

Accessing pay stubs through CWA

Overview

In keeping with the Government of Canada's efforts to create a paperless environment, printed pay stubs are not provided to employees at NRC. You can view and print your pay stubs directly from the Compensation Web Application (CWA) accessible in the Green Zone. The CWA is an online suite of secure applications designed to provide Government of Canada employees with instant access to pay, pension, and health care plan information.

In order to access CWA, NRC employees must have a **myKEY**. If you do not have a myKEY, or cannot access your existing one, please see [Accessing myKey \(encryption keys\)](#) on **MyZone**.

Note: myKEY is also used for Entrust encryption in Outlook and for access to the NRC Green Zone Virtual Private Network (VPN).

How to access CWA

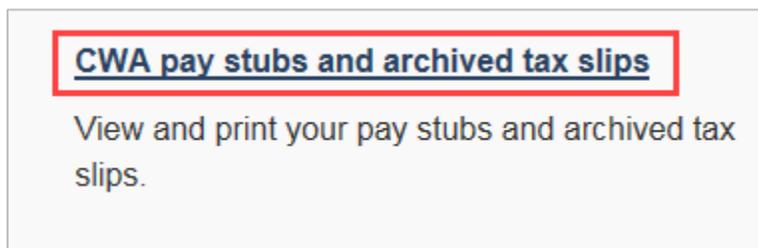


Please ensure that you have your [USB soft-token](#), with your myKEY, plugged into your Green computer prior to starting this process.

1. Access the CWA website using the "Compensation Web Application (CWA)" link at the bottom of any page in **MyZone**. The direct link is <http://gcintranet.tpsgc-pwgsc.gc.ca/gc/rem/awr-cwa-eng.html>

2. Once the page loads click on the **CWA pay stubs and archived tax slips** option

Note: The link **CWA pay stubs and archived tax slips** will bring you directly to the pay stubs archive but you can select other applications from this screen such as **Active member pension applications** or **Gross to net calculator** which will also require logging in with your myKey as below.

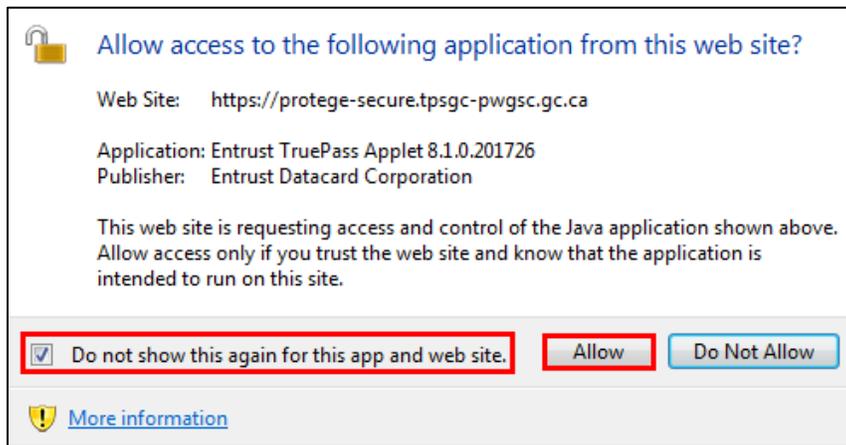
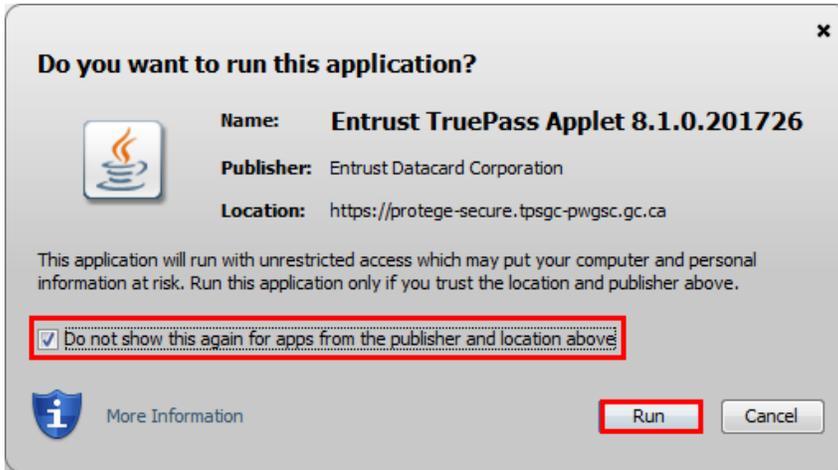


3. On the next page, scroll down to the bottom of the page and click **Continue**



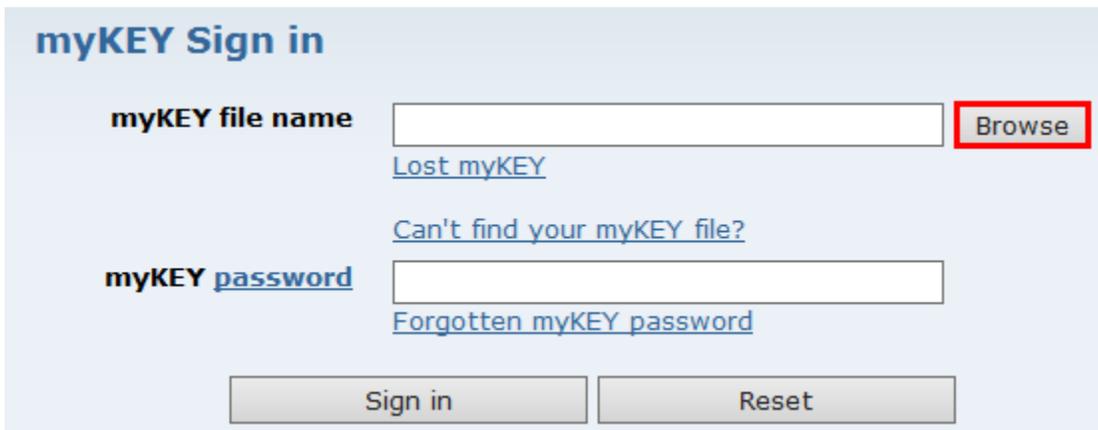
4. The next page might not load immediately as you may be required to acknowledge some pop-up notices requesting your permission to start certain applications. Put a checkmark beside **Do not show this again for apps from the publisher and location above** and then click on the **Run/Allow** button.

Note: Please be patient as these prompts may take a couple of minutes to appear.



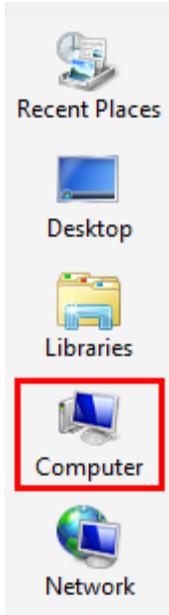
5. Once you've accepted all of the application permissions, you should be at the **Compensation Web Applications – Sign in** page. At this point, click on the **Browse** button to search for your myKEY.

Note: There may be another delay once the **Browse** button has been clicked.



- After clicking the **Browse** button, you will need to search for your myKEY. Click on the **Computer** button on the left side of the window.

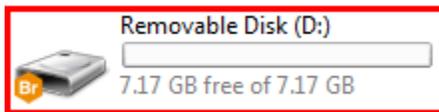
Note: If you have your **myKEY** saved in **another area** other than the **USB soft token** please navigate to that location and open it from there.



- Afterwards, please double-click on the **Removable Disk (D:)**

Note: Depending on the amount of USB devices plugged in, the letter above may change.

Devices with Removable Storage (1) ^

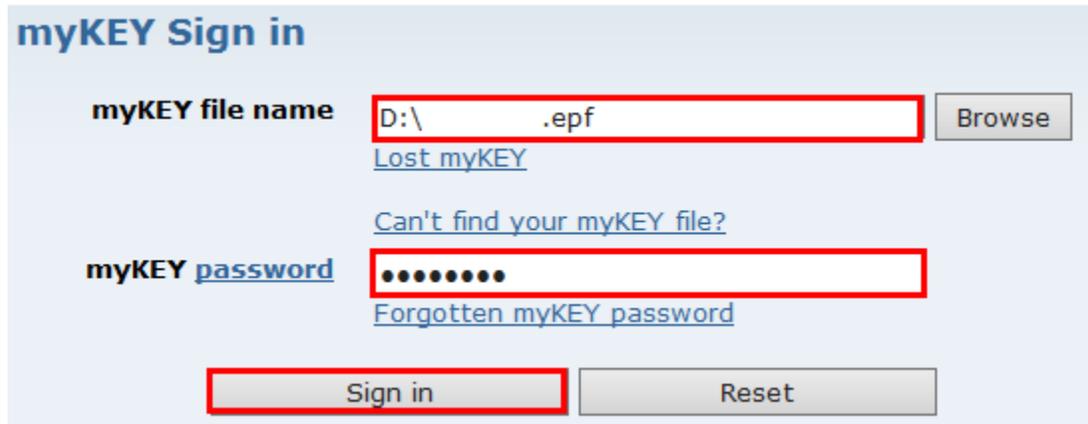


Network Location (5) ^

- Within your **Removable Disk (USB Soft-token)**, find your **name.epf** file and double-click on it.

Name	Date modified	Type
TrueDelete	05/08/2015 12:25 ...	File folder
.epf	12/12/2016 9:29 AM	Entrust Se

9. You will be directed back to the login screen. At this point, your myKEY should be populated within the **myKEY file name** field. Enter your myKEY password in the field below and click **Sign in** to continue.



The image shows a 'myKEY Sign in' form. It has a title 'myKEY Sign in' in blue. Below the title, there are two main input sections. The first is labeled 'myKEY file name' and contains a text box with 'D:\' followed by a blank space and '.epf'. To the right of this text box is a 'Browse' button. Below the text box is a blue link that says 'Lost myKEY'. The second section is labeled 'myKEY password' and contains a text box with ten black dots. Below this text box is a blue link that says 'Forgotten myKEY password'. At the bottom of the form, there are two buttons: 'Sign in' and 'Reset'. The 'Sign in' button is highlighted with a red border.

10. The final step is to enter your **PRI (Personal Record Identifier)** and click on **Validate** to submit the request.



The image shows a form for entering a Personal Record Identifier (PRI). It has a label 'PRI:' in blue. To the right of the label is a text box containing the number '1234567'. Below the text box is a 'Validate' button. The 'Validate' button is highlighted with a red border.

11. Simply click on the **Continue** button on the next page to finish the process.



The image shows a notification box with a black border. At the top, it says 'Last Sign in:'. Below that, it says 'Note: Please contact your Department Security Group if the Last Sign in date is suspicious.' At the bottom of the box is a 'Continue' button. The 'Continue' button is highlighted with a red border.

How to view your pay stubs

1. Once the login process is complete you will enter the **CWA pay stubs and archived tax slips** section of CWA.

- To get to your most recent pay stub, click on **2017 Pay Stubs**.

- Your most recent pay stub will be posted at the top of the list, click on the date you would like to review.

4. Scroll down to see your pay information.

[Welcome](#) > View Phoenix Paycheque [Sign out](#)

View Phoenix Paycheque

[Printable](#) | [Help](#)

Pay Stub	
Pay	
▶ Pay System	
▶ Gross to Net Calculator	
◀ Dated 2017/08/09 ▶	
▶ 2017 Pay Stubs	Name: Your Name
▶ 2016 Pay Stubs	Employee ID: 123456789
	Business Unit: NRC00
	Department: 360019
	Province of Work: ON
	Paycheque Number: 12345678
	Financial Institution and Account No.: *****
Tax Slips	
▶ Archived Tax Slips	
Other	
▶ Track myCASE	
Pension	
▶ Active Member	

5. Once you are finished with your pay stubs, click on "sign out" in the upper right corner to exit CWA.

