



Public Service Pay Centre - Bulk Pay Action Request Form 446-6E

Number of Pages (Including this one)

Date (yyyy-mm-dd)

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:

Complete one (1) Bulk Pay Action Request (PAR) Form for each subtype. You may include up to 15 employees on this form as long as they are the same subtype. Total pages not to exceed 35. Note that the Pay Centre will treat these documents as originals. (*Denotes Mandatory Fields)

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

*Number of Employees included in this request

*Please choose a Department/Agency

Section 2 - Sub Work Type

*Please select Sub Work Type per PAR

Section 3 - Requestor (Staffing/Labour Relations/Liaison/Manager)

*Name of Requestor

*Email Address

Telephone Number

Comments (For privacy, please refrain from listing employee names and PRIs)

Authentication by Departmental Trusted Source

Section 4 - Trusted Source - For pay actions requiring authorization, Departmental Trusted Source is responsible for authenticating appropriate approvals before submitting to the Pay Centre.

Trusted Source Name

*Email Address

Telephone Number