

CERIDIAN

# Release Notes

Powerpay

Release 6.11

April 27, 2022

## Publication Record

Software Version	Publication Date	Description
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These Release Notes describe the enhancements and fixed defects that have been incorporated into the latest release of Powerpay.

The document is organized in chapters in the following sections if they apply:

- New Functionality section, which describes the features and functions that were added.
- Enhancements, which describes the enhanced features.

For questions, please contact your Ceridian representative.

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## Summary

Welcome to the 6.11 release of Powerpay.

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

- **Multifactor Authentication** – For added security, Powerpay now utilizes multifactor authentication to verify your identity when logging into Powerpay.
- **New Payroll Setup reports**
  - Deductions & Benefits report
  - Earnings report
  - Accumulators report
- **Employee Documents expiry reminder** – You can now set email reminders up to 14 days prior to a document expiring.

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## New Functionality

### Multifactor Authentication (MFA)

Multifactor authentication (MFA) adds a layer of protection to the sign-in process. When accessing accounts or apps, MFA requires you to provide additional identity verification, such as entering a code received on your phone, preventing unauthorized access.

Using only a password for authentication leaves your information vulnerable to an attack. If your password is weak or has been exposed elsewhere, an attacker could be using it to gain access. Using MFA, a second form of authentication, increases security because it isn't something that's easy for an attacker to obtain or duplicate.

For added security, Powerpay utilizes multifactor authentication to verify your identity when logging into Powerpay. Each time you log into Powerpay, you must provide your username and password. In addition, you may be required to provide an additional unique verification code that is sent to your phone.

#### Things to note

- Powerpay users with access to multiple companies, for example accountants managing multiple payrolls, are required to complete multifactor authentication for each payroll. Each company retains a unique record for that user. The same phone number or MFA method of authentication can be used for all the payrolls.
- When a Powerpay user is disabled, their last MFA settings are retained and used if the user is re-enabled. If the user forgets their authentication information, the Payroll Admin can reset their MFA information.
- When a Powerpay user is deleted, their MFA settings are also deleted.
- If a terminated employee is deleted in Self Service, their MFA settings are also deleted.

### Configure the multifactor authentication settings for your payroll

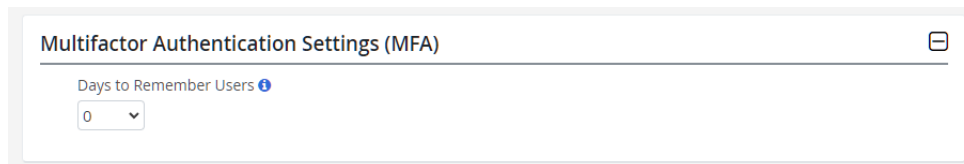
After multifactor authentication is turned on for your payroll you must define how often you will require users to enter their verification code. While you can select to have users only enter their verification code once every 14 days (default), you can enable extra security by requiring it with every log in (0 days).

---

**Note:** The value selected applies to all users including Powerpay users and employees logging into Self Service.

---

1. Go to the User & Contact Management page (**Company > User & Contact Mgmt**).
2. Expand the **Multifactor Authentication settings (MFA)** section.



Multifactor Authentication Settings (MFA)

Days to Remember Users ⓘ

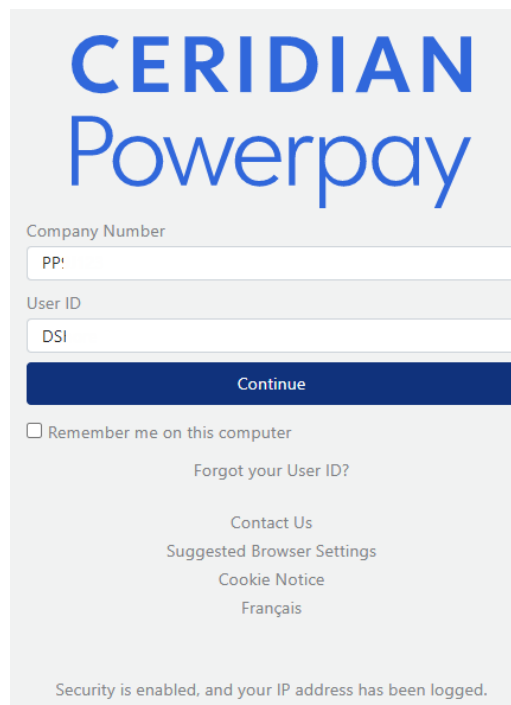
0 ▾

3. Select the number of **Days to Remember Users**.  
Setting the value to 0 (zero) means that users will be required to enter their verification code each time they log in.
4. Click **Save**.

### Setting up multifactor authentication for a Powerpay user

Once multifactor authentication is enabled for your payroll, the set up page displays on the Powerpay log on page.

1. Go to the Powerpay login page.
2. Enter your Company Number and User ID.



CERIDIAN  
Powerpay

Company Number

PP!

User ID

DSI

Continue

Remember me on this computer

[Forgot your User ID?](#)

[Contact Us](#)

[Suggested Browser Settings](#)

[Cookie Notice](#)

[Français](#)

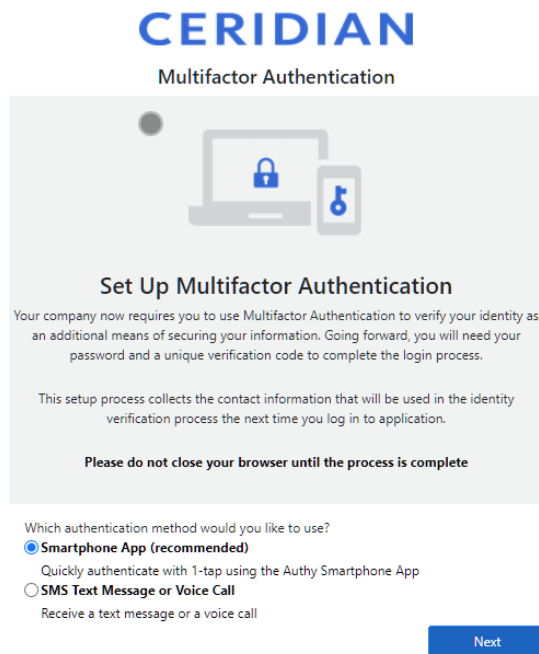
Security is enabled, and your IP address has been logged.

3. Click **Continue**.



The image shows the CERIDIAN Powerpay login interface. At the top, the logo "CERIDIAN Powerpay" is displayed in blue. Below the logo are three input fields: "Company Number" with the value "PP", "User ID" with the value "DS", and "User Password" which is empty. There are "Back" and "Logon" buttons. Below the input fields are links for "Contact Us", "Suggested Browser Settings", "Cookie Notice", and "Français". At the bottom, a security message states: "Security is enabled, and your IP address has been logged."

4. Enter your password.
5. Click **Logon**.



The image shows the CERIDIAN Multifactor Authentication setup screen. At the top, the logo "CERIDIAN" is displayed in blue, followed by the text "Multifactor Authentication". Below this is an illustration of a laptop and a smartphone. The main heading is "Set Up Multifactor Authentication". The text below explains that the company now requires Multifactor Authentication to verify identity as an additional means of securing information. It states that the setup process collects contact information for the next login. A warning says: "Please do not close your browser until the process is complete". Below this, a question asks "Which authentication method would you like to use?". There are two radio button options: "Smartphone App (recommended)" which is selected, and "SMS Text Message or Voice Call". A "Next" button is at the bottom right.

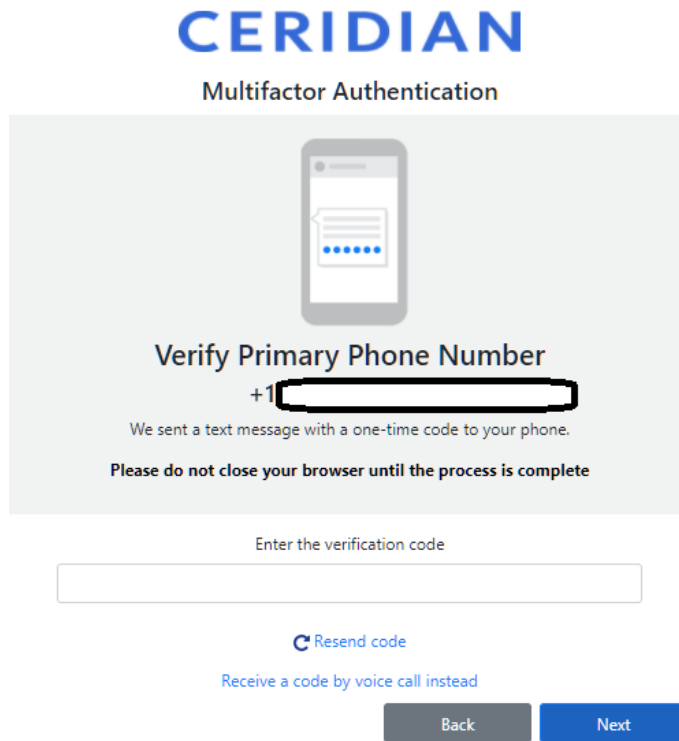
6. Select the authentication method you would like to use.
7. Click **Next**.

The screenshot shows the 'Set Up Contact Information' screen. At the top is the CERIDIAN logo and the text 'Multifactor Authentication'. Below that is a grey box with the heading 'Set Up Contact Information' and the text: 'We will use the provided phone number(s) to verify your identity when you login to application. Using your mobile phone as the primary phone number is recommended. Please do not close your browser until the process is complete'. Below the grey box is a 'Primary Phone Number' section with a dropdown menu showing '(+1) USA/Canada', an input field labeled 'Enter phone number', and an 'Exten' button. There is also a checkbox labeled 'Include Secondary Phone Number'. At the bottom are 'Back' and 'Next' buttons.

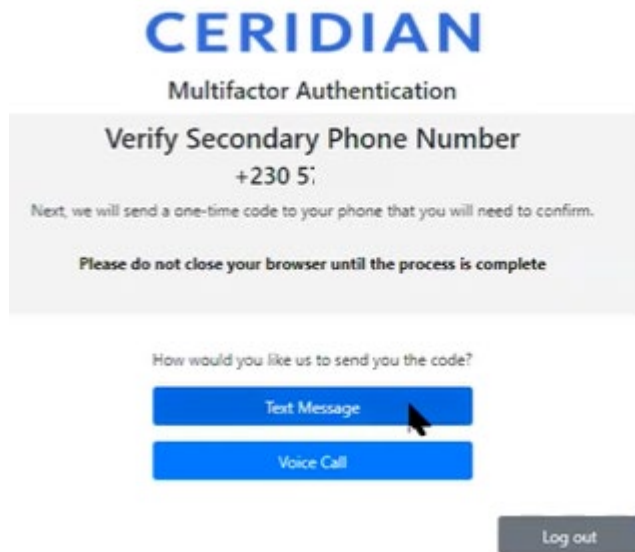
8. In the **Primary Phone Number** field, enter the phone number to use to deliver the unique code that will be used to verify your identity when you log in to Powerpay. Using your mobile phone as your primary number is recommended.
9. (optional) Add a secondary phone number.
  - a. Select the **Include Secondary Phone Number** checkbox.
  - b. Enter your secondary phone number in the **Secondary Phone Number** field.
10. Click **Next**.

The screenshot shows the 'Verify Primary Phone Number' screen. At the top is the CERIDIAN logo and the text 'Multifactor Authentication'. Below that is a grey box with the heading 'Verify Primary Phone Number' and the text: '+1 [input field] Next, we will send a one-time code to your phone that you will need to confirm. Please do not close your browser until the process is complete'. Below the grey box is the question 'How would you like us to send you the code?' with two blue buttons: 'Text Message' and 'Voice Call'. At the bottom is a 'Back' button.

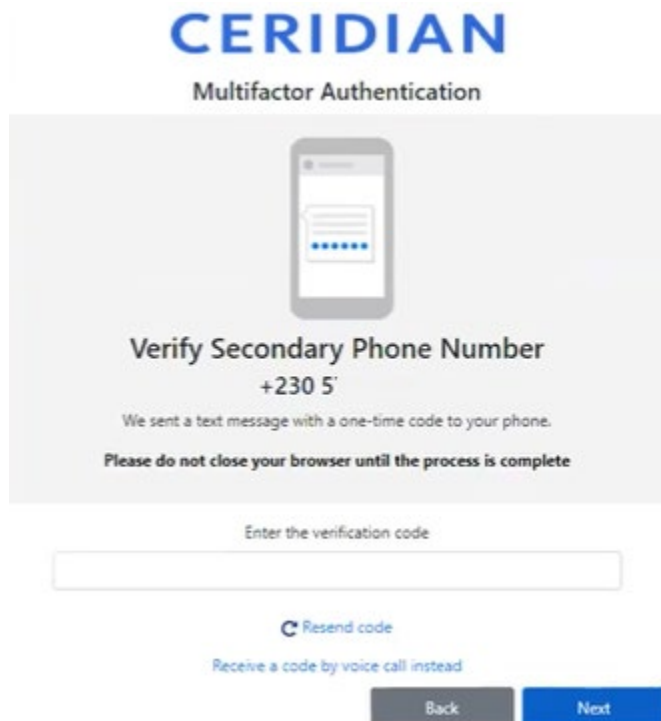
11. Ceridian verifies the numbers provided for authentication. Select the method by which you want to receive your code, text message or voice call.



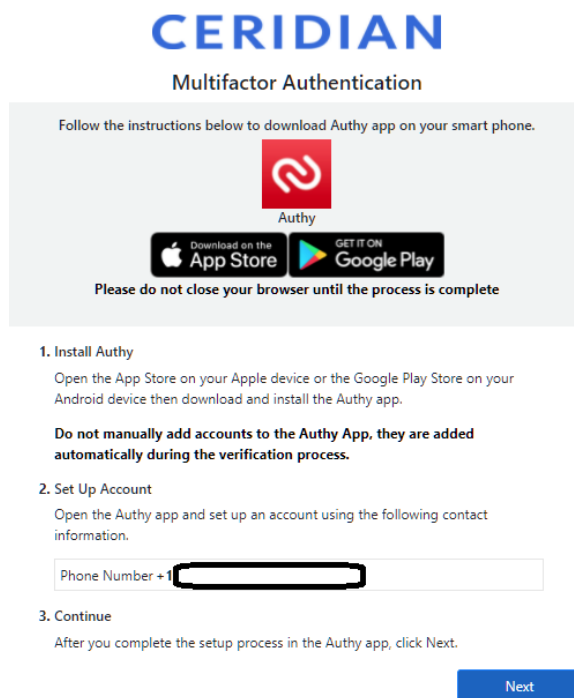
- 12. Enter your verification code.
- 13. Click **Next**. If you selected a secondary phone number, that number is verified as well.



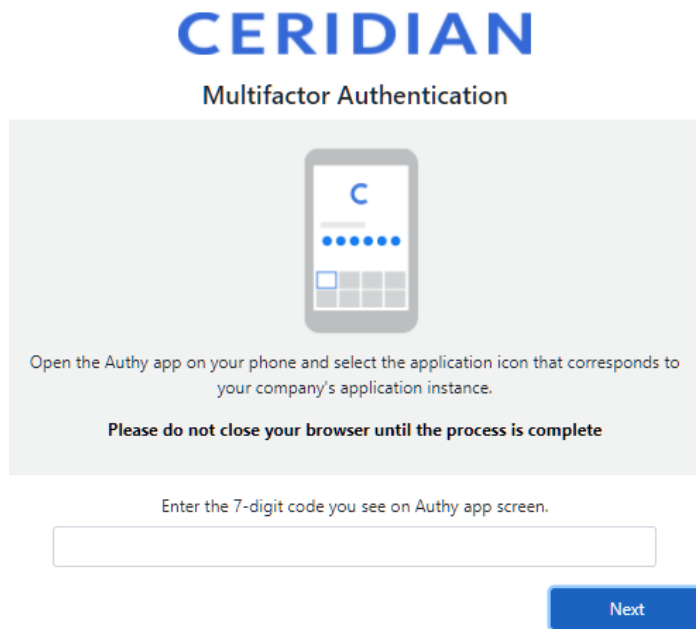
- 14. Select the method by which you want to receive your code, text message or voice call.



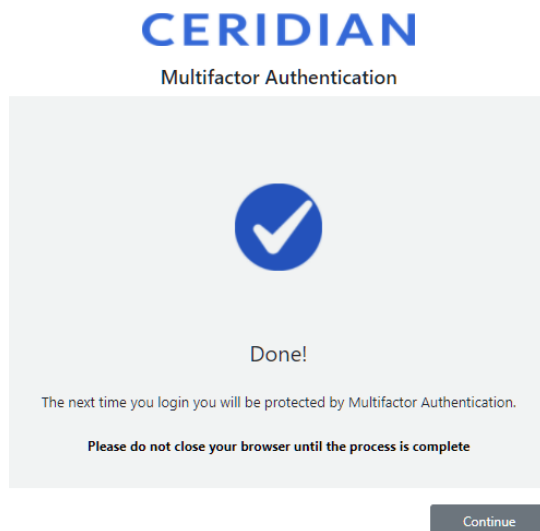
15. Enter your verification code.
16. Click **Next**.
17. If you selected **Smartphone App** as your verification method:
  - a. Follow the instructions on the page to install and set up Authy.



- b. Click **Next**.



- c. Enter the 7 digit code from Authy.
  - d. Click **Next**.
18. Your verification is complete.

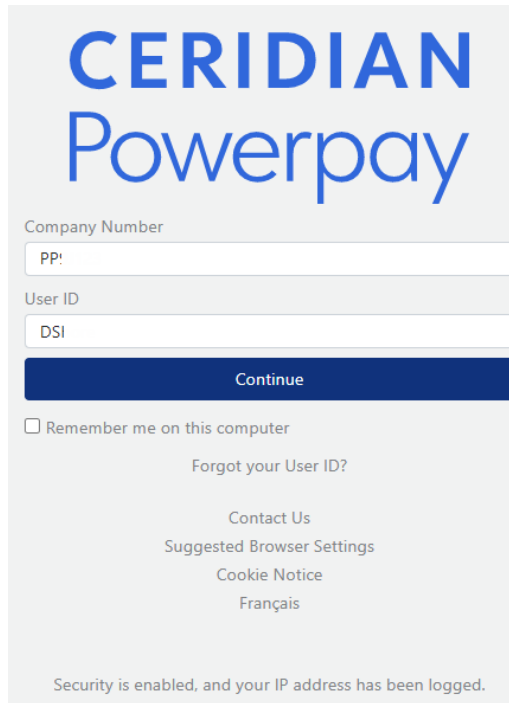


19. Click **Continue**.
- You are now logged in to Powerpay.

### Log in to Powerpay after multifactor authentication is set up


After you have set up your multifactor authentication methods, you will use the verification code sent to your device to log into Powerpay. Depending on your payroll settings, you may not be asked to log in using a verification code each log in.

1. Go to the Powerpay login page.
2. Enter your Company Number and User ID.



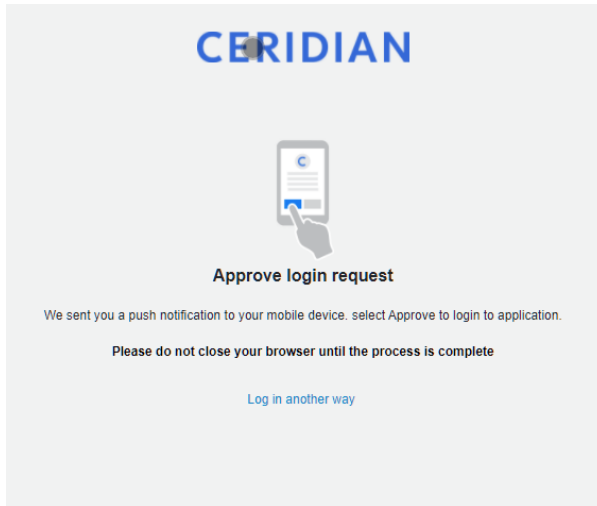
The screenshot shows the CERIDIAN Powerpay login page. At the top, the logo "CERIDIAN Powerpay" is displayed in blue. Below the logo, there are two input fields: "Company Number" with the placeholder "PP:" and "User ID" with the placeholder "DSI". A dark blue "Continue" button is positioned below the input fields. Underneath the button, there is a checkbox labeled "Remember me on this computer". Below the checkbox, there are several links: "Forgot your User ID?", "Contact Us", "Suggested Browser Settings", "Cookie Notice", and "Français". At the bottom of the page, a security notice reads: "Security is enabled, and your IP address has been logged."

3. Click **Continue**.

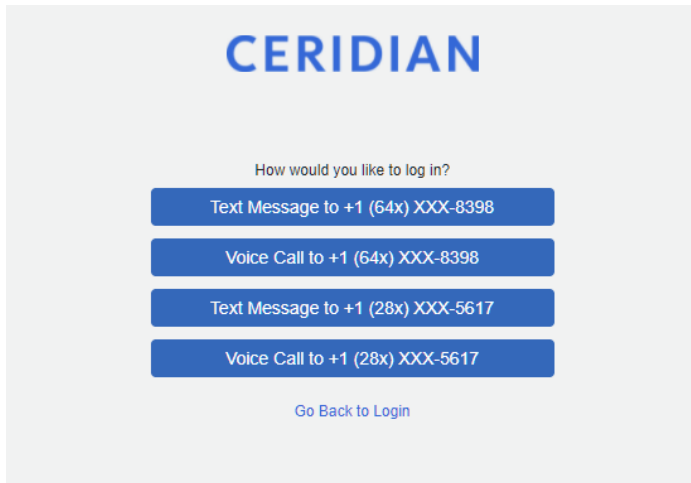


The screenshot shows the CERIDIAN Powerpay login page after clicking "Continue". The "Company Number" and "User ID" fields are now filled with "PP:" and "DS" respectively. A new "User Password" field is added below them. There are "Back" and "Logon" buttons at the bottom left and right of the form area. The same links ("Contact Us", "Suggested Browser Settings", "Cookie Notice", "Français") and security notice ("Security is enabled, and your IP address has been logged.") are present.

4. Enter your password.
5. Click **Logon**.
6. Select the method to receive your verification code.
  - If your preferred verification method is the smartphone App (Authy), respond to the push notification in the Authy app.



- If your preferred method of verification is phone or text message:
  - a. Select the method to receive your verification code.





- b. Enter your verification code.

- c. Click **Login**.

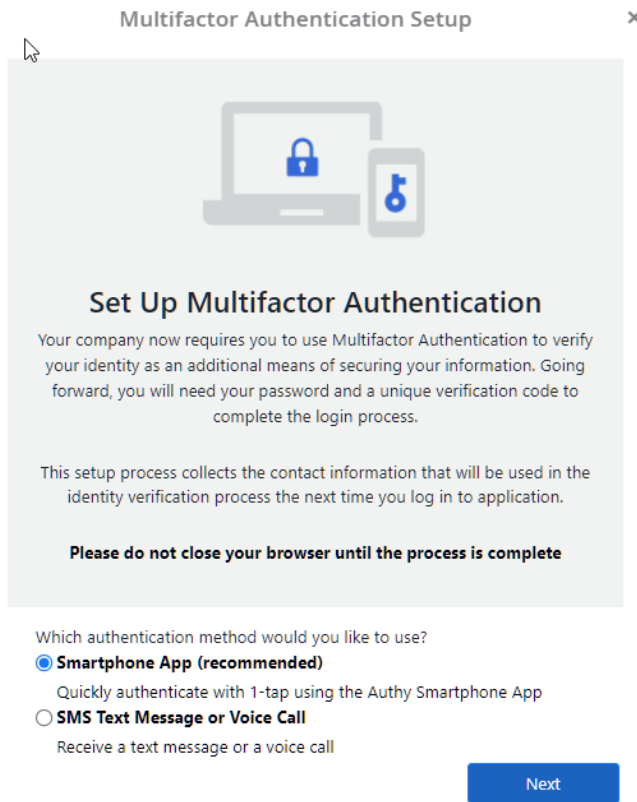
If your verification is successful, you are logged into Powerpay. If we cannot verify your identity, your login is rejected, you are re-directed to the login page and an error message displays.

## Edit or add multifactor authentication methods

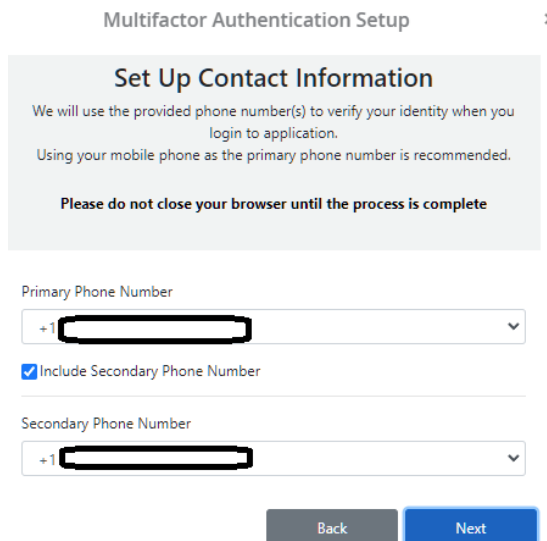
Use the **More**  button on the Powerpay toolbar to update your phone number used for multifactor authentication or add verification methods.

1. Open the Multifactor Authentication page (from the toolbar, click  > **Change Security Settings**).

2. Click **Update MFA**.  
The Multifactor Authentication Setup wizard opens.



3. Select the authentication method you want to use. Using the Authy app on your smartphone is recommended as it allows you to authenticate using 1 tap. Install Authy on your device by searching for it in your device’s app store.
4. Click **Next**.




5. In the **Primary Phone Number** field, enter the phone number to use to deliver the unique code that will be used to verify your identity when you log in to Powerpay. Using your mobile phone as your primary number is recommended.
6. (optional) Add a secondary phone number.



- a. Select the **Include Secondary Phone Number** checkbox.
  - b. Enter your secondary phone number in the **Secondary Phone Number** field.
7. Click **Next**.
  8. If you selected **Smartphone App** as your verification method:
    - a. Follow the instructions on the page to install and set up Authy.

**Multifactor Authentication Setup** ×

Follow the instructions below to download Authy app on your smart phone.



Authy

Please do not close your browser until the process is complete

1. Install Authy
 

Open the App Store on your Apple device or the Google Play Store on your Android device then download and install the Authy app.

**Do not manually add accounts to the Authy App, they are added automatically during the verification process.**
2. Set Up Account
 

Open the Authy app and set up an account using the following contact information.


Phone Number +1
3. Continue
 

After you complete the setup process in the Authy app, click Next.

Next

- b. Click **Next**.

**Multifactor Authentication Setup** ×



Open the Authy app on your phone and select the application icon that corresponds to your company's application instance.

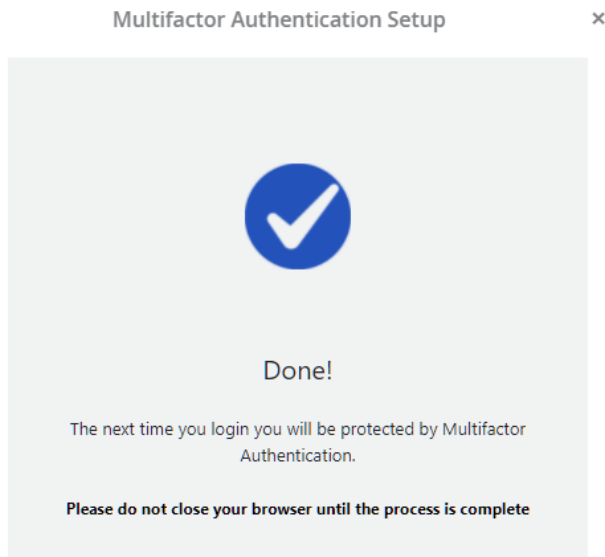
**Please do not close your browser until the process is complete**

Enter the 7-digit code you see on Authy app screen.

Next

- c. Enter the 7 digit code from Authy.

- d. Click **Next**.
- 9. Your verification is complete.



- 10. Click the “x” in the top right corner to close the Multifactor Authentication Setup wizard. The new numbers and method appear on the Multifactor Authentication page.


### Reset Multifactor Authentication (MFA) for a Powerpay user

If a Powerpay user loses access to their phone, you can reset that users MFA settings on the User & Contact Management page. After the MFA settings are reset, the user will have to complete the MFA set up again the next time they log in.

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**Note:** You can only reset a user’s multifactor authentication **after** they have completed the initial set up their multifactor authentication.

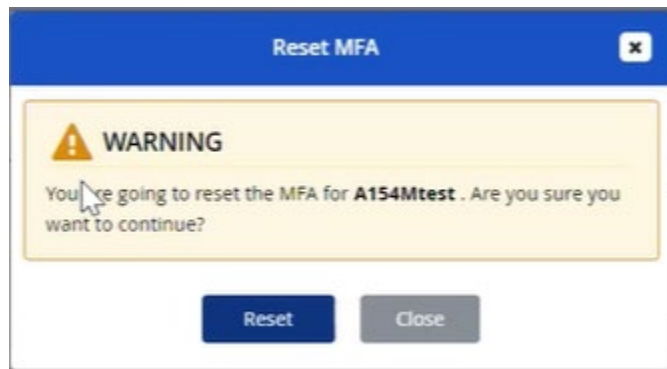
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- 1. Go to the User & Contact Management page (**Company > User & Contact Mgmt**).
- 2. In the list of users, click the  in the row for the user whose MFA information you want to reset.
- 3. In the User Settings section, select the **Reset MFA** checkbox.



A warning message displays.

- 4. Click **Reset**.



## Multifactor Authentication (MFA), Single Sign On (SSO) and Automatic Logon

When you log in to Powerpay using:

- IAM and single sign on, or
- Automatic Logon

multifactor authentication is not required by Powerpay, including switching between multiple payrolls to which you have access.

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**Note:** Multifactor authentication may still be required by IAM.

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## Payroll Setup Reports

The payroll setup reports provide the ability to view the deduction, benefit, accumulator, and earnings values set up for the payroll. The Report History section on the Payroll Setup page (**Reports > Company Reports > Payroll Setup**) displays the audit for all actions taken for all the payroll setup reports.

### Deduction & Benefits Report

The Deductions & Benefits report provides information on the deductions and benefits set up for the payroll and includes the following sections:

- Descriptions
- Calculation Details
- Other Options
- Hours/Earnings to be included in calculation
- Deductions/Contributions to be included in calculation
- Government Calculations and Year End
- Third Party Payment Information

► **To view the report:**

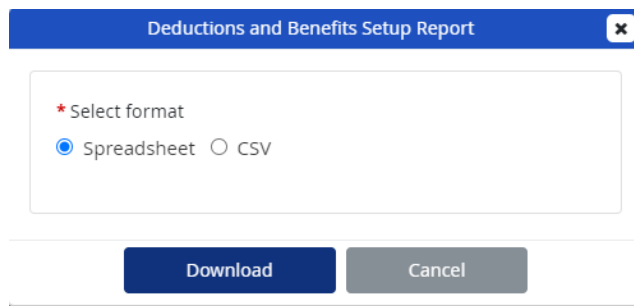
1. Go to the Payroll Setup page (**Reports > Company Reports > Payroll Setup**).

Payroll Setup						
Report Name	Description	Last Downloaded By	Last Downloaded On	Last Approved By	Last Approved On	Action
Earnings	Earnings setup details	kha	23/12/2021 09:59 AM CT	bva	03/01/2022 09:14 AM CT	
Deductions and Benefits	Deductions and benefits setup details					
Accumulators	Accumulators setup details					

Report History				
Report Name	Format	Transaction	Action Taken By	Action Taken On
Earnings		Approval	bva	03/01/2022 09:14 AM CT
Earnings	CSV	Download	kha	23/12/2021 09:59 AM CT

- Click the **Download** button for the Deductions & Benefits report.
- Select the format to download the report. Options include Spreadsheet (xlsx) or CSV.



- Click **Download**.  
The report downloads. Open the downloaded report to view it.

When you download the report in spreadsheet format the Descriptions section is pinned. We recommend unfreezing the section and view the additional columns in the report.

## Earnings Report

The Earnings report provides information on the earnings set up for the payroll and includes the following sections:

- Descriptions
- Calculation Details
- Other Options
- Government Calculations
- Year-End

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**Note:** Time Off Request entitlements are NOT included in this report.

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► **To view the report:**


- Go to the Payroll Setup page (**Reports > Company Reports > Payroll Setup**).

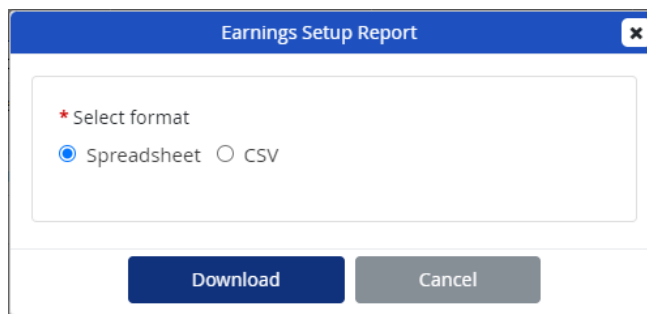
### Payroll Setup

Report Name	Description	Last Downloaded By	Last Downloaded On	Last Approved By	Last Approved On	Action
Earnings	Earnings setup details	kha	23/12/2021 09:59 AM CT	bvai	03/01/2022 09:14 AM CT	 
Deductions and Benefits	Deductions and benefits setup details					 
Accumulators	Accumulators setup details					 

### Report History

Report Name	Format	Transaction	Action Taken By	Action Taken On
Earnings		Approval	bva	03/01/2022 09:14 AM CT
Earnings	CSV	Download	kha	23/12/2021 09:59 AM CT

- Click the **Download**  button for the Earnings report.
- Select the format to download the report. Options include Spreadsheet (xlsx) or CSV.



- Click **Download**.  
The report downloads. Open the downloaded report to view it.

## Accumulators Report

The Accumulators report provides information on the accumulators set up for the payroll and includes the following sections:

- Descriptions and Calculation Details
- Other Options
- Hours Included
- Hours Excluded
- Earnings Included
- Earnings Excluded
- Groups Included
- Groups Excluded

► **To view the report:**

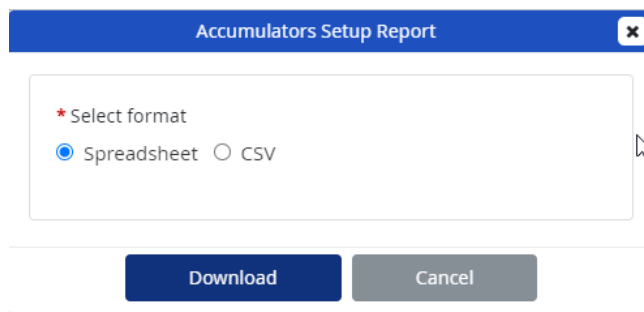
- Go to the Payroll Setup page (**Reports > Company Reports > Payroll Setup**).

Payroll Setup						
Report Name	Description	Last Downloaded By	Last Downloaded On	Last Approved By	Last Approved On	Action
Earnings	Earnings setup details	kha	23/12/2021 09:59 AM CT	bva	03/01/2022 09:14 AM CT	
Deductions and Benefits	Deductions and benefits setup details					
Accumulators	Accumulators setup details					

Report History				
Report Name	Format	Transaction	Action Taken By	Action Taken On
Earnings		Approval	bva	03/01/2022 09:14 AM CT
Earnings	CSV	Download	kha	23/12/2021 09:59 AM CT

- Click the **Download** button for the Accumulators report.
- Select the format to download the report. Options include Spreadsheet (xlsx) or CSV.



- Click **Download**.  
The report downloads. Open the downloaded report to view it.

## People Reports

### Expired Employee Documents Report

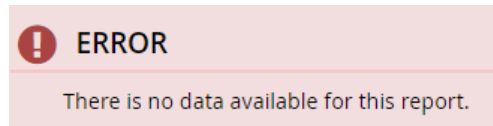
The Expired Employee Documents report includes information on employee documents that have already expired.

The report is only available for download when role based security is enabled for the payroll and the Powerpay user accessing the report has access to the Documents tab (**People > People List > Documents**).

- Go to the Reports page (**People > Reports**).
- Click the Download button for the Expired Employee Documents report. The report downloads in \*.csv format. It includes the following information:
  - Expiry Date
  - Type
  - Document

- Version
- Last Updated
- Employee Number
- Employee name
- Employee Status


If there is no data, Powerpay displays the error message:



## Expiring Documents Report

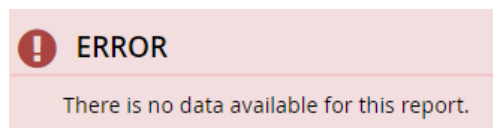
The Expiring Documents report includes information on employee documents that will expire in the next 30 days.

The report is only available for download when role based security is enabled for the payroll and the Powerpay user accessing the report has access to the Documents tab (**People > People List > Documents**).

1. Go to the Reports page (**People > Reports**).
2. Click the Download  button for the Expiring Documents report. The report downloads in \*.csv format. It includes the following information:

- Expiry Date
- Type
- Document
- Version
- Last Updated
- Employee Number
- Employee name
- Employee Status

If there is no data, Powerpay displays the error message:



## Employee Documents expiry reminder

The Employee Documents expiry reminder option provides an automatic, configurable email reminder notification before an employee document is about to expire. You define the schedule when you want to be reminded to expiring items requiring attention. Use this option to save time tracking document expiration dates and eliminate the risk of expired documents.

This feature is available for active employees with a Self Service account. The document must also be enabled for employee view.

The email reminder is sent to the employee.


## Set a document expiry email for a new Employee Document

1. Go to the Documents tab (**People > People List > Documents**).
2. Select the employee to which the document belongs from the Employee List.
3. Click the **Add New Document** button.  
The Document Properties window opens.
4. Click the **Browse** button to select the document to upload.  
The following document types can be uploaded: .xlsx, .docx, .pdf, .jpeg and .png.
5. Select the file to upload and click **Open**.  
The selected file displays in the Document Name field. You can rename the document if required.
6. (optional) Select the document type from the Type list. To add a type not in the list, see [Add a document type](#).
7. (optional) Enter a version number for the document.
8. (optional) Select or enter the version date.
9. (optional) If the document is available for the employee to view, select the **Enable Employee View** checkbox. This option must be selected to use the expiry notification feature.
10. (optional) If the document contains personal or private information, select the **Contains Personal/Private Information** checkbox.
11. Set the document expiry date.
12. Select the number of days (1-14) before the document expires you want to receive the email notification in the **Days in Advance** field. If you do not want to receive an email reminder, select **Don't Send**.
13. Click **Save**.

The document is added to the list on the Documents tab.

The document displays for the employee in Self Service and on the [Documents tab](#) in Powerpay.

## Set a document expiry email for an existing Employee Document

1. Go to the Documents tab (**People > People List > Documents**).
2. Select the employee to which the document belongs from the Employee List.
3. Click the properties button  in the Action column for the document to add an expiry email reminder to.  
The Document Properties window opens.
4. Ensure the **Enable Employee View** checkbox is selected. This option must be selected to use the expiry notification feature.
5. Set the document expiry date.

6. Select the number of days (1-14) before the document expires you want to receive the email notification in the **Days in Advance** field. If you do not want to receive an email reminder, select **Don't Send**.
7. Click **Save**.

## Enhancements

### Company Calendar

#### Christmas and Boxing Day observed dates 2022 and 2023

The Time off Request Company Calendar (**People > Calendar**) has been updated with the correct “observed dates” for Christmas and Boxing Day 2022 and 2023.

#### Truth and Reconciliation holiday

The Time off Request Company Calendar (**People > Calendar**) has been updated with the Truth and Reconciliation holiday for PEI.

#### New Brunswick Family Day

The Time off Request Company Calendar (**People > Calendar**) has been updated with the correct jurisdiction selection for New Brunswick Family Day.

#### Quebec Easter Weekend

The Time off Request Company Calendar (**People > Calendar**) has been updated with a new holiday named Easter (QC), which replaces the existing Easter Monday holiday for Quebec. The default holiday and observed dates for Easter (QC) are the same as Good Friday. This update allows the payroll administrator of a Quebec payroll to choose between offering their employees a holiday on either Good Friday or Easter Monday while maintaining a single description for the holiday.

#### Civic Holiday

The Time off Request Company Calendar (**People > Calendar**) has been updated to remove Manitoba and Alberta as applicable jurisdictions for the Civic Holiday.

#### National Indigenous Peoples Day observed dates 2025 and 2026

The Time off Request Company Calendar (**People > Calendar**) has been updated with the correct “observed dates” for National Indigenous Peoples Day for 2025 and 2026.

#### St. Jean Baptiste Day observed date 2023

The Time off Request Company Calendar (**People > Calendar**) has been updated with the correct “observed date” for St. Jean Baptiste Day for 2023.

#### Remembrance Day observed date 2023

The Time off Request Company Calendar (**People > Calendar**) has been updated with the correct “observed date” for Remembrance Day for 2023.

## Time Off Requests

### Entitlement balance history

Vacation and additional accumulator accruals are now included in the Entitlement Balance History table on the Time Off tab (**People > People List > Time Off**).

**INFORMATION**

To view the dollar amounts for accrual transactions for Standard Entitlements, navigate to [Pay Period](#) and click View for the applicable pay period.

Entitlement	Date	Transaction	Changed By	Adjustment	Balance
Previous Vac	18/01/2022	Accrual	Powerpay	0.00 Hours	9.84 Hours
Previous Vac	17/01/2022	Accrual	Powerpay	0.00 Hours	9.84 Hours
Previous Vac	17/01/2022	Accrual	Powerpay	0.00 Hours	9.84 Hours
Previous Vac	11/01/2022	Accrual	Powerpay	9.84 Hours	9.84 Hours
Vacation Pay	18/01/2022	Accrual	Powerpay	3.20 Hours	19.20 Hours
Vacation Pay	17/01/2022	Accrual	Powerpay	3.20 Hours	16.00 Hours
Vacation Pay	17/01/2022	Accrual	Powerpay	3.20 Hours	12.80 Hours
Vacation Pay	11/01/2022	Accrual	Powerpay	9.60 Hours	9.60 Hours

Spreadsheet

Save

### Entitlement balance history filter

A filter has been added above the Entitlement Balance History table. Use the filter to display balance history transactions for a single entitlement and/or a specific range of balance history transaction dates.

**Note:** The filter is not applied when the information is downloaded to a spreadsheet. You can apply the filter within the spreadsheet if necessary.

**Entitlement Balance History**

92 of 184 items

Entitlement  From  To

**INFORMATION**

To view the dollar amounts for accrual transactions for Standard Entitlements, navigate to [Pay Period](#) and click View for the applicable pay period.

Entitlement	Date	Transaction	Changed By	Adjustment	Balance
111 BE	14/07/2021	Grant - Annual	Powerpay	25.00 Hours	25.00 Hours
111 BE	14/07/2021	Balance Reset - Annual	Powerpay	0.00 Hours	0.00 Hours
111 BE	13/07/2021	Grant	ChristineS	0.00 Hours	0.00 Hours
111 CE	13/09/2021	Adjustment	ChristineS	0.50 Hours	25.50 Hours
111 CE	14/07/2021	Grant - Annual	Powerpay	25.00 Hours	25.00 Hours
111 CE	14/07/2021	Balance Reset - Annual	Powerpay	0.00 Hours	0.00 Hours
111 CE	13/07/2021	Grant	ChristineS	0.00 Hours	0.00 Hours
A CustomEntitle 11	21/09/2021	Recalculate - Normal Daily Hours / Working Days	cshenauto	-1.00 Hours	17.00 Hours