

CERIDIAN

# Release Notes

Powerpay

Release 6.16

April 12, 2023

# Publication Record

Software Version	Publication Date	Description
6.16	04/12/2023	Original publication date

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 6.16 release of Powerpay.

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

- **Multifactor Authentication** – Support for email authentication.
- **Updated Time off Request Calendar** – National Day of Truth and Reconciliation added for **Yukon**

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# Enhancements

## Multifactor Authentication

### Support for Email

Email can now be used for Multifactor Authentication.

### First Time Set Up using Email

1. Log in to Powerpay.
  - a. Enter your Company Number, User ID.



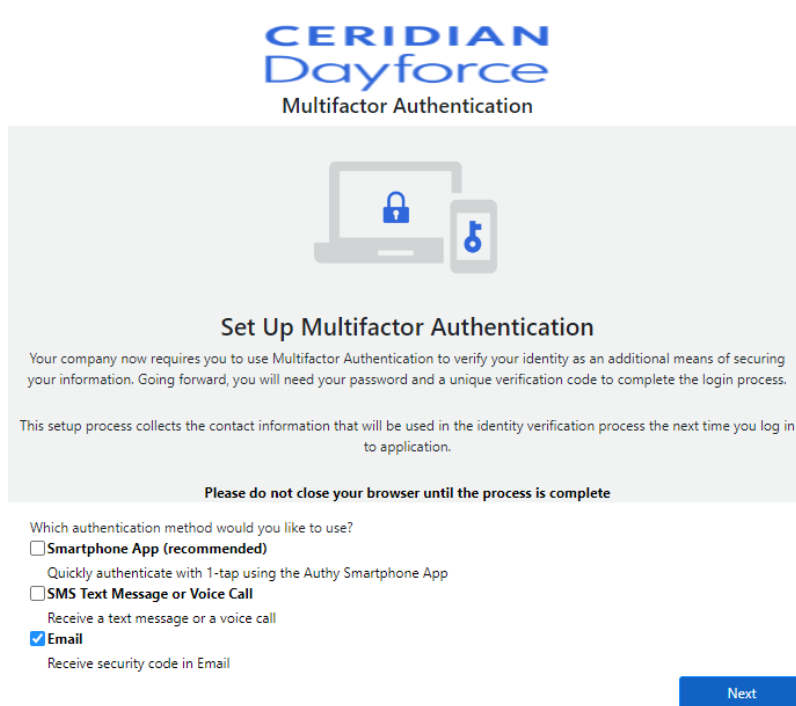
The screenshot shows the CERIDIAN Powerpay login page. At the top, the logo "CERIDIAN Powerpay" is displayed. Below the logo, there are two input fields: "Company Number" and "User ID". The "Company Number" field contains a redacted value, and the "User ID" field contains a redacted value. A blue "Continue" button is positioned below the input fields. Below the "Continue" button, there is a checkbox labeled "Remember me on this computer" which is checked. Below the checkbox, there are several links: "Forgot your User ID?", "Contact Us", "Suggested Browser Settings", "Cookie Notice", and "Français".

- b. Click **Continue**.
    - c. Enter your **Password**.



The screenshot shows the CERIDIAN Powerpay login page. At the top, the logo "CERIDIAN Powerpay" is displayed. Below the logo, there are three input fields: "Company Number", "User ID", and "User Password". The "Company Number" field contains a redacted value, the "User ID" field contains the value "880Mtest", and the "User Password" field contains a redacted value. A blue "Logon" button is positioned to the right of the "User Password" field. Below the "Logon" button, there is a "Back" button. Below the "Back" button, there are several links: "Forgot your password?", "Contact Us", "Suggested Browser Settings", "Cookie Notice", and "Français".

- d. Click **Logon**.
    2. Select MFA Method
      - a. Select **Email**.



You can also select Smartphone App, SMS Text Message or Voice Call.

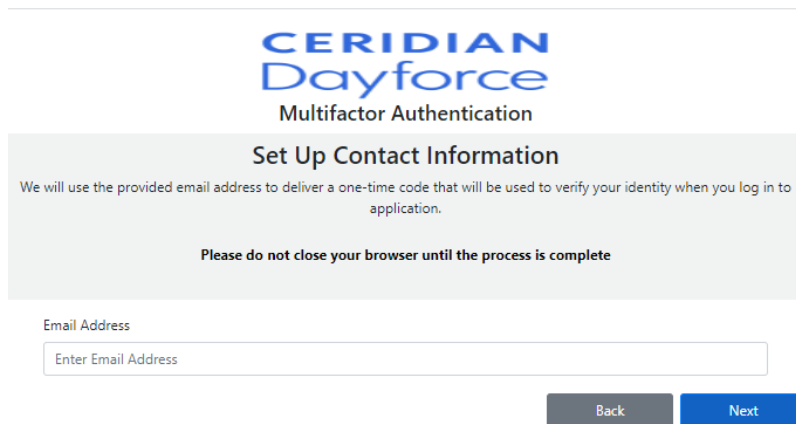
If you select multiple methods, you are required to set up and verify each one.

This process describes the Email selection.

b. Click **Next**.

3. Set up your Contact Information

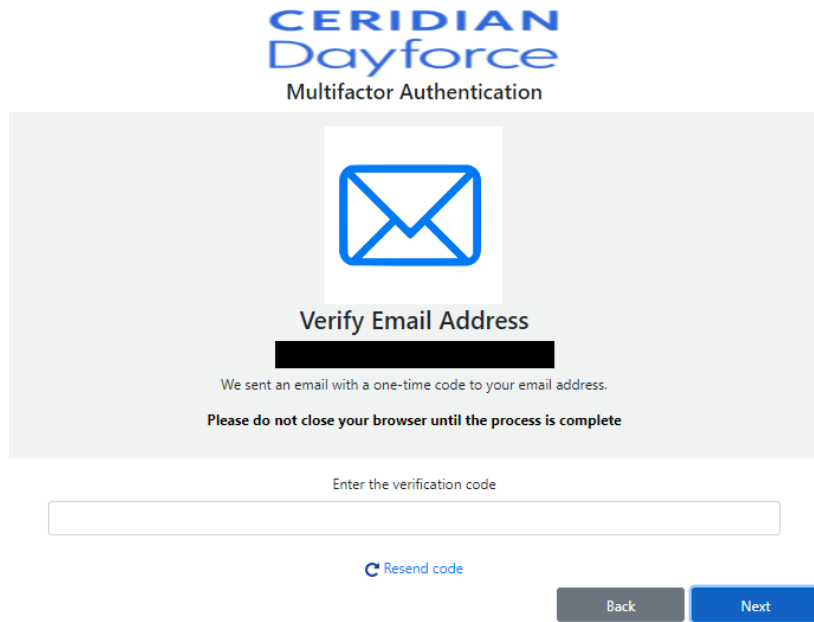
a. Enter your email address to use for logging in with MFA.



b. Click **Next**.

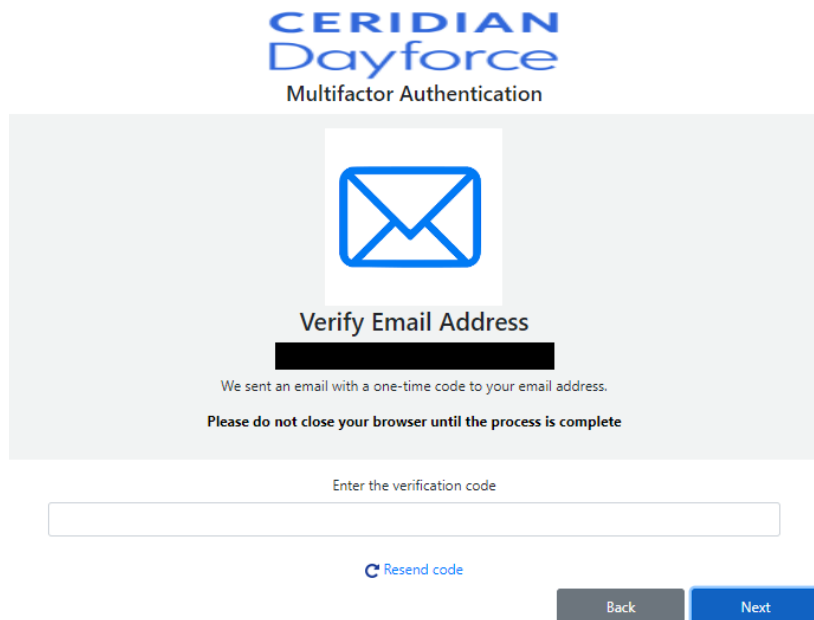
4. Verify Your Email Address

An email including a one-time **7-digit** code is sent to your email address.

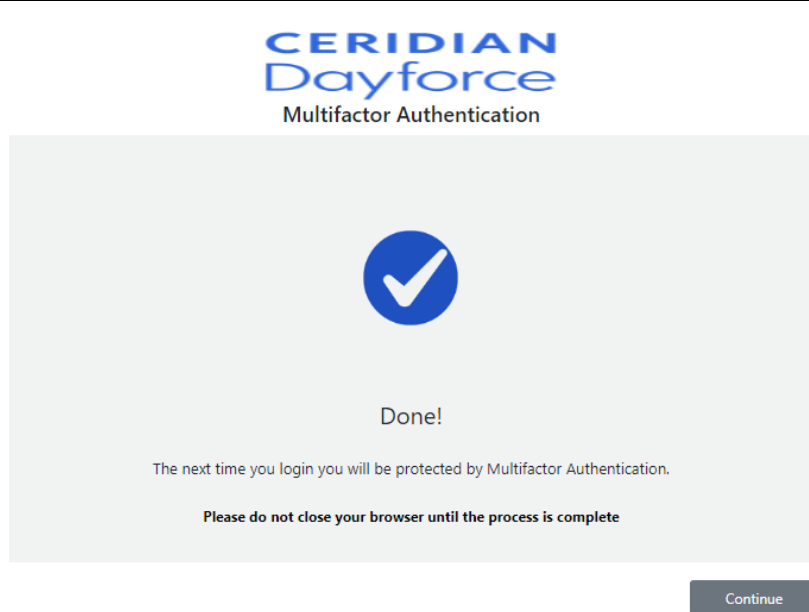


- 5. Enter the 7-digit code you received  
Your Powerpay MFA security code expires in 5 minutes and can only be used once. If your code expires before you enter it, you will need to request a new one by clicking **Resend code**.

- a. Enter your 7-digit code.



- b. Click **Next**.
- 6. Success!  
This completes the setup of MFA.



Click **Continue**.

## Logging into Powerpay Using Email Verification

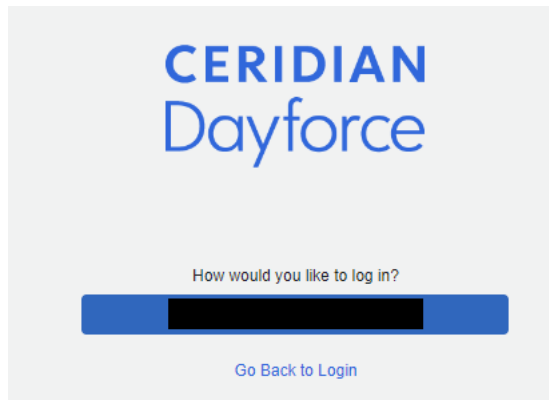
1. Log in to Powerpay.
  - a. Enter your Company Number, User ID.

The screenshot shows the CERIDIAN Powerpay login page. The logo "CERIDIAN Powerpay" is at the top. Below it are two input fields: "Company Number" and "User ID", both containing blacked-out text. A blue "Continue" button is positioned below the input fields. Under the button, there is a checked checkbox labeled "Remember me on this computer". At the bottom of the form, there are several links: "Forgot your User ID?", "Contact Us", "Suggested Browser Settings", "Cookie Notice", and "Français".

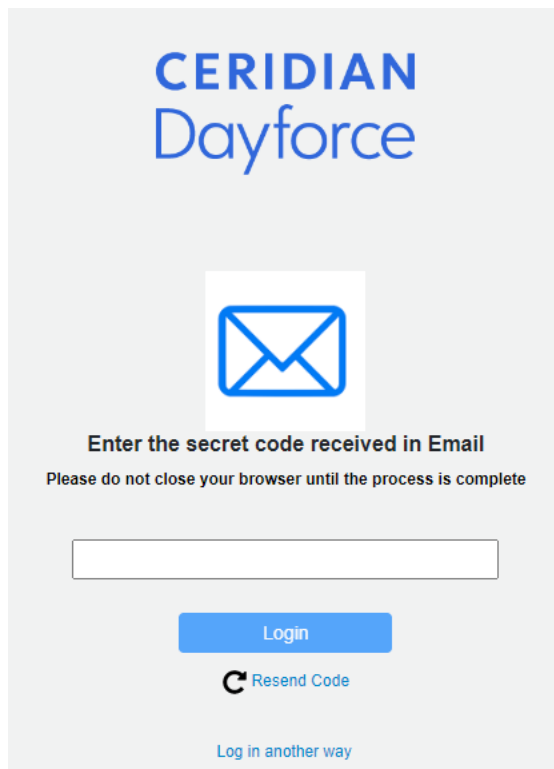
- b. Click **Continue**.
    - c. Enter your **Password**.



- d. Click **Logon**.
- 2. Select your email address.



- 3. Enter the **7-digit** code you received by email.



4. Click **Login**.

You are directed to the Powerpay Home page.

## Time Off Request Calendar Statutory Holiday Updates

The following Statutory Holiday adjustments are now available in the Time Off Request Calendar based on individual provincial legislation.

### Yukon

National Day for Truth and Reconciliation Statutory Holiday has been added for Yukon (effective Sept 30, 2023).

**Note:** Sept. 30 falls on a Saturday in 2023. The observed date is Monday, Oct. 2, 2023.