



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

Total Number of Pages (Including this one)

Date (yyyy-mm-dd)

Instructions:

For pay services that are provided by the Public Service Pay Centre, please complete one (1) Pay Action Request (PAR) Form for each individual employee and attach any required documentation. Note that the Pay Centre will treat these documents as originals. (*Denotes Mandatory Fields)

If your department offers a Centralized Trusted Source or PAR Form Review unit, you are encouraged to send all requests to them first, as they will ensure that your request and documentation are fully complete and will then submit to the Pay Centre on your behalf.

Privacy Notice

The personal information obtained in this form is collected on a voluntary basis pursuant to the Department of Public Works and Government Services Act, sections 5, 12 and 13, in accordance with TBS Guideline on Financial Management of Pay Administration and the Financial Administration Act. The personal information will be used by the Pay Administration Branch (PAB) of Public Services and Procurement Canada (PSPC) to process compensation services and benefits requests. Refusal to provide the requested information may delay or prevent the processing of your pay action request. The personal information is described in the PSPC Personal Information Bank PCE 705 (Public Service Pay Program) and TBS standard Personal Information Bank PSE 904 (Pay and Benefits). Your personal information is protected, used, disclosed, retained and/or disposed of in accordance with the Privacy Act (<https://laws-lois.justice.gc.ca/eng/acts/P-21/>). Under the Privacy Act, individuals have the right to access and to request correction of their personal information, if erroneous or incomplete. In some cases, information may be disclosed as authorized by PSPC ATIP pursuant to subsection 8(2) of the Privacy Act. The personal information provided in this process will be retained for a period of 2 years following the last administrative action, and then destroyed.

If you require clarification about this Privacy Notice, you may contact the Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern, or if you wish to file a complaint about the handling of your personal information, you may contact the Office of the Privacy Commissioner of Canada (<https://www.priv.gc.ca/>) 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 the email itself is encrypted when communicating via electronic mail. In the event that issues arise when communicating Protected B information via email, you may alternatively send your documentation to the Pay Centre via secure facsimile at 1-855-393-1559.

By completing and submitting this form, you acknowledge that you have read and understood this notice and that the information submitted is true and accurate.

Section 1 - Employee Information

*First Name

*Personal Record Identifier (PRI)

*Last Name

Case Number (If applicable)

*Email Address

Telephone Number

*Department/Agency

Please choose a Department/Agency

*Section 2 - Work Type (Select one)

*Please select the Work Type for this request

*Section 3 - Sub Type (Select one)

*Please select the Sub Type for this request

*Effective Start Date of Event/Pay Action

Section 4 - Requestor (Staffing/Labour Relations/Liaison/Manager)

*Name of Requestor

*Email Address

Telephone Number

Comments

Authentication by Departmental Trusted Source

Section 5 - Trusted Source - For pay actions requiring authorization, Departmental Trusted Source is responsible for authenticating appropriate approvals before submitting to the Pay Centre.

*Name of Trusted Source

*Email Address

Telephone Number