

CERIDIAN

Release Notes

Powerpay

Release 6.13

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Publication Record

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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 6.13 release of Powerpay.

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

- **Time Off Requests by Manager or Payroll Administrator** – An employee’s manager or the payroll administrator can now request time off on behalf of an employee. This helps ensure that Time Off Requests are kept up to date, even when an employee does not have access to make their own request.
- **People Import** – Employee Profile and Direct Deposit imports are now available for Powerpay People payrolls.
- **Temporary Password Link in Welcome and Reset Password Emails** - For improved security and ease of use, Powerpay now includes a temporary password link in Welcome and Reset password emails. The temporary link replaces the password text that was previously included in the emails.

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New Functionality

Time Off Requests by Manager or Payroll Administrator

In some instances, an employee may be unable to log into Powerpay Self Service to request time off. For example, an employee is on vacation and their return flights are delayed. To accommodate such situations, Powerpay now includes the ability for an employee’s manager or the payroll administrator to enter a time off request on behalf of an employee. This helps ensure that the time off requests are kept up-to-date.

Note: Time Off Requests can be entered for up to two pay periods in the past.

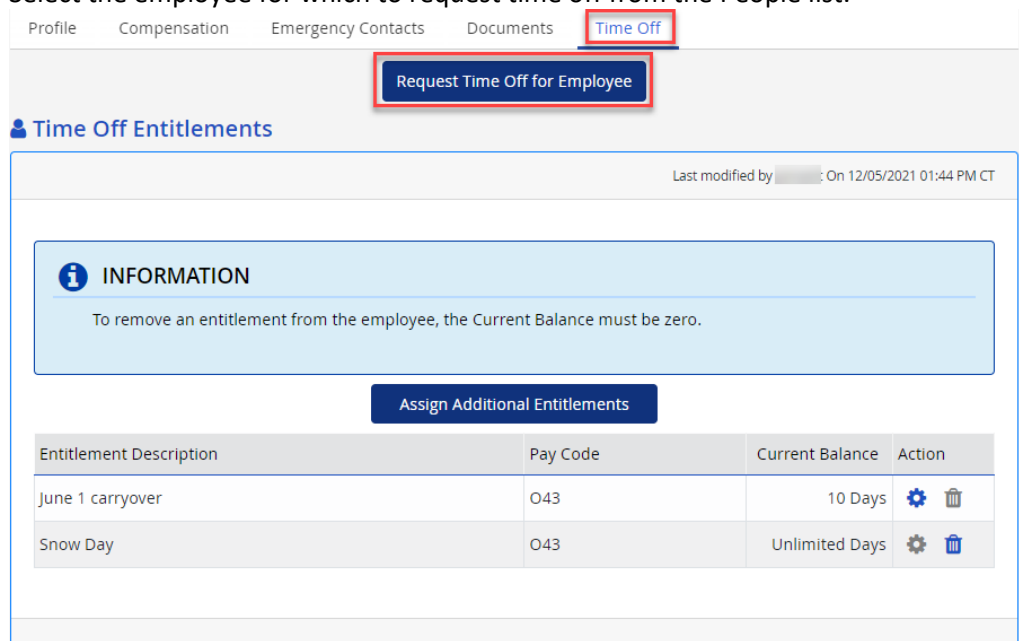
Prerequisites

To submit a time off request for an employee, the employee must:

- be Active
- have a Self Service account,
- have at least one Standard or Custom entitlement assigned to them.

Request Time Off for an Employee as the Payroll Administrator in Powerpay

1. Go to the **Time Off tab (People > People List > Time Off)** .
2. Select the employee for which to request time off from the People list.



3. Click **Request Time Off for Employee**.
The New Time Off Request form opens.

New Time Off Request
✕

Time Requested (Hours) 8.00	Employee JustinTest	Manager Payroll Admin
--------------------------------	------------------------	--------------------------

* Reason

* Start Date

* End Date

* Type of Request

Full Day Partial Day

Comments

* Submit Request as

Approved Pending

Entitlement	Unit	Balance
Vacation Pay	Hour	0.00
Additional Vac	Hour	0.00
June 1 carryo...	Hour	112.00
Personal	Hour	40.00
Snow Day	Hour	Unlimited

Save

Cancel

4. Select a **Reason** for the request.
The current entitlement balances are available on the right side of the page based on units of Hours or Days.
5. Enter the **Start Date** and **End Date** for the request.
Requests can span multiple dates.
6. Select **Type of Request**. If Partial Day is selected, enter the Start Time and End Time.
The balance is reduced by the duration of the request.
7. Enter any Comments.
8. Select how the request should be submitted, as **Approved** or as a **Pending Time Off Request**.
Note: If you select Approved, the comments display as Approver's Comments. If you select Pending Time Off Request, the comments display as Employee Comments.
9. Click **Save**.

The request displays in the company calendar. If the request was submitted as pending, it displays as pending request until you review and approve or deny the request. It also displays on the My Requests tab, the manager's To-Do list, the manager's My Team Requests tab and your payroll administrators Pending Request tab.

Note: If the employee does not meet these prerequisites, the user is not able to submit a time off request for the employee. An Information message is displayed and the Request Time Off for Employee button is disabled.

The screenshot displays the user interface for requesting time off for an employee. At the top, a profile card for 'Thea EE_514' is shown, including their ID (104 - Floater), status (Active), reporting manager (Payroll Admin), pay code (PP9C606), and pay type (Monthly | Hourly). Below this is a navigation menu with tabs for Profile, Compensation, Emergency Contacts, Documents, and Time Off. The 'Time Off' tab is selected. Underneath, an 'INFORMATION' box provides instructions: 'To request Time Off, the employee must be Active, have a Self Service account, and have at least one Standard or Custom entitlement assigned.' At the bottom of the interface is a prominent blue button labeled 'Request Time Off for Employee'.

Request Time Off for an Employee as a Manager in Powerpay Self Service

1. Go to the **Time Off Requests** page (**Time > Time Off Requests**) .
2. Select the **My Team's Requests** tab.
3. Click **Request Time Off for Employee**.
4. From the Employee field, select the employee for which to request time off. The Employee field includes all employees that meet the prerequisites defined above (reports to the manager, are Active, have a Self Service account and have at least one Standard or Custom Entitlement assigned to them).
5. Select a **Reason** for the request.
The current entitlement balances are available on the right side of the page based on units of Hours or Days.
6. Enter the **Start Date** and **End Date** for the request.
Requests can span multiple dates.
7. Select **Type of Request**. If Partial Day is selected, enter the Start Time and End Time.
The balance is reduced by the duration of the request.
8. Enter any Comments.
9. Select how the request should be submitted, as **Approved** or as a **Pending Time Off Request**.
Note: If you select Approved, the comments display as Approver's Comments. If you select Pending Time Off Request, the comments display as Employee Comments.
10. Click **Save**.

The request displays in the company calendar. If the request was submitted as pending, it displays as pending request until you review and approve or deny the request. It also displays on the My Requests tab, the manager's To-Do list, the manager's My Team Requests tab and the payroll administrators Pending Request tab.

Employee Profile and Direct Deposit Imports for Powerpay People Payrolls

Employee Profile and Direct Deposit imports are now available for Powerpay People payrolls. This functionality allows you to import and update data for existing employees and new hires without using the People list.

Note: The following are not currently supported:

- Employee Profile and Direct Deposit import on Powerpay People payrolls with Onboarding enabled
- Additional deposits (only primary deposits are supported at this time)
- Custom Entitlement balance import

For information about payroll import see [Payroll Import](#).

See [Custom Import Setup](#) for information on creating an import template.

See [Import a custom payroll file into Powerpay](#) for information on how to perform custom imports and [Import a payroll file into Powerpay](#) for information on how to perform manual imports and correcting import errors and warning.

Temporary Password Link in Welcome and Reset Password Emails

For improved security and ease of use, Powerpay now includes a temporary password link in Welcome and Reset password emails. The temporary link replaces the password text that was previously included in the emails.

Reset Password – Forgot Your Password: Powerpay User

The process for resetting your password by clicking the “Forgot your password?” link on the Powerpay logon page has been updated as follows.

1. Go to the Powerpay Logon page.
2. Enter your Company Number and User ID.
3. Click **Continue**.
4. Click the “**Forgot your password?**” link.
5. Enter your email address associated with your Powerpay account.
6. Click **Submit**.

Powerpay validates your email. After validation, you will receive an email with a link to complete the password reset process. If you do not receive this email, check your junk mail folder.

7. Open your email from no_reply@ceridian.ca and click your one-time password reset link.

Important: The password reset link expires after 15 minutes. Be sure to click the password reset link right away when you receive your email. If the link expires before you reset your

password, you will need to request your password again by clicking the “**Forgot your password?**” link on the Powerpay Logon page.

8. A Powerpay login page opens. Enter the answer to your Personal Verification Question.
9. Click **Submit**.

Note: After three incorrect attempts your account will be disabled. If your account becomes disabled, follow the process [here](#) to re-enable your user account.

10. Enter and confirm your new user password.
11. Click **Continue**.

Your password reset is complete. You will receive a confirmation email that the password was successfully changed.

12. Click **Continue** and login with your new password.

New Powerpay User Welcome

When a new user is added to your Powerpay account on the User & Contact Mgmt page in Powerpay, a welcome email is sent to the user with their User ID and a link (valid for 24 hours) to access Powerpay.

Note: If the link expires before the user has set up their password you must resend the welcome email to the user to generate a new link. For instructions, click [here](#).

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Welcome to Powerpay!

The following resources are available to help you get started and ensure you are ready to get the most out of Powerpay.

- The Powerpay [Getting Started Guide](#) provides information on logging in to Powerpay and instructions to aid you in processing your first payroll.
- The [Payroll Reporting Client Guide](#) includes helpful information and sample output of the report package provided by Ceridian Canada Ltd with each payroll run. It also includes instructions for Stop Payments.
- [Instructor-led training](#) is available to increase your product knowledge. Don't miss training opportunities and offers by enabling the Email Message feature in Powerpay. The Getting Started guide details the steps to activate this feature.

To access Powerpay:

1. Click [here](#).
2. Enter the company number your User ID is attached to.
3. Click **Submit**.
4. Complete the password set up process.
5. Click **Continue**.
6. Once your password is set up, click **Continue** to log into Powerpay with your new password.

To log into Powerpay you will require:

- Your Company Number. This may be requested from a payroll or HR contact within your organization if it has not already been provided to you.
- Your **User ID: J123**
- Your password.

**Passwords and IDs are case sensitive.*

Next, the application will prompt you with additional security measures to assist in ensuring that your data is secure, and your privacy is protected.

To finish the new user setup, the new user must complete the process of creating a password.

Important: The 7-character Company Number for your payroll is required to complete the process. **You must** provide this number to your contact for them to successfully complete the process.

1. Click the link in step 1 in the Access to Powerpay section of the welcome email.
A Powerpay logon page opens.

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Enter the Company Number linked to your User ID (e.g. PPS9999). Click **Submit** to continue.

Company Number

Submit

[Contact Us](#)
[Suggested Browser Settings](#)
[Cookie Notice](#)
[Français](#)

Security is enabled, and your IP address has been logged.
 10.54.64.220
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2. Enter the Company Number associated with your User ID.
3. Click **Submit**.

The Password Restrictions page opens.

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Password Restrictions

The following password restrictions are meant to protect your payroll information. Your password will not be accepted unless it follows these guidelines:

- must be at least 8 characters in length (maximum 14 characters)
- must contain a minimum of 1 character from each of the following:
 - upper case letters A,B,C...Z
 - lower case letters a,b,c...z
 - numbers (cannot be the first or last character of the password) 0,1,2,3...9
- cannot contain blank spaces
- must be different from any passwords within the past 12 months
- cannot have more than two identical consecutive characters (*not hbb4t*)
- cannot include your User ID
- cannot include any reserved words such as Ceridian, Powerpay, PAY, PP, CCL, Insync, Micropay, Paie, Power, Micro

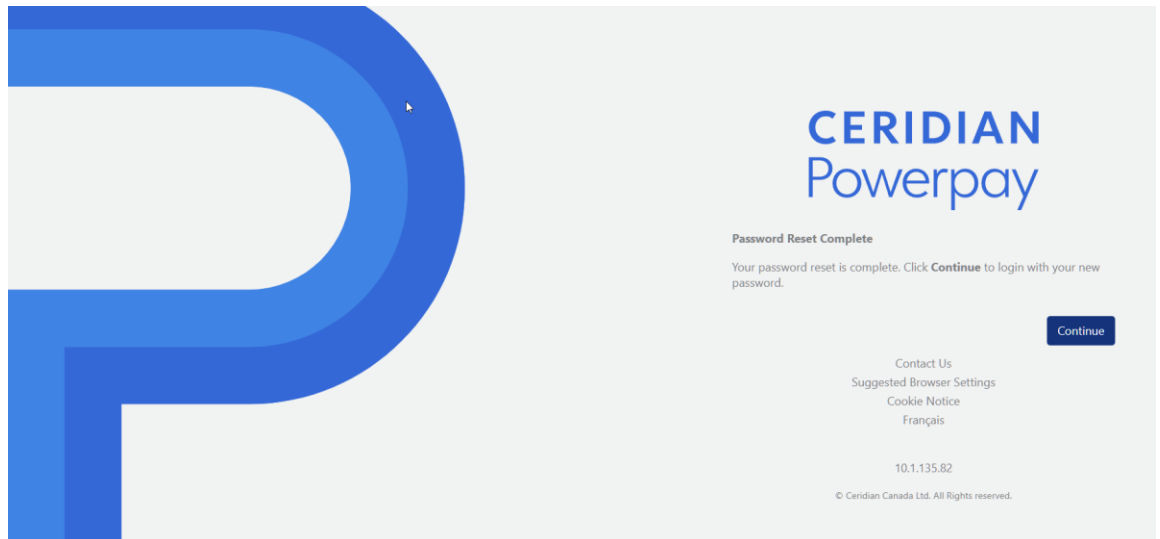
Note that Powerpay passwords are case-sensitive (*Th1ns2Mnk is not equal to th1ns2mnk*).

New User Password Confirm New User Password

Cancel **Continue**

4. Enter a new password. The password must be at least 8 characters in length.
5. Confirm the new password.
6. Click **Continue**.

The Password set up process is complete. You will receive a confirmation email that the password was successfully changed.



7. Click **Continue** to login with the new password. You will receive a confirmation email that the password was successfully changed.

The Powerpay Login page opens. Follow the prompts to complete the Powerpay login process with your new password. For instructions on logging in, click [here](#).

Reset Password – Forgot Your Password: Employee Self Service User

The process for resetting your password by clicking the “Forgot your password?” link on the Self Service logon page has been updated as follows.

1. Go to the Self Service Logon page.
2. Click the “**Forgot your password?**” link.

A Request Password Reset page opens.

Reset your password?

Reset your password

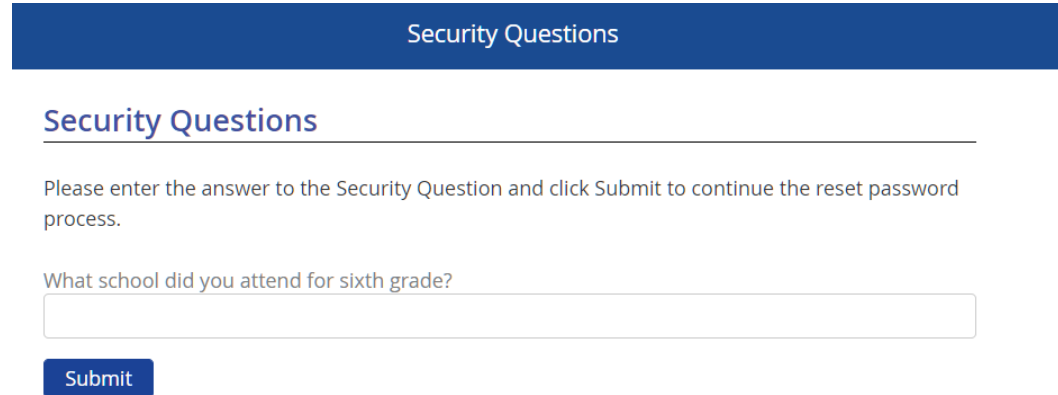
Enter your Username and click Submit.

Username

3. Enter your Self Service Username.
4. Click **Submit**.
Powerpay validates your username. After validation, you will receive an email with a link to complete the password reset process. If you do not receive this email, check your junk mail folder.
5. Open your email from no_reply@ceridian.ca and click your one-time password reset link. After clicking the link, you will be prompted to answer one of your Personal Verification Questions as part of the password reset process.

Important: The password reset link expires after 15 minutes. Be sure to click the password reset link right away when you receive your email. If the link expires before you reset your password, you will need to request your password again by clicking the “**Forgot your password?**” link on the Self Service Logon page.

6. A Self Service Security Questions page opens. Enter the answer to your Personal Verification Question.



Security Questions

Security Questions

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

What school did you attend for sixth grade?

Submit

7. Click **Submit**.

Note: After three incorrect attempts your account will be disabled. If your account becomes disabled, contact your payroll administrator to reset your account.

8. Enter and confirm your new user password.
9. Click **Continue**.

Your password reset is complete. You will receive a confirmation email that the password was successfully changed.

10. Click **Continue** and login with your new password.

New Employee Self Service Welcome

When a new employee is added to your Powerpay Self Service account, a welcome email is sent to the employee with a link (valid for 10 days) to access Powerpay Self Service.

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Welcome to Powerpay Self Service!

To get started and set up your account:

1. Click [here](#).
2. Enter your Employee Number.
3. Click **Submit**.
4. Complete the password set up process.
5. Click **Continue**.
6. Once your password is set up, click **Continue** to log into Powerpay Self Service with your new password.
7. Enter your Username and password.
Your username will be delivered in a separate email.
* Passwords and Usernames are case sensitive.
8. Click **Login**.
9. Select and answer your Personal Verification Questions and agree to the Terms of User and Privacy Policy. These are required to complete your initial log in as additional security measures to assist in ensuring your data is secure and your privacy is protected.

You're done! It's that easy!

Use this [step-by-step guide](#) to Self Service for instructions on:

- Navigating in Self Service
- Viewing and printing your earning statements,
- Enabling your year-end tax forms in Self Service,
- Updating your emergency contacts and more.

Remember to bookmark the [Self Service home page](#) or mark it as a favorite in your browser.

This makes it easy to get back into Self Service in the future. You can also download our free app (see link below).

Contact your organization's payroll administrator with any questions.

[Download on the App Store](#) [Get it on Google Play](#)



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

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Note: If the link expires before the employee has set up their Self Service account you must resend the welcome email to the employee to generate a new link. For instructions, see "[Re-welcome an employee](#)".

To finish the new employee setup, the employee must complete the process of creating a password.

Important: The Employee Number is required to complete the initial logon process. **You must** provide this number to your new employee for them to successfully complete the process. For a list of your employees set up with Self Service accounts, their usernames, and their employee numbers, go to the **Self Service User Accounts Report** page (**Reports > Self Service Reports > User Accounts**) in Powerpay.

1. Click the link in step 1 in the welcome email.
A Powerpay Self Service employee Number page opens.

Employee Number

Employee Number

Enter your employee number and click Submit to continue.

What's your employee number? (e.g. 34)

Submit

2. Enter your Employee Number.
3. Click **Submit**.

The Password Restrictions page opens.

Change Password

You are required to change your password

Enter your new Password twice (once to confirm)

Password Restrictions

The following password restrictions are meant to protect your information. The password will not be accepted unless it meets these requirements:

- Must be at least 8 characters in length (maximum 100 characters)
- Must contain 3 of the following character sets:
 - Upper case letters A-Z
 - Lower case letters a-z
 - Numbers 0-9
 - Symbols
 - Non-Alphanumeric (eg: ! \$ # & ^)
 - Unicode characters (eg: ✓ Ω ≠ €)
- Must be different from any of the previous 10 passwords
- Must not include your Username
- Must not be changed before the password lifespan of 7 days
- Passwords are case-sensitive (Thlns2Mnk is not equal to thlns2mnk).
- The password must not contain the following reserved words "Powerpay, Micropay, Power, Micro, PAY, PP, Ceridian, CCL, Insync, Paie, Password"

Username

Sue5Beatt

New Password

Confirm New Password

Save Logout

4. Enter a new password. The password must be at least 8 characters in length.
5. Confirm the new password.
6. Click **Continue**.

The Password set up process is complete.

Change Password

Your password has been Updated

Your Password reset is complete. Click Continue to login with your new password.

Continue

7. Click **Continue** to login into Self Service with your new password.
Your username will be delivered in a separate email. Passwords and Usernames are case sensitive.
8. Enter your Username and password.
9. Click **Login**.

10. Select and answer your Personal Verification Questions and agree to the Terms of User and Privacy Policy. These are required to complete your initial log in as additional security measures to assist in ensuring your data is secure and your privacy is protected.

You're done! It's that easy!