

# Setting Up the Compensation Feature in Powerpay

Use the Compensation feature to create jobs, positions and work assignments for employees to facilitate time entry.

## Compensation Analysis

Complete the provided the Compensation Analysis spreadsheet. Completing the spreadsheet will provide you with the information you need to successfully set up the Compensation feature.

1. Complete the company distribution requirements as set up for your payroll.

Compensation Analysis		
Distribution Req.		
Question	Response	Notes
What is your company distribution information such as division, department, cost center? This impacts the sorting of your register and pay stubs, as well as your GL Reporting. Please provide number of characters for each.	DEPT (DC) = X CODE = Y CODE = Z CODE =	
Payroll Distribution Requirements		
Tables - Department & IDs	Number / ID	Description
GL - ID Dept - Department	001 (3 Digits numeric)	HR (Maximum 10 Alphanumeric)
	100	Default
GL - ID Y	EO (2 Digits Alphanumeric)	Manitoba (Maximum 15 Alphanumeric)

2. Complete the payroll distribution requirements as set up for your payroll.


The department codes and relevant IDs set up for your company are available on the **Department/Distribution Setup** page (Company → Department/Distribution Setup) in Powerpay.

Departments and IDs are related to the tasks of costing hours and earnings and organizing employees. If they are not already set up for your payroll, you may want to do some preliminary business planning before organizing your payroll with these tools.

Consult with your business accountant if you have questions about costing centres and earnings.

Company ► Department/Distribution Setup

### Company - Department/Distribution Setup

 Information

Note:

- For Departments, descriptions must have an accompanying Department Number.
- For ID Fields, descriptions must have an accompanying ID.

**Removing a Department Number or ID**  
Before selecting the check box to remove a Department Number and/or ID and its description, ensure there are no employees on the payroll who have this value/description.

GL - ID Dept - Province			ID Y - City			ID Z - Shift			ID X - Type		
Custom Description			Custom Description			Custom Description			Custom Description		
English	Province		English	City		English	Shift		English	Type	
French	Code de service		French	Chmp sous-grp 1		French	Chmp sous-grp 2		French	Chmp sous-grp 3	
Number	Description	Remove	ID	Description	Remove	ID	Description	Remove	ID	Description	Remove
100	Default	<input type="checkbox"/>	2A	Vancouver	<input type="checkbox"/>	Day	9am-5pm	<input type="checkbox"/>	FT	Fulltime	<input type="checkbox"/>
200	BC	<input type="checkbox"/>	2B	Victoria	<input type="checkbox"/>	Night	5pm-1am	<input type="checkbox"/>	PT	Parttime	<input type="checkbox"/>
300	AB	<input type="checkbox"/>	2C	Whistler	<input type="checkbox"/>						
400	SK	<input type="checkbox"/>	2D	Kelowna	<input type="checkbox"/>						
500	MB	<input type="checkbox"/>	3A	Edmonton	<input type="checkbox"/>						
			3B	Calgary	<input type="checkbox"/>						

## Setting Up the Compensation Feature in Powerpay

3. (optional) Does your company have ranges of pay that employees should earn for working certain jobs, and their associated positions?

Pay grades describe the ranges of pay employees should earn for working certain jobs, and their associated positions. Managers use pay grades to determine if their employees are being paid appropriately.

For example, if a pay grade defined for bank tellers ranges from \$16 to \$30 an hour, managers know that the employees working as tellers should be earning a pay rate within this range.

Pay grades are optional but recommended.

Complete the Pay Grades appropriate for your payroll. Information about the pay grade details are available on the Additional Info tab of the spreadsheet.

Pay Grades						
Question		Response		Notes		
Does your company have ranges of pay that employees should earn for working certain jobs, and their associated positions?				For example, if a pay grade defined for bank tellers ranges from \$16 to \$30 an hour, managers know that the employees working as tellers should be earning a pay rate within this range.		
Name	Description	Pay Type Group	Standard hours per pay	Minimum Hourly Rate or Salary	Maximum Hourly Rate or Salary	Cont or \$
Eg: Admin	eg: Admin Full Time	Hourly	80	\$12/hour	\$18/hour	\$14.7
Eg: Floor Manager	eg: Production Floor Manager	Salary	80	\$28,000/year	\$35,000/year	\$24,5

4. Does your company have different jobs/positions that your employees work in?

In order to track this information, you need to set up the types of jobs employees can perform in your organization. For example, a bank might set up jobs such as Client Assistance Officer, Customer Service Representative, and Loans Officer.

A job defined in Powerpay acts as a template for the position(s) that are configured beneath it; a job's definition can provide standards for compensation in your organization.

Complete the table with all the different jobs your organization's employees potentially work; you can configure as many jobs as needed.

Each job must then be associated with one or more positions, which pair departments with jobs. A position is a single instance of a job assigned to a department. You can create as many positions as needed.

Using Positions, you can also enter certain default values such as GL allocations and/or rates to display in the timesheet so you do not need to keep entering the same values every time an employee works in a different area. For example, the Clerk job can be associated with the Deli, Grocery, and Bakery departments of a grocery chain, by configuring the Deli Clerk, Grocery Clerk, and Bakery Clerk positions.

Information about the job and position details are available on the Additional Info tab of the spreadsheet.


### Setting up Pay Grades

1. Navigate to the **Pay Grades** page (Company → Compensation Setup → Pay Grades).

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Company ► Compensation Setup ► Pay Grades

## Pay Grades

 Add Pay Grade



### Information

Pay Grades have not been set up for this payroll.

2. Click the **Add Pay Grade** button. The Pay Range Details page opens.

[Pay Grades](#) [Jobs & Positions](#)

Company ► Compensation Setup ► Pay Grades

Quick Links ▼

## Pay Grades

 Back

### Pay Range Details

\* Specifies a required field

Pay Grade Type

Pay Range

\* Name - English

Name - French

\* Pay Type Group

Salary EE

\* Hours per Pay

80

☐ Restrict out of Range

Minimum Rate

\$ 0.000

Control Rate

\$ 0.000

Maximum Rate

\$ 0.000

Rate Midpoint

\$ 0.000

\* Minimum Annual Salary

\$

\* Control Annual Salary

\$

\* Maximum Annual Salary

\$

Annual Salary Midpoint

\$ 0.00

3. Enter the Pay Grade details as outlined in your Compensation Analysis spreadsheet.

4. Click **Save**.

5. Click  Back.

6. Repeat steps 2-5 to add all the Pay Grades required for your payroll.

The Pay Grades defined for your payroll display in the Pay Grades table.

[Pay Grades](#) [Jobs & Positions](#)

Company ► Compensation Setup ► Pay Grades

Quick Links ▼

## Pay Grades

**Add Pay Grade**

### Pay Grades

Name  
Associates

Pay Grade Type  
Pay Range

Pay Type Group  
Hourly EE



# Setting Up the Compensation Feature in Powerpay

## Adding Jobs

1. Navigate to the **Jobs& Positions** page (Company → Compensation Setup → Jobs & Positions).

Company ► Compensation Setup ► Jobs & Positions

### Jobs & Positions

 Add Job

 Add Position

 Copy

 Delete



#### Information

Jobs and Positions have not been set up for this payroll.

2. Click the  **Add Job** button.

The Job Details page opens, and Powerpay adds a blank 'New' job.

Company ► Compensation Setup ► Jobs & Positions

 Add Job

 Add Position

 Copy

 Delete



**New**

#### Job Details

\* Specifies a required field

\* Name - English

\* Name - French

Description - English

Description - French

Pay Grade Type

None

NOC

**Save**

3. Enter the Job details as outlined in your Compensation Analysis spreadsheet.
4. Click **Save**.
5. Repeat steps 2-4 to add all the Jobs required for your payroll.  
The Jobs defined for your payroll display in the Job Tree on the left of the page.

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## Jobs & Positions

Buttons: Add Job, Add Position, Copy, Delete

Job Tree:

- Assistant Manager
- Clerk

### Job Details

\* Specifies a required field

\* Name - English: Assistant Manager

Name - French: Assistant Manager

Description - English: Assistant Manager

Description - French:

Pay Grade Type: Pay Range

Pay Range: Associates

NOC:

## Adding Positions

1. Navigate to the **Jobs& Positions** page (Company → Compensation Setup → Jobs & Positions).

## Jobs & Positions

Buttons: Add Job, Add Position, Copy, Delete

Job Tree:

- Assistant Manager
- Clerk

### Job Details

\* Specifies a required field

\* Name - English: Assistant Manager

Name - French: Assistant Manager

Description - English: Assistant Manager

Description - French:

Pay Grade Type: Pay Range

Pay Range: Associates

NOC:

2. Select the job that the position is assigned to from the Job Tree on the left.



3. Click the **Add Position** button.

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4. Enter the Position details as outlined in your Compensation Analysis spreadsheet.
5. Click **Save**.
6. Repeat steps 2-5 for each Position required for your payroll.  
The Positions defined for your payroll display under their associated Job in the Job Tree on the left.


### Adding Work Assignments (Optional)

Use Work Assignments to create a restricted list of positions available for an employee, from all positions defined for the Company. When work assignments are set up for an employee, the employee is restricted to entering time only for the assigned positions. For example, a work assignment might dictate that the employee can work as a Sales Clerk (a position). To enable the employee to record time in another position, you need to create an additional work assignment.

1. Navigate to the **Work Assignments** page (Payroll → Hire/Profile → Work Assignments).

#### Work Assignments


Employee Name John, Doe  
Number 000000001 Pay Type Salary EE Pay Rate 110.48  
Current amount in Vacation Pay Accumulator \$0.00

 Add Work Assignment



#### INFORMATION

Work assignments have not been set up for this employee.

2. Select the employee for whom to add a work assignment from the Employee List.
3. Click  Add Work Assignment .

The Work Assignment Details page opens.

**Work Assignment Details**

* Position	<input type="text"/>	Primary	<input type="checkbox"/>
Position Description	<input type="text"/>	Rate	<input type="text"/>
Job	<input type="text"/>	Pay Grade	<input type="text"/>
GL - ID Dept - Department	<input type="text"/>		
GL - ID Y - Province	<input type="text"/>		
GL - ID Z - Type	<input type="text"/>		
GL - ID X - City	<input type="text"/>		

Save

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4. Select the position to add to the selected employee's work assignment from the **Position** drop-down list. The list includes all the positions defined for the payroll.

The remaining fields are updated with the details associated with the selected position.

**Work Assignment Details**

\* Position

HR Assistant Ma

▼

Position Description

HR Assistant Manag

Job

Assistant Manager

GL - ID  
Dept -  
Department

▼

GL - ID  
Y -  
Province

4 - Manitoba

▼

GL - ID  
Z - Type

7 - Full Time

▼

GL - ID  
X - City

1 - Winnipeg

▼

Primary

☐

Rate

\$17.75

Pay Grade

Associates

Minimum Rate

12

Control Rate

14.75

Maximum Rate

18

Save

5. Click **Save**.

The position is added to the employee's work assignment list.

 Add Work Assignment

 Delete All

Position	Primary	GL - ID Dept - Department	GL - ID Y - Province	GL - ID Z - Type	GL - ID X - City	Rate
<a href="#">HR Assistant Manager</a>	<input type="checkbox"/>		Manitoba	Full Time	Winnipeg	
<a href="#">Marketing Assistant Manager</a>	<input type="checkbox"/>	Marketing	Manitoba	Full Time	Winnipeg	

6. Repeat steps 3-5 to add all the Positions the selected employee is eligible to perform.
7. (optional) Select a Primary work assignment for the employee by clicking the **Primary** checkbox for the employee's primary position. This should be the position the employee normally works.

### Associating an Employee with a Position

When an employee is not assigned Work Assignments, you can associate a Position with the employee to facilitate time entry. When employees have associated positions, the position details are available on the time entry pages in Powerpay, simplifying time entry.

1. Navigate to the **Employee Profile** page (Payroll → Hire/Profile → Employee Profile).
2. Select the employee for whom to assign a position from the employee list.
3. In the **Compensation** section, select the **Position** to assign the position to the selected employee. The assigned position is the employee's primary position.

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Compensation

\* Specifies a required field

Pay Information

Position Values

Employment Type

Full-time

Pay Type

Salary EE

Pay Rate

1331.25

Hours per Pay

75

Set values from Position

Position

HR Assistant Manager

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

4 - Manitoba

GL - ID Z - Type

7 - Full Time

\* GL - ID Dept - Department

The following fields populate based on the selected position and the position setup on the Jobs& Positions page.

- **Employment Type**
- **Pay Type**
- **Pay Rate**
- **Standard Hours per Pay**

- Click the **Set values from Position** button to apply the values for the selected employee. Values can also be entered or selected manually.
- The **ID Dept, ID Y, Z** and **X** values are populated automatically based on the selected position setup.
- The **Position Title** displays in the **Additional Information** section when the option for the name to be used for the Position Title is selected on the Position Details page, and the employee did not have a previously assigned Position Title. Edit the Position Title name if required.

Additional Information

Position Title (Pay Statement Information)

HR Assistant Manager

\* Group Retirement Plan Membership

Not Applicable

- Click **Save**.
- Repeat steps 2-7 as required.

### Associating a Group of Employees with a Position

Use the Mass Organizational Update feature to associate a position with a group of employees.

- Navigate to the **Mass Organizational Update** page (Payroll → Mass Edit Tools → Mass Organizational Update).



# Setting Up the Compensation Feature in Powerpay

Mass Edit Tools - Mass Organizational Update

[Expand All / Collapse All](#)  
[Templates](#)

Update On

☒ ID Fields

☐ Position

☐ GL - ID X - City

☐ GL - ID Y - Province

☐ GL - ID Z - Type

☐ GL - ID Dept - Department

Update Method

☒ New Value (+/-)

☐ Manual Update

Filter Criteria

Position

All

GL - ID X - City

All

GL - ID Y - Province

All

GL - ID Z - Type

All

GL - ID Dept - Department

All

2. Select **Position** as the **Update On** option.
3. Select an update method.
  - **New Value:** Select the new Position value from the list.
  - **Manual Update.**
4. Select filter criteria to specify which employees should be updated. Powerpay displays only the positions and distribution types set up for your payroll.
5. Click **Preview**.
6. Click **Apply**.

## Selecting a Position on the Employee Timesheet, Manual and Reversal Pages

When the Compensation feature is set up, the **Position** field displays the employee's position assigned on the Employee Profile page. If a Position other than the primary Position is required, select the alternate Position from the drop- down list.

The **ID** fields associated with the employee's position are read-only and update automatically if the position is changed.

### Hours

Description	Hours	Exception Rate
Regular Hours - 1.00	75.00	\$ 17.75
Pay Period (if other than current)		
020 - Oct-05-2016		
Position	GL - ID X - City	GL - ID Y - Province
HR Assistant Manager	1 - Winnipeg	4 - Manitoba
GL - ID Z - Type	GL - ID Dept - Department	
7 - Full Time		

The **Exception Rate** field is populated based on the assigned position. If an alternate position is selected, the **Exception Rate** field populates based on the **Exception Rate Update Method** of the selected position.