Working at the ATSSC/My pay and benefits

Information about your pay and benefits (including leave)

Here at the ATSSC, the compensation function is handled in-house (and not by the Public Service Pay Centre as is the case with several other departments). Feel free to contact our compensation advisors (mailto:compensation-remuneration@tribunal.gc.ca) for any question you may have.

Note: Government of Canada systems and applications, such as MyGCPay (https://mapayegc-mygcpay.tpsgc-pwgsc.gc.ca/en/), Phoenix (https://phenix-phoenix.tpsgc-pwgsc.gc.ca/psp/PAYPRDo1/?cmd=start&languageCd=ENG), and the Pension Portal (https://pension.tpsgc-pwgsc.gc.ca/mygcpension/app/login), are secure. Open using Chrome or Edge. **To sign in, your PRI and myKEY are required.**

When and how do I get paid?

Payday is every second Wednesday. Your pay is for work completed up to and including the end of the day, two Wednesdays before. This means that you get paid for 10 days, from Thursday to Wednesday, for work that concluded two weeks previously.

For employees who are new to the public service, you can expect to receive your first pay three weeks after your start date.

For employees transferring to the ATSSC from another federal government department, you will continue to be paid by your former department until such time as your pay file has been transferred to the ATSSC Compensation and Benefits Team.

The federal government uses **direct deposit** to electronically transfer your pay to your bank account.

For all questions about pay and benefits, please send an email to: Compensation-Remuneration@tribunal.gc.ca (mailto:Compensation-Remuneration@tribunal.gc.ca)

Resources:

- How public service pay works (https://www.canada.ca/en/public-services-procurement/services/pay-pension/pay-administration/access-update-pay-details/how-public-service-pay-works.html)
- Public Service Pay Calendar (https://www.canada.ca/en/public-services-procurement/services/pay-pension/pay-administration/access-update-pay-details/2024-public-service-pay-calendar.html)
- Rates of pay for public service employees (https://www.tbs-sct.gc.ca/pubs_pol/hrpubs/coll_agre/rates-taux-eng.asp)

Why and how to access MyGCPay?

The MyGCPay (https://mapayegc-mygcpay.tpsgc-pwgsc.gc.ca/en/) Web application was designed for viewing one's pay statement in addition to the following functions:

- Helping you better understand information regarding your pay and benefits
- Providing the ability to print important documents, like tax slips and proof of employment
- Accessing historical information, paycheques, benefits plans, enquiries, dating back to 2016

Are you on leave without pay? Register for MyGCPay external access (https://www.canada.ca/en/public-services-procurement/services/pay-pension/pay-administration/pay-centre-resources/mygcpay.html).

Resources:

- Find out more about MyGCPay (https://www.gcpedia.gc.ca/wiki/Welcome_to_MyGCPay)

What is Phoenix and when do I need to access it?

Phoenix (https://phenix-phoenix.tpsgc-pwgsc.gc.ca/psp/PAYPRD01/?cmd=start&languageCd=ENG) is the Government of Canada's pay and benefits application. Access Phoenix (https://phenix-phoenix.tpsgc-pwgsc.gc.ca/psp/PAYPRD01/?cmd=start&languageCd=ENG) for self-service functions to:

- Manage direct deposit information and voluntary deductions
- Manage coverage under the Public Service Health Care Plan
- Update employee-to-manager relationships
- Report time
- View payroll statements and tax slips (though, we suggest MyGCPay (https://mapayegc-mygcpay.tpsgc-pwgsc.gc.ca/en/) is the better application for this)

Will I receive benefits and if so, what are they?

Information related to benefits that are specific to you, will be provided to you by your Compensation Advisor. Please contact a member of the Compensation and Benefits Team at Compensation-Remuneration@tribunal.gc.ca (mailto:Compensation-Remuneration@tribunal.gc.ca) if you have any questions.

For questions related specifically to pension, please contact the Pension Centre (https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/cn-cu-eng.html) at 1-800-561-7930 (or the Pension Portal (https://pension.tpsgc-pwgsc.gc.ca/mygcpension/app/login) for plan members).

Resources:

- Consult the Relevant authorities (https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/per-doc-rel-eng.html) page (you will find links to collective agreements and relevant policies and directives)
- Welcome to the Public Service Pension Plan (https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/info/bienvenue-welcome-eng.html)
- Pension Portal for active members of the public service (https://pension.tpsgc-pwgsc.gc.ca/mygcpension/app/login)
- You and Your Pension Plan (https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/video/index-eng.html) video series
- *Public Service Superannuation Act (PSSA) (https://laws-lois.justice.gc.ca/eng/acts/p-36/)*
- *Public Service Superannuation Regulations (PSSR) (https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1358/index.html)*
- Public Service Pension Plan (https://www.canada.ca/en/treasury-board-secretariat/topics/pension-plan.html)
- List of recognized pension transfer agreements (https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/public-service-pensionable-service.html#toc3-3) (buy back service)
- Public Service Health Care Plan (https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans/plans/health-care-plan.html) (administered by Canada Life (https://www.canadalife.com/pshcp), and MSH International (https://pshcp-msh.ca) for Emergency Travel assistance (https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/health-care-plan/information-notices/public-service-health-care-plan-travel-emergency-assistance-benefits.html?utm_source=ens-feb-23-24&utm_medium=email&utm_campaign=ens-feb-23-24&utm_id=tbs-sct-ens-feb-23-24&utm_content=travel-benefits-info-notice-en) services and comprehensive coverage)
- Public Service Dental Care Plan (https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans/plans/dental-care-plan.html) (administered by Canada Life (https://www.canadalife.com/pshcp))
- Public Service Management Insurance Plan (https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans/plans/management-insurance-plan.html) (applies to executives, excluded, and unrepresented employees)
- Disability Insurance Plan (https://www.canada.ca/en/treasury-board-secretariat/topics/benefit-plans/plans/disability-insurance-plan.html)

Unions, collective agreements and terms and conditions of employment at the ATSSC

Group	Union	Collective Agreement
AS, CR, IS, PM	Public Service Alliance of Canada (https://psacunion.ca/)	Program and Administrative Services (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/pa.html) (PA)
IT	Professional Institute of the Public Service of Canada (https://pipsc.ca/)	Information Technology (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/it.html) (IT)
CO, PG	Professional Institute of the Public Service of Canada (https://pipsc.ca/)	Commerce and Purchasing (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/cp.html) (CP)
EC	Canadian Association of Professional Employees (https://www.acep-cape.ca/en)	Economics and Social Science Services (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/ec.html) (EC)
FIN	The Association of Canadian Financial Officers (https://www.acfo-acaf.com/)	Comptrollership (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/ct.html) (CT)
LP	Association of Justice Counsel (https://www.ajc-ajj.ca/en)	Law Practitioner (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/lp.html) (LP)

Group	Terms and conditions of employment
Applicable to persons appointed to the core public administration	Directive on Terms and Conditions of Employment (https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=15772) Directive on Leave and Special Working Arrangements (https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=15774)
Students	Directive on Terms and Conditions of Employment for Students (https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=12583)
AS-07, 08 IS-06 PE-06 PG-06 PMMCO	Directive on Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels (https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=15773)
PE	Although the PE group is not represented, entitlements are in accordance with the Economics and Social Science Services (https://www.canada.ca/en/treasury-board-secretariat/topics/pay/collective-agreements/ec.html) (EC) collective agreement.
EX, LC	Directive on Terms and Conditions of Employment for Executives (https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32625)
OCGCQ	Compensation, terms and conditions of employment for GICs (https://www.canada.ca/en/privy-council/programs/appointments/governor-council-appointments/compensation-terms-conditions-employment.html)

What are my leave entitlements and how do I access MyGCHR to request leave?

Leave entitlements are outlined in relevant authorities (https://www.canada.ca/en/public-services-procurement/services/pay-pension/pay-administration/access-update-pay-details/pay-changes-in-your-life/new-to-public-service/relevant-authorities.html). For questions on interpretation,

please ask your manager. Managers looking for guidance may send an e-mail to the Labour Relations team: LabourRelations_RelationsTravail@tribunal.gc.ca (mailto:LabourRelations_RelationsTravail@tribunal.gc.ca).

For additional information on leave, please consult the Taking leave (https://www.canada.ca/en/public-services-procurement/services/pay-pension/pay-administration/access-update-pay-details/pay-changes-in-your-life/taking-leave.html) page.

Requesting Leave:

> MyGCHR (https://mesrhgc-mygchr.spac-pspc.gc.ca/GCHRPRD/signon.html) is the ATSSC's Human Resources (HR) management system. It includes a self-service module through which ATSSC employees request leave, such as vacation leave, sick leave, various family-related leave, etc.

For more information on MyGCHR, please visit our MyGCHR intranet page (https://intranet.atssc-scdata.gc.ca/en/human-resources-hr/compensation-leave-and-benefits/mygchr) and the MyGCHR at the ATSSC GCwiki page.

Retrieved from "https://wiki.gccollab.ca/index.php?title=Working_at_the_ATSSC/My_pay_and_benefits&oldid=137815"

This page was last edited on 12 September 2025, at 10:17.

Content is available underCreative Commons Attribution 4.0 International Licenseunless otherwise noted.