

RELEASE NOTES

October, 2018

Powerpay, Powerpay Plus, Powerpay Self Service
5.4

Overview

These release notes describe the new functionality, pages, enhancements, and defect fixes incorporated into the latest release of Powerpay.

This document is for Powerpay version 5.4.

For questions, please contact your Ceridian representative.

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Summary

Welcome to the 5.4 Release of Powerpay and Powerpay Self Service.

Some of the key enhancements that are delivered in this release include:

- **Data Masking** - To help protect your employee's sensitive information and prevent shoulder surfing, Powerpay now masks private employee information.

🔒 Available in the new user interface only

- **Tax Form and Year-End Adjustment Processing Complete Notifications** - You can now configure Powerpay to send you, or other Powerpay users, email notifications when year-end adjustment processing and tax forms are complete and available on the Year-End Reports page.
- **Financial Institution Number Validation** – Powerpay now validates the transit number is valid for the selected financial institution to avoid cheques being produced instead of direct deposits.
- **User Interface and Usability Enhancements**
 - The **User & Contact Management** page has a new layout, and collapsible sections making it easier and more efficient to work in.
 - **Rapid Entry** page - The Employee column in the Rapid Entry grid is now locked, so the employee names and numbers are always visible.
 - **Manual and Reversal** pages - To improve efficiency and eliminate an extra click, the **Display Results** button has been removed. Click **Save** to validate the data on the page and display calculated amounts.
 - **Enhanced Seachable Menu** – The menu now allows for flexibly, matching partial input to find matches. For example, typing “msg” in the menu search returns all the pages that include the letters m, s and g in that order.

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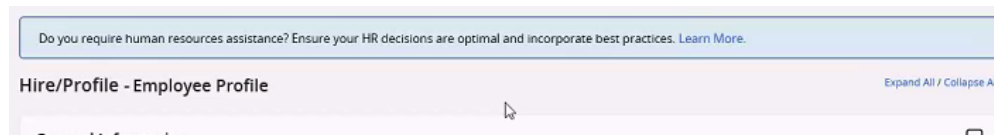
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Enhancements

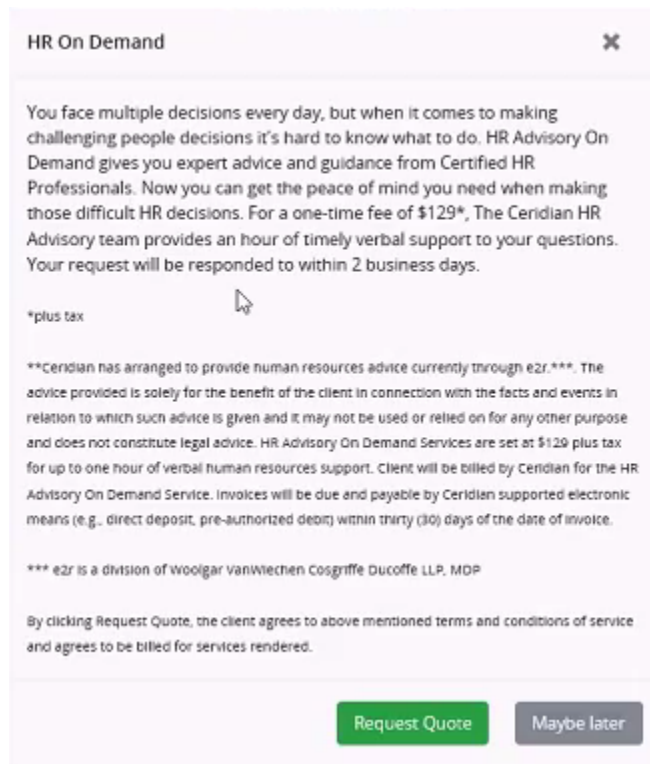
HR On Demand

HR On Demand is a differentiated Powerpay feature enabling you access to optional HR advice from HR professionals when you need it, in a pay-as-you-go model.

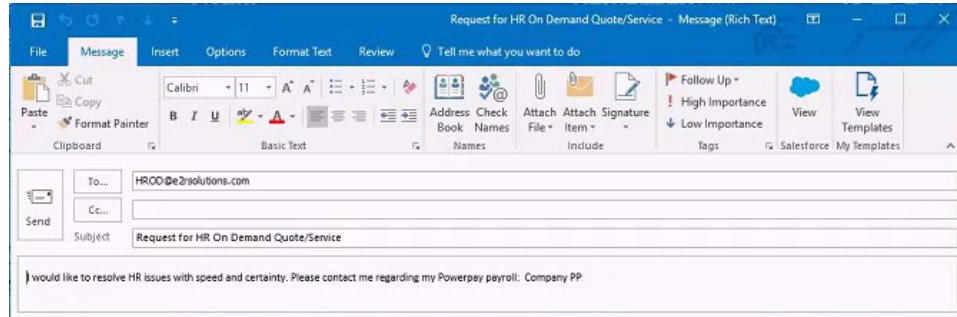
The HR On Demand message displays on the Hire Profile and Status Change pages.



Users interested in HR advice can click the Learn More link to find out more about the offering and request a quote.



- Click the **Request Quote** button to open a prepopulated email with a request for a quote on the service. It includes the Company Payroll number and the name of the individual logged into Powerpay requesting the information. Additional information can be added to the email.



- Click the **Maybe later** button to leave the message about the service on the Hire Profile and Status Change pages.

Direct Deposit Financial Institution Number Validation

Powerpay now validates that the Transit No., entered on the **Direct Deposit** page (Payroll → Hire/Profile → Direct Deposit) or through import, is valid for the selected financial institution.

If the Transit No. is not valid, Powerpay displays the message:

Hire/Profile - Direct Deposit

ERROR

This page has not been saved as it contains errors. Please review and re-save the page.

Invalid Transit No.

Primary Deposit

*** Specifies a required field**

Enable Deposit

* Name of Financial Institution	* Transit No.	* Account No.
001 - Bank of Montreal	12345	123456789


Tax Form and Year-End Adjustment Processing Complete Notifications

You can now configure Powerpay to send you, or other Powerpay users, email notifications when:

- year-end adjustment processing is complete and the year-end reports are available on the Year-End Reports page.
- tax forms are complete and available on the Year-End Reports page.

► **To set your email notification preferences:**

1. Navigate to the **User & Contact Management** page (Company → User & Contact Mgmt).

- From the user list, click the Edit icon  for the user to receive the notifications.
- In the Email Messages & Notifications section, select the **Tax Form processing is complete** and **Year-End Adjustment processing is complete** checkboxes.

Email Messages & Notifications ☰

Yes, Ceridian Canada can use the above email address to contact the user regarding payroll-related issues. (At least one user must have this selection.)

Yes, send this user product updates, offers and features by email. For more information about our privacy practices please review our [Corporate Privacy Policy](#).

Notifications

Payroll submission email reminder, in days prior to submit by date

Payroll submission confirmation

Payroll processing is complete

Tax form processing is complete

Year-End Adjustment processing is complete

Payroll submission warning message, in days prior to submit by date

- Click **Save**.

Year End adjustment processing is complete email

From: Powerpay_service@ceridian.ca <Powerpay_service@ceridian.ca>
Sent: Thursday, August 16, 2018 9:38 AM
To:
Subject: Year End Adjustment processing is complete / Le traitement de la rectification de fin d'année est terminé

Ceridian

La version française suit l'anglaise.
 Standard Reports Package - After Adjustments for PP***78 is ready to be viewed in Powerpay on the Year-End Reports page.

*This email is an automated notification, which is unable to receive replies.

L'ensemble de rapports standard, après rectifications pour PP***78, peut maintenant être visualisé dans la page Rapports de fin d'année de Powerpay.

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Tax form processing is complete email

From: Powerpay_service@ceridian.ca <Powerpay_service@ceridian.ca>

Sent: Friday, August 24, 2018 3:23 PM

To: I

Subject: Tax form processing is complete / Le traitement des formulaires fiscaux est terminé

Ceridian

La version française suit l'anglais.

Tax forms for PP***68 are ready to be viewed in Powerpay on the Year-End Reports page.

*This email is an automated notification, which is unable to receive replies.

Les formulaires fiscaux pour la période de paie PP***68 sont prêts à être visualisés dans la page Rapports de fin d'année de Powerpay.

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Data Masking

Available in the new user interface only

To help protect your employee's sensitive information, Powerpay now masks private employee information.

Note: The SIN, Street Number, Street Name and Postal Code WILL display in the "Preview ROE Form"

Employee Profile Page

The following items are masked:

- SIN (all but last 3 digits),
- Birth Year,
- Street Number,
- Street Name and
- Postal Code.

General Information ☰

*** Specifies a required field**

Status <input type="text" value="Active"/>	Employee Number <input type="text" value="00000004"/>		
* Last Name <input type="text" value="Smith"/>	* First Name <input type="text" value="John"/>	Middle Initial <input type="text" value="F"/>	SIN <input type="text" value="XXX XXX 124"/>
Preferred Language <input type="text" value="English"/>	Gender <input type="text" value="Male"/>		

Address Information ☰

Street <input type="text" value="XXXXXXXXXX"/>	City <input type="text" value="Winnipeg"/>	Province/State <input type="text" value="Manitoba"/>	Country <input type="text" value="Canada"/>
Postal/Zip Code <input type="text" value="XXXXXX"/>			

To view and edit the information unmasked, click the button.

Address Information ☰



Street <input style="border: 2px solid red;" type="text" value="123 Main St"/>	City <input type="text" value="Winnipeg"/>	Province/State <input type="text" value="Manitoba"/>	Country <input type="text" value="Canada"/>
Postal/Zip Code <input type="text" value="XXXXXX"/>			

Note: When printing the page, the information will print as it displays on the screen. If the information is masked on the page, the page will print masked. To print the information unmasked, click the button for each of the fields before clicking Print.

Employee Profile Popup - Rapid Entry Page and Rapid Entry – Second Payment

The following items are masked:

- Birth Year,
- Street Number,
- Street Name and
- Postal Code.

Employee Profile  

Company PP92014 - Basic Company Setup Pay Frequency Bi-Weekly Pay Period 20R PPE Date Oct-05-2016
 Payment Date Oct-10-2016 Submit By Date Sep-30-2016 Old UI

Employee Number 00000004	Employee Name Smith, John F	Birth Date Mar 19, XXXX	First Day Worked Mar 02, 2015
Address XXXXXXXXXXXX Winnipeg, Manitoba Canada XXXXXX			
Pay Type Salary EE	Pay Rate \$32.00	Province of Employment Manitoba	Tax Status Subject to Fed. & Prov. Tax
CPP/QPP Status Subject to CPP/QPP	E.I. Category Deducts EI; ER Rate 1.4	Provincial Safety Plan Type: Not Applicable	
Position	GL - ID X - City	GL - ID Y - Province	GL - ID Z - Type
			GL - ID Dept - Department 100 - Default
Vacation Pay Accumulator Plan: Vacation Pay - 7 Hours per Pay: 4.00 Current hours: 0.00			



Direct Deposit Page

The following items are masked:

- Account Number (all but last 3 digits)

Hire/Profile - Direct Deposit



Deposit

Priority Primary	Name of Financial Institution 010 - C I B C	Transit No. 00507	Account No. XXXX567	Enabled Yes	 
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To view or edit the Account No., click the **Edit** button.

Hire/Profile - Direct Deposit

Deposit

Priority Primary	Name of Financial Institution 010 - C I B C	Transit No. 00507	Account No. XXXX567	Enabled Yes	 
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Primary Deposit

* Specifies a required field

Enable Deposit

* Name of Financial Institution: 010 - C I B C

* Transit No.: 00507

* Account No.: 1234567

Note: When printing the page, the information will print as it displays on the screen. If the information is masked on the page, the page will print masked. To print the information unmasked, click Edit before clicking Print.

Data Verification Page

The following items are masked:

- Birth Year
- SIN
- Street Number
- Street Name
- Postal Code

Data Verification - Warning Messages Expand All / Collapse All

 S.I.N. Messages 

The following S.I.N. issues exist for the employees displayed below:

Employee Number	Employee Name	Issue	S.I.N.
000000001	Doe John	Invalid	XXX.XXX.556
000000015	James Smith	Missing	

To view the data unmasked, click the .


Entering T4 Other Information Amounts on Year End Runs

T4 Other Information amounts can now be entered in Powerpay on year end runs.

► **To enter T4 Other Information Codes:**

1. Navigate to the **T4 Other Information Codes** page (Payroll → T4 Other Information Codes).

2018 Year-End Adjustments - T4 Other Information Codes Expand All / Collapse All

T4 Other Information 

Entering an amount REPLACES any amounts entered on a previous Year-End Run for this Tax Year.

CRA T4 Code	Description	Amount
31	Special work site	\$ 50.00 <input type="text"/>
39	Security options deduction - 110(1)(d)	\$ 60.00 <input type="text"/>
41	Security options deduction - 110(1)(d.1)	\$ 5.00 <input type="text"/>
70	Municipal officer's expense allowance	\$ 100.00 <input type="text"/>
74	Past service contributions for 1989 or earlier years while a contributor	\$ <input type="text"/>
75	Past service contributions for 1989 or earlier years while not a contributor	\$ <input type="text"/>
77	Workers' compensation benefits repaid to the employer	\$ <input type="text"/>

T4 Other Information - Special Consideration

The following code(s) already direct amounts to the T4 based on values entered throughout the year. Amounts entered here will ADD to amounts that were calculated for the same code during the year. Review your most recent Year-End Report to confirm if an adjustment should be made for this employee.

CRA T4 Code	Description	Amount
33	Medical travel assistance	\$ 80.00
82	Taxi drivers and drivers of other passenger-carrying vehicles - Gross income	\$ 80.00

Save

2. If a specific Pay Element or Contribution code is setup with an option directing to a T4 Code, those items are removed from the ‘T4 Other Information’ table. They are included in a new table displayed below the ‘T4 Other Information’ table that is titled ‘T4 Other Information – Special Consideration’.

Note: Messages included in each table on the page explaining the functionality.

3. Enter an amount as required.
Some of the codes include validation such as maximum allowable amounts.
4. Click **Save**.

User Interface and Usability Enhancements

User & Contacts Management Page

The **User & Contact Management** page (Company → User & Contact Mgmt) has been updated with a new layout, and collapsible sections making it easier and more efficient to work in.

Rapid Entry Page

The Employee column in the Rapid Entry grid is now locked, so even if you add numerous columns to the grid the employee names and numbers are always visible.

[Add Earnings / Deductions](#) [Sort](#) [Additional Columns](#)

Employee	Prov. of Empl. 1/2	Regular Hours Hours	Overtime Hours Hours	Double Time Hours
000000003 Jones, James	AB	Timesheet	Timesheet	Timesheet
000000015 Smith, James	AB	60.00		1.00
000000004 Smith, John	MB	80.00	5.00	
000000002 Duke, Daisy	NS	75.00		
000000001 John, Doe	QC	70.00		

Rapid Entry Totals 285.00 5.00 1.00

1 / 1 10 items per page 1 - 5 of 5 items

Manual and Reversal Pages

To improve efficiency and eliminate an extra click, the **Display Results** button has been removed from the **Manual** (Payroll → Adjustments → Manual) and **Reversal** (Payroll → Adjustments → Reversal) pages.

Click **Save** to validate the data on the page and display calculated amounts. If the data is in balance [the amount in the Gross Pay field equals the amount in the Total Deductions (including Net Pay) field], the page is saved. If there is an issue with the data entered, follow the instructions in the warning message, then click **Save** again to revalidate and save the data.

Enhanced Searchable Menu

The menu now allows for flexibly, matching partial input to find matches. Using the search feature, you do not need to open and close menu items to locate the page you need. Simply start typing the name of the page you are looking for, and the menu sorts automatically to only display the pages that meet your criteria. For example, to locate the Employee Messages page, type “msg” in the menu. The search returns all the pages that include the letters m, s and g in that order.

