



Total Number of Pages (Including this one)

Date (yyyymmdd)

Public Service Pay Centre - Pay Action Request Form 446-5E

Pay Centre Mailing Address: Public Service Pay Centre - Mail Facility PO Box 6500 Matane QC G4W 0H6

Pay Centre Fax: 1-855-393-1559 Pay Centre Email: centredepaye.paycentre@tpsgc-pwgsc.gc.ca

Instructions:

For pay services that are provided by the Public Service Pay Centre to be actioned, please complete one (1) Pay Action Request (PAR) Form for each individual employee and attach your departmental form to the completed PAR. (*Denotes Mandatory Fields)

Section 1 - Employee Information

*First Name

Text input field for First Name

*Personal Record Identifier (PRI)

Text input field for Personal Record Identifier (PRI)

*Last Name

Text input field for Last Name

Case Number (If applicable)

Text input field for Case Number

*Email Address

Text input field for Email Address

Telephone Number

Text input field for Telephone Number

*Department/Agency

Text input field for Department/Agency with placeholder text: Please choose a Department/Agency

*Section 2 - Work Type (Select one)

*Please select the Work Type for this request

Text input field for Work Type selection

*Section 3 - Sub Type - (Select one)

*Please select the Sub Type for this request

Text input field for Sub Type selection

*Effective Start Date of Event/Pay Action

Text input field for Effective Start Date

Section 4 - Requestor (Staffing/Manager)

*Name of Requestor

Text input field for Name of Requestor

*Email Address

Text input field for Email Address

Telephone Number

Text input field for Telephone Number

Comments

Large text area for comments

Administrative Use Only

Section 5 - Trusted Source - The Department remains responsible for authenticating all Section 34 signatures.

*Name of Trusted Source

Text input field for Name of Trusted Source

*Email Address

Text input field for Email Address

Telephone Number

Text input field for Telephone Number

Privacy Notice

Provision of the personal information requested in this form is collected under the authority of the Department of Public Works and Government Services Act, s. 12 and will be used for assessing your pay action request. Refusal to provide the requested information may delay or prevent the processing of your pay action request. The collection, use and disclosure is described in the Personal Information Bank PCE 705 (Public Service Compensation systems). Personal Information is protected, and only used and disclosed in accordance with the Privacy Act. Under the Act, individuals have the right of access to and request correction of their personal information, if erroneous or incomplete. Any questions, comments, concerns or complaints regarding the administration of the Privacy Act and privacy policies may be directed to the departmental Privacy Director by email to AIPRP.ATIP@pwgsc.gc.ca; or by calling 819-956-1820. If you are not satisfied with our response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner by e-mail at info@priv.gc.ca or by telephone at 1-800-282-1376.

If you are enclosing information at a Protected B level with your PAR, it is your responsibility to ensure that it is encrypted when communicating by email. In the event that issues arise when communicating Protected B information via email you may alternatively send your documentation to the Pay Centre by fax at 1-855-393-1559.