



Job Aid 002: Accessing Your Pay Stub Online

(accessible only on the Government of Canada network)

Note: These online systems are password protected and require a **myKey** or **PKI** card to log in.

To access your pay stubs online, you must first sign in at [Compensation Web Applications \(CWA\)](#) and then choose one of the following platforms that best suits your needs:

- **Compensation Web Applications (CWA):** on the **Pay Stubs and Archived Tax Slips** page, select **Pay Stubs** (menu on the right or in the center of page)
- **Phoenix:** select **Main Menu / Self-Service / Payroll and Compensation / View Paycheck**
- **MyGCPay:** select **Paycheque** (Top menu), in **Paycheque History** click on the down arrow and select **View Pay Stub** (it will bring you to the CWA website)

Pay Web Application Features		
Use CWA to:	Use Phoenix to:	Use MyGCPay to:
<ul style="list-style-type: none"> • view your pay stub archive (current year plus previous years since January 2016) • view pay cycle start and end dates • conveniently print pay stubs • access tax slips predating Phoenix implementation (prior to 2016) • view earning details for overtime • view a breakdown of retroactive payments • view a breakdown of leave without pay periods • access links to pension application and tools 	<ul style="list-style-type: none"> • view the latest pay stub 2 days before the pay date • access pay stub archives since early 2016 • access Phoenix tax slips • view mass retroactive payments 	<ul style="list-style-type: none"> • view current information about your pay and benefits • print documents such as tax slips and proof of employment • monitor enquiries and cases (if your current or former department was served by the Pay Centre) • submit new enquiries through Phoenix Feedback link • view historical information, including: <ul style="list-style-type: none"> ○ paycheques since March 9, 2016 ○ tax slips 2016 to current ○ Pay Centre cases and enquiries 2016 to current ○ employment history • access Insurance Provider websites and information about Benefit Plans • access links to pay, leave and pension forms