

HOW TO ATIP YOUR PERSONAL HR FILE

<https://atip-airprp.tbs-sct.gc.ca>

STEP 1: Go to this website: <https://atip-airprp.tbs-sct.gc.ca>

STEP 2: Here you'll have two options.

Option 1: You can go to the top right corner and click "Sign In" with your GCKey if you do not have a GCKey follow this link to create one: <https://www.canada.ca/en/employment-social-development/services/my-account/gckey.html>

OR

Option 2: Skip signing in with GCKey and proceed as a guest. You'll need to provide your personal email later.

STEP 3: Go to the "You want personal Information" section and click "Request Personal Information"

STEP 4: Select who you're filling the form out for and click next

STEP 5: Select your department, start typing in the search bar and full department names will appear. Note: If you did not sign in with a GCKey and are proceeding as a guest, select "go to email validation page" where you'll be prompted to fill in your email address. An email verification will be sent to you, open the email and simply click on "verify email".

STEP 6: Fill out Citizenship

STEP 7: Fill out Request Label – Choose a title like "Personal HR File"

STEP 8: Fill in SN# or PRI# (only applicable if you signed in with GCKey)

STEP 9: Fill out release date, if still working ignore (only applicable if you signed in with GCKey)

STEP 10: Last location which you served – Provide specific unit or team (only applicable if you signed in with GCKey)

STEP 11: Date Range – Select your entire employment duration, the text below is to request everything in your HR file including everything relating to the COVID Policy. (only applicable if you signed in with GCKey)

STEP 12: Request Description:

1. I would like to request my human resources file for the time that I worked with **[INSERT YOUR DEPARTMENT HERE]**, from **[INSERT DATE RANGE HERE]**. The documents I am requesting include all emails, reports, departmental messaging systems (ie. Microsoft Teams) messages and human resource documents pertaining to my employment, eg. hiring, end of term employment, employment terms and conditions, documents relating to my LWOP and my employment contract. Though I am unsure of the document names and numbers, I am seeking anything that pertains to my HR file and the COVID policy.

2. I would also like to request any emails or correspondence relating to my employment written or received by my **[HERE LIST YOUR; Supervisor, Manager, Program Managers Name, HR Department, Labour Relations, anyone who MAY have information about your employment]**.
3. I would like to request my human resources file and request any emails or correspondence related to my employment written or received by my, **[HERE LIST YOUR; Supervisor, Manager, Program Managers Name, HR Department, Labour Relations, anyone who MAY have information about your employment]** pertaining to the following:

Implementation of the COVID policy;
[MY ACCOMMODATION REQUEST – IF APPLICABLE];
Forced LWOP documents;
Labour Relations notes; and
[ADD ANY OTHER DOCS YOU MAY WANT].

For the time that I worked with **[INSERT YOUR DEPARTMENT HERE]**, from **[INSERT DATE RANGE HERE]**.

STEP 12: Language of Records – Select what language you would like them in.

STEP 13: Request format – Select how you would like to receive the files.

STEP 14: Click Next

STEP 15: Add any supporting documents if you would like.

STEP 16: Provide Contact information, ensure you fill this out correctly they WILL contact you if they have questions or if there are any issues.

STEP 17: Click Next

STEP 18: Click Finish

STEP 19: Transaction Summary should be \$0

STEP 20: Click Finish & it will confirm your request has been submitted