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.

Table of Contents

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

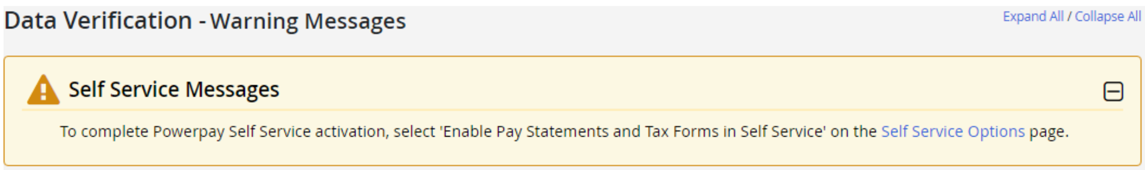
Number	Name	Status	Street Address	City	Province	Country	Postal Code	Phone	Email
2	Duke, Daisy	Active	123 The Street	Toronto	NS	CAN	A1A2B2	615-555-5555	dduke@powerpay.pa
1	John, Doe J	Active	123 Anystreet Blvd	Winnipeg	MB	CAN	A1A1A1	204-555-5555	jjdoe@test.cop
3	Jones, James	Active	The Street	Calgary	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

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

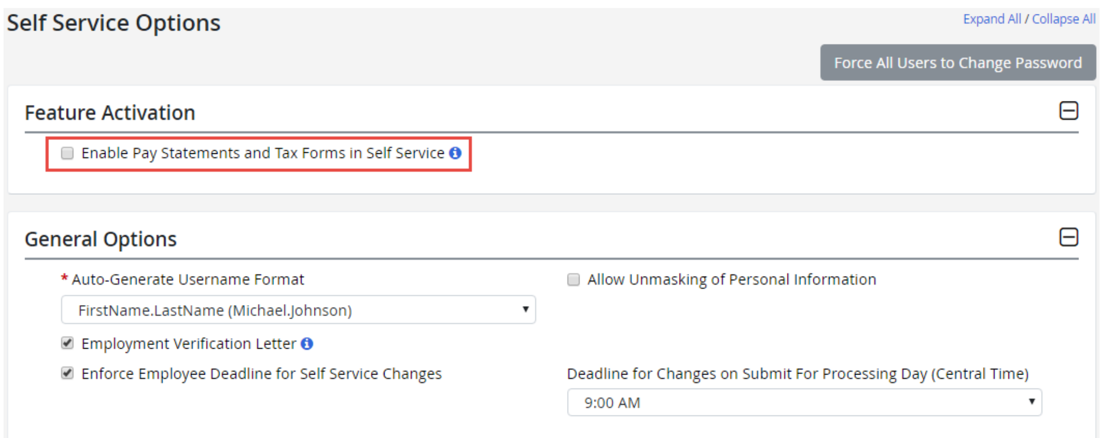
Self Service Activation Message

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).



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).



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.

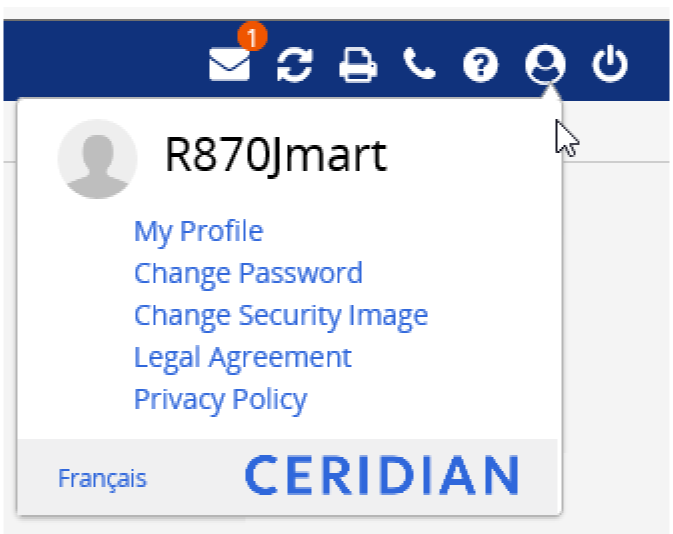
My Profile

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:

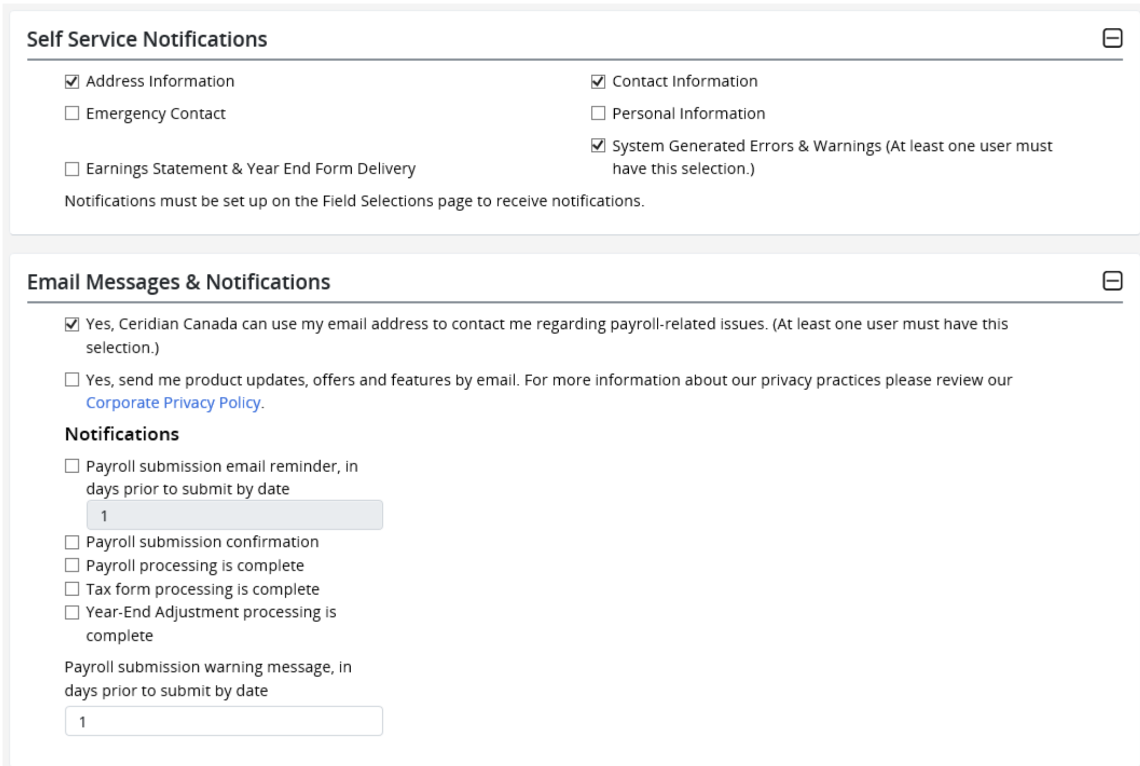
Self Service notifications

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

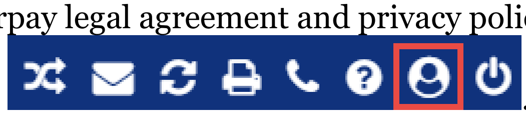
Powerpay notifications

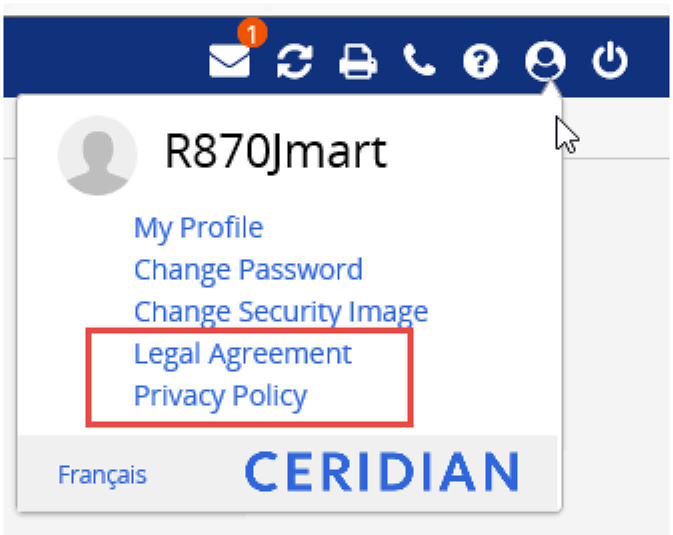
- Payroll submission email reminder, in days prior to submission date

- 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.



Legal Agreement and Privacy Policy

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


1
R870Jmart
My Profile
Change Password
Change Security Image
Legal Agreement
Privacy Policy
Français
CERIDIAN

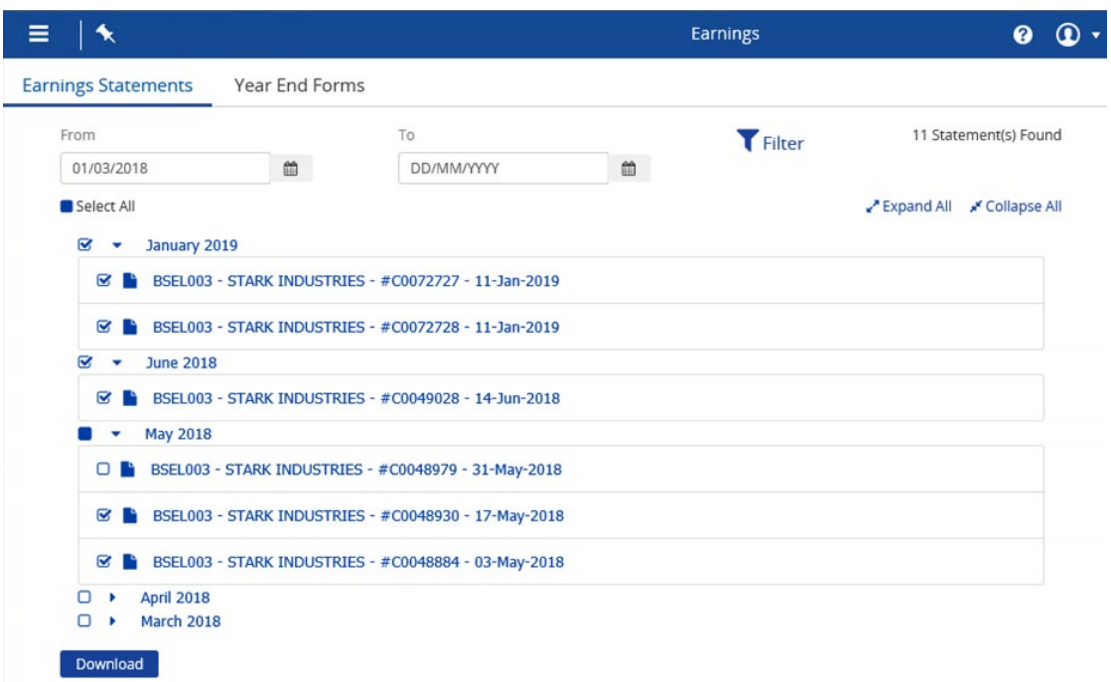
New Functionality – Powerpay Self Service

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.



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**.

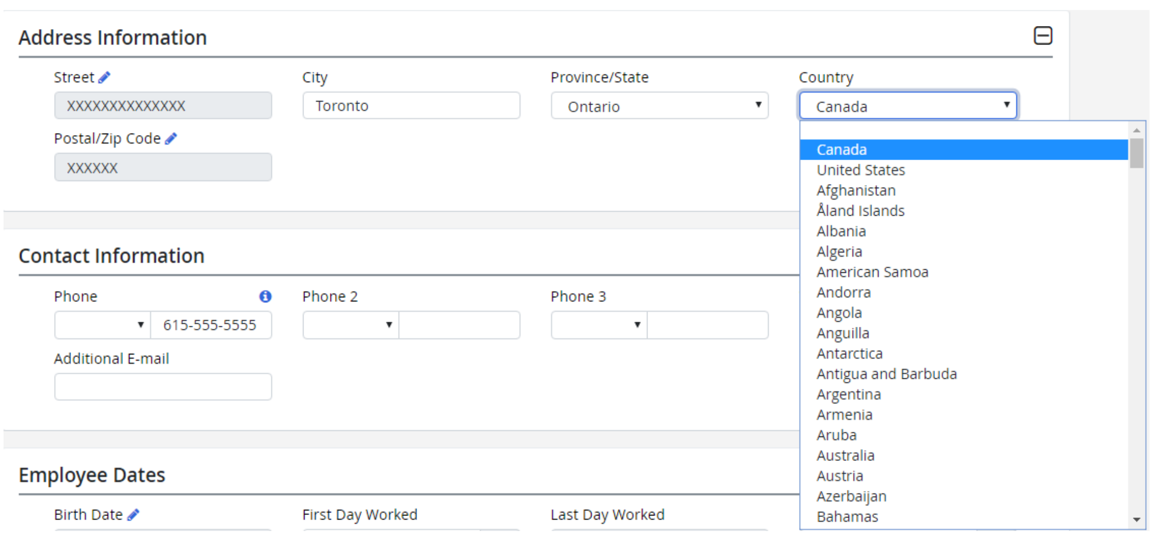
All of the available selected forms are included in one zip file and downloaded. The forms are all located in folders by year.

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



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

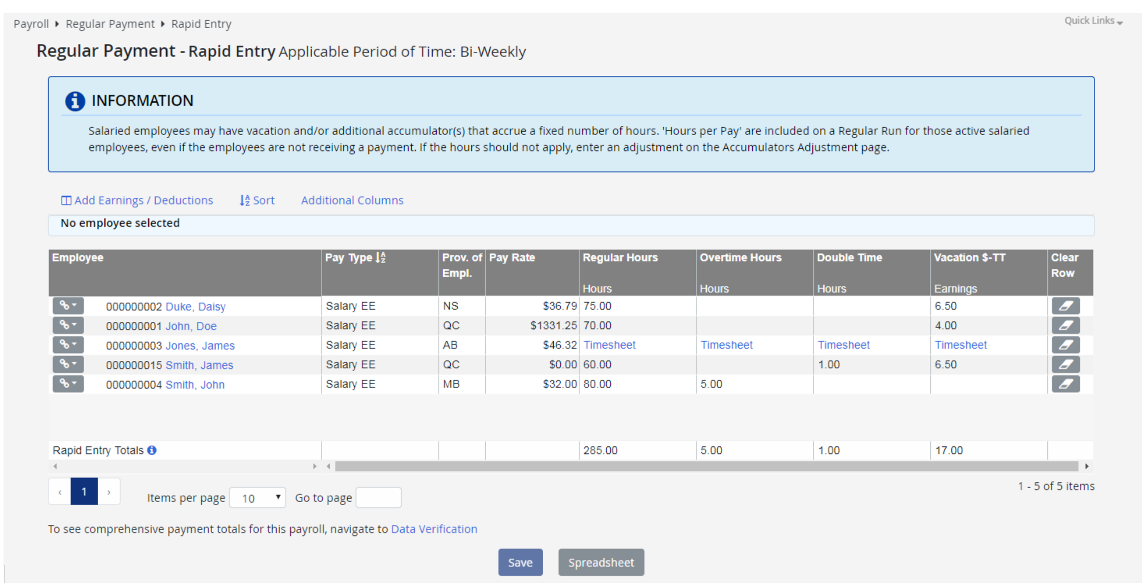
When 'Amended', the serial number for amended ROEs (Box 2) now begin with 'S' to ensure they are not rejected by Service Canada.

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

User Interface and Usability Enhancements

Rapid Entry

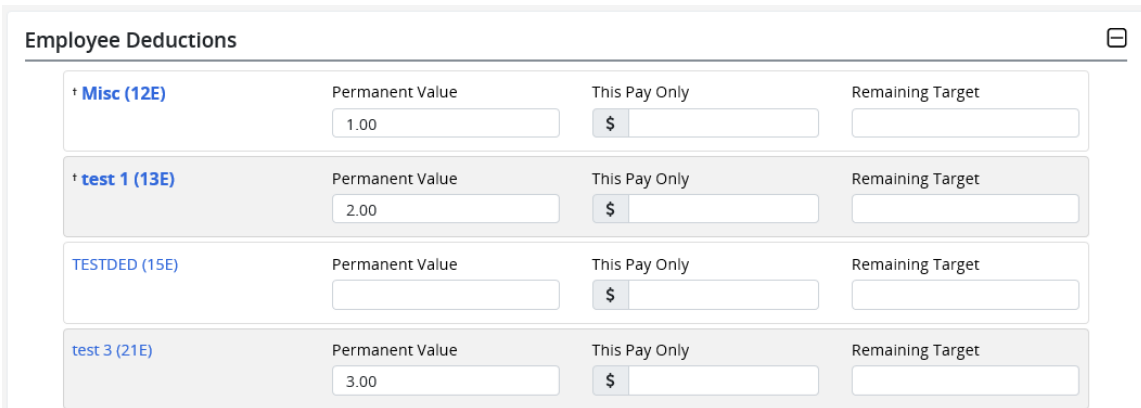
The Rapid Entry grid in the new Powerpay design has been updated to allow for faster keying and to provide a clearer indication of where the focus is at all times.



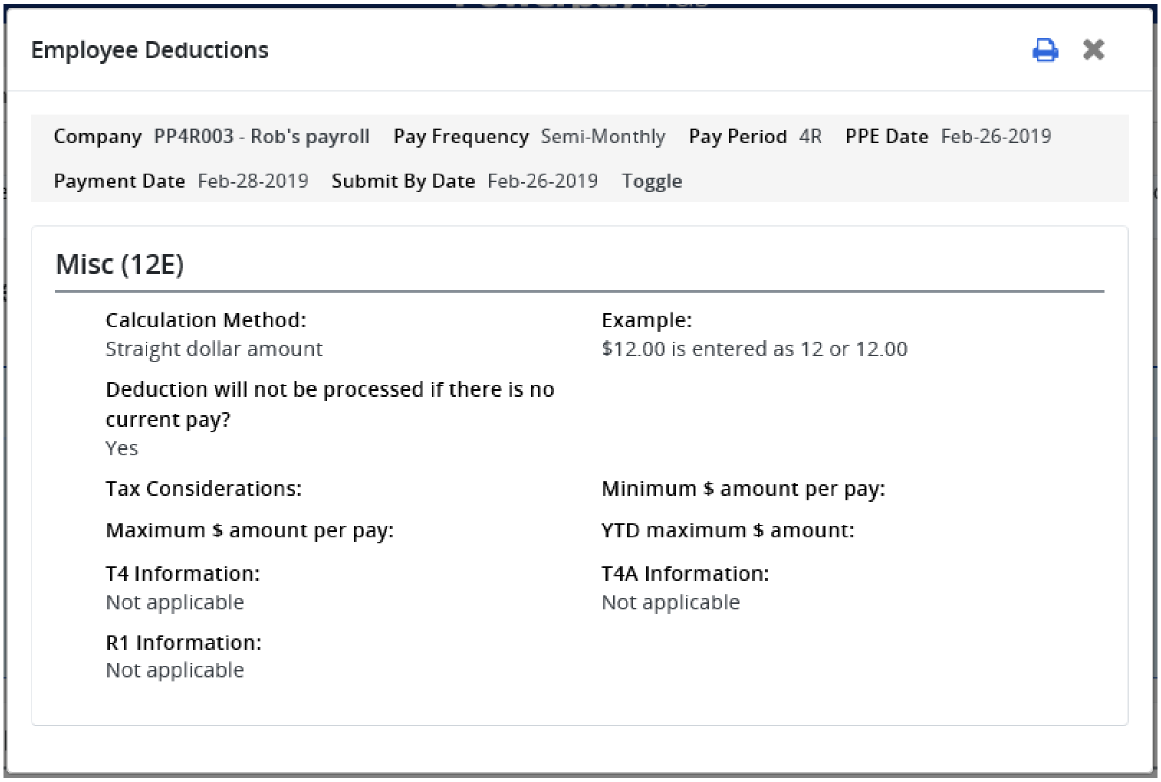
Note: If you add more than six columns to the Rapid Entry Grid, the Rapid Entry page will not accessible on the Powerpay Mobile app and you will not be able to toggle back to the old Powerpay design.

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.



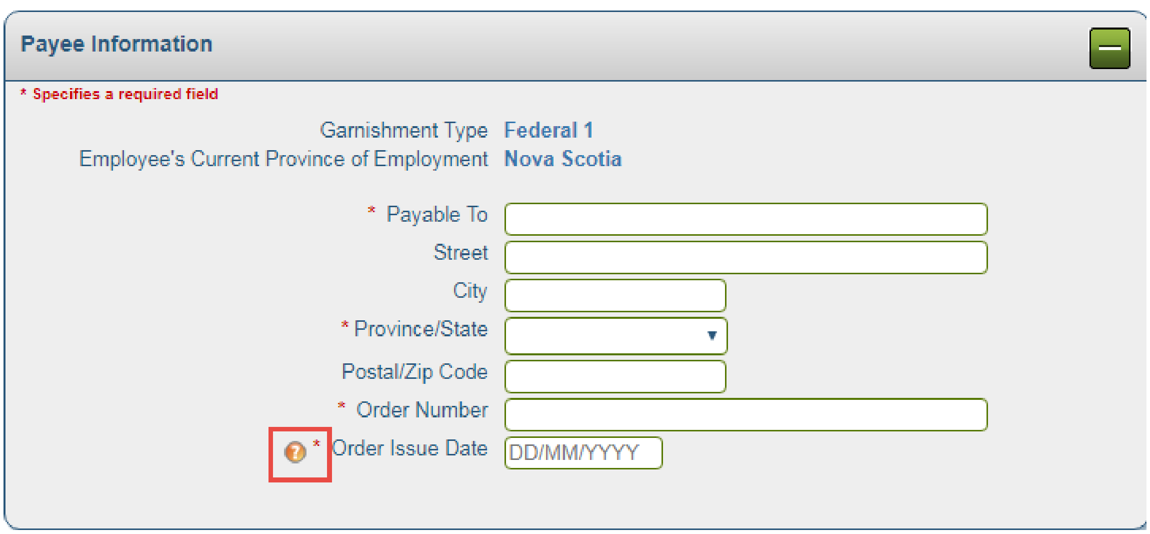
The code also displays adjacent to the description in the deduction or contribution pop-up available by clicking on the deduction or contribution code link.



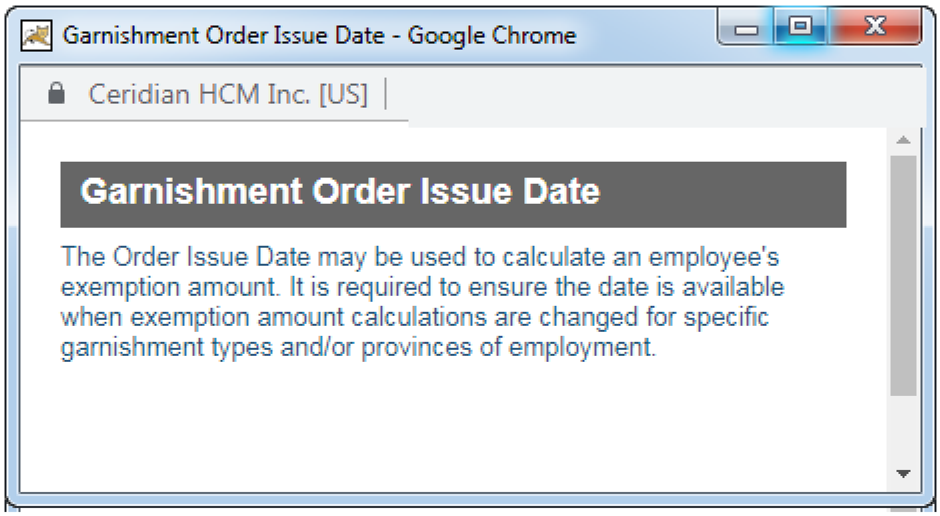
Information Icon

The field information icon throughout Powerpay has a new look.

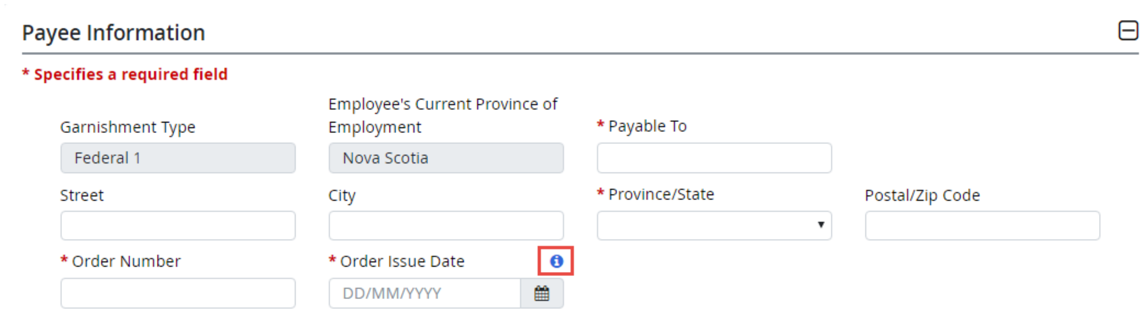
Classic Powerpay information icon



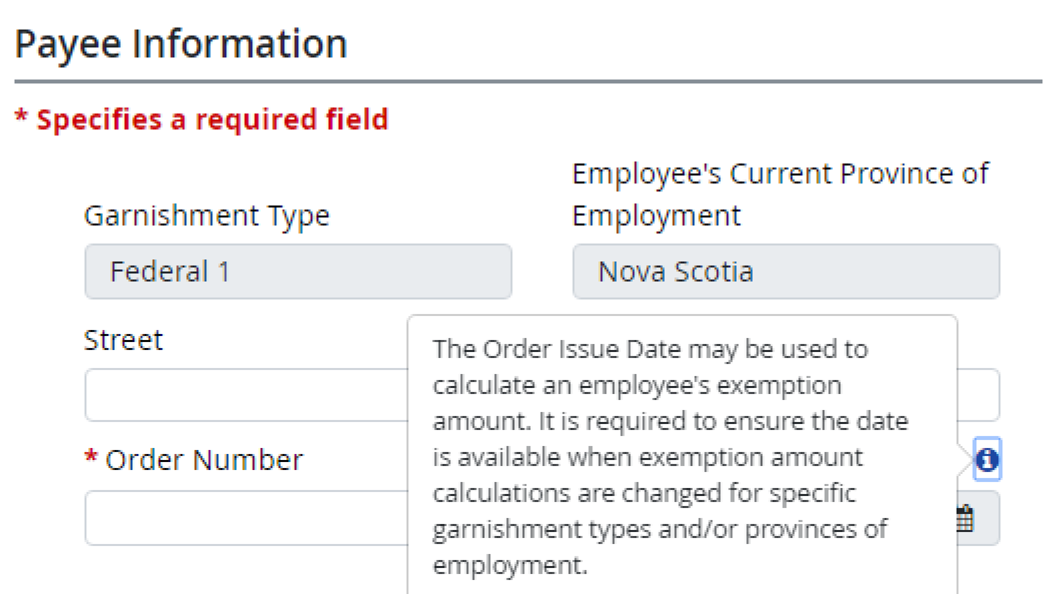
Clicking on the icon displays the information in a new window.



New Powerpay information icon



Clicking on the icon displays the information on the page.

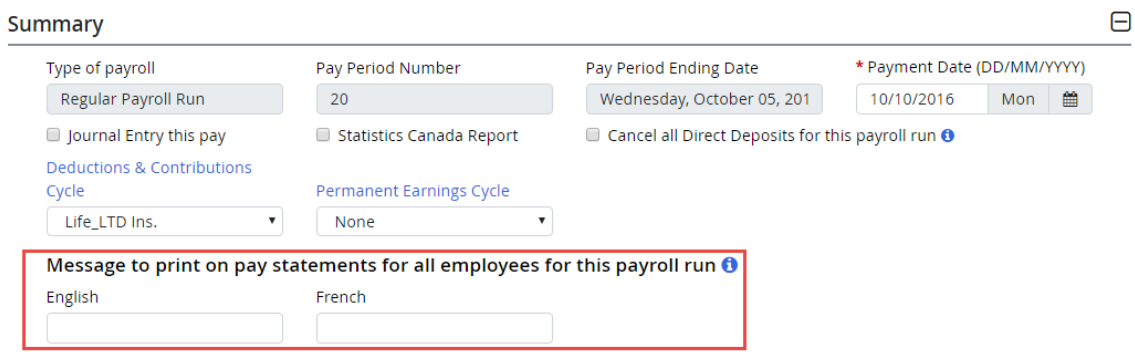


Company Level Messages

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

For clarity:

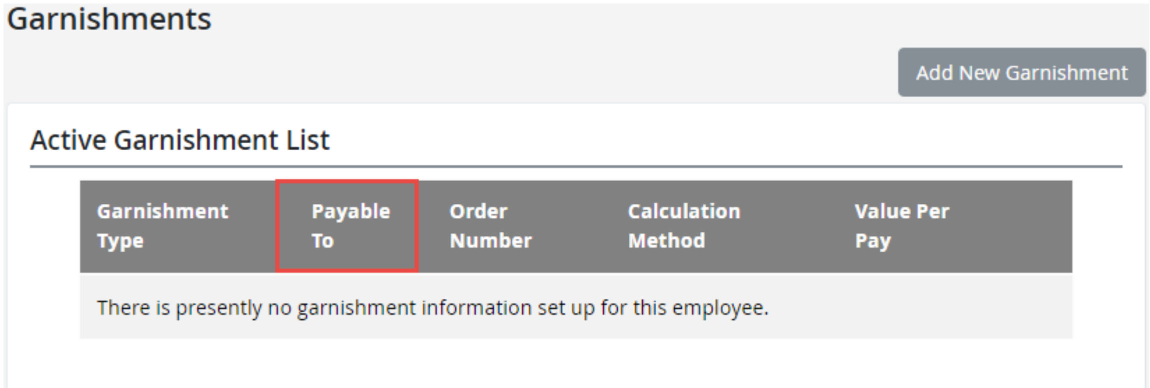
- the ‘Company level message for pay stubs’ label on the **Edit Pay Period** page (Pay Period → View Pay Period) now displays as ‘Message to print on pay statements for all employees for this payroll run’.
- The ‘1st Language and ‘2nd Language’ fields have been replaced with ‘English’ and ‘French’ fields.
- 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.”

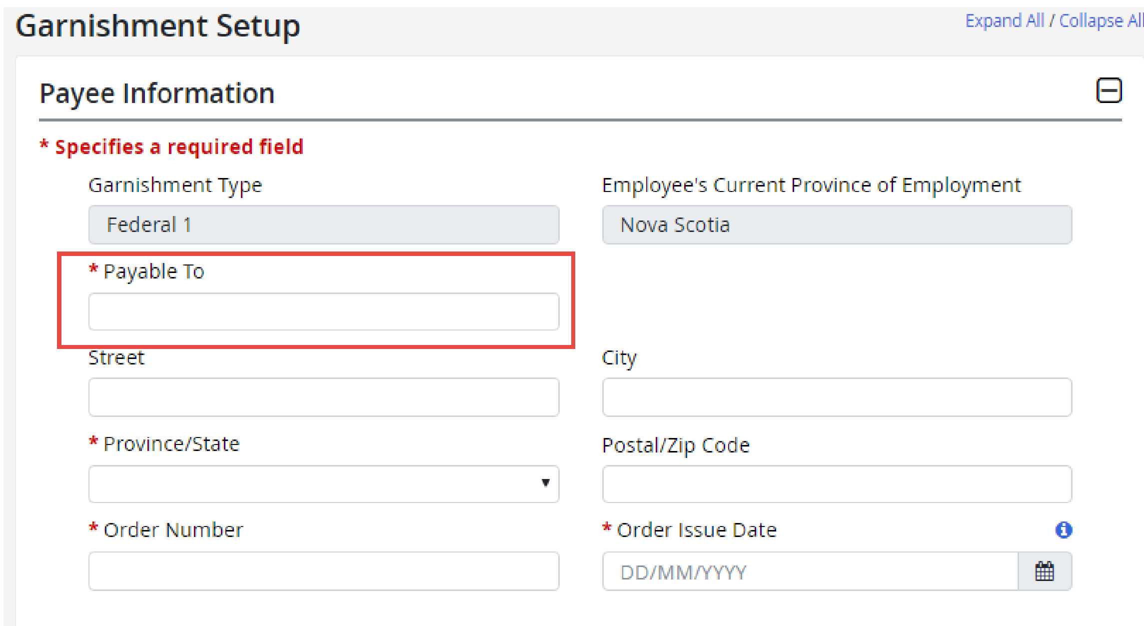


Garnishments and Garnishment Setup Pages

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).

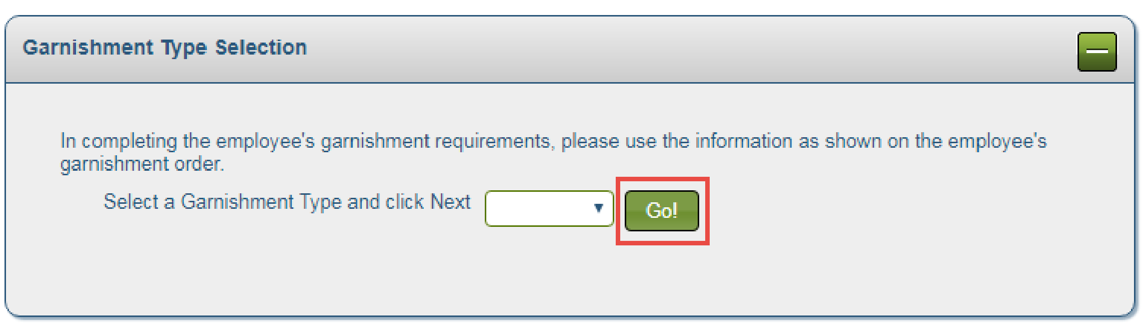




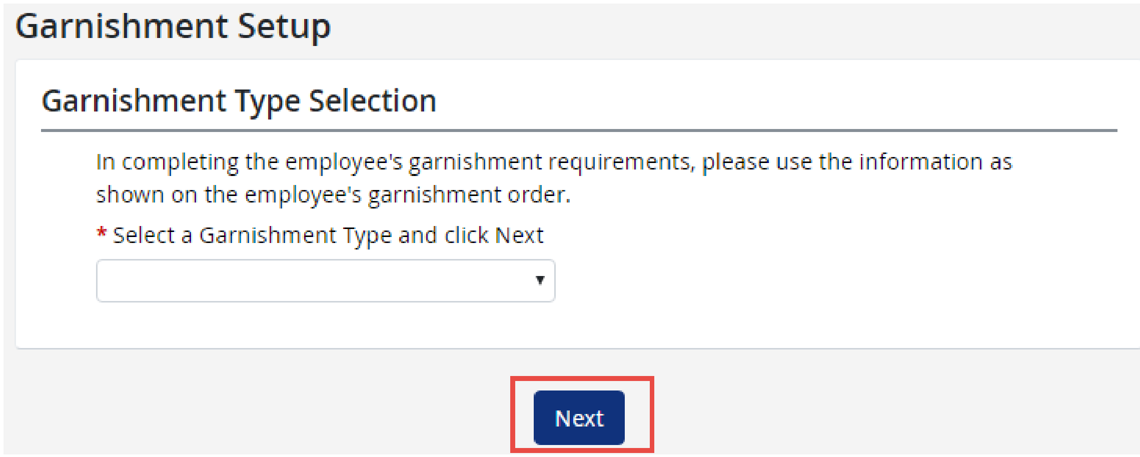
Next Button

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

Classic Powerpay



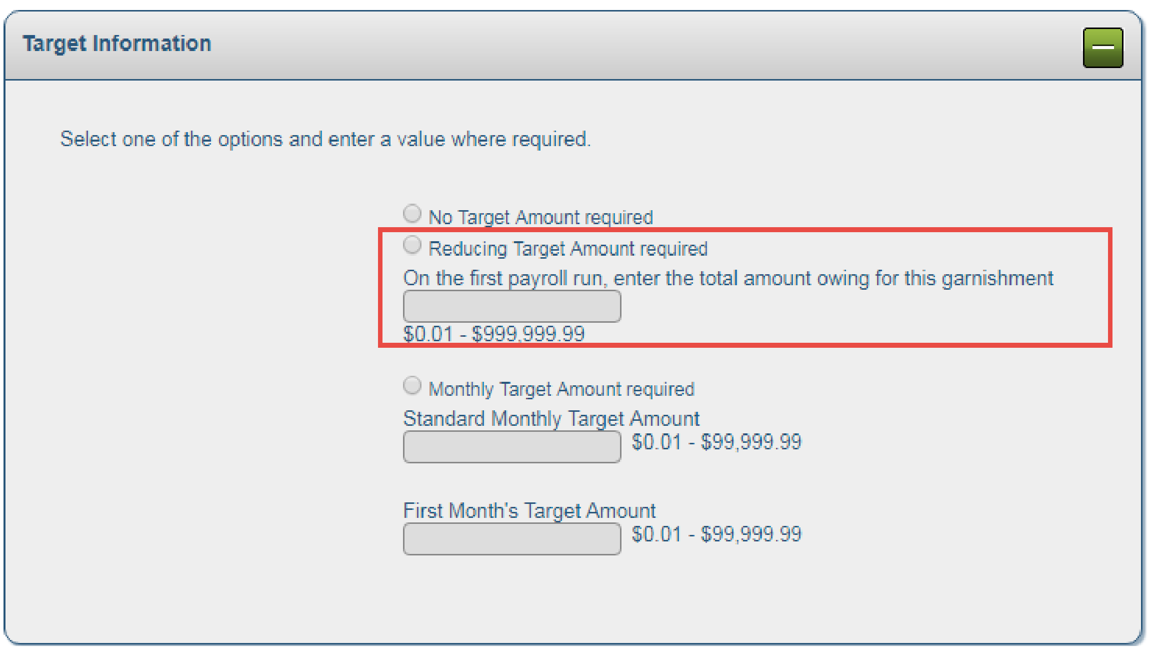
New Powerpay



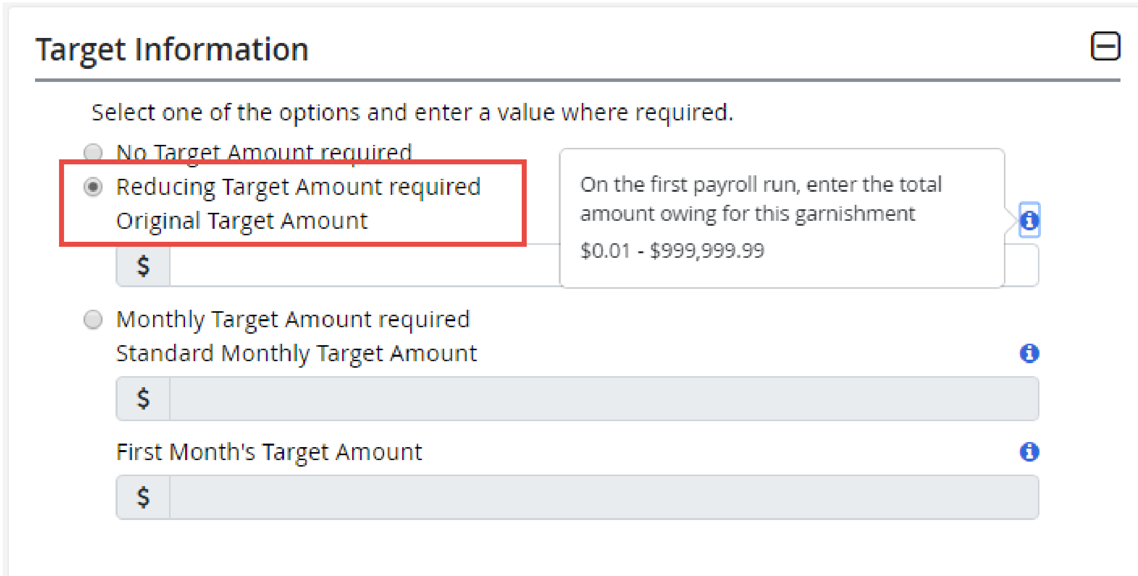
Original Target Amount Label

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



New Powerpay

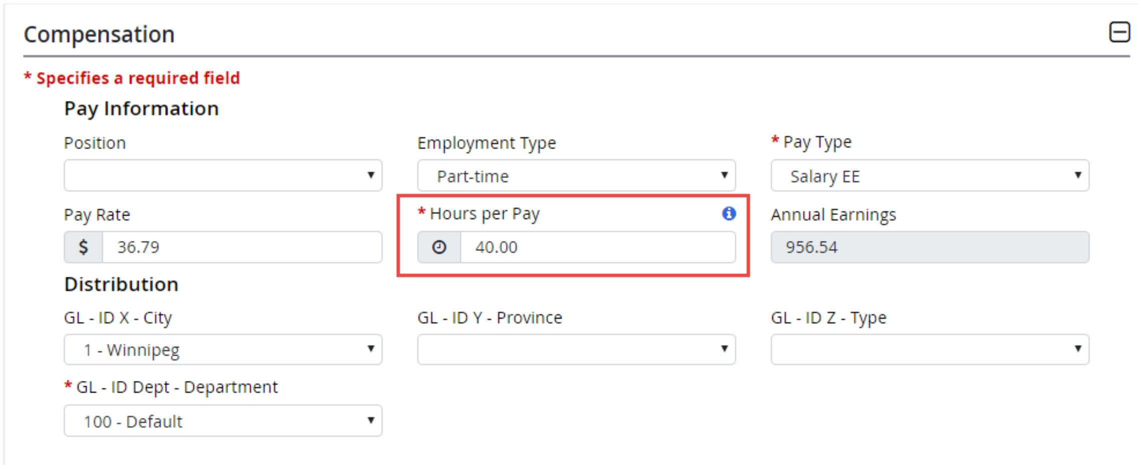


Employee Profile and New Hire Defaults Pages

Hour per Pay Label (349658)

For clarity:

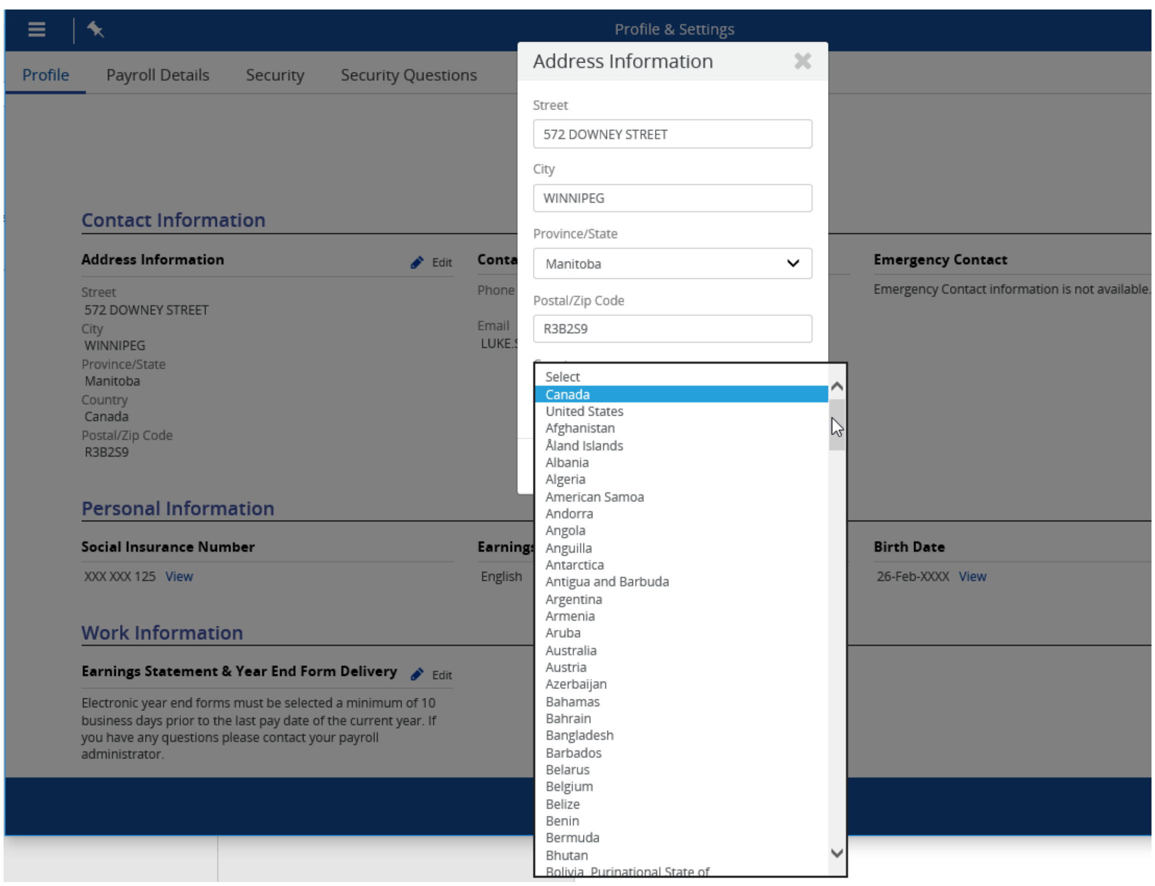
- The ‘Standard Hours Per Pay’ label in the Compensation section on the **Employee Profile** page (Payroll → Hire/Profile → Employee Profile) and the **New Hire Defaults** page (Company → Defaults → New Hire) has been updated to ‘Hours per Pay’.
- An information icon provides details on what the option 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
Employment Type
Part-time
* Pay Type
Salary EE
Pay Rate
$ 36.79
* Hours per Pay
40.00
Annual Earnings
956.54
Distribution
GL - ID X - City
1 - Winnipeg
GL - ID Y - Province
GL - ID Z - Type
* GL - ID Dept - Department
100 - Default

Enhancements – Powerpay Self Service

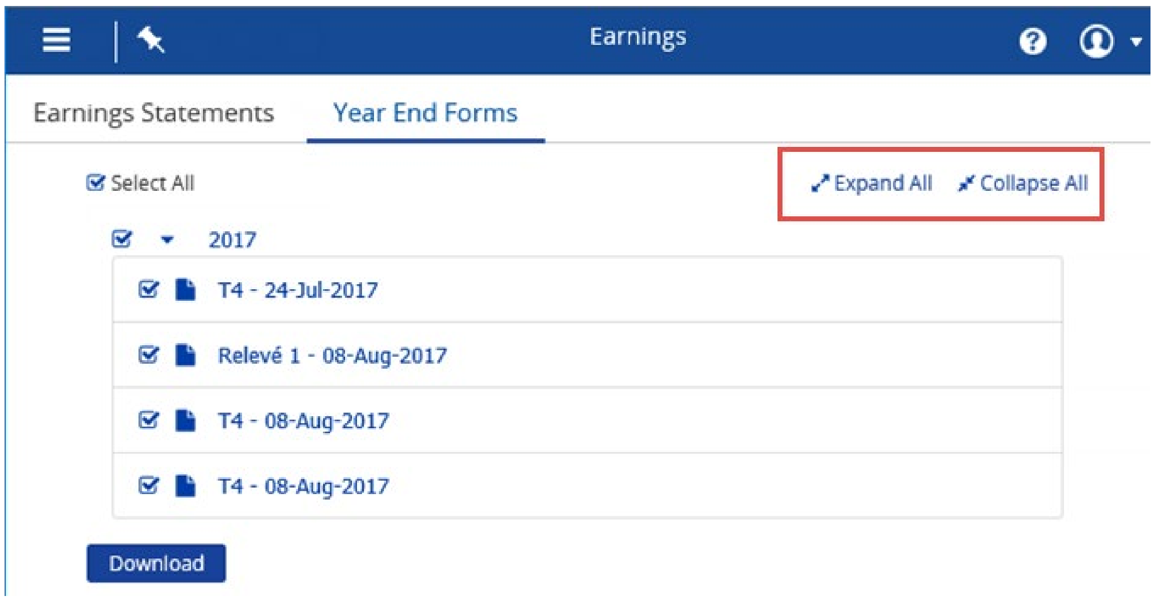
Country List Expanded to Include All Countries

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.