

An Employee's Guide to HR Requests

What?

How?

Employee's responsibility			Manager's responsibility
<p>Phoenix Employee Self-Service</p> <ul style="list-style-type: none"> View Pay Info Additional Hours – Part-time employees Deductions (voluntary) <ul style="list-style-type: none"> including Co-op/Credit Unions (e.g. Alterna): Association fees (RA Centre and Association of Profession Executives, Fond de Solidarité du Québec/Fond action, Public Service Health Care Plan) Extra Duty Pay Modify Direct Deposit Info Positive Time Reporting (Timesheets) 	<p>myEMS (PeopleSoft) Employee Self-Service</p> <ul style="list-style-type: none"> Change Personal Info Request Paid Leave Extra Duty Pay - Compensatory Leave LWOP less than or equal to 5 days Modify Your Work Schedule (by Your Manager) 	<p>Employee to contact Pay Centre</p> <ul style="list-style-type: none"> Benefits (Voluntary) <ul style="list-style-type: none"> employee's dependents becomes an employee of the public service ; add a dependent; switch from supplementary to comprehensive coverage etc Cheque - Cash Payments Cheque - Lost/Stolen Cheques Deductions – Other (than those completed in Phoenix Self-Service) <ul style="list-style-type: none"> e.g. Change to Tax Data / Additional Tax, One-Time Tax Exemption, etc. Corrections to Tax slips <ul style="list-style-type: none"> T4, provincial slips, etc... 	<p>Manager to contact HRSC directly</p> <p>Refer to the A Manager's Guide to HR Requests for a list of requests and documentation requirements.</p>
<p>Update your information directly in Phoenix</p>	<p>Update your information directly in myEMS (PeopleSoft) (opens new window)</p>	<p>Those request can be submitted to the Pay Centre directly with no Trusted Source*</p> <ol style="list-style-type: none"> Please submit by email, fax or mail with a completed PAR**. If your request is received without a PAR or mandatory sections of the PAR are not completed, it be will be rejected and returned. <p>Note: All confidential information sent to the Pay Centre should be encrypted:</p> <ul style="list-style-type: none"> How to encrypt emails Read encrypted emails Using ENTRUST 	<p>For requests that require a manager's signature and an approved Trusted Source*</p> <ol style="list-style-type: none"> You will need to ensure the request is forwarded to the HRSC Portal for initial processing HRSC will be responsible for completing the PAR** and forwarding to the Pay Centre. Review status of an HRSC request to determine if the HRSC has completed departmental activity and Pay Centre follow-up is required. Please see A Manager's Guide to HR Requests for a list of requests and documentation requirements.

***WHAT IS A TRUSTED SOURCE?** A Trusted Source is an individual, employed by the department, responsible for ensuring Financial Administration Act, Section 34 (S.34) signature authentication before forwarding to the Pay Centre in Miramichi.

****WHAT IS A PAR?** [The Pay Action Request](#) is a form that must be completed with all requests sent by email, fax or mail to the Pay Centre in Miramichi.