5 hrs/wk)	\$58,230.00 / 52.176 = \$1,116.03 (weekly for 37.5 hrs/wk)	260.88	daily (37.5 hrs/wk)	\$58,230.00 / 260.88 = \$223.21 (daily for 37.5 hrs/wk)	1956.6	hourly (37.5 hrs/wk)	\$58,230.00 / 1956.6 = \$29.76 (hourly for 37.5 hrs/wk)	2087.04	hourly (40.0 hrs/wk)	\$58,230.00 / 2087.04 = \$27.90 (hourly for 40.0 hrs/wk)
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1.5	<ul style="list-style-type: none"> Choose one of the two repayment conditions to indicate when you would like the ESA/PP to be recovered. You can choose: <ol style="list-style-type: none"> Repay once the missing payment is made - this means that the missing transaction has been processed and paid; or Full Flexibilities - repay once the missing payment is made, all outstanding pay actions on your account have been addressed and you have received three consecutive correct payments - this means that you have chosen to defer repayment until the Treasury Board policy on flexible recovery of overpayments, emergency salary advances and priority payments has been fully applied (see link to the communication of this policy noted below). If there are multiple payment issues to be addressed, the repayment condition will default to full flexibilities. Repayment through payroll deduction (methods #1, #3 and #4 below) can only apply once repayment condition #2 (full flexibilities) is met. It is noted that repayment method #2 (repayment to Finance directly) can be made at any time. Treasury Board policy on Flexible Recovery: (https://www.canada.ca/en/treasury-board-secretariat/services/information-notice/additional-flexibilities-regards-recovery-overpayments-emergency-salary-advances-priority-payments.html) 																		
1.6	<ul style="list-style-type: none"> Choose one of the four repayment methods to indicate how you would like the ESA/PP to be recovered. You can choose: <ol style="list-style-type: none"> To have payroll recover from first available funds - this means you will repay from your Phoenix salary payment as much as possible until the ESA/PP amount is recovered in full; or Repay Finance directly - this requires you to provide a personal cheque payable to Receiver General for Canada or inquire with your Departmental Finance Officer about other direct payment options available in your department (payments that are not provided within 30 days of the payment condition being met will be recovered as per repayment method #3 below); or Repay through ongoing payroll deductions at a rate of 10% of your regular gross payment amount; or Repay through ongoing payroll deductions at a recurring amount of your choosing (no less than the equivalent of 10% of your regular gross payment amount, unless a lesser amount is approved by a departmental delegated authority). If there are multiple payment issues to be addressed, the repayment method selected on the most recent ESA/PP request form will apply to all previous ESA/PP amounts. If there are existing scheduled recoveries as a result of a previous ESA/PP, a new request will temporarily stop those recoveries. 																		
1.7	<ul style="list-style-type: none"> To acknowledge that you read and understood the terms and conditions of this request you may be able to digitally sign the form; or you can print, sign, scan and email the form to your Manager, Human Resource Officer, Departmental Finance Officer, or Compensation Advisor (depending on your department/agency); or you can send an email with the form attached indicating that you agree to the terms and conditions of the form. 																		

2.0 HR COMPLETES THE VERIFICATION OF HRMS ENTRY:

If the cause of the missing payment is a missing HR action, HR verifies that the missing HR action has been submitted. If there is no missing HR action for a Priority Payment (i.e. for a missing increment), HR ensures section 1.3 clearly states the reason for the Priority Payment.

3.0 CERTIFIED PURSUANT TO SECTION 34 OF THE FINANCIAL ADMINISTRATION ACT:

This might be done by the Employee's manager or by a manager that is centrally located in the department's Finance or HR office.

4.0 FINANCE VERIFIES AMOUNT, ENTRY IN PHOENIX, ISSUANCE OF PAYMENT:

Determine and document the final payment amount.
 Finance is responsible for the remittance of garnishment payments on all amounts paid to an employee in accordance with the garnishment summons. The "Final Amount" entered in the Finance section of the ESA/PP Request Form should represent the ESA/PP entitlement amount prior to any deduction related to garnishments (or other encumbrance).

