

MANAGER'S GUIDE TO HR REQUESTS

ACTING

- [Commence](#)
- [Early end / Cancel acting](#)
- [Extension](#)
- [Secondment in](#)
- [Secondment out](#)

CHANGE IN HOURS

- [For Part-Time Employees](#)
- [From Full-Time to Part-Time](#)
- [From Part-Time to Full-Time](#)

COMMENCE / CHANGE OF EMPLOYMENT

- [Demotion](#)
- [Hire](#)
- [Promotion](#)
- [Rehire](#)
- [Transfer in](#)

DEPARTURE / TERMINATION

- [Abandonment of position](#)
- [Death in service](#)
- [Discharge for misconduct](#)
- [Early end of contract](#)
- [End of contract](#)
- [Medical retirement](#)
- [Rejection on probation](#)
- [Release for incapacity](#)
- [Resignation](#)
- [Retirement](#)
- [Transfer out](#)
- [Unsatisfactory performance](#)

LEAVE WITHOUT PAY (LWOP)

- [Care for the family](#)
- Employee Applying for Disability Insurance (DI)
 - [Sun Life](#)
 - [Industrial Alliance](#)
- [For 5 days or less](#)
- [For 5 days or less - submitted outside the current fiscal year](#)
- [Leave with income averaging \(LIA\)](#)
- [Maternity - Parental](#) (Except Quebec resident)
- [Maternity - Parental and Paternity](#) (Quebec resident)
- [Personal needs](#)
- [Pre-retirement transition leave \(PRTL\)](#)
- [Relocation of spouse](#)
- [Self-funded leave \(SFL\)](#)
- [Sick](#)
- [Suspension – 5 consecutive working days or less](#)
- [Suspension – 6 consecutive working days or more](#)

MISCELLANEOUS

- [Bilingual bonus \(start or cease\)](#)
- [Confirmation of employment letters](#)
- [Emergency salary advance \(ESA\)](#)
- [Pay issues escalation process](#)
- [Schedule](#)
- [Voluntary liquidation of vacation leave and/or compensatory leave](#)

myEMS (PEOPLESOFT)

- [Access myEMS \(PeopleSoft\)](#)
- [Introducing myEMS \(PeopleSoft\)](#)
- [Manager training](#)
- [myEMS \(PeopleSoft\) User Productivity Kit \(UPK\)](#)
- [Report an incident](#)

PHOENIX

- [Access Phoenix self-service \(CWA\)](#)
- [Establishing a section 34 manager in Phoenix](#)
- [Manager training](#)
- [Phoenix User Productivity Kit \(UPK\)](#)

REFERENCES

- [Access HRSC Portal](#)
- [Collective agreements](#)
- [Contact the Pay Centre](#)
- [Contact the Pension Centre](#)
- [Forms](#)
- [Human Resources Service Centre \(HRSC\)](#)
- [Timesheet entry / Approval cutoff](#)

RETURN FROM LEAVE WITHOUT PAY (LWOP)

- [Care of family](#)
- [General – Return from LWOP](#)
- [Insurer approved rehab](#)
- [Maternity / Parental](#)
- [Non insurer approved rehab / Gradual return to work](#)
- [Relocation of spouse](#)
- [Self-funded leave](#)

SECONDMENT IN

- [Acting](#)
- [Early end](#)
- [Early end of acting](#)
- [Extension](#)
- [Extra duty pay](#)
- [Leave \(both paid *and* unpaid LWOP for 5 consecutive working days or less\)](#)
- [myKEY](#)
- [Secondment in](#)

SECONDMENT OUT

- [Acting](#)
- [Early end](#)
- [Extension](#)
- [Extra duty pay](#)
- [Leave \(Paid and without pay for 5 days or less\)](#)
- [myKEY](#)
- [Secondment out](#)