

# CERIDIAN

# Release Notes

Powerpay, Powerpay Plus, Powerpay  
Self Service 5.5  
April 2019

# 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 5.5.

For questions, please contact your Ceridian representative.

# Summary

Welcome to the 5.5 release of Powerpay and Powerpay Self Service.

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

- **User Interface Enhancements:**
  - **Rapid Entry:** The Rapid Entry grid in the new Powerpay design has been updated to allow for faster keying and to provide a clearer indication of where the focus is at all times.
  - **Deduction & Contribution Codes:** The deduction and contribution codes now display in alongside the description on the **Deductions & Contributions** page to allow you to easily locate items on your payroll register.
  - **Company Level Messages:** For clarity, the ‘Company level message for pay stubs’ label on the **Edit Pay Period** page now displays as ‘Message to print on pay statements for all employees for this payroll run’.
  - **Garnishments:**
    - For clarity, the label for the name of the individual, institution or government agency to which the garnishment is payable (the claimant) now displays ‘Payable To’ on the **Garnishments** and **Garnishment Setup** pages.
    - The ‘On the first payroll run, enter the total amount owing for this garnishment’ field label for the Reducing Target Amount required option in the Target Information section on the **Garnishment Setup** page has been updated to ‘Original Target Amount’ in the new Powerpay design.
  - **Hours Per Pay:** For clarity, the ‘Standard Hours Per Pay’ label in the Compensation section on the **Employee Profile** and **New Hire Defaults** pages has been updated to ‘Hours per Pay’.
- **Export Employee Reports to a Spreadsheet:** Employee Reports can now be exported to a spreadsheet using the new **Spreadsheet** button.
- **Country List Expansion:** The Country drop down list has been expanded to include all countries, not just Canada and the United States.
- **Keep Electronic Pay Statements Upon Termination:** When an employee is terminated, Powerpay will no longer change the final pay statement from electronic delivery to printed copy.

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

- **Multi-pay statements and tax form download:** To save you time and effort, a new Download feature enables you to consolidate multiple pay statements or multiple year end forms into one zip file, eliminating the time consuming task of downloading each statement/form manually one at a time.
- **Apple iOS Rating:** A 'rate the app' feature is now available for Powerpay Self Service on Apple iOS devices.

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# New Functionality – Powerpay

## Export Employee Reports to a Spreadsheet

Employee Reports can now be exported to a spreadsheet using the new **Spreadsheet** button.

This feature is available for all Employee Reports:

- General Information
- Birth Dates
- Remuneration
- Distribution

Reports > Employee Reports > General Information

Employee Reports - Employee General Information Report

Sorted by Employee Name within Pay Status

Number	Name	Status	Street Address	City	Province	Country	Postal Code	Phone	Email
2	Duke, Daisy	Active	123 The Street	Toronto	NS	CAN	A1A2B2	615-555-5555	dduke@powerpay.pa
1	John, Doe J	Active	123 Anystreet Blvd	Winnipeg	MB	CAN	A1A1A1	204-555-5555	jjdoe@test.cop
3	Jones, James	Active	The Street	Calgary	AB	CAN	B1B3C3	123-555-5555	jjones@powerpay.ca
15	Smith, James	Active			QC	CAN			jsmith2@test.com
4	Smith, John F	Active	123 Main St	Winnipeg	MB	CAN	R2P2G6	204-555-5555	jsmith@test.ca

Spreadsheet

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**Note:** This functionality is only available using the new Powerpay design.

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## Self Service Activation Message

To ensure you complete activation when Self Service is enabled for your payroll, a message now displays on the **Data Verification** page (Process → Data Verification) when the **Enable Pay Statements and Tax Forms in Self Service** option is not selected on the **Self Service Options** page (Company → Self Service → Self Service Options).

Data Verification - Warning Messages Expand All / Collapse All

**Self Service Messages** ⊞

To complete Powerpay Self Service activation, select 'Enable Pay Statements and Tax Forms in Self Service' on the [Self Service Options](#) page.

### To complete the Self Service activation for your payroll:

1. Click on the Self Service Options link in the message or navigate to the **Self Service Options** page (Company → Self Service → Self Service Options).

Self Service Options Expand All / Collapse All

Force All Users to Change Password

**Feature Activation** ⊞

Enable Pay Statements and Tax Forms in Self Service ⓘ

**General Options** ⊞

\* Auto-Generate Username Format  Allow Unmasking of Personal Information

FirstName.LastName (Michael Johnson) ▼

Employment Verification Letter ⓘ

Enforce Employee Deadline for Self Service Changes Deadline for Changes on Submit For Processing Day (Central Time)

9:00 AM ▼

2. Select the **Enable Pay Statements and Tax Forms in Self Service** checkbox.
3. Click **Save**.

Employee pay statements and tax forms will be available in Self Service starting the next payroll run.

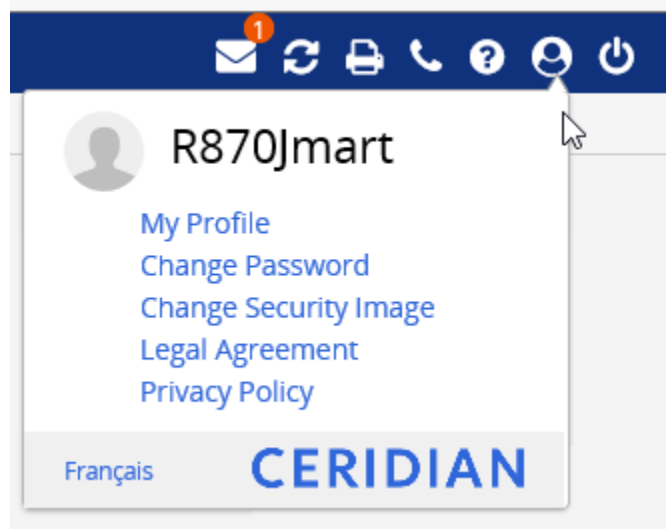
## My Profile

### Notification Options

Self Service and general Powerpay notification options are now available on the **My Profile** page (when using the new Powerpay design/interface).

To open the My Profile page:

1. Click the More icon  on the Powerpay toolbar and select **My Profile**.



2. Select the type of notifications you want to receive. The options include:

#### **Self Service notifications**

- Address information
- Emergency contact
- Earnings statements & year-end form delivery
- Contact information
- Personal information
- System generated errors & warnings

#### **Powerpay notifications**

- Payroll submission email reminder, in days prior to submission 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 date.

### Self Service Notifications

<input checked="" type="checkbox"/> Address Information	<input checked="" type="checkbox"/> Contact Information
<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Personal Information
<input type="checkbox"/> Earnings Statement & Year End Form Delivery	<input checked="" type="checkbox"/> System Generated Errors & Warnings (At least one user must have this selection.)

Notifications must be set up on the Field Selections page to receive notifications.

### Email Messages & Notifications

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

Yes, send me 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  
1

Payroll submission confirmation

Payroll processing is complete

Tax form processing is complete

Year-End Adjustment processing is complete

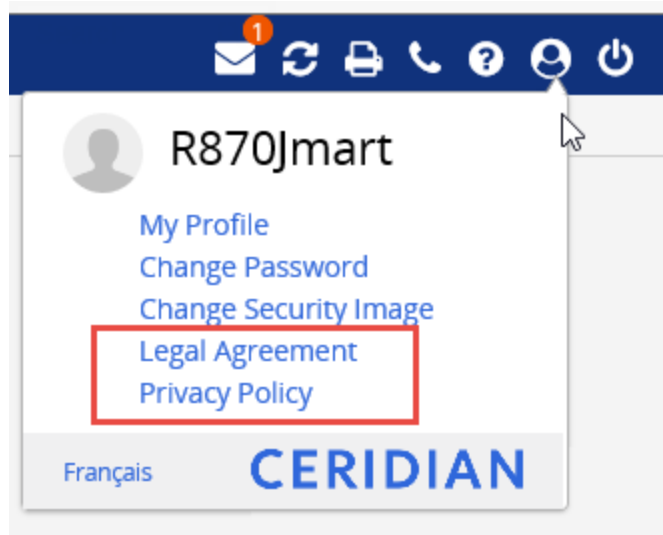
Payroll submission warning message, in days prior to submit by date  
1

## Legal Agreement and Privacy Policy

The Powerpay legal agreement and privacy policy are now available from the

More icon 

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# New Functionality – Powerpay Self Service

## Multiple Statement/Form Download (Powerpay Self Service)

The Download feature enables you to consolidate multiple pay statements or multiple year end forms into one zip file, eliminating the time consuming task of downloading each statement/form manually one at a time.

### To create a multi-pay statement download in Powerpay Self Service:

1. Navigate to the Earnings page.
2. Select the Earnings Statements tab.

The screenshot shows the 'Earnings Statements' tab in the Powerpay Self Service interface. The page has a dark blue header with a menu icon, a back arrow, the text 'Earnings', and user profile icons. Below the header, there are two tabs: 'Earnings Statements' (active) and 'Year End Forms'. The main content area includes a search filter with 'From' and 'To' date pickers (the 'To' field is empty), a 'Filter' button, and a '11 Statement(s) Found' indicator. There are also 'Select All', 'Expand All', and 'Collapse All' options. A list of statements is displayed, grouped by month. The 'January 2019' group has two statements selected. The 'June 2018' group has one statement selected. The 'May 2018' group has three statements selected. The 'April 2018' and 'March 2018' groups are currently collapsed. A 'Download' button is located at the bottom of the list.

Month	Statement ID	Date	Selected
January 2019	BSEL003 - STARK INDUSTRIES - #C0072727	11-Jan-2019	<input checked="" type="checkbox"/>
	BSEL003 - STARK INDUSTRIES - #C0072728	11-Jan-2019	<input checked="" type="checkbox"/>
June 2018	BSEL003 - STARK INDUSTRIES - #C0049028	14-Jun-2018	<input checked="" type="checkbox"/>
May 2018	BSEL003 - STARK INDUSTRIES - #C0048979	31-May-2018	<input type="checkbox"/>
	BSEL003 - STARK INDUSTRIES - #C0048930	17-May-2018	<input checked="" type="checkbox"/>
	BSEL003 - STARK INDUSTRIES - #C0048884	03-May-2018	<input checked="" type="checkbox"/>
April 2018			<input type="checkbox"/>
March 2018			<input type="checkbox"/>

3. Click **Select All** to include all statements in the zip file, or select individual statements to include.

4. Click **Download**.

All of the available selected statements are included in one zip file and downloaded. The statements/forms are all located in folders by year.

**To create a multi-year end form download in Powerpay Self Service:**

1. Navigate to the Earnings page.
2. Select the Year End Forms tab.



3. Click **Select All** to include all year end forms in the zip file, or select individual forms to include.
4. Click **Download**.

All of the available selected forms are included in one zip file and downloaded. The forms are all located in folders by year.

# Enhancements - Powerpay

## Country List Expanded to Include All Countries (346382)

The Country drop down list, on the following pages, has been expanded to include all countries, not just Canada and the United States.

- Employee Profile page
- Add a new Employee page
- New Hire Defaults page
- Emergency Contact page

The screenshot displays a form with three main sections: Address Information, Contact Information, and Employee Dates. The 'Country' dropdown menu is open, showing a list of countries including Canada, United States, Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, and Bahamas. The 'Address Information' section includes fields for Street (XXXXXXXXXXXX), City (Toronto), Province/State (Ontario), and Postal/Zip Code (XXXXXX). The 'Contact Information' section includes Phone (615-555-5555), Phone 2, and Phone 3. The 'Employee Dates' section includes Birth Date, First Day Worked, and Last Day Worked.

# Keep Electronic Pay Statements Upon Termination

When an employee is terminated, their pay statement and tax form selections in Powerpay Self Service are retained, and Powerpay no longer changes the final pay statement from electronic delivery to printed copy.

# Serial Number on Amended ROEs

When 'Amended', the serial number for amended ROEs (Box 2) now begin with 'S' to ensure they are not rejected by Service Canada.

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**Note:** Applicable to individual status changes only. Does not apply to Mass Status Change functionality.

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# User Interface and Usability Enhancements

## Rapid Entry

The Rapid Entry grid in the new Powerpay design has been updated to allow for faster keying and to provide a clearer indication of where the focus is at all times.

Payroll > Regular Payment > Rapid Entry Quick Links

**Regular Payment - Rapid Entry** Applicable Period of Time: Bi-Weekly

**INFORMATION**

Salaried employees may have vacation and/or additional accumulator(s) that accrue a fixed number of hours. 'Hours per Pay' are included on a Regular Run for those active salaried employees, even if the employees are not receiving a payment. If the hours should not apply, enter an adjustment on the Accumulators Adjustment page.

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

No employee selected

Employee	Pay Type	Prov. of Empl.	Pay Rate	Regular Hours	Overtime Hours	Double Time	Vacation \$-TT	Clear Row
				Hours	Hours	Hours	Earnings	
00000002 Duke, Daisy	Salary EE	NS	\$36.79	75.00			6.50	
00000001 John, Doe	Salary EE	QC	\$1331.25	70.00			4.00	
00000003 Jones, James	Salary EE	AB	\$46.32	Timesheet	Timesheet	Timesheet	Timesheet	
00000015 Smith, James	Salary EE	QC	\$0.00	60.00		1.00	6.50	
00000004 Smith, John	Salary EE	MB	\$32.00	80.00	5.00			
<b>Rapid Entry Totals</b>				285.00	5.00	1.00	17.00	

1 - 5 of 5 items

To see comprehensive payment totals for this payroll, navigate to [Data Verification](#)

[Save](#) [Spreadsheet](#)

**Note:** If you add more than six columns to the Rapid Entry Grid, the Rapid Entry page will not be accessible on the Powerpay Mobile app and you will not be able to toggle back to the old Powerpay design.

## Deductions & Contributions Codes

The deduction and contribution codes now display in brackets alongside the description on the **Deductions & Contributions** page (Payroll → Regular Payment → Deductions & Contributions). Use the codes to easily locate items on your payroll register.

**Employee Deductions** ☰

	Permanent Value	This Pay Only	Remaining Target
+ <a href="#">Misc (12E)</a>	<input type="text" value="1.00"/>	\$ <input type="text"/>	<input type="text"/>
+ <a href="#">test 1 (13E)</a>	<input type="text" value="2.00"/>	\$ <input type="text"/>	<input type="text"/>
<a href="#">TESTDED (15E)</a>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<a href="#">test 3 (21E)</a>	<input type="text" value="3.00"/>	\$ <input type="text"/>	<input type="text"/>

The code also displays adjacent to the description in the deduction or contribution pop-up available by clicking on the deduction or contribution code link.

**Employee Deductions** 🖨️ ✕

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Company PP4R003 - Rob's payroll   Pay Frequency Semi-Monthly   Pay Period 4R   PPE Date Feb-26-2019

Payment Date Feb-28-2019   Submit By Date Feb-26-2019   Toggle

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**Misc (12E)**

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<p><b>Calculation Method:</b> Straight dollar amount</p> <p><b>Deduction will not be processed if there is no current pay?</b> Yes</p> <p><b>Tax Considerations:</b> Maximum \$ amount per pay:</p> <p><b>T4 Information:</b> Not applicable</p> <p><b>R1 Information:</b> Not applicable</p>	<p><b>Example:</b> \$12.00 is entered as 12 or 12.00</p> <p><b>Minimum \$ amount per pay:</b> YTD maximum \$ amount:</p> <p><b>T4A Information:</b> Not applicable</p>
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## Information Icon

The field information icon throughout Powerpay has a new look.

Classic Powerpay information icon 

**Payee Information** ⊞

\* Specifies a required field

Garnishment Type **Federal 1**

Employee's Current Province of Employment **Nova Scotia**

\* Payable To

Street

City

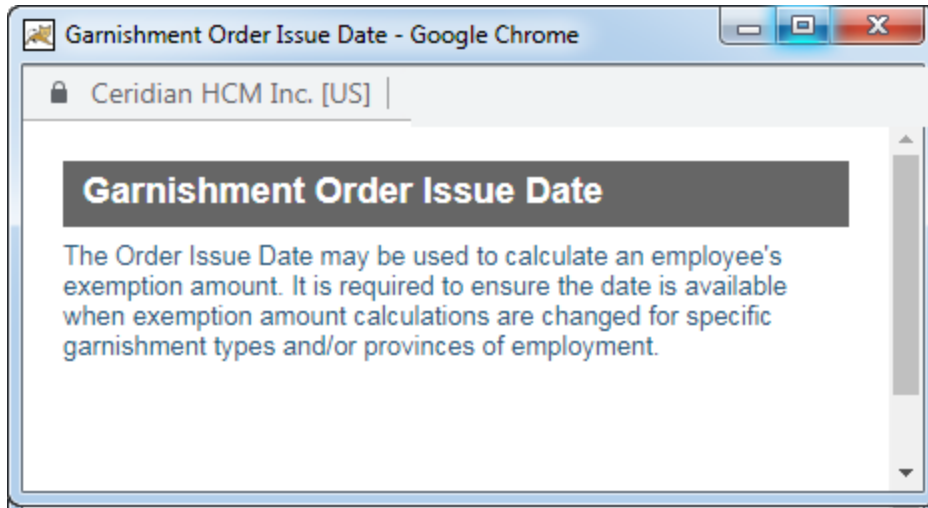
\* Province/State

Postal/Zip Code

\* Order Number

 \* Order Issue Date


Clicking on the icon displays the information in a new window.



New Powerpay information icon 

Payee Information 

\* Specifies a required field

Garnishment Type <input type="text" value="Federal 1"/>	Employee's Current Province of Employment <input type="text" value="Nova Scotia"/>	* Payable To <input type="text"/>
Street <input type="text"/>	City <input type="text"/>	* Province/State <input type="text" value=""/>
* Order Number <input type="text"/>	* Order Issue Date <input type="text" value="DD/MM/YYYY"/> 	Postal/Zip Code <input type="text"/>

Clicking on the icon displays the information on the page.

Payee Information

\* Specifies a required field

Garnishment Type <input type="text" value="Federal 1"/>	Employee's Current Province of Employment <input type="text" value="Nova Scotia"/>
Street <input type="text"/>	<div data-bbox="732 1581 1281 1869" style="border: 1px solid #ccc; padding: 5px;"> <p>The Order Issue Date may be used to calculate an employee's exemption amount. It is required to ensure the date is available when exemption amount calculations are changed for specific garnishment types and/or provinces of employment.</p> </div>
* Order Number <input type="text"/>	

## Company Level Messages

### Message to Print on Pay Statements for all Employees for this Payroll Run Label

For clarity:

- the ‘Company level message for pay stubs’ label on the **Edit Pay Period** page (Pay Period → View Pay Period) now displays as ‘Message to print on pay statements for all employees for this payroll run’.
- The ‘1<sup>st</sup> Language and ‘2<sup>nd</sup> Language’ fields have been replaced with ‘English’ and ‘French’ fields.
- An information message is now available on the page with details on where to enter a message for individual employees: “To add a one-time message on Pay Statements for Regular and/or Second payments for an individual employee use the Employee Messages page.”

Summary ☰

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Type of payroll Regular Payroll Run	Pay Period Number 20	Pay Period Ending Date Wednesday, October 05, 201	* Payment Date (DD/MM/YYYY) 10/10/2016 Mon
<input type="checkbox"/> Journal Entry this pay	<input type="checkbox"/> Statistics Canada Report	<input type="checkbox"/> Cancel all Direct Deposits for this payroll run	
Deductions & Contributions Cycle Life_LTD Ins.		Permanent Earnings Cycle None	
<div style="border: 1px solid red; padding: 5px;"> <p>Message to print on pay statements for all employees for this payroll run </p> <p>English <input type="text"/></p> <p>French <input type="text"/></p> </div>			

## Garnishments and Garnishment Setup Pages

### Payable To Label

For clarity, the label for the name of the individual, institution or government agency to which the garnishment is payable (the claimant) now displays ‘Payable To’ on the **Garnishments** page (Payroll → Garnishments) and **Garnishment Setup** page (Payroll → Garnishments → Add New Garnishment).

**Garnishments** Add New Garnishment

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**Active Garnishment List**

Garnishment Type	Payable To	Order Number	Calculation Method	Value Per Pay
There is presently no garnishment information set up for this employee.				

**Garnishment Setup** Expand All / Collapse All

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**Payee Information** ☰

**\* Specifies a required field**

Garnishment Type <input type="text" value="Federal 1"/>	Employee's Current Province of Employment <input type="text" value="Nova Scotia"/>
<b>* Payable To</b> <input type="text"/>	City <input type="text"/>
Street <input type="text"/>	Postal/Zip Code <input type="text"/>
<b>* Province/State</b> <input type="text"/>	<b>* Order Issue Date</b> <span style="float: right;">i</span> <input type="text" value="DD/MM/YYYY"/> <span style="float: right;">📅</span>
<b>* Order Number</b> <input type="text"/>	

## Next Button

The label for the 'Go' button on the **Garnishment Setup** page (Payroll → Garnishments → Add New Garnishment) has been updated to 'Next'.

### Classic Powerpay

**Garnishment Type Selection** ☰

In completing the employee's garnishment requirements, please use the information as shown on the employee's garnishment order.

Select a Garnishment Type and click Next

New Powerpay

### Garnishment Setup

#### Garnishment Type Selection

In completing the employee's garnishment requirements, please use the information as shown on the employee's garnishment order.

\* Select a Garnishment Type and click Next

Next

## Original Target Amount Label

The 'On the first payroll run, enter the total amount owing for this garnishment' field label for the Reducing Target Amount required option in the Target Information section on the **Garnishment Setup** page (Payroll → Garnishments → Add New Garnishment) has been updated to 'Original Target Amount' in the new Powerpay design.

Classic Powerpay

Target Information
-

Select one of the options and enter a value where required.

No Target Amount required

Reducing Target Amount required

On the first payroll run, enter the total amount owing for this garnishment

\$0.01 - \$999,999.99

Monthly Target Amount required

Standard Monthly Target Amount

\$0.01 - \$99,999.99

First Month's Target Amount

\$0.01 - \$99,999.99

New Powerpay

### Target Information ☰

Select one of the options and enter a value where required.

No Target Amount required

Reducing Target Amount required  
 Original Target Amount

\$

On the first payroll run, enter the total amount owing for this garnishment

\$0.01 - \$999,999.99 i

Monthly Target Amount required

Standard Monthly Target Amount i

\$

First Month's Target Amount i

\$

## Employee Profile and New Hire Defaults Pages

### Hour per Pay Label (349658)

For clarity:

- The 'Standard Hours Per Pay' label in the Compensation section on the **Employee Profile** page (Payroll → Hire/Profile → Employee Profile) and the **New Hire Defaults** page (Company → Defaults → New Hire) has been updated to 'Hours per Pay'.
- An information icon provides details on what the option is used for with Salary and Hourly employees:
  - Salary – Insurable hours for ROE purposes and to calculate an equivalent hourly rate.
  - Hourly – Estimated hours per pay period to calculate estimated Annual Earnings.

**Compensation** ☰

**\* Specifies a required field**

**Pay Information**

Position <input type="text"/>	Employment Type Part-time	* Pay Type Salary EE
Pay Rate \$ 36.79	* Hours per Pay <span style="color: blue;">i</span> 40.00	Annual Earnings 956.54

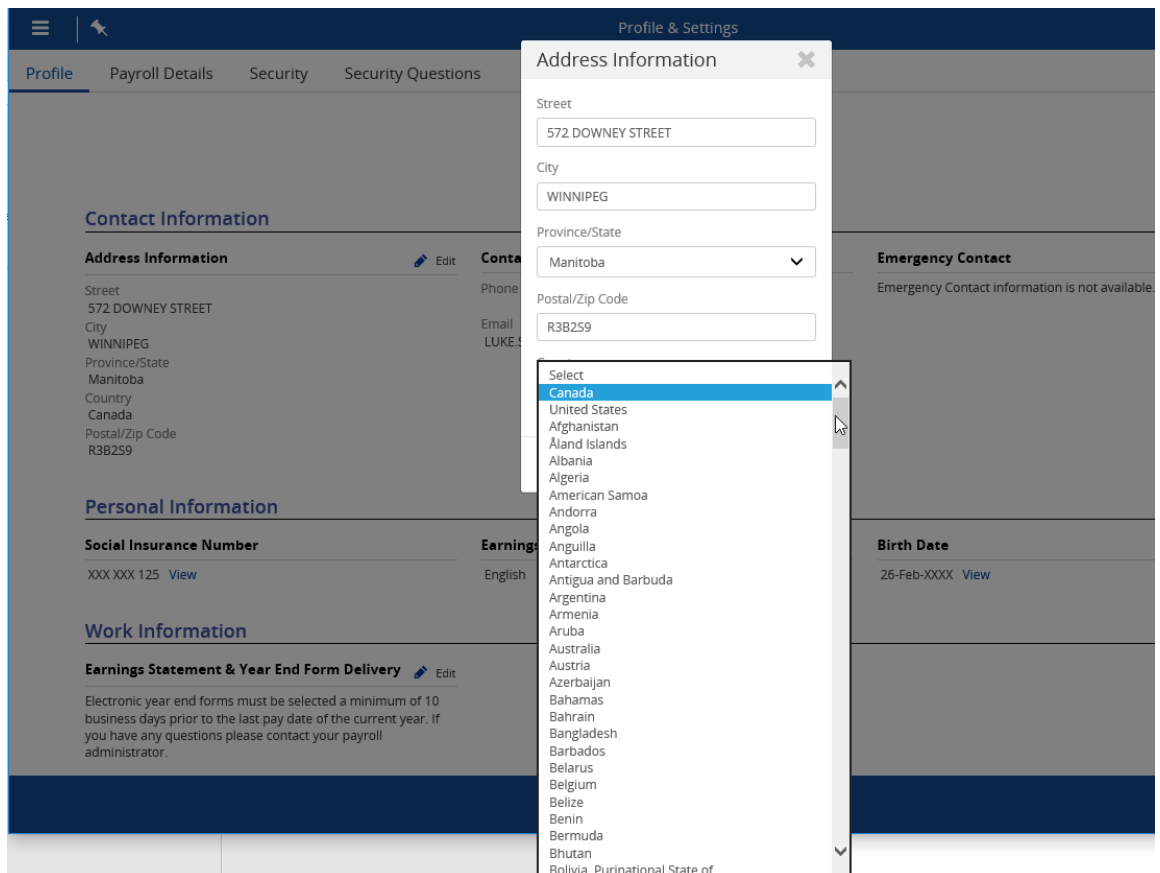
**Distribution**

GL - ID X - City 1 - Winnipeg	GL - ID Y - Province <input type="text"/>	GL - ID Z - Type <input type="text"/>
* GL - ID Dept - Department 100 - Default		

# Enhancements – Powerpay Self Service

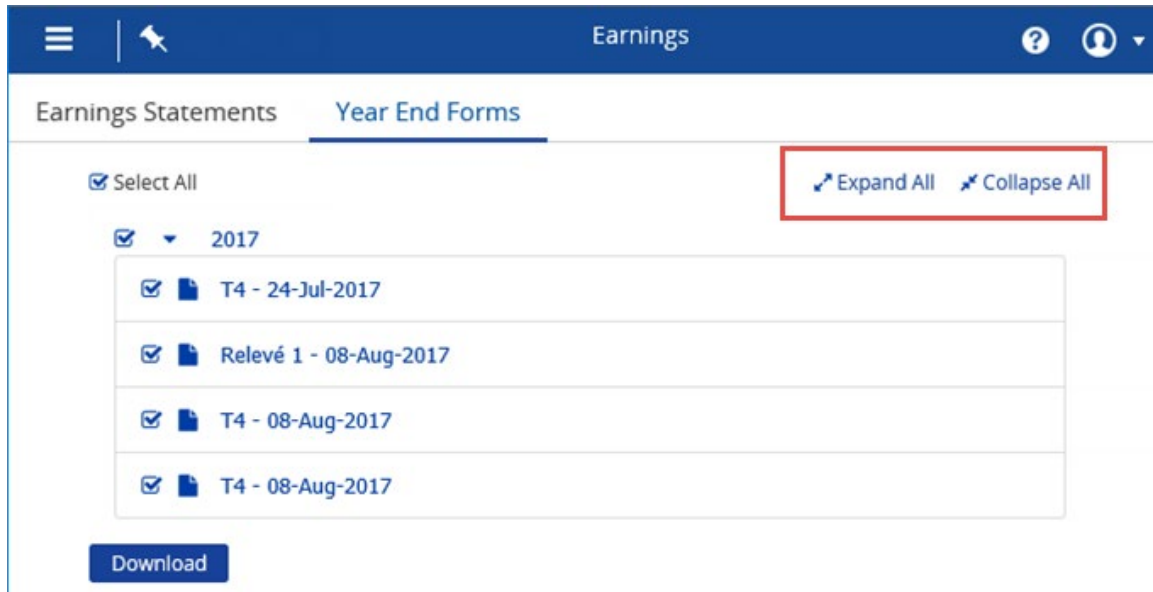
## Country List Expanded to Include All Countries

The Country drop down list on the Profile page now includes all countries, not just Canada and the United States.



# Expand All/Collapse All

**Expand all** and **Collapse all** buttons have been added to the the Earning Statements and Year-End Forms pages, allowing you to fully expand or collapse the folders with a single click. The Expand All option expands all of the folders. Collapse All closes all open folders.



# Filter Icon

The Filter icon now displays on the Earnings Statements and Year-End Forms pages adjacent to the filter button.