



A STUDENT'S GUIDE TO PAY

Understanding your pay and benefits can be overwhelming when you begin a new job. This guide was created to ensure your compensation questions are answered and your pay runs smoothly over the course of your work term. If there are any bumps along the way, this guide will help you understand to whom you should turn.

Here is your Guide to Pay!





HOW WILL I GET PAID?

THE PHOENIX PAY SYSTEM / REGISTERING FOR MYKEY

Phoenix is the pay system used to pay employees of Health Canada (HC) and the Public Health Agency of Canada (PHAC). You can access the Phoenix pay system via the [Compensation Web Application \(CWA\)](#) to view your pay stubs, amend benefit levels (if applicable), enter leave less than five (5) days, and enter overtime for cash.

Please note: it may take up to two pay periods (four weeks) to be able to sign up for CWA.

To access Phoenix you will need a myKEY. Your myKEY is your Entrust Digital ID that comes as a digital file. Please [click here for the myKEY sign up page](#). In the interim, if you do not have access to Phoenix, you can request your pay stubs from your [Compensation Trusted Source](#).

If you are experiencing technical difficulties, please contact the IT National Service Desk at 613-954-8718 or 1-800-416-0358 or by email hc.nationalservicesdesk@canada.ca.

For questions related to Phoenix online support, please contact the Compensation Web Applications (CWA) Service Desk by phone (1-855-686-4729) or by completing the [Phoenix feedback form](#).

WHEN WILL I GET PAID?

All employees, including students, are paid two weeks in arrears. The pay cycle falls on every second Wednesday, and covers the two-week pay period that concluded two weeks prior to the payday. EXAMPLE: If the payday is August 19, 2020 this pay covers the period from Thursday, July 23, 2020 to Wednesday, August 5, 2020.

July | Juillet

SUN DIM	MON LUN	TUE MAR	WED MER	THU JEU	FRI VEN	SAT SAM
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August | Août

SUN DIM	MON LUN	TUE MAR	WED MER	THU JEU	FRI VEN	SAT SAM
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

Please refer to the sample calendars above. On the days shaded in blue, employees receive their pay for work completed two weeks in arrears.

Please note: all students are required to pay federal taxes, provincial taxes (based on the province in which the work is being performed, not based on the home address), Canada Pension Plan (CPP), and any unique provincial taxation deductions. Depending on your employment status, you may have additional deductions such as pension contributions.



WHO WILL APPROVE MY REQUESTS IN PHOENIX?

A Section 34 manager (also referred to as a delegated manager) is a person delegated with signing authority under Section 34 of the Financial Administration Act (FAA). In Phoenix, the Section 34 manager is responsible for performing pay-related activities including, but not limited to, managing employee work schedules and approving time-related entries (e.g., regular hours for an employee who must submit timesheets, leave without pay [LWOP] of five consecutive days or less, overtime, shift premiums, etc.).

ESTABLISHING THE STUDENT / DELEGATED (SECTION 34) MANAGER RELATIONSHIP IN PHOENIX

All students are required to select their delegated (Section 34) manager in the Phoenix pay system. The section 34 manager has financial delegation and is the only person who has the authority to approve any LWOP, overtime, etc. Establishing the student / Section 34 manager relationship in the Phoenix pay system enables the Section 34 manager to input and approve self-service transactions, such as overtime worked, on their student's behalf. This tells Phoenix where your entries are to be sent for review and approval.

Once you have selected your Section 34 manager, all existing outstanding transactions in Phoenix will be transferred to that individual for approval.

For instructions on how to select your Section 34 manager, please [click here](#).

Please note: only you can establish your student / Section 34 manager relationship in Phoenix. If the link is not established, your Section 34 manager will be unable to approve time. If you do not know who your Section 34 manager is, please ask your direct supervisor.

VALIDATE INFORMATION IN PHOENIX AND UPDATE IN PEOPLESOFT

We strongly recommend that you verify your information in PeopleSoft (Self Service > Personal Information) and add an emergency contact. You should also ensure that your contact information in PeopleSoft is always up to date. This will ensure that you can be reached outside of work, if your delegated manager or HR representative needs to get a hold of you. Your address in Peoplesoft will also be used to send any tax documents, pay stubs or other related paperwork, as required.

SCHEDULE

Students who do not work a standard work week (e.g., part time employees, as and when required, etc.) should ensure that their Section 34 manager confirms their schedule has been entered into the Phoenix pay system to prevent possible pay issues. For more information on changes in hours and schedules, [click here](#).

TIME OFF / EXTRA DUTY PAY

All students are required to enter the following directly into Phoenix for their section 34 managers' review and approval: leave without pay for absences less than five days, time worked (for those who do not have a predefined schedule), and extra duty pay (overtime).

If you need to take any time off during your student employment period, you are encouraged to speak to your manager about options available to you. Managers are reminded to talk to their Labour Relations Advisor about student leave options.



VACATION PAY

All students receive an additional 4% of their regular pay in lieu of vacation time; this amount is added to each cheque.

STATUTORY HOLIDAY PAY

A statutory holiday is a day that is a designated paid holiday. Should a statutory holiday fall on a Saturday or Sunday, the designated paid holiday is moved to the following workday.

Full-time students are paid for statutory holidays if you work either the day before or the day after the holiday.

Part-time students receive 4.25% of their weekly salary when a day they are normally scheduled to work is a statutory holiday, rather than the regular pay they would have received for that particular day.

Please note: The Phoenix pay system generates a LWOP transaction that section 34 managers must approve immediately following the statutory holiday.

BENEFITS

Students employed for less than 6 months are not entitled to employer-paid benefits; these include [supplementary death benefits \(SDB\)](#), [Dental Care Plan \(DCP\)](#) and the [Public Service Health Care Plan \(PSHCP\)](#). If a student is on a contract for more than six months or is renewed beyond six months, they may be entitled to some or all benefits listed above. For PSHCP, a break in service of more than 7 working days (not including statutory holidays) will disqualify a student employee from receiving employer paid benefits. Please note that it is mandatory for students to pay into the pension plan when they work continuously for more than 6 months; however, a student may choose to opt-out of the benefit plan, as it is not mandatory. Please note: Students must work a minimum of 12.5 hours weekly over the 6 month period to qualify for benefits.

PUBLIC SERVICE HEALTH CARE PLAN

The Public Service Health Care Plan (PSHCP) is a voluntary plan for employees who are appointed for more than six (6) months. It is available to eligible full-time and part-time employees. The plan offers coverage for the following: prescription drugs, medical expenses, hospital fees, vision care (\$275 every two years), and medical travel insurance.

ENROLLING IN PSHCP

Employees must use the Self Service for PSHCP module in the Phoenix Pay System (Main Menu > Self Service > Benefits > Self-Service for PSHCP) to start (once the "waive" has been added to Self Service), reinstate, amend, or stop their coverage for the Public Service Health Care Plan (PSHCP).

Positive enrolment is a mandatory part of the registration process wherein you provide information to Sun Life about yourself, your spouse/common-law partner, and each eligible dependant. Visit the [Sun Life Plan Member Services website](#) and click on "New Member to the Plan". Read the instructions and click on the link to the online form.



DENTAL CARE PLAN (DCP) BENEFITS

The [Public Service Dental Care Plan \(PSDCP\)](#) is an employer-paid plan, providing coverage for dental services to eligible students and their eligible family members for specific dental services and supplies not covered under a provincial or territorial health or dental care plan.

There are two (2) plans that cover HC and PHAC students:

- Plan 55555 – National Joint Council Component
- Plan 55666 – Public Service Alliance of Canada

Except for certain LWOP situations, the cost of the PSDCP is fully paid by the employer. The current administrator for your PSDCP is The Great-West Life Assurance Company / The Canada Life Assurance Company (1-855-415-4414). For more information, please visit the [Public Service Dental Care Plan member booklet](#) page.

PENSION

Students with an extended period of employment (more than 6 months without a break in service) will contribute to the [Public Service Pension Plan](#), which will amount to approximately 8.68% of their gross pay (this rate changes annually).

Please note: if you terminate your employment with less than two years of pensionable service, a return of contributions is your only pension benefit entitlement under the Public Service Pension Plan. A return of contributions is a lump sum equal to only the pension contributions you paid into the plan, and accrued interest. Please [click here](#) for more information.

WHAT IS A BREAK-IN-SERVICE?

A break in service is any time in between two student work terms. If you would like to avoid a break in service when extending your work term, talk to your manager about the possibility of having a continuous service (the end date of one term is the start date of the next term).

HOW DOES A BREAK IN SERVICE IMPACT MY PENSION IF I'M BRIDGED IN?

A break in service allows you to buyback your service at your student pay rate rather than your bridged-in pay rate. This increases your pensionable service under the federal Public Service Pension Plan. You may be eligible to increase your pensionable service by purchasing past periods of employment. Advantages of buying back prior service include:

- Increased pensionable service, which increases your pension,
- Increased pension benefit for your survivors,
- The completion of 35 years of pensionable service at an earlier date,
- The possibility of retiring earlier.

Please refer to the [Service Buyback Package](#) to see if you are eligible to buy-back prior service.



STUDENT PAY ISSUES

In the event that you do experience a pay issue, please report it immediately to your manager and notify our [Internal Compensation Escalation team](#) by following the procedure below. We have a dedicated team to support student pay issues.

Step 1: Review your [pay stub](#).

Step 2: Should you encounter a pay issue, send an email outlining the issue to the [Internal Compensation Escalation team](#) with "Student Pay Issue – Name of Student" in the subject line, and copy your respective manager.

NEW STUDENT CHECKLIST

- Sign up to myKEY.
- Register / Sign up for Entrust.
- Select your Section 34 manager in Phoenix.
- Provide your manager / supervisor with your emergency contact.
- Review the collective agreement your contract mirrors to determine entitlements.
- Start your PSCHP through self-service in Phoenix (only applicable after 6 months of continuous service or immediately if the first contract is over 6 months).
- Complete your positive enrolment for PSHCP through Sun Life, if you wish to start your coverage (only applicable after 6 months of continuous service).
- Register with Great-West Life for dental care coverage (only applicable after 6 months of continuous service).



FINISH

AUGUST

MON	TUES	WED	THURS	FRI
27	28	29	30	31
3	4	PAY DAY	6	7
10	11	12	13	14
17	18	PAY DAY	20	21
24	25	26	27	28