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Powerpay Plus

Features

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Overview

The document provides you with an overview of the Powerpay Plus features. Many are enabled automatically. Those not activated automatically are just a phone call away to have set up.

Additional Features

Security Roles

Powerpay Admin users can create security-based user roles which allows multiple users to work in Powerpay while only accessing the information available to their assigned role.

Powerpay Admin users are the only users who can:

- Create, modify and delete user roles
- Define a default role for new users
- Define page and pop-up access for each role

Tasks

- [Create a security role](#)
- [Assign a security role](#)
- [Delete a security role](#)

HR Data Screens

Powerpay allows you to capture detailed personnel information with the above HR Data Screens. All information that is entered is displayed on the screen and can be edited, deleted and reported on as required.

- [Add, Edit or Disable items on the HR page](#)

Mass Compensation Update

Use this page to update compensation information for multiple employees with the same update method (rate modifier, percentage modifier, new rate or manual update). At the end of this process, you can review the proposed changes, such as the effective date and new compensation amount, modify individual records and exclude individual records from being updated. You can also save update details in a reusable template. For more information, click here.

Mass Deduction and Contribution Update

Use this page to update deductions and contributions for multiple employees at one time using the same update method (value modifier, percentage modifier, new value or manual update). At the end of this process, you can review the proposed changes, modify individual records, and exclude individual records from being updated. You can also save update details in a reusable template. For more information, click here.

Mass Organizational Update

Use this page to update employee IDs for multiple employees at one time with the same update method (new value or manual update). At the end of this process, you can review the proposed changes, modify individual records and exclude individual records from being updated. You can also save update details in a reusable template. For more information, click here.

Mass Status Change / ROE

Use this page to employee status information and produce ROE forms (if necessary) for multiple employees. At the end of this process, you can review the proposed changes, modify individual employees and exclude individual employees from being updated. You can also save update details in a reusable template. For more information, click here.

Mass Accumulator Payout

Use this page to pay out vacation and/or additional accumulator amounts for multiple employees, or to remove mass accumulator payouts for multiple employees, eliminating the need to do them individually. Accumulator payouts can be made on either Regular or Second Payments. For more information, click here.

Multi-Report Download

The Multi-Report Download feature enables Powerpay Plus users to consolidate reports (payroll reports and year-end reports) based on a specified date range and download all of the reports as one zip file. Contact your Powerpay Customer Support Team to enable this feature. For more information, [click here](#).

Additional Verification Totals

The new Additional Verification Totals feature allows Powerpay Plus users to view additional totals on the Data Verification page including values entered in the current pay period for the following:

- Permanent earnings, deductions and contribution changes
- Permanent salary pay rate changes
- Permanent regular hour changes
- Year-to-date adjustments

When the Additional Verification Totals feature is enabled, Powerpay includes the following columns in the 'Regular Payment Totals' section on the Data Verification page:

- This Pay Only
- Current Permanent Changes

Sick Pay Accumulator

A Sick Pay Accumulator option is available for accumulating hours per pay.

- sick pay accruals are updated with the 'Hours per Pay' on all Regular runs, for all active employees, *even if the employee is not receiving a payment*.
- The sick pay hours per pay are added to the sick pay accumulator; commonly used for employees who are to accrue a fixed number of hours per pay period.
- Hours per pay are *not* added to the employee's accrual on Extra runs, Manual, Reversal or 2nd payments for any employees assigned this option, however the accumulator is adjusted.
- [Assign employees to accrue sick pay in hours](#)
- [Enter a Sick Pay Accumulator adjustment](#)

Advanced Reporting

Advanced Reporting provides users access to run (and/or create) reports using near real-time data from the Powerpay Database and the data from the payroll engine after a payroll is processed.

- Users log in to IAM (Identity and Access Management) to access both Powerpay and Advanced Reporting. (Single sign on)

- When a user's IAM credentials are entered and saved, they will have the flexibility to launch either Advanced Reporting or Powerpay without the need to enter their credentials a second time.

- This removes the requirement for users to maintain separate login credentials for each product.

A separate email will be sent with login information and user guides.

Optional Features

Using Job Costing Enhancements

Dept X, Y and Z IDs are now available for use for G/L distribution when Advanced Costing functionality is turned on and the Distribution Layout is set up for the payroll.

If Advanced Costing is NOT turned on, or there is no Distribution Layout set up, only the ID Dept will display.

The Distribution drop-down boxes display all distributions set up for the payroll on the Departments and IDs screen in the same order as the Distribution Layout.

If you are interested in Job Costing and do not yet have it, please contact your Powerpay Customer Support Team.

- [Set up department names and ID fields](#)
- [Assign departments and IDs to employees](#)

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Accounting Package Exports

Payroll data from Powerpay can now be exported into one of the following five supported accounting software formats for direct import.

- Quick Books
- Simply Accounting
- AccPac
- Business Vision
- MYOB
- [Accounting data export](#)

Please contact your Powerpay Customer Support Team for further information.

Custom Import

Custom import functionality provides an efficient method of populating data into Powerpay without the need to manually enter the information twice. Save time with data entry and reduce the possibility of errors that can occur when data is manually transferred from source documents.

Using the custom import functionality, you can:

- Map any of the following import file types:

  - Employee profile information.
  - timesheet data.
  - direct deposit information.
  - deductions and employer contributions.

- Specify the fields in the import file to include in the import
- Create multiple data mappings
- Save the data mapping for future use
- Import delimited files (comma, tab or semi-colon)
- View available fields and match data to the available fields.

For more information, [click here](#).