



Phoenix for Managers: Summary of Key Activities

Note: This document only applies to departments using Phoenix Self-Service functionality for entry of employee schedules and time entries.

Highlights

In Phoenix, managers will continue to be responsible for performing key pay-related activities, such as:

- ✓ Remind all of their employees to update the Section 34 manager-employee information in Phoenix whenever an employee is hired, changes job position, or is reassigned to a new Section 34 Manager. Review the information in Phoenix to ensure it is correct;
- ✓ Review and update their employees' work schedules;
- ✓ Approve time for employees who must submit a timesheet;
- ✓ Approve employees' leave without pay of five consecutive days or less;
- ✓ Approve time for extra duty pay (overtime);
- ✓ Input time / extra duty pay / leave without pay of five consecutive days or less on behalf of employees who do not have access to Employee Self Service; and
- ✓ Regularly review and action worklists in Phoenix.

As a manager, in addition to having Employee Self Service features, you will have access to Manager Self Service features to complete these activities. It is important that these activities be performed by the respective deadlines to ensure employees are paid accurately and on time.

The following includes more details on the key activities Managers will be expected to perform, the navigation paths in Phoenix Manager Self Service, and completion deadlines.

	Key Activities	Completion Deadline
1	<p>Remind all of their employees to update the Section 34 manager-employee information in Phoenix. Review the information to ensure it is correct.</p> <p>It is important that the Section 34 manager-employee relationship information in Phoenix is entered correctly and kept up to date. Section 34 Managers will not be able to perform activities in Phoenix, such as approve payable time or update work schedules until this relationship information is correct in Phoenix.</p> <p>It is the responsibility of all employees to update the section 34 manager-employee relationship in Phoenix whenever an employee is hired, changes job position or is reassigned to a new Section 34 Manager.</p> <p>It is the responsibility of the Section 34 Manager to ensure that all of their employees are aware that they need to update the Section 34 manager-employee relationship information in Phoenix whenever an employee is hired or reassigned to a new section 34 Manager. It is also the responsibility of the Section 34 Manager to review and validate this information in Phoenix once the employee has updated the Section 34 manager-employee relationship information.</p>	<p>Once an employee is hired or assigned to a new section 34 Manager</p>

	Key Activities	Completion Deadline
2	<p>Review and update their employees' work schedules. <i>Note: Departments using My GCHR will enter the work schedule in My GCHR, instead of Phoenix.</i> Employees' work schedules are managed by Managers in Phoenix. It is important to ensure that employees have accurate work schedules since Phoenix applies appropriate rules based on the assigned schedule. For employees who are required to submit timesheets, work schedules must be entered so that these employees can complete time entries for time worked and get paid. Managers must also enter the schedule for all employees working part-time.</p> <p><i>From the main menu, select Manager Self Service folder > Time Management folder > Manage Schedules folder > Manage Schedules page</i></p> <p>There are three scheduling options for Managers in Manager Self Service:</p> <ul style="list-style-type: none"> • Default Schedules are automatically assigned to an employee based on their workgroup (e.g., employees who work 37.5 hours a week at 7.5 hours per day from Monday to Friday), once information is entered within the HR system, integrated into Phoenix, and actioned by the compensation advisor. No action is required by the Manager for default schedules. • Predefined Schedules are common schedules that differ from default schedules (e.g., employees who work a compressed schedule with full-time hours over a 9 day period at 8.33 hours per day with every second Friday off). • Personal Schedules are manually created in Self-Service and are therefore not default schedules or predefined schedules. 	<p>Managers are required to review and make any applicable changes to employees' schedules as needed.</p> <p>Here are the scenarios when Managers should be reviewing / modifying employees' schedules:</p> <ul style="list-style-type: none"> • New hire • Return from Leave Without Pay of more than 5 days • Pre-retirement transition leave • Compressed schedule • Employee's schedule changes – e.g., moving from a full time to part time
3	<p>Approve time for employees who must submit a timesheet.</p> <p><i>From the main menu, select Manager Self Service folder > Time Management folder > Approve Time and Exceptions folder > Payable Time page</i></p>	<p>Phoenix systems cut-off for s34 approval of Self-Service transactions</p>
4	<p>Approve employees' leave without pay of five consecutive days or less. <i>Note: This only applies to departments <u>not</u> using MyGCHR.</i></p> <p><i>From the main menu, select Manager Self Service folder > Time Management folder > Approve Time and Exceptions folder > Payable Time page</i></p>	<p>Phoenix systems cut-off for s34 approval of Self-Service transactions</p>
5	<p>Approve extra duty pay (overtime) for employees.</p> <p><i>From the main menu, select Manager Self Service folder > Time Management folder > Approve Time and Exceptions folder > Payable Time page</i></p>	<p>Phoenix systems cut-off for s34 approval of Self-Service transactions</p>
6	<p>Input time / extra duty pay / leave without pay of five consecutive days or less on behalf of employees who do not have access to Employee Self Service. The Manager will still be responsible for approving the transactions <u>the day after</u> they have inputted it on behalf of the employee.</p> <p><i>From the main menu, select Manager Self Service folder > Time Management folder > Report Time folder > Timesheet page</i></p> <p><i>See activities 3, 4 and 5 for Phoenix navigation paths for approval tasks.</i></p>	<p>Phoenix systems cut-off for data entry of Self-Service transactions</p>

	Key Activities	Completion Deadline
7	<p>Regularly review and action worklists in Phoenix.</p> <p><i>From the main menu, select Worklist folder</i></p> <p><i>Note: Managers are expected to review their worklist on a regular basis for pending approvals. Managers will not receive automatic email notification for outstanding approvals.</i></p>	Phoenix systems cut-off for s34 approval of Self-Service transactions

In addition to the responsibilities identified in the checklist, Managers are also encouraged to continue with ongoing activities to support their employees, such as:

- ✓ **Liaise with their HR departments to provide necessary information for transactions to be entered into the HR system (e.g., new hires, term extensions, promotions and deployments) in a timely manner.**
- ✓ **Provide ongoing support to employees.** If employees cannot find answers to their pay-related questions using Phoenix self-service, they are encouraged to contact their manager before contacting their Compensation Advisor or the Public Service Pay Centre.
- ✓ **Follow-up with employees on using the pay system.** Managers should keep communication channels open, providing available follow-up information and offering guidance to those employees who need it.

For More Information

Additional information and resources on the Phoenix Implementation and Manager responsibilities can be found on the following websites:

- **Phoenix Self Service Training** can be accessed by logging in to your MyAccount through the Canada School of Public Service (CSPS): (https://papp.cspc-efpc.gc.ca/Saba/Web_wdk/Main/index/preloginSocial.rdf). Recommended courses for Managers include:

Web-based course name	Target audience	Course code	Estimated duration
Phoenix Manager Self-Service	Section 34 Managers	C602	1 hour
Phoenix Self-Service	Employees	C601	1 hour

- **Phoenix resources and job aids** can be accessed through the Phoenix GCpedia website. (http://www.gcpedia.gc.ca/wiki/Phoenix_support).
- **Online procedural and training support tool called User Productivity Kit (UPK)** can be accessed through the UPK website. (<https://phenix-phenix.tpsgc-pwgsc.gc.ca/psp/PAYPRD01/UPKENG/data/toc.html>)