HR-to-Pay for Managers (COR137)

Questions and Answers

April 2024

If you require this document in an alternate format, such as text or large print, please contact HRtoPayTraining-FormationRHaPaye@tbs-sct.gc.ca.

1. What is HR-to-Pay for Managers (COR137)?

[HR-to-Pay for Managers (COR137)](#) is an updated and modernized version of the HR-to-Pay Stabilization Training for managers. COR137 is available in the Canada School of Public Service [learning catalogue](#) as a self-paced, online course.

2. Is HR-to-Pay for Managers (COR137) a mandatory Treasury Board training for managers in the core public administration?

Yes. The [Treasury Board Mandatory Training Inventory](#) now includes HR-to-Pay for Managers (COR137) as a mandatory training for new managers with section 34 authority within the core public administration, with the exception of the following organizations:

- Administrative Tribunals Support Services of Canada

- Canada Border Services Agency

- Canadian Space Agency

- Statistics Canada

- Transport Canada

These 5 organizations will continue to complete the manager training in the [HR-to-Pay Stabilization Training](#).

3. Who is the audience for HR-to-Pay for Managers (COR137)?

COR137 is mandatory for **newly appointed** managers within the core public administration with signing authority under section 34 of the *Financial Administration Act*.

4. Is COR137 mandatory for supervisors without section 34 authority?

No. COR137 is not a Treasury Board mandatory training for supervisors without section 34 authority.

Deputy Heads have the authority under section 12(1) (a) of the *Financial Administration Act* to determine COR137 as an additional training requirement for supervisors and other employees who perform critical tasks that have an impact on employee pay within their organizations.

5. Who else can benefit from this updated training?

Other roles who may benefit from this updated training include existing managers, timekeepers, and human resources specialists. Based on your organizational learning needs analysis, individuals in these roles may also need to be equipped with the information and tools that are included in this updated training.

6. Can my organization identify other HR and pay learning requirements in addition to HR-to-Pay for Managers (COR137)?

Yes. Deputy Heads have the authority under section 12(1) (a) of the *Financial Administration Act* to determine additional learning, training and development requirements of persons employed within their organizations.

7. How long will COR137 take to complete?

It takes approximately 4 hours to complete COR137. It is a self-paced online course so each learner's experience may vary.

8. How can I register for COR137?

You can register for COR137 through the Canada School of Public Service learning catalogue.

9. Are there any prerequisites for COR137?

No, there are no prerequisites for this course.

10. If a manager is newly appointed to the public service, do they have to take both the HR-to-pay for manager and employee courses?

Yes. A manager who is newly appointed to the public service is required to complete the mandatory training for new employees as well as the mandatory training for new managers. It is in their best interests to fully understand their role and responsibilities as both an employee and a manager.

11. If a manager completed the mandatory HR-to-Pay Stabilization Training on GCpedia, do they have to complete HR-to-Pay for Managers (COR137)?

No. HR-to-Pay for Managers (COR137) is an updated version of the HR-to-Pay Stabilization Training. Therefore, if a manager has completed the HR-to-Pay Stabilization Training, they are not required to complete COR137.

12. Is the mandatory HR-to-Pay Stabilization Training still available?

Yes, courses 1 through 3 of the Stabilization Training will continue to be offered to newly appointed employees to the public service, as reflected in the [Treasury Board Mandatory Training Inventory](#).

13. Will there be an update to the HR-to-pay training for employees?

Yes. An updated HR-to-pay training for employees is in development. We will provide more information when it becomes available.

14. Is Phoenix Manager Self-Service (COR102) still available?

No. COR102 is not listed in the Treasury Board Mandatory Training Inventory and learners can no longer register for it on the Canada School of Public Service's learning platform.

15. Does HR-to-Pay for Managers (COR137) include any Phoenix training?

Yes. COR137 includes links to job aids for key tasks that require the Phoenix manager self-service feature. These tools are consolidated in a downloadable document that can be found within the ''Conclusion'' module of the course, in section 7.3.

16. Does COR137 provide any training for HR systems?

No. COR137 does not provide any training for a specific HR system. Please contact your organization for information about training related to your specific HR system, such as MyGCHR, GC HRMS, and PeopleSoft.

17. Who was consulted in the development of HR-to-Pay for Managers (COR137)?

The Treasury Board of Canada Secretariat (TBS) worked in close collaboration with Canada School of Public Service and Public Services and Procurement Canada to inform the design and development of COR137. TBS also consulted with over 400 managers across the core public administration, subject-matter experts from 30 organizations, and managers from 19 early adopter organizations, and integrated their feedback into the course.

18. How will organizations access their completion reports for COR137?

Organizations will access their completion reports for COR137 using the same data reporting procedure for other Canada School of Public Service courses. Learning coordinators can access the completion data for COR137 through the Learner Transcript Report in Power BI.

19. How does the Canada School of Public Service ensure the accessibility of the learning platform?

The Canada School of Public Service is committed to ensuring that the learning platform provides a user-friendly learning experience and that it complies with or exceeds the [Government of Canada's Standard on Web Accessibility](). As part of this commitment, the Canada School of Public Service carries out regular audits of its platform and remediates gaps as quickly as possible.

20. Do learners need to enable cookies and allow pop-ups to use certain features on the Canada School of Public Service's learning platform?

Yes. The Canada School of Public Service's learning platform is optimized for newer browsers so learners must enable cookies and allow pop-ups to use certain features.

Please visit the Help menu on the learning platform, and access the information under [Supported browsers and settings](#) * to learn more about how to optimize your learning experience.

* You will need to log in to the platform to access this page.

21. Where do I go if I have any other questions?

Policy instruments - For questions related to the applicable mandatory training policy instruments, **a senior corporate HR official** may contact the Workplace Policies and Programs interpretation team at wpp-ppt@tbs-sct.gc.ca.

Course content - For questions related to the content of the course, a **senior corporate HR official** may contact the HR-to-Pay Learning and Development team at HRtoPayTraining-FormationRHaPaye@tbs-sct.gc.ca.

Learning platform – For question or any difficulties accessing the learning platform, please contact the Canada School of Public Service's [Client Contact Centre](#).