

Preventing *Pay Issues*: Timing Matters



PLANNING AHEAD

When possible, submit new requests for actings and other pay transactions **before** they happen.

Phoenix works better when pay requests are entered on time.



APPROVING QUICKLY

Managers should approve employee's pay requests as soon as they are submitted.

Getting into a regular routine of checking for requests awaiting approvals will help your employees get paid as quickly as possible.

LEARN HOW TO WORK WITH PHOENIX

Take the training today

Public service pay is complex and using Phoenix can be challenging. Understanding how the pay system works and how to effectively use Phoenix can help prevent new pay issues.

Visit Canada.ca/phoenix-help to learn more.

