



# Release Notes

**Powerpay**

**Release 6.23**

**July 10, 2024**

# Publication Record

Software Version	Publication Date	Description
6.23	07/10/2024	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 Dayforce representative.

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## Summary

Welcome to the 6.23 release of Powerpay.

For payrolls migrated to the Dayforce payroll engine the following features and functionality is now available:

- **Type of Payment** – To ensure deductions for tax, CPP/QPP and EI/QPIP are calculated correctly, and the wages are allocated to the correct pay period for ROE reporting with the move to the Dayforce payroll engine, select fields and functionality on the Regular Payment - Employee Timesheet and Second Payment - Employee Timesheet have been updated/modified.
- **Bonus Tax Method**
- **Vacation Accumulator Payout**

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## New Functionality

### Type of Payment

To ensure deductions for tax, CPP/QPP and EI/QPIP are calculated correctly, and the wages are allocated to the correct pay period for ROE reporting with the move to the Dayforce payroll engine, select fields and functionality on the Regular Payment - Employee Timesheet and Second Payment - Employee Timesheet have been updated/modified.

### Updates to the Regular Payment - Employee Timesheet

The screenshot shows the 'Regular Payment - Employee Timesheet' interface. At the top, there are navigation tabs: 'Rapid Entry', 'Employee Timesheet' (selected), 'Deductions & Contributions', 'Permanent Rates, Factors, Earnings', and 'Statutory Deductions'. Below the tabs, there is a breadcrumb trail: 'Payroll > Regular Payment > Employee Timesheet'. On the right side, there are 'Quick Links' and 'Expand All / Collapse All' options. The main content area is divided into two sections: 'Type of Payment' and 'Hours'. The 'Type of Payment' section has a title bar with a close icon and contains the following text: 'Use the Regular Payment - Employee Timesheet to pay monies **earned** in the current pay period. To pay earnings **not earned** in the current pay period use the Second Payment Timesheet or initiate an Extra Run to pay supplemental earnings. Examples of earnings not earned in the current pay period include, but are not limited to, missed wages or vacation time taken for dates not included in the current pay period.' Below this text, it says 'Type of Payment: Monies earned in the Current Pay'. The 'Hours' section also has a title bar with a close icon and contains a form with the following fields: 'Description' (a dropdown menu), 'Hours' (a text input with a calendar icon), 'Exception Rate' (a text input with a dollar sign), and 'Pay Period' (a dropdown menu showing '011 - May-31-2024'). Below these fields, there is a 'GL - ID Dept - Department' dropdown menu showing '100 - Default'.

- Only wages earned in the **current** pay period can be entered on the Regular Payment – Employee Timesheet. The regular pay frequency taxation / CPP exemptions are applied.
- The Period of Time section and the Applicable Period of Time field has been removed.
- The **Type of Payment** section displays at the top of the page. This is a read-only field set to **Monies earned in the Current Pay**.
- The Pay Period (if other than current) field has been renamed **Pay Period**. It is a read-only field set to the current pay.
- The following are now entered on a Second Payment:
  - Monies **earned** in a previous or future pay period, and not yet paid, including vacation accumulator payouts.
  - Monies payable and subject to the Bonus Tax Method

## Updates to the Second Payment – Employee Timesheet

The screenshot shows the 'Second Payment - Employee Timesheet - Second Payment' page. The 'Type of Payment' dropdown menu is open, displaying the following options: Missed entire pay, Missed partial pay (not for retroactive pay), Vacation time taken, Vacation no time taken, and Bonus. The page also includes fields for 'Exception Rate' and 'Pay Period'.

The Period of Time section and Applicable Period of Time field have been replaced with the **Type of Payment** section which includes scenario based selections to appropriately apply pay frequency taxation, CPP/QPP and EI/QPIP exemptions.

The **Pay Period (if other than current)** field label in the Hours, Earnings and Vacation Pay Accumulators sections has been updated to **Pay Period**.

The following are now entered on a Second Payment:

- Monies **earned** in a previous or future pay period, and not yet paid, including vacation accumulator payouts.
- Monies payable and subject to the Bonus tax method.
- Vacation

**Note:** Garnishments are not supported for Second Payments for payrolls migrated to the Dayforce payroll engine for this release.

To enter a second payment:

1. Go to the Second Payment – Employee Timesheet page (**Payroll > Second Payment > Employee Timesheet – Second Payment**).
2. Select the applicable payment type from the **Type of Payment** list and complete the timesheet as appropriate. Selecting the correct payment type ensures the taxation and CPP exemptions are applied appropriately.

The following scenarios are available:

- **Missed entire pay:** Use this selection to pay an employee for the entire pay period for a previous or future pay period. Normal pay frequency taxation and CPP exemptions apply.
  - a. Enter the wages missed for the entire pay period.

- b. Select the pay period for which the wages were earned from the Pay Period list.
- **Missed partial pay (not for retroactive pay):** Use this selection to pay wages earned but not paid from a prior pay period. Applies normal pay frequency taxation but no CPP exemption.
    - a. Enter the wages missed being paid in a previous pay period.
    - b. Select the pay period for which the wages were earned from the Pay Period list.
  - **Vacation time taken:** Use this selection to pay vacation pay for time taken in a previous or future pay period. **Note:** Enter vacation pay for time taken in the current pay period on the Regular Payment - Employee Timesheet page. CPP/QPP exemptions apply.
    - a. Enter the vacation time taken for vacation dates in a previous or future pay period.
    - b. Select the pay period in which the vacation dates occur from the Pay Period list.
  - **Vacation no time taken:** Use this selection to pay vacation when no time is taken. CPP/QPP exemptions are not applied.
    - a. Enter the vacation monies for no time taken.
  - **Bonus:** Use this selection to apply the Bonus Tax Method to the hours and earning set up with the bonus tax method. CPP/QPP exemptions not applied.
    - a. Enter the earnings that apply.
- 3. Enter all other relevant information for the employee as required.
- 4. Click **Save**.

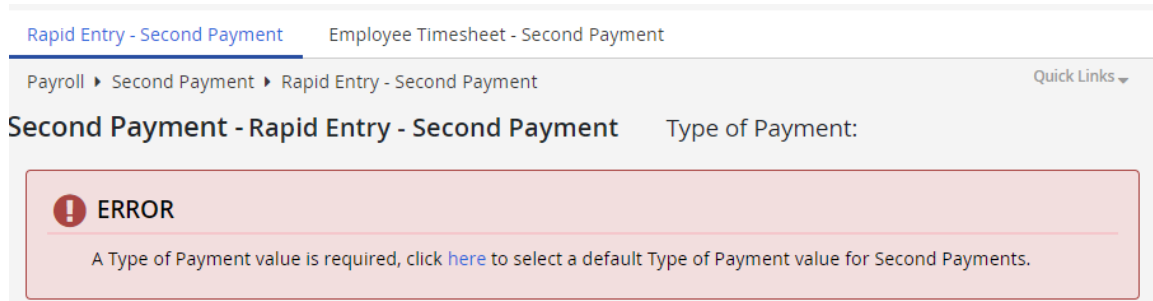
## Updates to the Rapid Entry page

The Rapid Entry page now displays the Type of Payment.

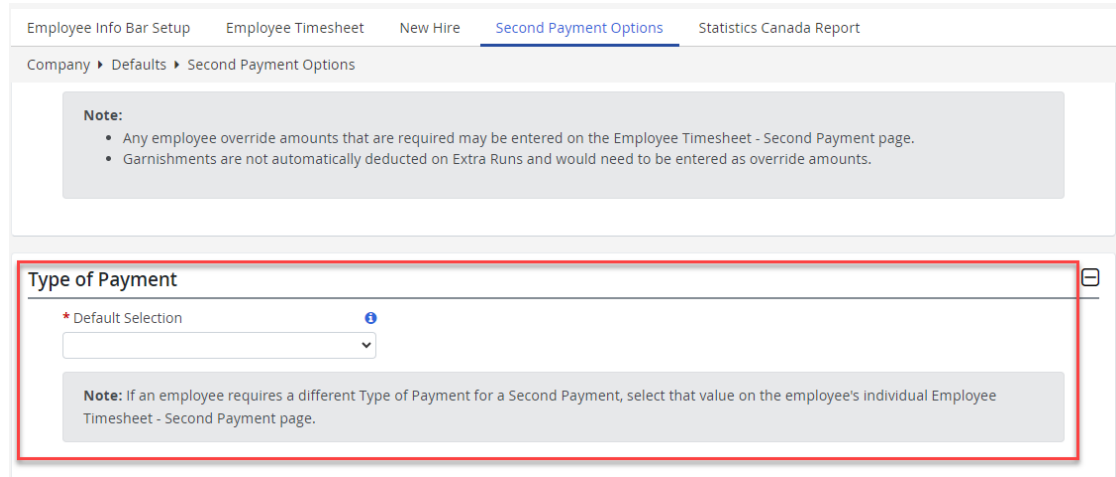
The screenshot displays the 'Rapid Entry' page interface. At the top, there are navigation tabs: 'Rapid Entry', 'Employee Timesheet', 'Deductions & Contributions', 'Permanent Rates, Factors, Earnings', and 'Statutory Deductions'. Below these, the breadcrumb trail reads 'Payroll > Regular Payment > Rapid Entry'. The main section is titled 'Regular Payment - Rapid Entry'. A red rectangular box highlights the text 'Type of Payment: Monies earned in the Current Pay'. Below this text are three buttons: 'Edit Earnings / Deductions', 'Sort', and 'Additional Columns'. A summary card for the employee 'Twain, Mark' is shown, containing the following information: Number 000000001, Pay Type Salary EE, Pay Rate \$2000.00, GL 100 - Default, and Pay Frequency Bi-Weekly. At the bottom of the page, a table header is visible with columns: 'Employee', 'Pay Type', 'Regular Hours', 'Overtime Hours', and 'Vacation \$-TT'. The 'Regular Hours', 'Overtime Hours', and 'Earnings \$' columns have a circular icon next to them.

## Updates to the Second Payment Options

The Second Payment options now display the Type of Payment section. Users who migrate to the Dayforce payroll engine are forced to select a new default value to apply when they first navigate to the Second Payment Rapid Entry page (**Payroll > Second Payment > Rapid Entry- Second Payment**).



Click the link in the message to set the Type of Payment default value.



## Import Updates

For payroll imports where the Applicable Period of Time value is blank (not set) or is equal to the payroll's pay frequency, Powerpay import automatically translates the payment option to monies earned in the current pay period.

If the monies are earned in a different pay period, or the Applicable Period of Time value is **not** equal to the payroll's pay frequency, the following message displays and the record is not imported.

“To pay earnings **not earned** in the current pay period, use the Second Timesheet or initiate an Extra Run to pay supplemental earnings. Examples of earnings not earned in the current pay period include, but are not limited to, missed wages or vacation time taken for dates not included in the current pay period.”

## Audit Updates

The Second Payment Options audit trail displays the new field description Type of Payment.

### 34. Company Information - Second Payment Options

Description	New Value	Old Value
Type of Payment	Missed entire pay	No time taken - Extra payment
Type of Payment	Missed partial pay (not for retroactive pay)	Missed entire pay
Type of Payment	Vacation time taken	Missed partial pay (not for retroactive pay)
Type of Payment	Vacation no time taken	Vacation time taken
Type of Payment	Bonus	Vacation no time taken

## Message Updates

- When a prior or future pay period is selected in the Pay Period field on the Second Payment – Employee Timesheet page (**Payroll > Second Payment > Employee Timesheet – Second Payment**) or the Extra Run – Employee Timesheet, the following warning message displays:
 

“When paying an employee for wages earned in past or future pay period, review any deductions or contributions that apply to the employee. One-time adjustments may be required.”
- When the option to pay out an employee’s entire vacation accumulator (time taken or no time taken) is selected and vacation hours or earnings are also selected, the following error message displays:
 

“Invalid combination of Vacation Pay entries. You cannot pay out an entire accumulator and request hours or dollars. Review your selections.”

## Bonus Tax Method

Payments subject to the Bonus Tax Method can now be processed for payrolls migrated to the Dayforce tax engine. The Bonus Tax Method calculation is set at the code level and is available for both Regular payments and Second payments on a Regular run.

## Vacation Accumulator Payout

The entire Vacation Accumulator can be paid out on a Regular run as a Regular Payment or Second Payment (Time Taken and No Time Taken).

**Note:** Mass Accumulator Payout is not supported for payrolls migrated to the Dayforce payroll engine this release.

**Note:** The “Include - Do not accrue Vacation Pay on Vacation Pay Paid when the

employee is terminating” option is not supported for plans where vacation accrual is required on vacation payments.

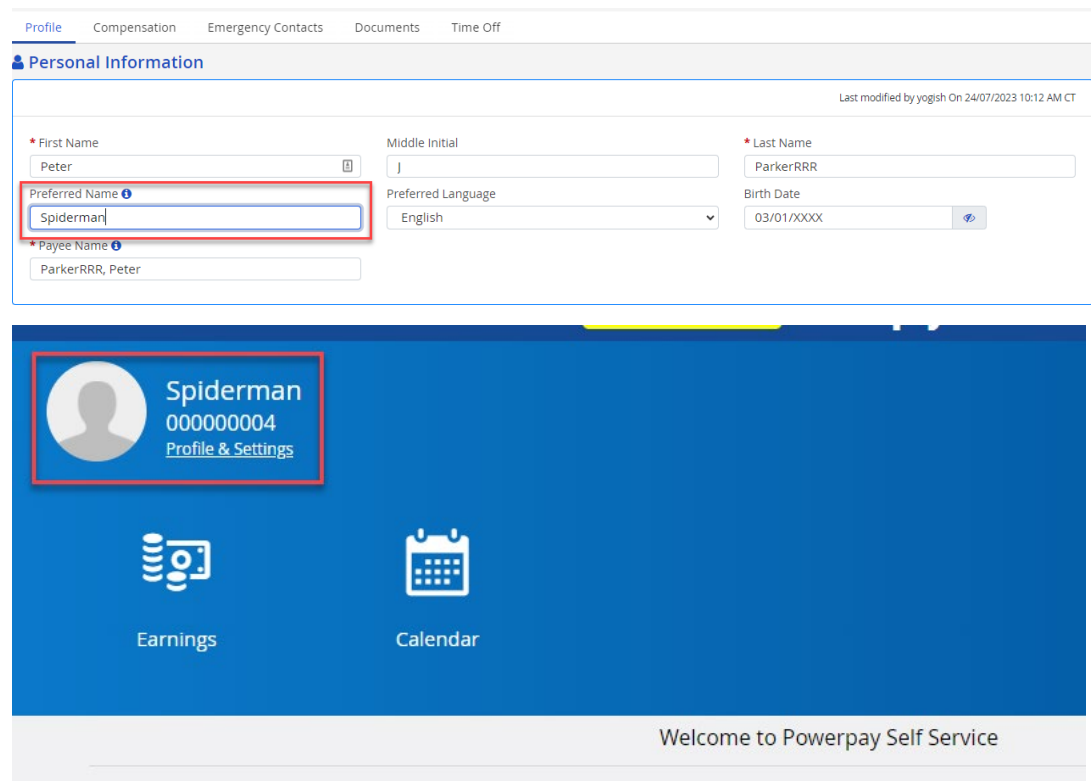
# Enhancements

## Messages

Messages referencing the Applicable Period of Time have been updated to reflect the Type of Payment.

## Display Employee's Preferred Name in Self Service

Powerpay Self Service now displays an employee's preferred name if set in Powerpay on the Personal Information Section on the Profile tab (**People > People List > Profile**).



## Blank Spaces and Accented Characters in Powerpay and Self Service Usernames No Longer Supported

### Auto-generated Usernames

The auto-generate feature for Powerpay and Self Service usernames has been modified to remove blank spaces and replace accented characters with alphabetical characters when generating new usernames.

## User IDs

Including blanks or special characters in the User ID field on the User & Contact Management page (**Company > User & Contact Mgmt**) generates the following error.

### ERROR

This page has not been saved as it contains errors. Please review and re-save the page.

Invalid User ID. User IDs must meet the following criteria :

- Must be at least 6 characters in length (maximum 14 characters)
- May not contain special characters
- May not contain blank spaces

## Self Service Usernames

Including blanks or special characters when creating and updating Self Service usernames generates the following error message.

### ERROR

This page has not been saved as it contains errors. Please review and re-save the page.

The text entered into the Username field must not contain blank spaces.