

CERIDIAN

Release Notes

Powerpay, Powerpay Plus, Powerpay Self Service 6.0

November 2019

CERIDIAN

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

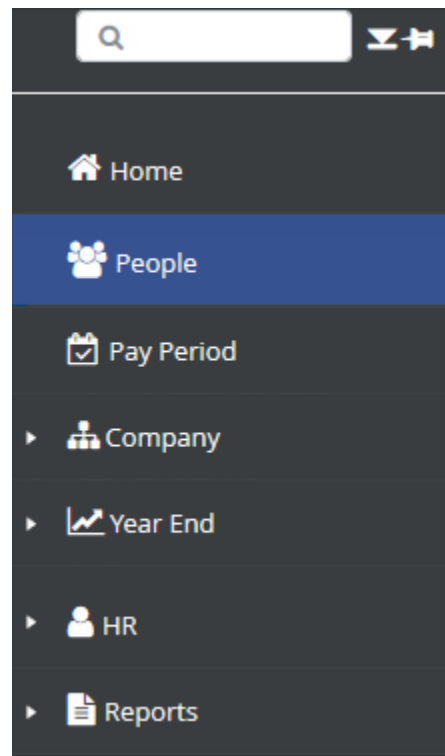
Table of Contents

Summary	2
New Functionality – Powerpay	4
People menu	4
User & Contact Management	4
Three new contact types	4
Select All option for Self Service Notifications.....	5
Multiple users	5
Multiple user warning message.....	5
No suspend, close or skip payroll run with multiple users logged into payroll	5
Accounting data export account configuration	6
Enhancements – Powerpay.....	7
User Interface Enhancements	7
Employee bar	7
Employee list.....	7
Status Change/ROE page	7
Mass Edit Tool pages	8
Self Service User Maintenance page	14
Department / Distribution Setup page	15
Pay Grades page	16
Rapid Entry Setup pages removed.....	16
Self Service Options	16
Employee Tax Form Delivery default (for customers already using Self Service)	16
Security question required when resetting employee Self Service passwords	17
Old user password field	17
Year-end.....	18
Tax Status for y-runs	18
Hours per Pay field and Accumulators do not display on the Employee Profile page on y-runs	18
Birth Date field on Employee Profile page.....	18
Quebec CSST rates	19
Year-end form delivery summary message	19
Add employee link	20

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

* Contact Type

- | | | |
|---|--|--|
| <input type="checkbox"/> Primary Contact | <input type="checkbox"/> Distribution Contact | <input type="checkbox"/> ROE Issuer |
| <input type="checkbox"/> ROE Contact | <input type="checkbox"/> Executive Summary Contact | <input checked="" type="checkbox"/> Payroll Backup |
| <input type="checkbox"/> EFT/Stops/Rejects Email Notification | <input type="checkbox"/> HR Contact | <input type="checkbox"/> Referral Partner Contact |
| <input type="checkbox"/> Other | | |

Every contact type has full access to all payroll data and other information in the system - access and edit rights are not differentiated by contact type. Each account may have a maximum of one individual for each contact type listed, except "Payroll Backup" which may have multiple individuals as such contact.

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.

Self Service Notifications

Select All

<input type="checkbox"/> Address Information	<input type="checkbox"/> Contact Information
<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Personal Information
<input type="checkbox"/> Direct Deposit	<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.)	<input checked="" type="checkbox"/> Employment Verification Letter (At least one user must have this selection.)

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

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.

Welcome to Powerpay Info Centre Expand All / Collapse All

This page contains helpful hints, important dates and other information that may help you with your payroll tasks.

WARNING

The following users are LOGGED IN to this payroll:

- User: 4000Nsch (Customer) Login Time: 11:12 AM
- User: nschule (CCR Manager) Login Time: 11:13 AM

If the payroll is submitted, an error message displays.

Submit failed as problems exist

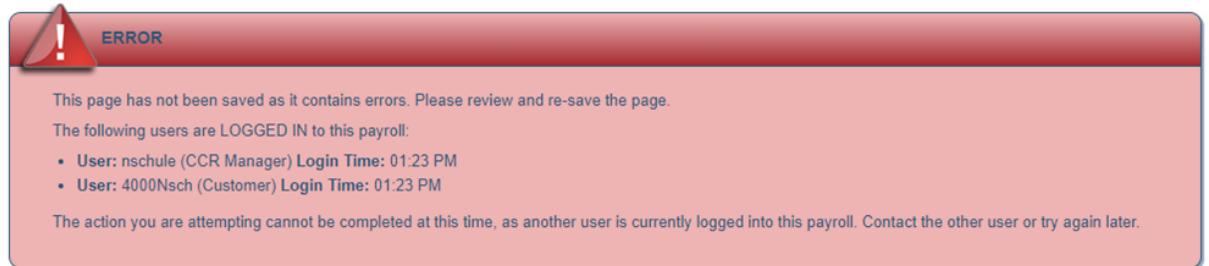
ERROR

Your payroll has not been submitted due to the following conditions.
You cannot submit the payroll data, because there is currently more than one user logged in for your company. Contact the other user if you need to submit immediately. You may want to re-run preview before submitting to validate changes that could have been made by the other user.

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.

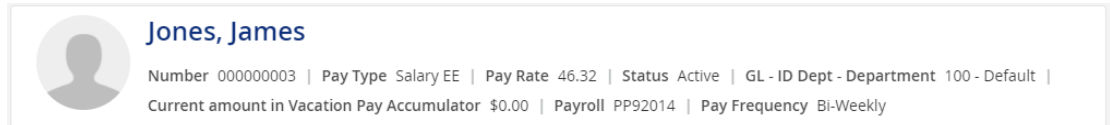
Description	New Value	Old Value	Keyed By	Date & Time
Delivery Fees	Accounts Payable	Advertising	nschule	2019-09-09 11:41:44
Payroll Fees	Accumulated Depreciation	Repair and maintenance	nschule	2019-09-09 11:41:44
G. S. T.	Business Licenses and Permits	Commission Income	nschule	2019-09-09 11:41:44
H. 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

ROE Information

Box 11 * Last Day For Which Paid **Box 12** * Final Pay Period Ending Date **Box 13** Occupation

Box 14 * Expected Date of Recall

Box 16 * Reason for Issuing this ROE

For Further Information, Contact

* Name * Phone

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

Box 17 Separation Payments

Amounts recorded here do not generate payments to the employee.

17A Vacation Pay

Select Code Amount

Date Range - From Date Range - To

17B Statutory Holiday Pay

Amounts recorded here do not generate payments to the employee.
 Report the amount you paid or will pay for each statutory holiday that falls after the 'Last Day for Which Paid (Box 11)', as well as the date of each statutory holiday. Do not include any statutory holidays that occurred before this date.

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

Additional Information

A comment in Box 18 should be entered in exceptional circumstances only, and not for confirming information already entered on the form.
 Comments will trigger a manual review of the ROE by Service Canada, which may cause a delay in processing and/or require clarification with the employer.

Box 18 Comments **Box 21** * Telephone No.

Box 22 * Name of Issuer

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**)

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

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Old Rate	New Rate
<input checked="" type="checkbox"/>	1	John, Doe	1331.25	<input type="text" value="1333.25"/>
<input checked="" type="checkbox"/>	2	Duke, Daisy	36.79	<input type="text" value="38.79"/>
<input checked="" type="checkbox"/>	3	Jones, James	46.32	<input type="text" value="48.32"/>
<input checked="" type="checkbox"/>	4	Smith, John	32.00	<input type="text" value="34.00"/>
<input checked="" type="checkbox"/>	15	Smith, James	0.00	<input type="text" value="2.00"/>

Number of Employees = 5

Number of Employees Selected = 5

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

Mass Edit Tools - Mass Status Change / ROE Expand All / Collapse All

INFORMATION

By selecting this status change action, no earnings will be paid to the employee and the resulting status becomes effective immediately.

[Templates](#)

Mass Edit Criteria

Update Method

Status Change
 Resulting Status:
 ROE Form:
 Current Pay:

Reverse Status

This status change action is not applicable to On Leave employees.

Filter Criteria

First Day Worked Range - From:
 First Day Worked Range - To:
 Last Day Worked Range - From:
 Last Day Worked Range - To:

Position:
 GL - ID X - City:
 GL - ID Y - Province:
 GL - ID Z - Type:

GL - ID Dept - Department:
 Province of Employment:
 Status:

[Preview](#)

Employee List

[Manual Update](#)

▲ Warning Message

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Status
<input checked="" type="checkbox"/>	1	John, Doe Show Messages	Active
<input checked="" type="checkbox"/>	2	Duke, Daisy Show Messages	Active
<input checked="" type="checkbox"/>	3	Jones, James	Active
<input checked="" type="checkbox"/>	4	Smith, John Show Messages	Active
<input checked="" type="checkbox"/>	15	Smith, James Show Messages	Active

Number of Employees = 5
 Number of Employees Selected = 5

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

Mass Edit Tools - Mass Deduction and Contribution Update
Expand All / Collapse All

[Templates](#)

Mass Edit Criteria

Update On

Employee Deduction
 Employer Contribution

tea

Update Method

Value Modifier (+/-)
 Percentage Modifier (+/-)
 New Value (+/-)
 Manual Update

Amount

\$ 0.50

Filter Criteria

All
 Hourly Employee
 Salary Employee

Pay Type

Hourly EE
 Hourly EE paid Vac Pay each pay
 Hourly EE also receives commissions
 Salary EE
 Salary EE paid Vac Pay each pay
 Salary EE also receives commissions

Value Range - From: \$

Value 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

Preview

Employee List

Manual Update

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Old Employer Contribution	New Employer Contribution
<input checked="" type="checkbox"/>	1	John, Doe	-	0.50
<input checked="" type="checkbox"/>	2	Duke, Daisy	-	0.50
<input checked="" type="checkbox"/>	3	Jones, James	-	0.50
<input checked="" type="checkbox"/>	4	Smith, John	-	0.50
<input checked="" type="checkbox"/>	15	Smith, James	-	0.50

Number of Employees = 5
Number of Employees Selected = 5

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

Mass Edit Tools - Mass Organizational Update Expand All / Collapse All

[Templates](#)

Mass Edit Criteria

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

GL - ID X - City

Filter Criteria

Position: GL - ID X - City: GL - ID Y - Province: GL - ID Z - Type:

GL - ID Dept - Department:

[Preview](#)

Employee List

Manual Update

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Old GL - ID X - City	New GL - ID X - City
<input checked="" type="checkbox"/>	1	John, Doe	1 - Winnipeg	<input type="text" value="2 - Calgary"/>
<input checked="" type="checkbox"/>	2	Duke, Daisy	1 - Winnipeg	<input type="text" value="2 - Calgary"/>
<input checked="" type="checkbox"/>	3	Jones, James	1 - Winnipeg	<input type="text" value="2 - Calgary"/>
<input checked="" type="checkbox"/>	4	Smith, John	-	<input type="text" value="2 - Calgary"/>
<input checked="" type="checkbox"/>	15	Smith, James	-	<input type="text" value="2 - Calgary"/>

Number of Employees = 5
 Number of Employees Selected = 5

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

Mass Edit Criteria

Update Method

By selecting the Remove Accumulator Payout check box, all Employees with entire accumulator payouts that were entered on Employee Timesheet and on the Mass Accumulator Payout page will be included in the Employee List.

The selections made in the Update Method section will display in the Employee List. If selections were made in the individual timesheet pages, they will be highlighted in the Employee List. Updates can be made to the selections prior to clicking the Apply button. Refer to Help or Knowledge Base for more information.

Remove Accumulator Payout

 Pay Period (if other than current)

Payment Type
 Regular Payment
 Second Payment

Applicable Period of Time

Pay out Vacation Accumulator?

Filter Criteria

'Active' employees and employees with pending status changes will be included in the filter.

Pay Type Group
 All
 Hourly Employee
 Salary Employee

Pay Type
 Hourly EE
 Salary EE paid Vac Pay each pay
 Hourly EE paid Vac Pay each pay
 Hourly EE also receives commissions
 Salary EE also receives commissions
 Salary EE

Position

GL - ID X - City

GL - ID Y - Province

GL - ID Z - Type

GL - ID Dept - Department

Province of Employment

Preview

Employee List

NOTE: Values populated from the individual timesheet pages display highlighted.

- Manual Update
- Warning Message
- Error Message

<input checked="" type="checkbox"/>	Employee Number	Employee Name	Applicable Period of Time	Pay out Vacation Accumulator?	Pay Period (if other than current)
	1	John, Doe			
<input checked="" type="checkbox"/>	3	Jones, James	2 Weeks	Yes - Time Taken	020 - Oct-05-2016
<input checked="" type="checkbox"/>	4	Smith, John	2 Weeks	Yes - Time Taken	020 - Oct-05-2016

Number of Employees = 3
 Number of Employees Selected = 2

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

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 XXXXXXXXXXXXXXXXXXXX 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.”

Self Service User Maintenance

Self Service Account Maintenance

* Username:

* E-mail:

Disable Self Service Account

Force Password Change On Next Logon

Re-Welcome

Welcome password has expired.
Select 'Re-Welcome' and click Save to email login credentials to the address provided.

Security Event Log

The employee does not have any Security Event records for the time period selected.

View Security Events from Last:

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.

Department / Distribution Setup | User & Contact Mgmt | Government Rates | Security Roles | Custom Import Setup

Company > Department / Distribution Setup

Department / Distribution Setup

GL - ID X - Shift

Custom Description - English:

Shift:

Custom Description - French:

Shift:

ID	English	French	Remove
Day	9-5	9-5	<input type="checkbox"/>
Night	5-1	5-1	<input type="checkbox"/>

GL - ID Dept - Manager

Custom Description - English:

Manager:

Custom Description - French:

Manager:

Number	English	French	Remove
100	Default	Par defa	<input type="checkbox"/>
150	Joe	Joe	<input type="checkbox"/>
200	Fred	Fred	<input type="checkbox"/>

GL - ID Z - City

Custom Description - English:

City:

Custom Description - French:

City:

ID	English	French	Remove
Reg	Regina	Regina	<input type="checkbox"/>
Sask	Saskatoon	Saskatoon	<input type="checkbox"/>

ID Y - Province

Custom Description - English:

Province:

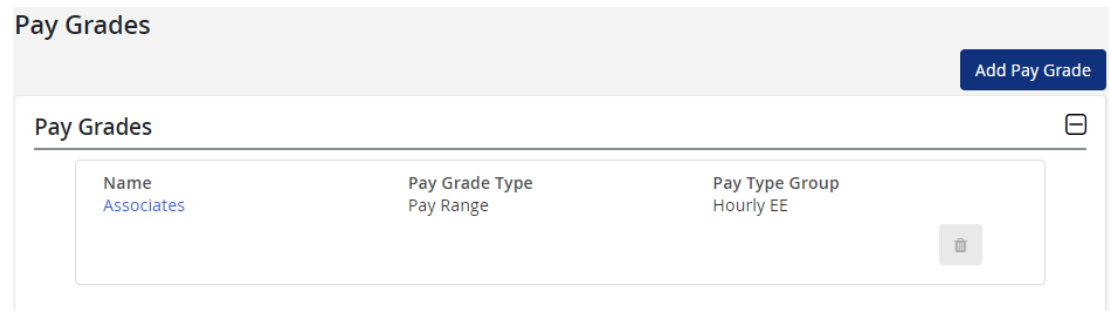
Custom Description - French:

Province:

ID	English	French	Remove
AB	Alberta	Alberta	<input type="checkbox"/>
BC	British	British	<input type="checkbox"/>
SK	Saskatchewan	Saskatchewan	<input type="checkbox"/>

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

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.

Multiple User Create **Self Service Options** User Maintenance Field Selections

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

<p>* Auto-Generate Username Format</p> <p>FirstName.LastName (Michael.Johnson) ▾</p> <p><input type="checkbox"/> Allow Unmasking of Personal Information</p> <p><input checked="" type="checkbox"/> Enforce Employee Deadline for Self Service Changes</p>	<p>* Employee Tax Form Delivery Default ⓘ</p> <p>▾</p> <p><input checked="" type="checkbox"/> Employment Verification Letter ⓘ</p> <p>Deadline for Changes on Submit For Processing Day (Central Time)</p> <p>9:00 AM ▾</p>
--	---

Save

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

⚠ WARNING

The Employee Tax Form Delivery Default must be selected on the [Self Service Options](#) page before new Self Service accounts can be created.

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.

Security Questions

Please enter the answer to the Security Question and Save to continue the reset password process.

What school did you attend for sixth grade?

Submit

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.

Taxation

* Specifies a required field

Tax Status

Status Indian - Earnings on T4 - Code 71

* CPP/QPP Status

Subject to CPP/QPP

E.I. Category

Deducts EI; ER Rate 1.4

QPIP (Quebec Parental Insurance Plan)

Not Applicable

Quebec Status

Subject to QPIP

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.



The screenshot shows a form titled "Employee Dates" with a close button in the top right corner. Below the title is a section for "Birth Date" with a text input field containing "15/07/1964" and a calendar icon to its right.

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.

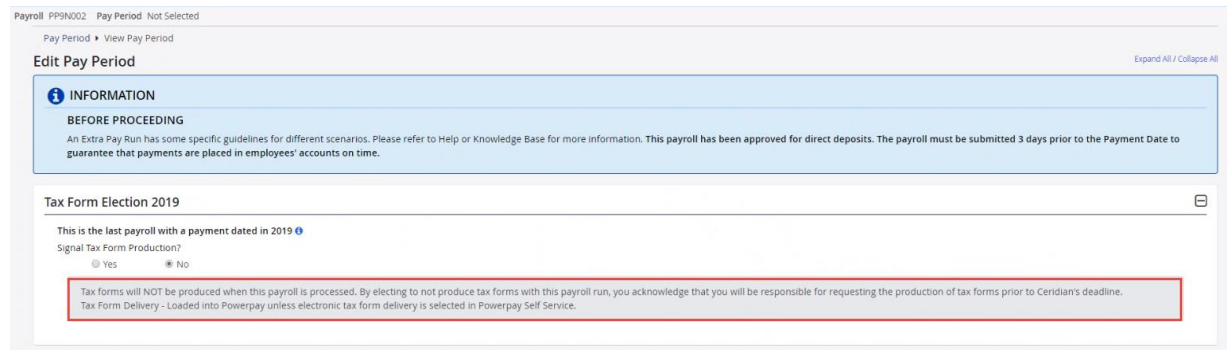
► **To enter an adjusted rate:**

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

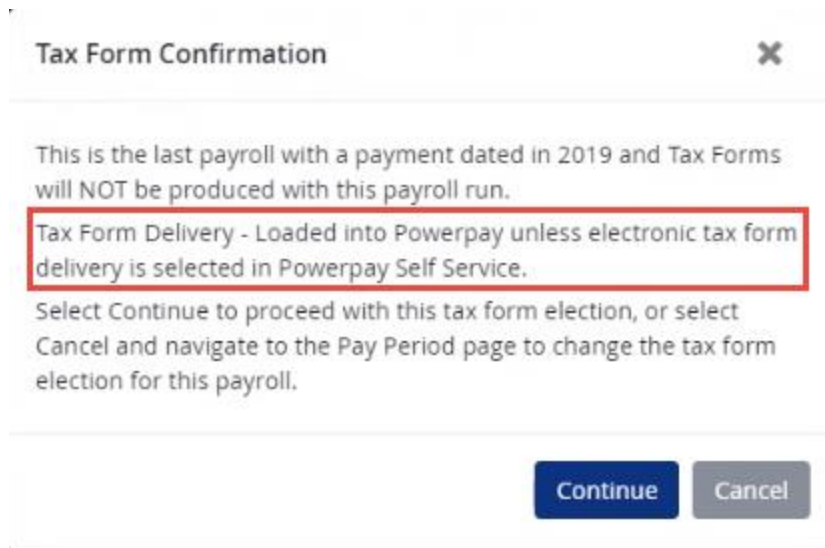
On the Last Pay of the Year, a message displays indicating how your tax forms will be delivered on the following pages:

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



The screenshot shows the "View Pay Period" page. At the top, it says "Payroll PPSN002 Pay Period Not Selected" and "Pay Period > View Pay Period". Below this is an "Edit Pay Period" section with an "Expand All / Collapse All" link. A blue information box contains the text: "INFORMATION BEFORE PROCEEDING An Extra Pay Run has some specific guidelines for different scenarios. Please refer to Help or Knowledge Base for more information. This payroll has been approved for direct deposits. The payroll must be submitted 3 days prior to the Payment Date to guarantee that payments are placed in employees' accounts on time." Below this is a "Tax Form Election 2019" section with a close button. It states "This is the last payroll with a payment dated in 2019" and asks "Signal Tax Form Production?" with radio buttons for "Yes" and "No". A red-bordered box contains the text: "Tax forms will NOT be produced when this payroll is processed. By electing to not produce tax forms with this payroll run, you acknowledge that you will be responsible for requesting the production of tax forms prior to Ceridian's deadline. Tax Form Delivery - Loaded into Powerpay unless electronic tax form delivery is selected in Powerpay Self Service."

- 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.



Ceridian

La version française suit l'anglaise.

This is the last payroll with a payment dated in 2019. Tax Forms will be produced with this payroll run, as you have signalled "Yes" for tax form production with the last pay of the year.

Tax Form Delivery - Printed and delivered by Ceridian.

*This email is an automated notification, which is unable to receive replies.

Il s'agit de la dernière liste de paie comprenant un paiement daté de l'année 2019. Les formulaires fiscaux seront produits avec cette paie, puisque vous avez sélectionné Oui pour la production des formulaires fiscaux lors du traitement de votre dernière paie de l'année.

Livraison des formulaires fiscaux - Imprimé et livré par Ceridian.

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

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**)

Rapid Entry Employee Timesheet Deductions & Contributions Permanent Rates, Factors, Earnings Statutory Deductions

Payroll ▶ Regular Payment ▶ Rapid Entry


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

 **WARNING**
You are unable to use this page, as no employees have been added to your company. To add a new employee, click [here](#).

- 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**)

Add a new employee Employee Profile **Direct Deposit**

Payroll ▶ Hire/Profile ▶ Direct Deposit

 **Invalid Employee Selected**
Possible causes for this may include:

- No employees have been added to your company.
- Navigation to another page occurred prior to saving the creation of a new employee.
- All employees are filtered from the employee list.

Resolutions:

- Add new employees to your company by clicking [here](#)
- Select an employee from the employee list.
- Select an employee status on the employee list filter.

Should you continue to receive this error after trying the above, please contact your Service Delivery Team.