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Canadian
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ON THE **RADAR** THIS MONTH

◆ A newsletter about pay
from your DFO-Coast
Guard Pay Team

◆ September 2020
Issue [05]

WELCOME NEW EMPLOYEES

Whether you are joining the Public Service for the first time, or have transferred from another department, welcome! New employees often have questions about pay, leave and benefits, and those recently transferred to DFO may have questions about leave balances, promotional pay and other issues. Don't hesitate to reach out to [MyPay](#), our own DFO-Coast Guard Pay Support Team.



We're here to help!

Did you know?

DYK: New employees should receive their first pay within 4-6 weeks of the beginning of their employment. [Learn more.](#)

DYK: New employees may not be able to access the Phoenix pay system for up to 6 weeks. [Read more.](#)

BENEFITS

AND YOUR EMPLOYMENT STATUS

What type of leave am I entitled to? What type of insurance am I eligible for?

Have you asked yourself one of these questions? Refer to the [Benefits Chart](#) to know if you are eligible for various types of leave, insurance coverage, and other benefits based on your employment status.

For more information about how to apply, consult the sections about New Employees and Public Service Health Care Plan in the [Employee Reference Guide](#), available from the [Pay Support LaunchPad](#).



USEFUL LINKS

- ⇒ [Pay information sessions for new employees](#)
- ⇒ [Signing up for Public Service Health Care Plan](#)
- ⇒ [Transferring between departments](#)
- ⇒ [Can't access Phoenix?](#)
- ⇒ [Who to contact when you need pay support of any kind](#)

ARE YOU A MANAGER OF NEW EMPLOYEES?

MANAGER'S CORNER

- ◇ You can [claim new employees in Phoenix](#) while they wait for access.
- ◇ You should [enter the work schedule](#) of a new employee as soon as possible.
- ◇ You need to [manage your new employee's leave](#) until his or her transfer is completed.

TRANSFERS BETWEEN ORGANIZATIONS

How does it work?

The transfer of an employee from one government organization to another is a two-part process; transfer-out and transfer-in. Each step is dependent on the previous one and, therefore, the transfer-in cannot be initiated before the transfer-out is completed. The process may vary depending on the government organizations involved.

Transfer-out

Initial department

Following the employee's notice of departure, the manager sends a Pay Action Request and the employee's new letter of offer to the Trusted Source to initiate the transfer-out.

The Trusted Source will then forward the request to the Pay Centre.

Pay Centre

The compensation advisor corrects any outstanding pay issues that may have an impact on this transfer. This step may take several months depending on the complexity of the employee's pay file.

The compensation advisor then notifies the new department's human resources that the transfer-in is ready for processing.

Transfer-in

New department

Human Resources creates the employee's file in the human resources system (such as PeopleSoft), which generates a case at the Pay Centre.

Pay Centre

The compensation advisor performs the actions related to the transfer-in, such as:

1. Transferring leave balances; and
2. Adjusting the salary (for example: promotion and bilingual bonus).

A Timely Goodbye

Did you know... timeliness matters for departures too! If you are retiring or leaving the public service earlier than expected, it's important to inform the Pay Centre at least 30 days in advance by submitting a Pay Action Request (PAR) via the Trusted Source.

Transferring to another organization? Remember to provide your manager with the letter of offer as soon as possible in order to initiate the transfer of your pay file.

For more information on how to ensure a smooth departure from the Department, please refer to the intranet page [Setting Sail](#).

TIPS & TRICKS: TRANSFER OUT

Are you about to transfer to another department?
Before you leave:

- ▶ Put your myKey on a USB key so you can continue to use it until it is transferred;
- ▶ Take a screen shot of your leave balances from PeopleSoft. Make sure it is dated and signed by your current manager. This will allow you and your new manager to adequately track your leave balances until your file is transferred.