



Frequently Asked Questions: Retroactive Pay

What is retroactive pay?

Economic improvements from a new collective agreement become effective starting from the date when the old agreement expires. If a new agreement is signed after the old one has expired your employer must pay you the salary difference between your old rate and the new one for the time between the expiration of the old agreement and the implementation of the new pay structure. This compensation usually takes the form of a lump-sum payment, commonly referred to as a 'retroactive payment,' which is provided when the new collective agreement is implemented.

When should you expect to receive your retroactive pay?

The employer has 180 days from the date of signing your new collective agreement to increase your pay according to the new rates and issue your retroactive pay.

If the employer fails to deliver the retroactive pay within the specified 180-day timeframe, they will incur financial penalties.

However, for complex cases requiring manual calculations, the timeframe for the payment may be extended up to 460 days after the signature of the collective agreement.

The employer has indicated that the mass retroactive payments are set to be issued on November 22nd; however, this date may change.

When are manual calculations required?

Manual calculations are often necessary when changes in pay rate or specific errors occur during the retroactive pay period. For instance, if an employee was on leave without pay, or acting, there will likely be a need for the employer to proceed with manual calculations of the amounts owed.

Is retroactive pay taxable?

Yes, retroactive pay is taxable.

Will retroactive pay come all in one payment?

You should receive your retroactive payment in one single installment; however, there is no guarantee. It's possible that payments may be staggered for complex cases.



How is retroactive pay calculated?

The retroactive payment you will receive depends on various factors, including your base pay rate, acting pay, overtime, and other elements that impact your overall earnings. The amount of retroactive pay you are entitled to also depends on the amount of time that has passed between the end of your previous collective agreement and the implementation of the new pay scale.

How much will my retroactive pay be?

It's difficult to provide a simple answer. The calculation can be complex because it considers variables like the date of your appointment anniversary, promotion, overtime, acting assignments, and leave without pay.

Your retroactive pay, before taxes and deductions, is calculated based on the time frame between the expiration of your previous collective agreement in 2022 (June 22 for ECs and April 19 for TRs) and the date of implementation of the new salaries on August 3, 2023. To determine the total amount of your retroactive pay prior to taxes and deductions, you should deduct your previous salary during this period from your new salary. The resulting difference represents the approximate amount of retroactive pay you are owed.

However, it's important to remember to account for any promotions or changes in pay scales that may have occurred on your employment anniversary.

If you suspect that the received amount is inaccurate, you can refer to the guidelines provided in the "*How will I know if the amount is correct*" section below. If, even after following these steps, you remain uncertain about the amount, please reach out to your departmental compensation team.

When I receive my retroactive pay, how will I know if the amount is correct?

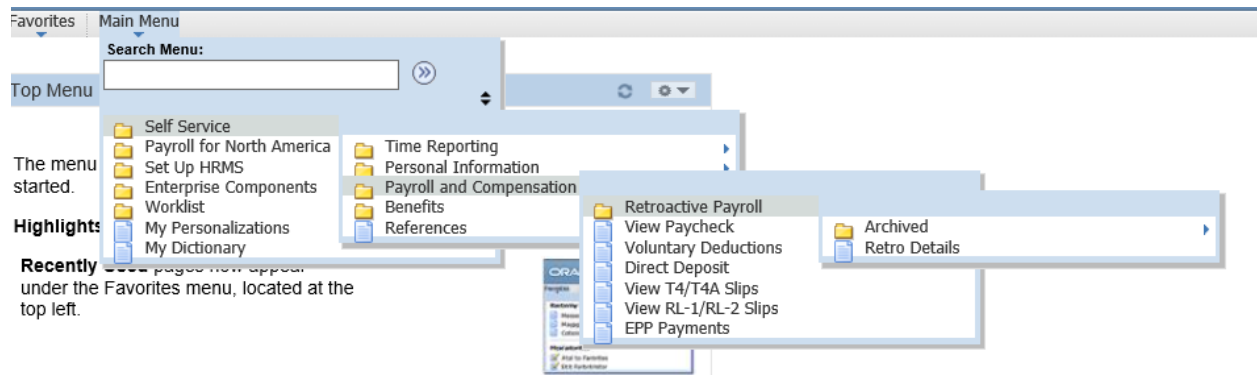
You should be able to access a detailed breakdown of your retroactive pay by visiting the *CBA Retro Payment Tab in your Phoenix account* on the GC network. This resource is designed to help you understand all the factors influencing your retroactive payment and ensure its accuracy.

For a comprehensive understanding of this breakdown, you can consult the [government's guide to interpreting your pay stub](#).



To access your retroactive payment breakdown, follow these steps in the Phoenix/Compensation Web Applications (CWA) portal (access requires GC network permissions):

- Open the Phoenix Pays System using MyKey
- Navigate to the Main Menu
- Choose Self Service
- Click on Payroll and Compensation
- Select Retroactive Payroll
- Finally, go to Retro details



I recently retired. How will I receive my retroactive pay?

Normally, ex-employees and retirees receive their payments through standard methods, such as direct deposits or checks, just like current employees. No extra steps are necessary.

What should I do if I find an error in my retroactive payment?

If you suspect an error in your retroactive payment, you have the option to request a review from either your departmental compensation unit or the Public Service Pay Centre.

If your organization falls under the Pay Centre's jurisdiction, you'll need to begin by filling out a Phoenix feedback form, specifying the pay period you believe is missing. In cases where your organization is not serviced by the Pay Centre, you should reach out to your department's compensation section for assistance.

What about the \$2500 signing bonus?

According to the employer, the signing bonus will be paid out on November 8, 2023. This is subject to change.