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Release Notes

Powerpay, Powerpay Plus, Powerpay Self Service 6.0

November 2019

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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 6.0.

For questions, please contact your Ceridian representative.

Summary

Welcome to the 6.0 release of Powerpay and Powerpay Self Service.

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

- **New People menu option** - the launching point for some exciting new features coming to Powerpay later this year
- **Updated layout for the company header, employee bar and employee list** – a new modern look with tabs related to employees conveniently located under the employee bar
- **QuickBooks Online accounting export** - include the Ceridian fees and taxes onto the exported journal to allow for automated bank reconciliations in QuickBooks
- **Status Change/ROE page** - for improved usability, the Status Change/ROE page has been reorganized, and sections are now consolidated
- **Three new contact types** – additional contact types are now available on the User & Contact Mgmt page
- **New modern look and feel –** the following pages have been updated to a new more modern feel:
    - Department / Distribution setup page
    - Self Service User Maintenance page
    - Mass Edit tool pages
    - Pay Grades page
- **Y-run enhancements –** y-run pages have been streamlined eliminating the need to enter information not required for a y-run
- **Old user password field** - your old password is now required on the User Password Change page for validation to ensure that someone else does not change your password

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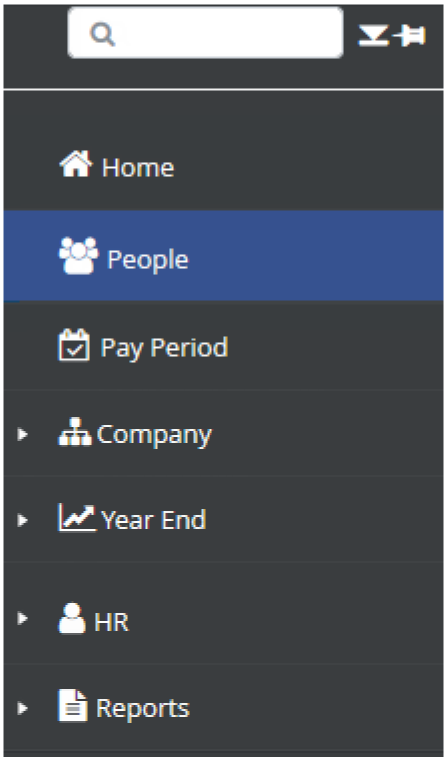
New Functionality – Powerpay

People menu

The People menu is the launching point for new Powerpay People functionality with employee management capabilities.

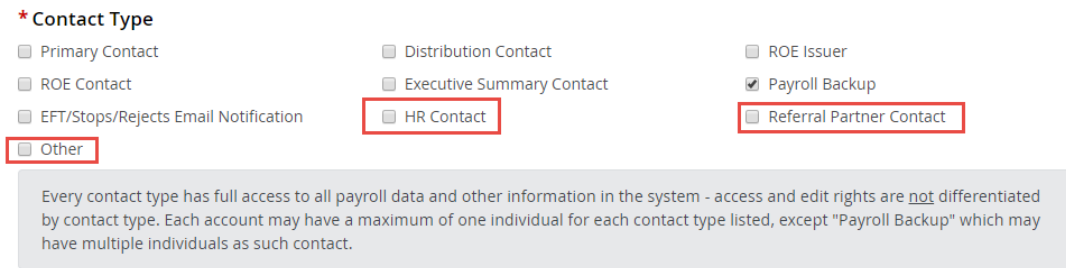


User & Contact Management

Three new contact types

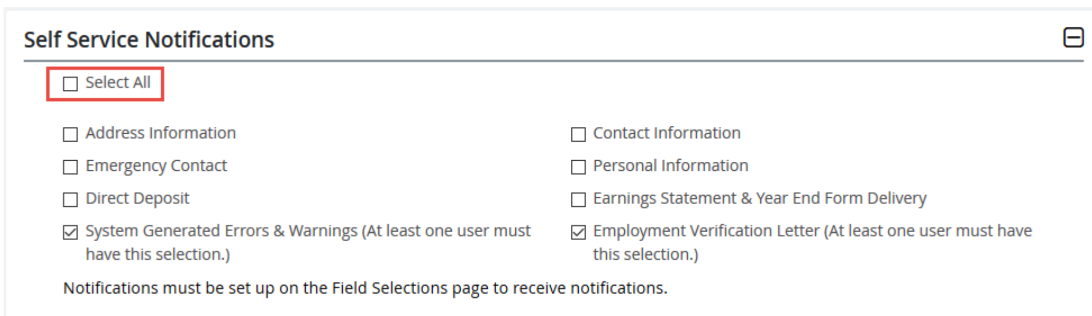
Three new contact types are available on the User & Contact Management page (**Company > User & Contact Mgmt**):

- HR Contact
- Referral Partner Contact
- Other



Select All option for Self Service Notifications

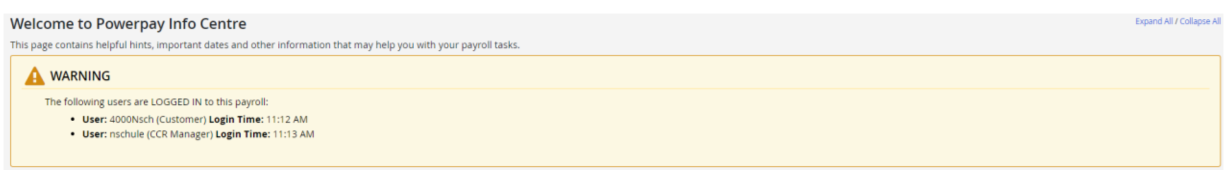
A Select All option is now available in the Self Service Notification section on the User & Contact Management page (**Company > User & Contact Mgmt**) saving you time by providing the option to select or clear all options with one click.



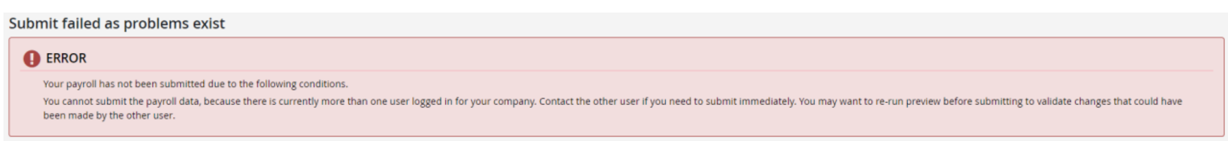
Multiple users

Multiple user warning message

When multiple users are logged into the same payroll, Powerpay displays a message on the Home page, Select Pay page and the Submit Payroll page.



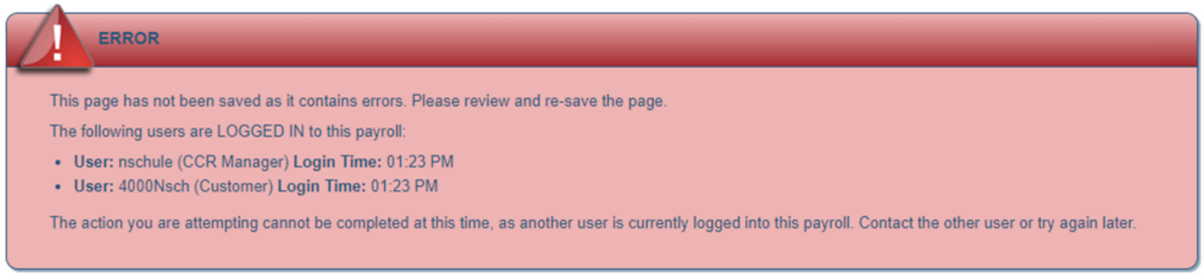
If the payroll is submitted, an error message displays.



No suspend, close or skip payroll run with multiple users logged into payroll

A payroll run can’t be suspended, closed or skipped when multiple users are logged into that payroll. This ensures that users are not interrupted while working in the payroll.

Powerpay displays the error message “The action you are attempting cannot be completed at this time, as another user is currently logged into payroll “ when one of these actions is attempted when multiple users are logged into the payroll at the same time.



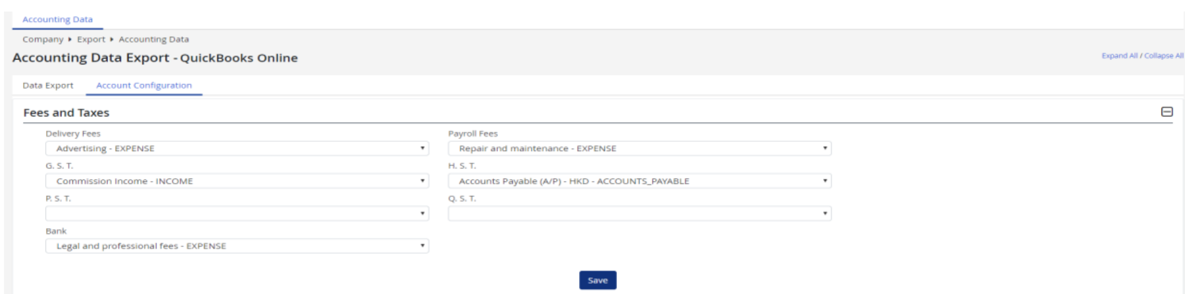
Accounting data export account configuration

Use the Account Configuration tab on the Accounting Data page (**Company > Export > Accounting Data > Account Configuration**) to map the fees and taxes to your Chart of Accounts, so that they are included correctly in your Journal Entry . Including the Ceridian fees and taxes in the journal entry allows for automated bank reconciliations in QuickBooks.

Note: Before using this functionality, you must retrieve a Chart of Accounts.

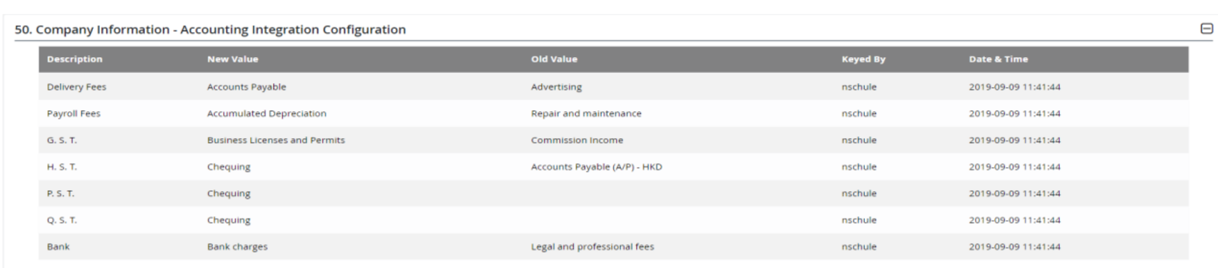
▶ **To map fees and taxes to your Chart of Accounts:**

1. Navigate to the Account Configuration tab on the Accounting Data page (**Company > Export > Accounting Data > Account Configuration**).



2. Select the appropriate options from the drop-down lists as appropriate for your needs.
3. Click **Save**.

Changes made to the Account Configuration page are audited and available in the Company Information – Accounting Data Configuration section of the audit.



50. Company Information - Accounting Integration Configuration

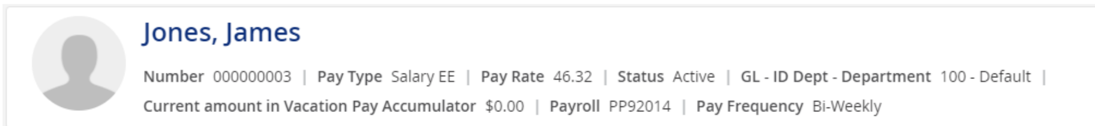
Description	New Value	Old Value	Keyed By	Date & Time
Delivery Fees	Accounts Payable	Advertising	nschule	2019-09-09 11:41:44
Payroll Fees	Accumulated Depreciation	Repair and maintenance	nschule	2019-09-09 11:41:44
G. S. T.	Business Licenses and Permits	Commission Income	nschule	2019-09-09 11:41:44
H. S. T.	Chequing	Accounts Payable (A/P) - HKD	nschule	2019-09-09 11:41:44
P. S. T.	Chequing		nschule	2019-09-09 11:41:44
Q. S. T.	Chequing		nschule	2019-09-09 11:41:44
Bank	Bank charges	Legal and professional fees	nschule	2019-09-09 11:41:44

Enhancements – Powerpay

User Interface Enhancements

Employee bar

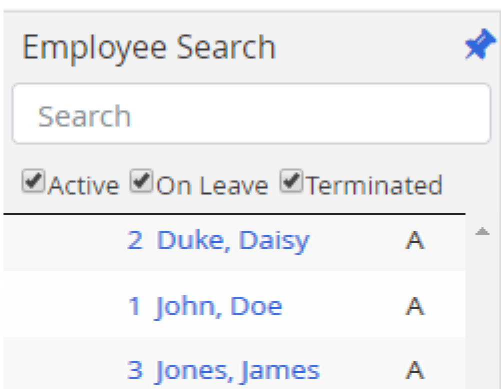
The look and feel of the Powerpay Employee Bar is updated.



- The employee name now appears in blue in a larger font to make it more prominent
- When you scroll down the page, the Employee Bar collapses to display more information on the page. Click **+** to expand.

Employee list

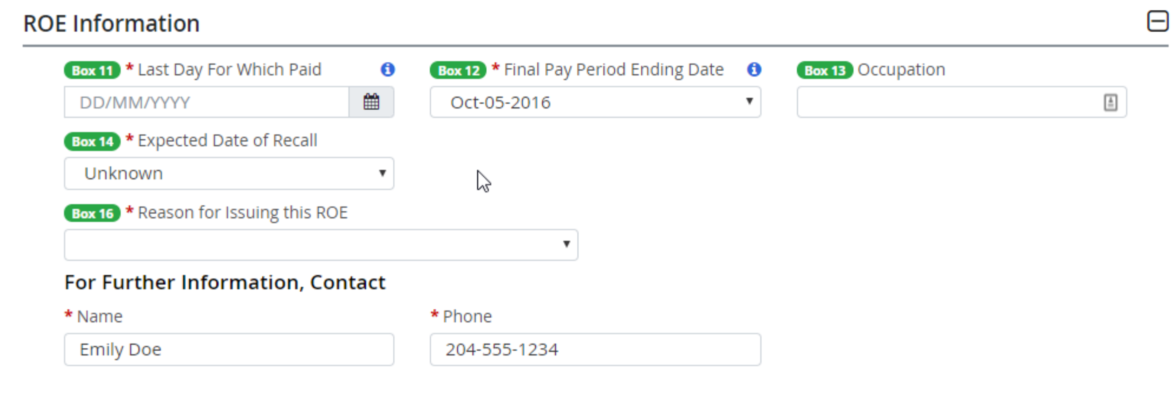
The look and feel of the Powerpay Employee List is updated to a new more modern feel.



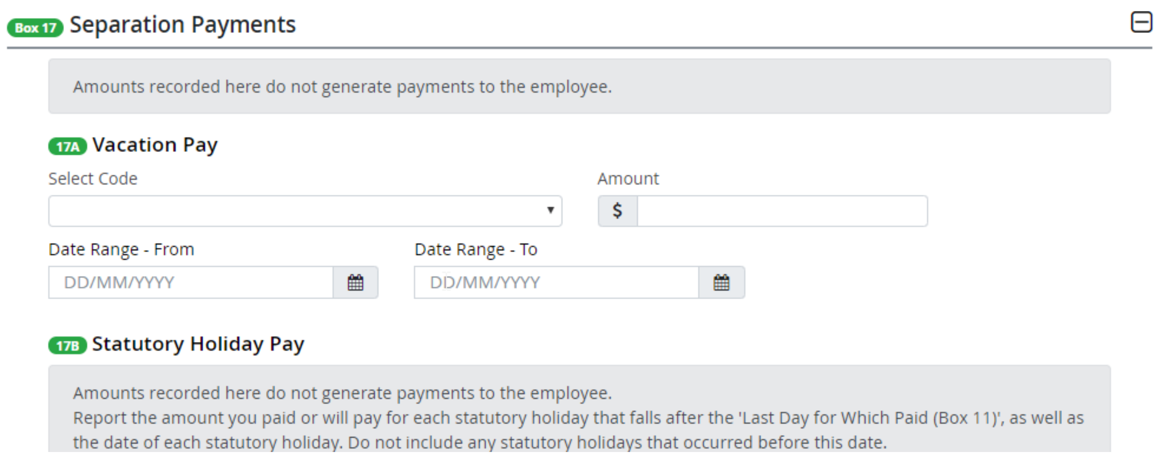
Status Change/ROE page

For improved usability, the Status Change/ROE page (**Payroll > ROE / Employee Status Change > Status Change / ROE**) has been reorganized, and sections are now consolidated.

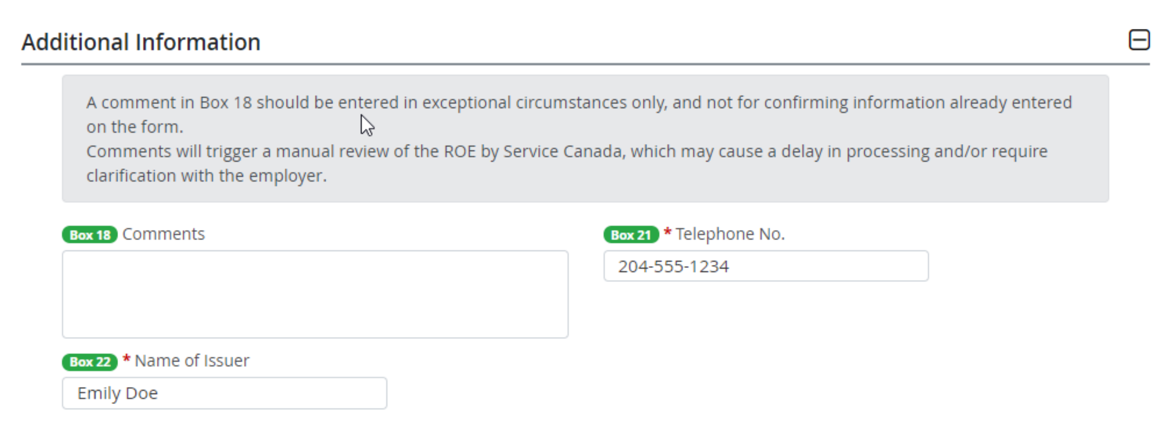
- Box 11, Box 12, Box 13, Box 14 and Box 16 are now available in the section, ROE Information



- Box 17A, Box 17B and 17C are now available in one section, Box 17 Separation Payments



- Box 18, Box 21 and Box 22 are now available in the Additional Information section



Mass Edit Tool pages

The look and feel of the following pages are updated to a new more modern feel.

- Mass Compensation Update page (**Payroll > Mass Edit Tools > Mass Compensation Update**)

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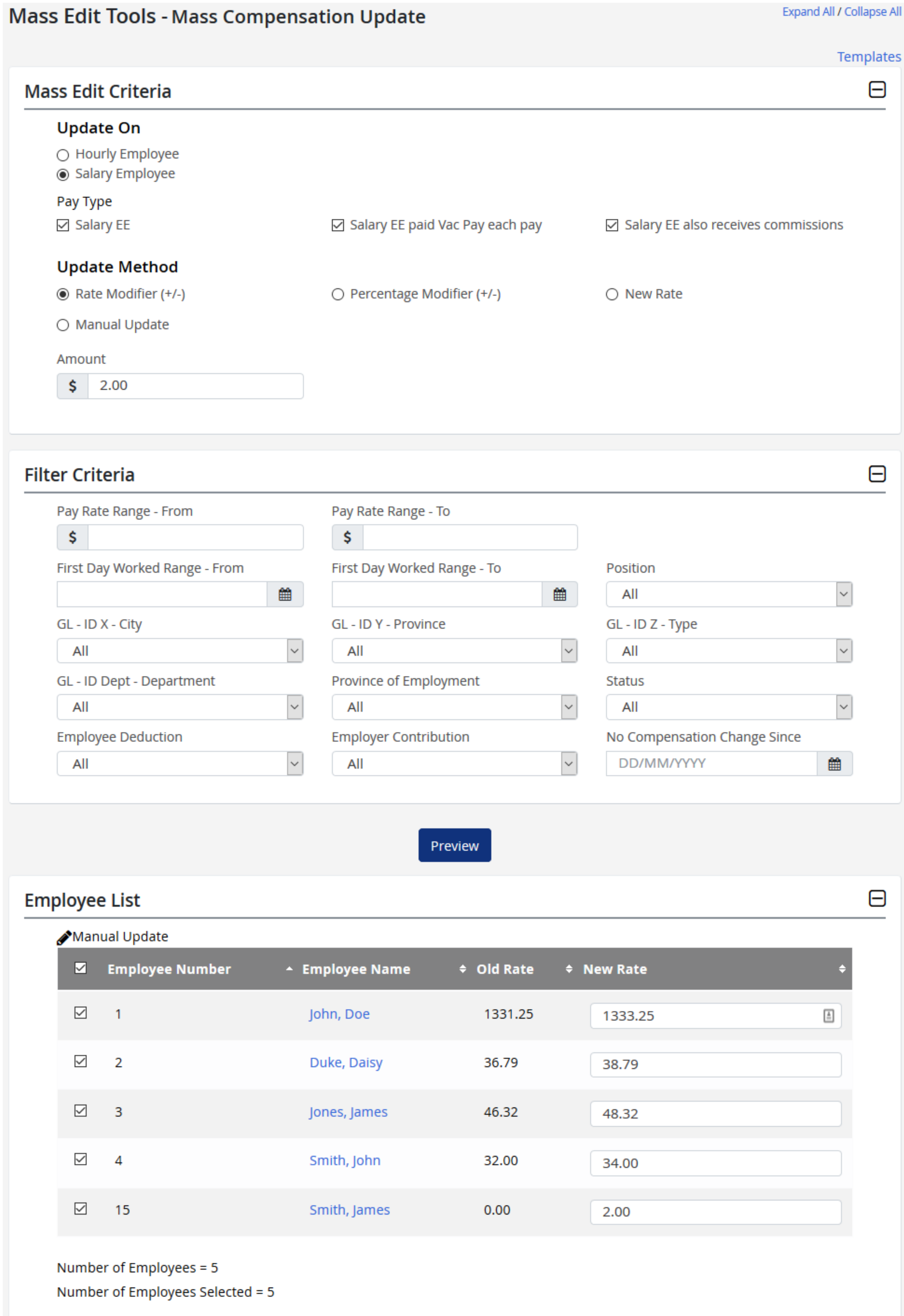

Mass Edit Tools - Mass Compensation Update
Expand All / Collapse All
Templates
Mass Edit Criteria
Update On
Hourly Employee
Salary Employee
Pay Type
Salary EE
Salary EE paid Vac Pay each pay
Salary EE also receives commissions
Update Method
Rate Modifier (+/-)
Percentage Modifier (+/-)
New Rate
Manual Update
Amount
$ 2.00
Filter Criteria
Pay Rate Range - From
$
Pay Rate Range - To
$
First Day Worked Range - From
First Day Worked Range - To
Position
All
GL - ID X - City
All
GL - ID Y - Province
All
GL - ID Z - Type
All
GL - ID Dept - Department
All
Province of Employment
All
Status
All
Employee Deduction
All
Employer Contribution
All
No Compensation Change Since
DD/MM/YYYY
Preview
Employee List
Manual Update
Employee Number
Employee Name
Old Rate
New Rate
1
John, Doe
1331.25
1333.25
2
Duke, Daisy
36.79
38.79
3
Jones, James
46.32
48.32
4
Smith, John
32.00
34.00
15
Smith, James
0.00
2.00
Number of Employees = 5
Number of Employees Selected = 5

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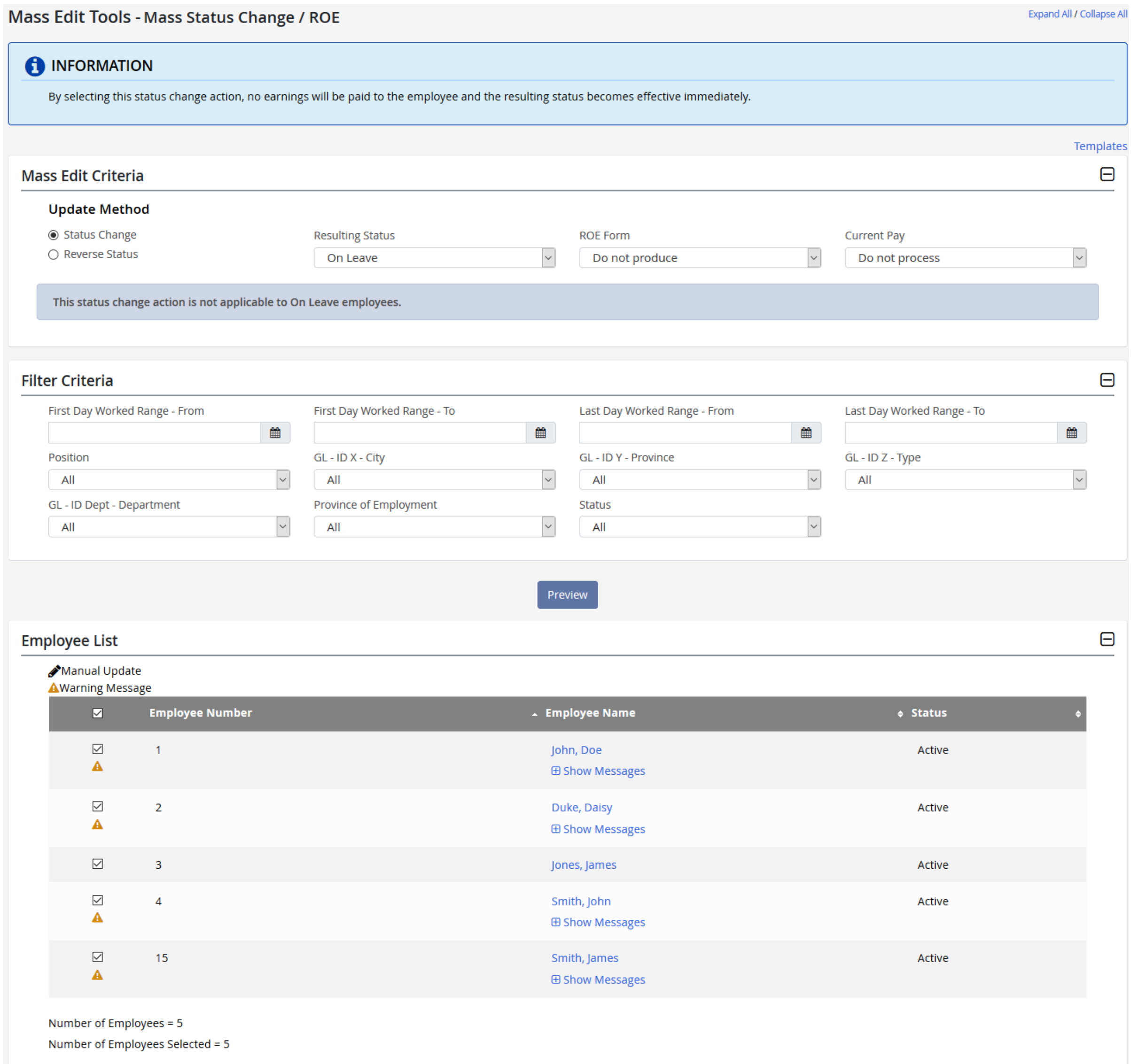
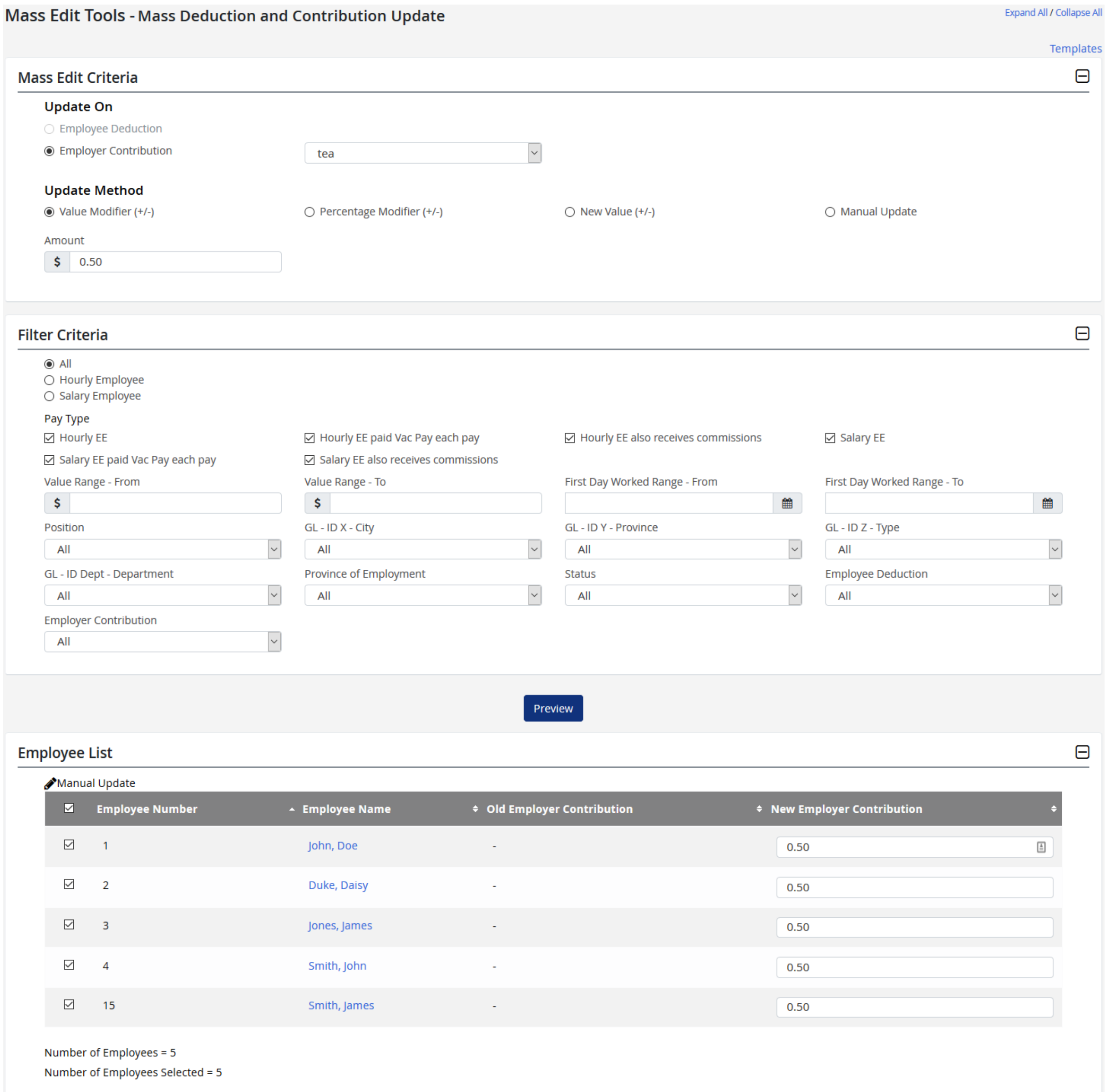
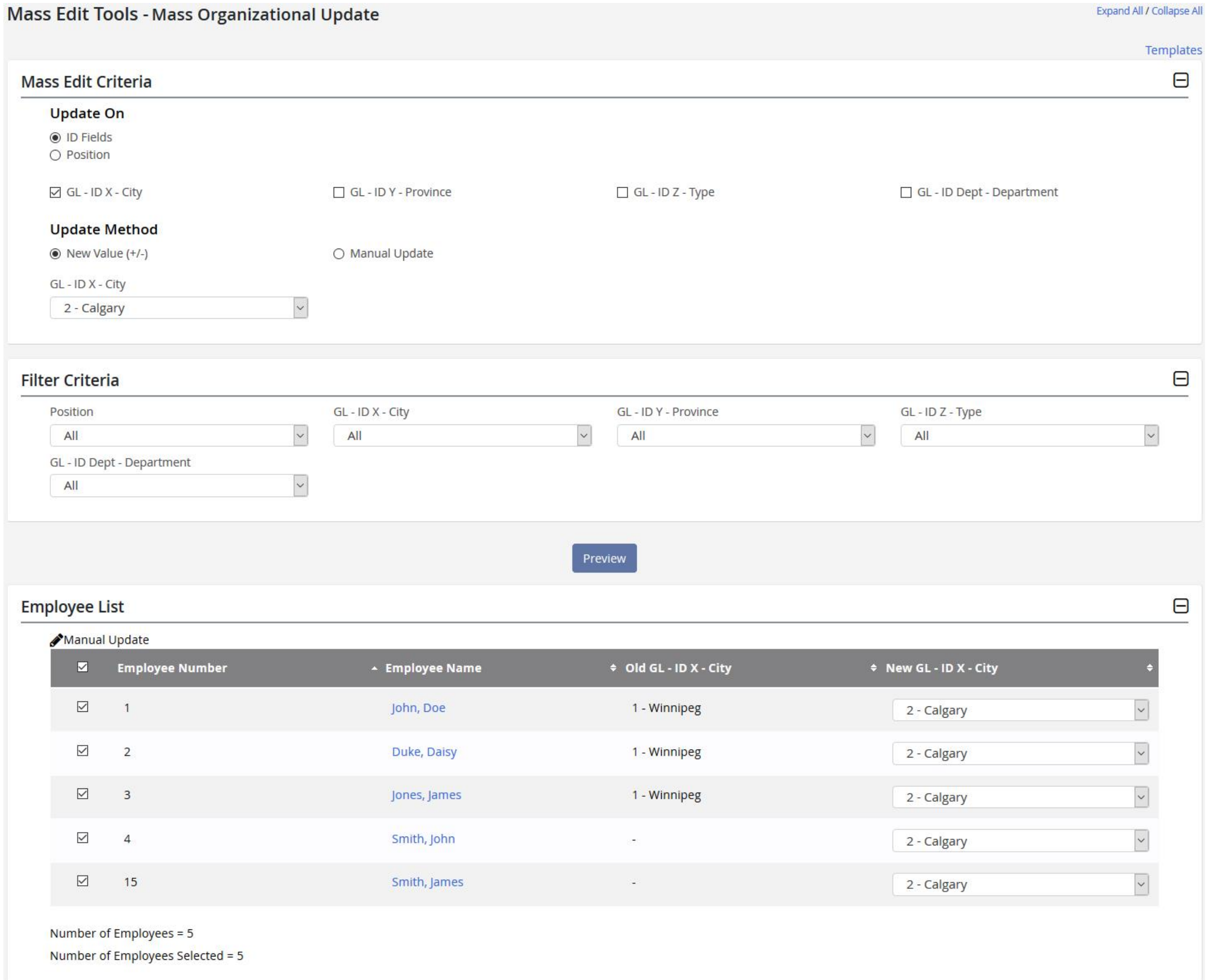
- Mass Status Change / ROE page (**Payroll > Mass Edit Tools > Mass Status Change/ROE**)



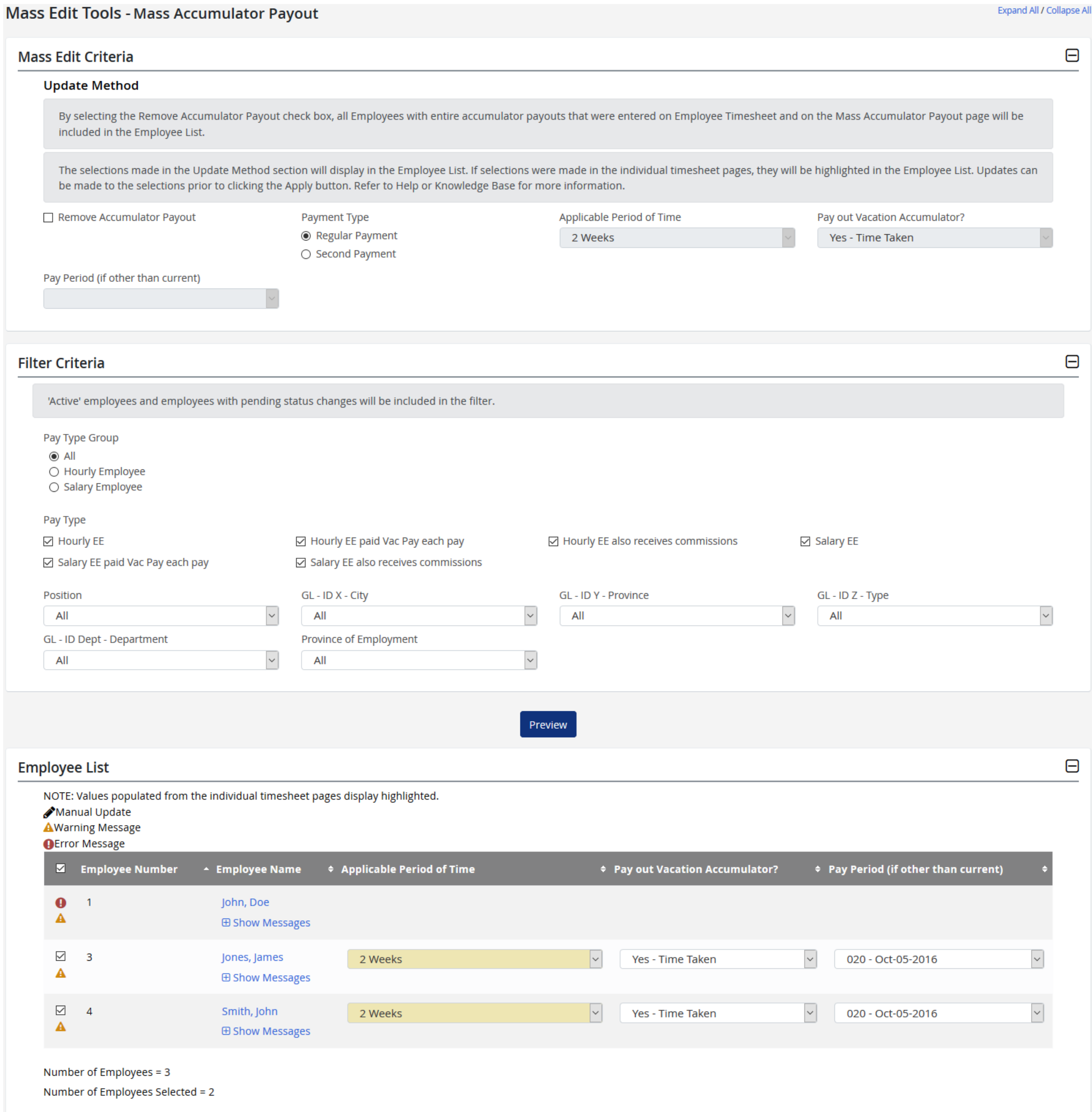
- Mass Deduction and Contribution Update page (**Payroll > Mass Edit Tools > Mass Deduction and Contribution Update**)



- Mass Organizational Update page (**Payroll > Mass Edit Tools > Mass Organizational Update**)



- Mass Accumulator Payout page (**Payroll > Mass Edit Tools > Mass Accumulator Payout**)



Click on the employee name link in the Employee List at the bottom pf any of the pages to open the Employee Profile popup and view profile information about the selected employee.

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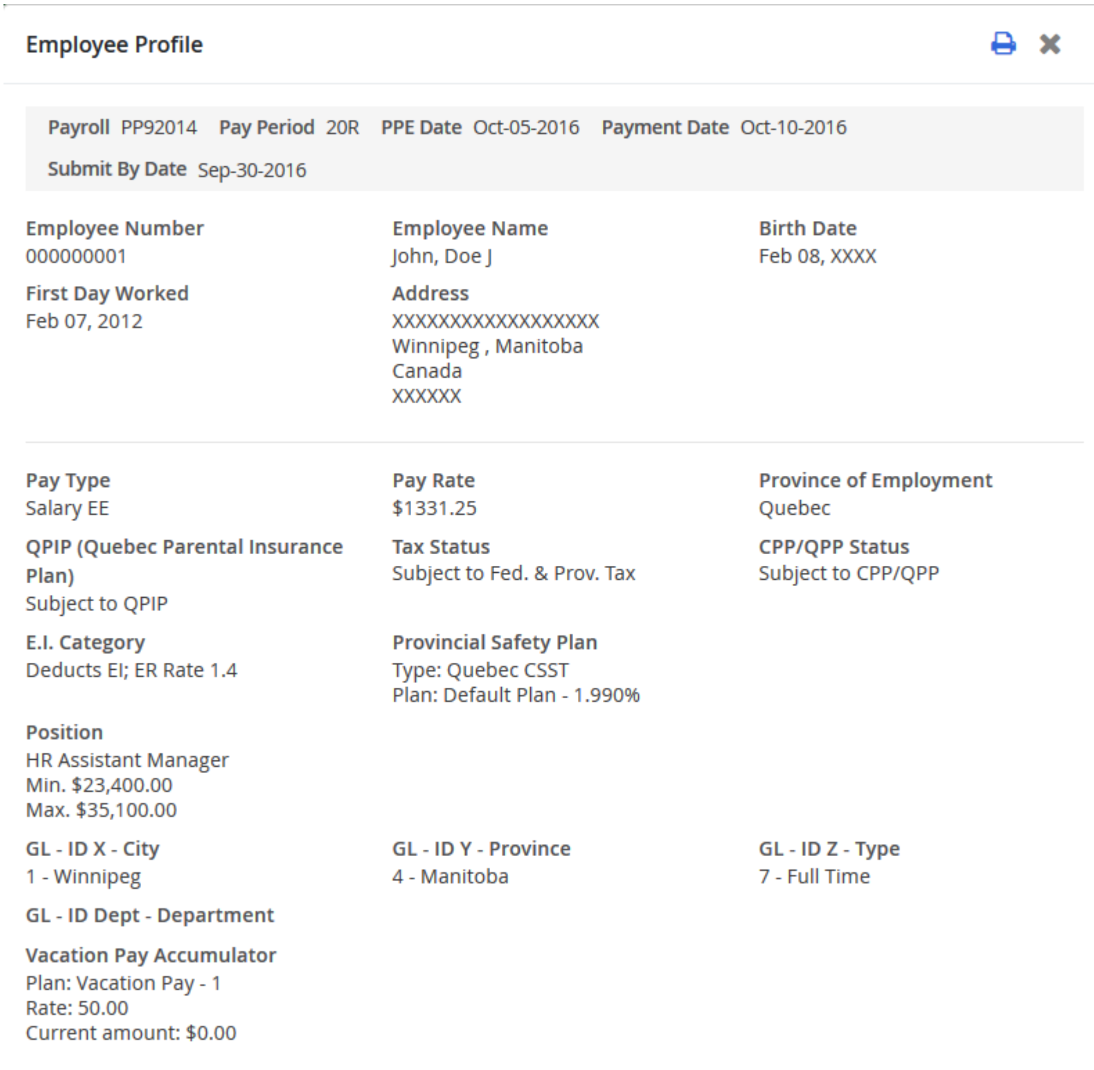

Employee Profile

Payroll PP92014 Pay Period 20R PPE Date Oct-05-2016 Payment Date Oct-10-2016

Submit By Date Sep-30-2016

Employee Number
000000001

Employee Name
John, Doe J

Birth Date
Feb 08, XXXX

First Day Worked
Feb 07, 2012

Address
XXXXXXXXXXXXXXXXXX
Winnipeg , Manitoba
Canada
XXXXXX

Pay Type
Salary EE

Pay Rate
$1331.25

Province of Employment
Quebec

QPIP (Quebec Parental Insurance Plan)
Subject to QPIP

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: Quebec CSST
Plan: Default Plan - 1.990%

Position
HR Assistant Manager
Min. $23,400.00
Max. $35,100.00

GL - ID X - City
1 - Winnipeg

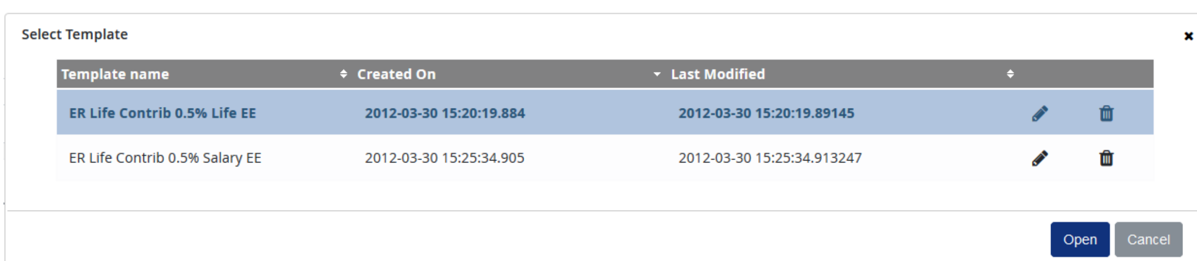
GL - ID Y - Province
4 - Manitoba

GL - ID Z - Type
7 - Full Time

GL - ID Dept - Department

Vacation Pay Accumulator
Plan: Vacation Pay - 1
Rate: 50.00
Current amount: $0.00

The Select Template page for each of the Mass Update pages has been updated with a new look and feel. The Rename and Delete buttons now display as icons.


Select Template

Template name	Created On	Last Modified
ER Life Contrib 0.5% Life EE	2012-03-30 15:20:19.884	2012-03-30 15:20:19.89145
ER Life Contrib 0.5% Salary EE	2012-03-30 15:25:34.905	2012-03-30 15:25:34.913247

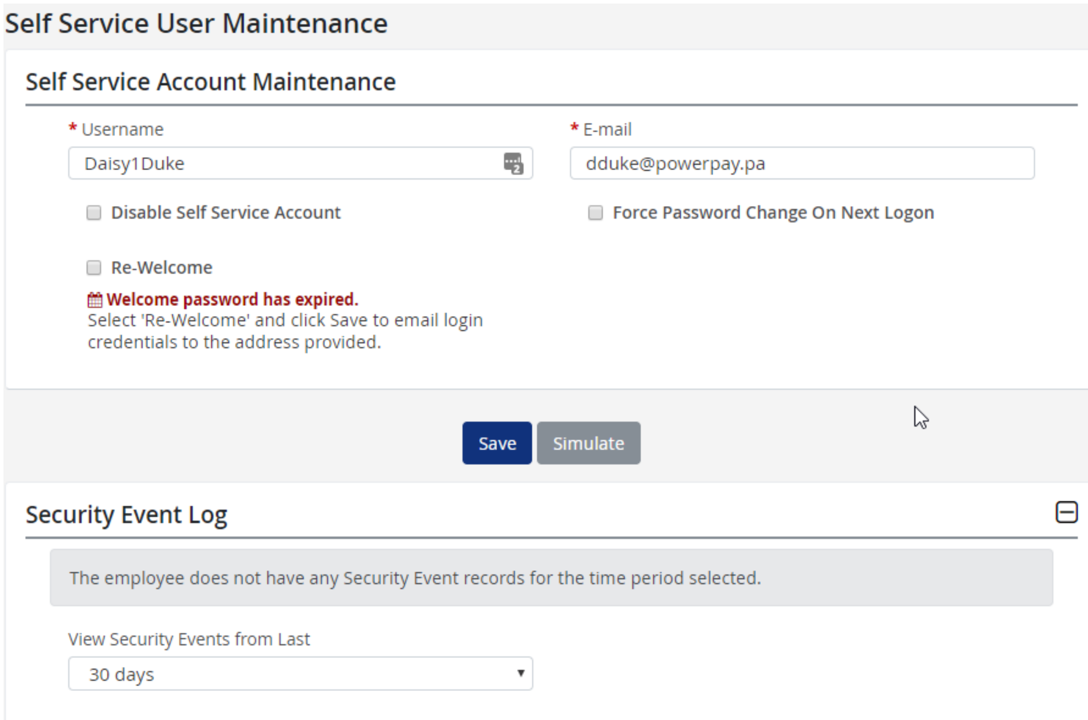
Open Cancel

The 'For which pay period' label on the Mass Accumulator Payout page has been updated to 'Pay Period (if other than current)'.

Self Service User Maintenance page

- The look and feel of the Self Service User Maintenance page (**Company > Self Service > User Maintenance**) is updated to a new more modern feel.

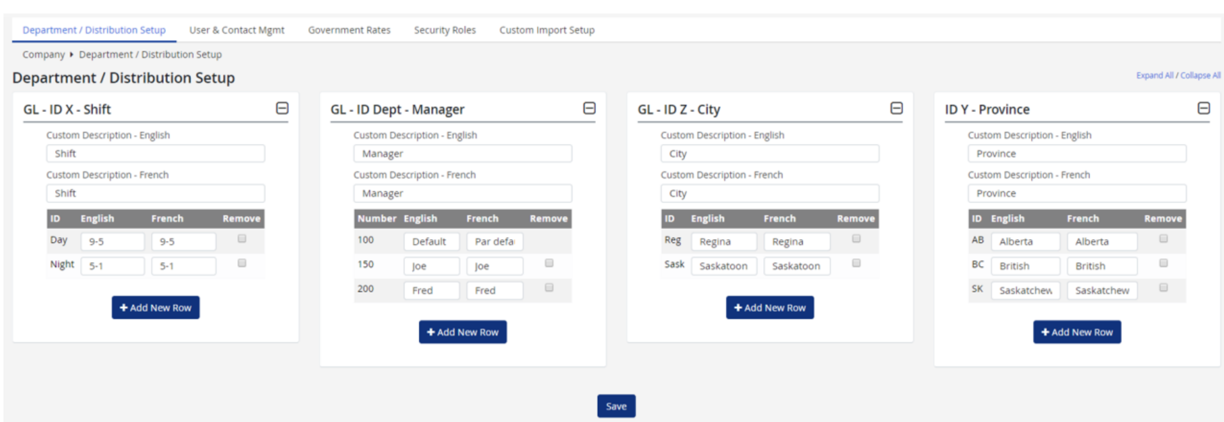
- The message that displays when there are no security event records for the selected employee has been updated to “The employee does not have any Security Event records for the time period selected.”



Department / Distribution Setup page

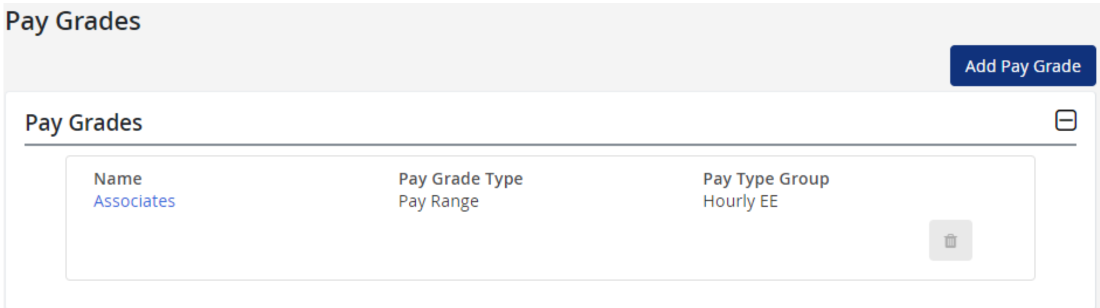
For improved usability, the Department/Distribution Setup page (**Company > Department/Distribution Setup**):

- has a new look and feel,
- is responsive to display correctly on desktops, tablets and mobile devices
- when the Custom Description is only completed in one language, Powerpay automatically populates the second language with the description entered when the page is saved to ensure that the field does not display blank when the language is changed.



Pay Grades page

The look and feel of the Pay Grades page (**Company > Compensation Setup > Pay Grades**) is updated to a new more modern feel.



Rapid Entry Setup pages removed

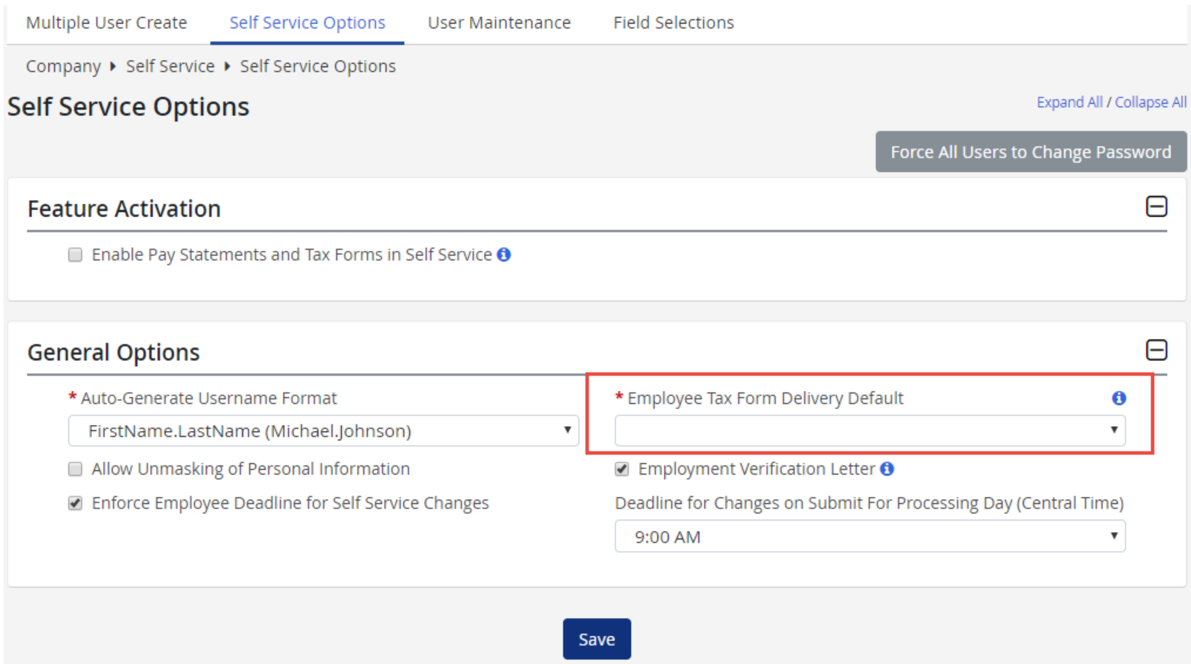
The Rapid Entry Setup pages and all quick links to the pages have been removed. All set up for the Rapid Entry pages are now completed on the Rapid Entry page itself.

For information on setting up the defaults for the Rapid Entry pages see [https://www.powerpay.ca/en/pphelp/6-0/Content/A_Introduction Topics/SetUpRapidEntryDefaults.htm](https://www.powerpay.ca/en/pphelp/6-0/Content/A_Introduction%20Topics/SetUpRapidEntryDefaults.htm)

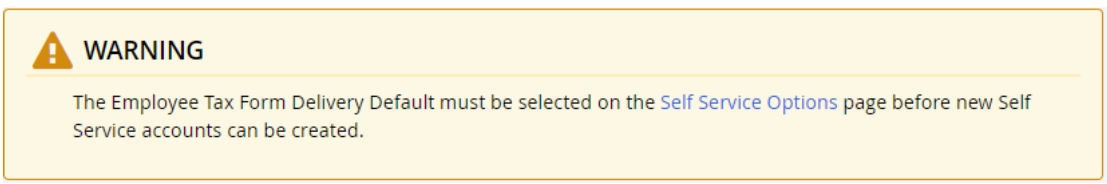
Self Service Options

Employee Tax Form Delivery default (for customers already using Self Service)

The ‘Employee Tax Form Delivery Default’ option on the Self Service Options page (**Company** > **Self Service > Self Service Options**) must now be set before creating new Self Service accounts.

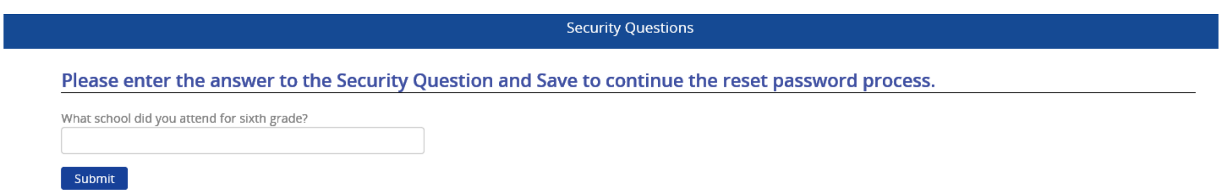


When a default has not been sent, Powerpay displays the following warning message when attempting to create a Self Service account.



Security question required when resetting employee Self Service passwords

After resetting an employee's password in Self Service by selecting the **Send New Password to User** on the User Maintenance page (**Company > Self Service > User Maintenance**), the employee is now required to correctly answer the security question to reset their password.



Old user password field

An Old User Password field (required) now displays on the User Password Change page (**More > Change Password**) for validation to ensure that someone else does not change your password.

If the password entered in the Old User Password field is incorrect or left blank, Powerpay displays an error message.

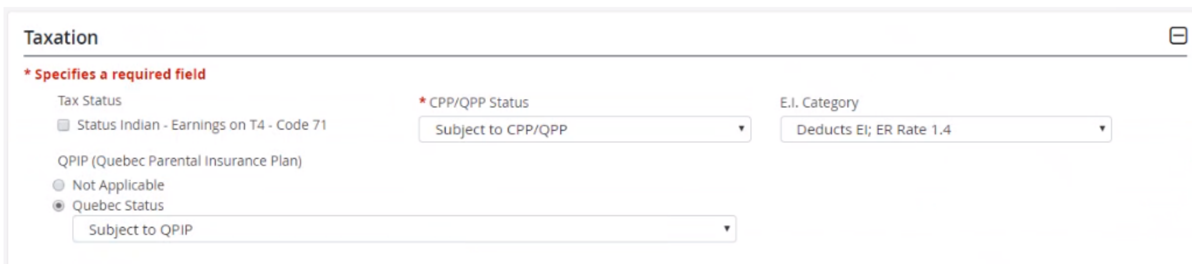
Year-end

Tax Status for y-runs

When a y-run is open, the Tax Status for employees now displays in the Taxation section of the Employee Profile page (**Payroll > Employee Profile**).

The only option available is **Status Indian -Earning on T4 – Code 71**. If the employee was already set to Status Indian in the applicable year, the field is selected and read-only. If the employee was not set to Status Indian in the applicable year, the option can be selected. Once the page is saved, the checkbox can't be cleared, and the field becomes read-only.

To clear the Status Indian option for an employee, contact your Service Delivery Team.



Hours per Pay field and Accumulators do not display on the Employee Profile page on y-runs

The following fields and sections do not display on the Employee Profile page (**Payroll > Hire/Profile > Employee Profile**) on a y-run to eliminate the need to complete fields not required for a y-run.

- Hours per Pay field in the Compensation section
- Vacation Pay Accumulator section
- Additional Accumulator section
- Sick Pay Accumulator section.

Birth Date field on Employee Profile page

The Birth Date field is now editable and displays in the Employee Dates section for year-end adjustments to ensure the correct date displays and can be validated with the CPP/QPP status.

Quebec CSST rates

You can now adjust the Quebec CSST rates for the current year, and for the first pay of the year on the Government Rates page (**Company > Government Rates**), eliminating the need call to your Service Delivery Team to enter the change.

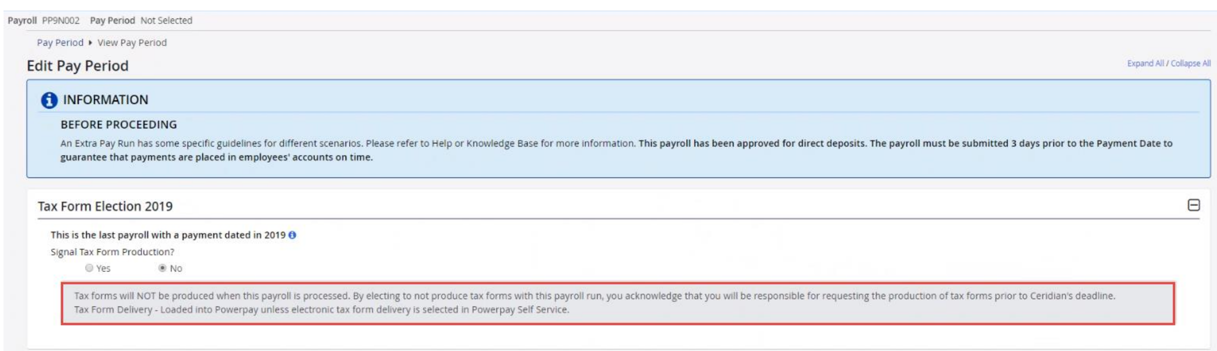
▶ **To enter an adjusted rate:**

1. Go to the Government Rates page (**Company > Government Rates**)
2. Enter the adjusted rate in the Rate column.
3. Click **Save**.

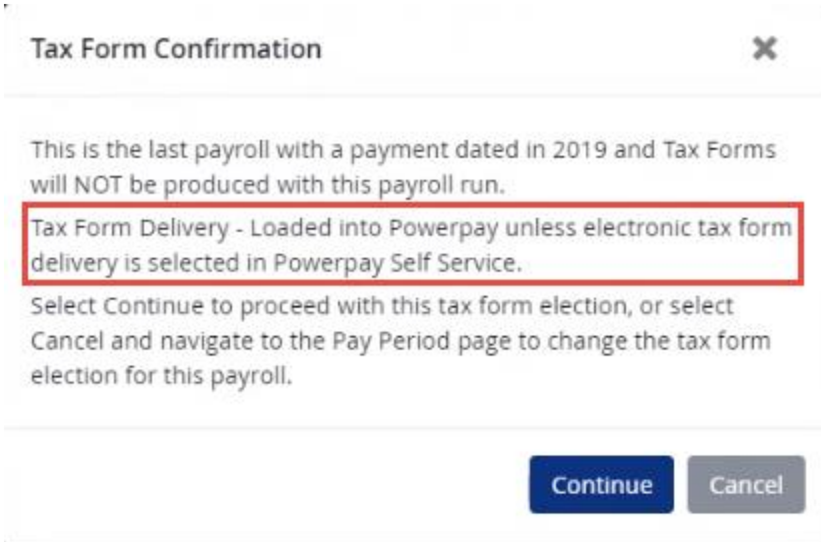
Year-end form delivery summary message

On the Last Pay of the Year, a message displays indicating how your tax forms will be delivered on the following pages:

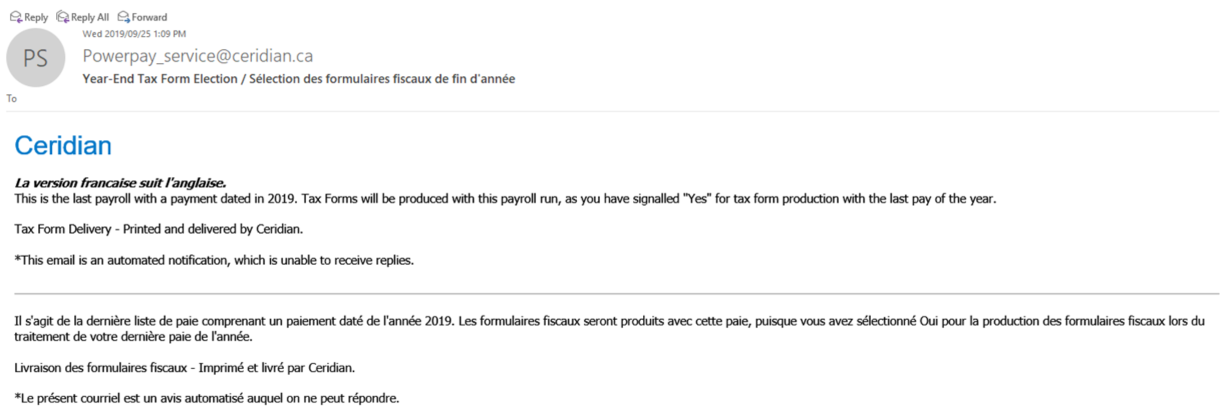
- View Pay Period page (**Pay Period > View Pay Period**)



- Submit Payroll page (**Process > Submit Payroll**)



An email is sent to the Powerpay User set to receive notifications on the User & Contact Management page when the Last Pay of the Year is submitted.



Add employee link

An **add new employee** link displays on the following pages when the company has no employees. Clicking on the link opens the Hire/Profile - Add new employee page (**Payroll > Hire/Profile > Add a new employee page**).

- All pages under the Payroll menu **except** the Mass Edit Tool pages and the Group Retirement Plan Management page
- All pages under the HR menu **except** the HR Info page and the HR Data Setup page
- Rapid Entry page (**Payroll > Regular Payment > Rapid Entry**)

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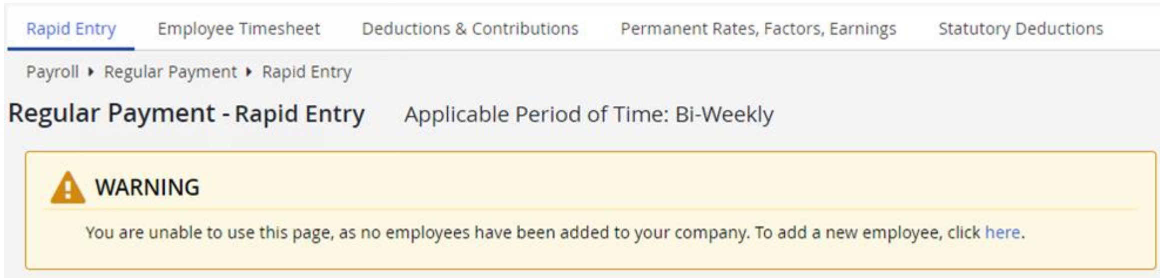

- Rapid Entry Second Payment page (**Payroll > Second Payment > Rapid Entry – Second Payment**)
- Self Service User Maintenance page (**Company > Self Service > User Maintenance**)
- Employee Timesheet page (**Payroll > Regular Payment > Employee Timesheet**)
- Direct Deposit page (**Payroll > Hire/Profile > Direct Deposit**)