



Release Notes

Powerpay

Release 6.25

October 23, 2024

Publication Record

Software Version	Publication Date	Description
6.25	10/23/2024	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 6.25 release of Powerpay.

The following features and functionality is now available:

- **Daily Hours** – Empowering hourly employees to enter daily hours in Self Service. This feature is only available for Powerpay People payrolls.
- **New Hire Defaults** – Now available for Powerpay People payrolls.

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New Functionality

Daily Hours

Note: This feature is only available for Powerpay People payrolls.

The daily hours feature saves employers time by empowering hourly employees to enter their daily hours worked (Regular and Overtime hours per day) in Self Service (web and mobile).

Note: The following features are not supported with Daily Hours:

- Codes other than Regular and Overtime
- Salaried employees
- Advanced Costing
- Auto Submit
- Timesheet import (custom or manual)
- iOS app
- Sync to Self Service. Updates made to the timesheet in Powerpay do NOT display in Self Service.
- Daily Hours on Second Payments
- Daily Hours on Extra Runs

Enter and Submit Daily Hours in Self Service

Active Hourly employees can enter the regular and overtime hours in Self Service.

Note: On Leave and Terminated employees have view only access.

1. Go to the **My Timesheet** page (Time > My Timesheet) or click the Timesheet icon on the homepage.

< 11 September - 24 September 2024 >

Timesheet Total **8.00**

Date	Pay Code	Hours	Daily Total
11 - Wednesday	Regular	<input type="text" value="8.00"/>	8.00
	Overtime	<input type="text" value="0.00"/>	
12 - Thursday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
13 - Friday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
14 - Saturday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
15 - Sunday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
16 - Monday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
17 - Tuesday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
18 - Wednesday	Regular	<input type="text" value="0.00"/>	0.00
	Overtime	<input type="text" value="0.00"/>	
19 - Thursday	Regular	<input type="text" value="0.00"/>	0.00

2. Select the appropriate date range.



You can enter time for the current pay period or the next pay period.

Note: Using the back arrow, you can go back up to the pay period when Daily Hours was enabled for your payroll. Using the forward arrow, you can navigate up to one future pay period.

3. Enter your daily regular and overtime hours by day up to two decimal places.

As you enter your time, the Daily Totals, and the Total Hours for the pay period update.

If your company uses the Time Off Request feature and you have requested time off for the current pay period, the time off hours display on your timesheet.

Note: You cannot exceed 24 hours for a single date.

4. Click **Save**.
5. Once you have entered all your hours for the pay period you must submit your hours for approval. Click **Submit**.

Note: Submitted hours cannot be modified, however if the hours are denied by the approver you will be able to update your hours.
An email is automatically sent to your manager to approve your hours.

Data Entry Restrictions in Self Service

Entering, editing, approving and denying Daily Hours in Self Service may be restricted depending on the state of the payroll and the deadline for submitting changes (as set on the **Self Service Options** page (Company > Self Service > Self Service Options)).

Open and Unopened Pay Periods

The deadline for submitting changes temporarily stops the flow of data from Self Service to provide payroll administrators time to audit, balance, and preview the payroll before it is submitted for processing. Once the payroll is processed, the information flow resumes automatically, and any Self Service changes are updated in Powerpay in the next pay period.

While the change deadline is active, employees cannot enter or edit hours for the current or the next pay period. Warning messages display in Self Service, letting Self Service users know that changes cannot be made for the current pay period, and the following pay period.

Current Pay Period



Warning

The change deadline for the current pay period has passed. Contact your payroll administrator for any required changes.

Next Pay Period



Warning


Data entry is not currently allowed. Please try again later.

Submitted, Processing, Processed, Closed or Skipped Pay Period

Employees cannot enter or edit hours for pay periods in any of the following states:

- Submitted
- Processing
- Processed
- Closed
- Skipped


The following warning message displays in Self Service.

 **Warning**

Changes cannot be made for this pay period. Contact your payroll administrator for any required changes.

Suspended Pay Periods

Employees cannot enter or edit hours for suspended pay periods. The following warning message displays in Self Service.

 **Warning**

Data entry is not currently allowed. Please try again later.

Approving Daily Hours in Self Service (Managers)

When hourly employees submit their daily hours, an email is sent to their manager for review and approval. As a manager your options are to approve or deny the hours. If the hours are denied, employees can submit new hours.




Notes:

- Managers must be Active employees to approve or deny a timesheet. Managers in an On Leave or Terminated status cannot view, approve or deny an employee's timesheet.
 - You can only approve or deny hours for Active hourly employees. Hours cannot be approved for salaried, On Leave or Terminated employees.
1. Go to the **My Team's Timesheets** page (Time > My Team's Timesheets) or click the Timesheet icon on the homepage.





Note: Selecting the Timesheet icon as an hourly manager will redirect the user to the My Timesheet page and will redirect a salaried manager to the My Team's Timesheet page.

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Timesheets Total **186.00**

<input type="checkbox"/>	Status	Employee Number	Employee Name	Hours	Last Changed By	Last Changed On	
<input type="checkbox"/>	 Not Submitted	6	Doe, Jake	0.00			▼
<input type="checkbox"/>	 Pending	4	Doe, Jane	82.00	Jane Doe	16/09/2024	▼
<input type="checkbox"/>	 Denied	5	Doe, John	80.00	Manager Hourly	16/09/2024	▼
<input type="checkbox"/>	 Approved	1	Hourly, Employee	24.00	Manager Hourly	16/09/2024	▼

The My Team's Timesheet displays information for the current pay period. The information includes:

- All active hourly employees who report to you.
- The status for each employee's hours:
 - Green checkmark – Approved
 -  Approved
 - Red cross – Denied
 -  Denied
 - Clock – Pending. Hours submitted by the employee for approval.
 -  Pending
 - Hourglass – Not Submitted. Hours entered and saved by the employee on their timesheet but not submitted.
 -  Not Submitted
- The total number of hours submitted by each employee for the pay period.
- The date the records were last updated.
- The total number of hours submitted for all the employees who report to you.

Note: Using the back arrow, you can go back up to the pay period when Daily Hours was enabled for your payroll. Using the forward arrow, you can navigate up to one pay period in the future.

Note: Approved and Denied entries are disabled.

2. Click on the down arrow at the right side of the grid to open a detailed list of the hours submitted for the employee.

The list includes:

- The hours entered for each day in the pay period including Regular Hours,

Overtime Hours, and any time off requests (pending and approved) when Time Off Request functionality is enabled for your payroll.

- The total number of hours submitted for the pay period displays in the top right corner.

Employee Daily Hours (11 September - 24 September 2024)			
		Hourly, Employee	
			Timesheet Total 24.00
Date	Pay Code	Hours	Daily Total
11 - Wednesday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
12 - Thursday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
13 - Friday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
14 - Saturday	Regular Hours	0.00	0.00

Close

3. Use the employee dropdown arrow at the top of the page to select a different employee.
4. After reviewing each employee's hours, click **Close**.
5. Select the checkbox to the left of the employee's name for each employee's hours to approve and click the **Approve** button at the top of the page.

Approved hours are disabled on the employee's timesheet in Self Service, and cannot be resubmitted.

6. Select the checkbox to the left of the employee's name for each employee's hours to deny and click the **Deny** button at the top of the page.

Denied hours are enabled on the employee's timesheet in Self Service for the employee to update and resubmit.

Note: No action is taken if you approve an empty timesheet (0.00 hours).

Time Off Requests for Hourly Employees using Daily Hours

To ensure accurate hours are being recorded, all pending and approved time off requests for each employee display on the Employee Level Timesheet view.

Daily Hours Dashboard





The Daily Hours Dashboard displays information for the selected pay period. It is where you approve or deny daily hours in Powerpay.

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Timesheets Total 186.00

<input type="checkbox"/>	Status	Employee Number	Employee Name	Hours	Last Changed By	Last Changed On
<input type="checkbox"/>	 Not Submitted	6	Doe, Jake	0.00		
<input type="checkbox"/>	 Pending	4	Doe, Jane	82.00	Jane Doe	16/09/2024
<input type="checkbox"/>	 Denied	5	Doe, John	80.00	Manager Hourly	16/09/2024
<input type="checkbox"/>	 Approved	1	Hourly, Employee	24.00	Manager Hourly	16/09/2024

The information includes:

- All active hourly employees.
- The status for each employee's hours:
 - Green checkmark – Approved
 -  Approved
 - Red cross – Denied
 -  Denied
 - Clock – Pending. Hours submitted by the employee for approval.
 -  Pending
 - Hourglass – Not Submitted. Hours entered and saved by the employee on their timesheet but not submitted.
 -  Not Submitted
- The total number of hours submitted by each employee for the pay period.
- The person who last updated each record.
- The date the records were last updated.
- The total number of hours submitted for all the employees.

Note: Using the back arrow, you can go back up to the pay period when Daily Hours was enabled for your payroll. Using the forward arrow, you can navigate up to one pay period in the future.

Note: Approved and Denied entries are disabled.

1. Go to the **Daily Hours Dashboard** page (People > Daily Hours Dashboard).
2. Click on the down arrow at the right side of the grid to open a detailed list of the hours submitted for the employee.

The list includes:

- The hours entered for each day in the pay period including Regular Hours, Overtime Hours, and any time off requests (pending and approved) when Time Off Request functionality is enabled for your payroll.
- The total number of hours submitted for the pay period displays in the top right corner.

Employee Daily Hours (11 September - 24 September 2024)
✕

<
Hourly, Employee
>

Timesheet Total **24.00**

Date	Pay Code	Hours	Daily Total
11 - Wednesday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
12 - Thursday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
13 - Friday	Regular Hours	8.00	8.00
	Overtime Hours	0.00	
14 - Saturday	Regular Hours	0.00	0.00

Close

3. Use the employee dropdown arrow at the top of the page to select a different employee.
4. After reviewing each employee's hours, click **Close**.
5. Select the checkbox to the left of the employee's name for each employee's hours to approve and click the **Approve** button at the top of the page.
Approved hours are disabled on the employee's timesheet in Self Service and cannot be resubmitted.
6. Select the checkbox to the left of the employee's name for each employee's hours to deny and click the **Deny** button at the top of the page.

You cannot reverse this action, however, denied hours are enabled on the employee's timesheet in Self Service for the employee to update and resubmit.

Note: No action is taken if you approve an empty timesheet (0.00 hours).

Viewing Daily Hours on the Employee Timesheet in Powerpay

Once the Manager or Payroll Admin approves the hours, they are available to view and edit on the Employee Timesheet in Powerpay.

1. Go to the **Employee Timesheet** page (Payroll > Regular Payment > Employee Timesheet).
2. Select the Employee from the People list.

The Daily Hours section displays on the timesheet with any hours entered in Self Service by the employee.

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

Payroll > Regular Payment > Employee Timesheet Quick Links ▾

Daily Hours ☰

Date	Description	Hours	Exception Rate	Pay Period (if other than current)
Mon Sep-02-2024	Regular Hours - 1.00	8.00	\$	019 - Sep-10-2024
Tue Sep-03-2024	Regular Hours - 1.00	8.00	\$	019 - Sep-10-2024
Wed Sep-04-2024	Regular Hours - 1.00	8.00	\$	019 - Sep-10-2024
Thu Sep-05-2024	Regular Hours - 1.00	8.00	\$	019 - Sep-10-2024

3. Review the hours submitted by the hourly employee.
4. Add Daily Hours on behalf of an employee or make any changes as required.
5. Click **Save**.

Note: For this release, updates made in Powerpay do NOT display in Self Service.

The **Rapid Entry** page (Payroll > Regular Payment > Rapid Entry) displays a **Timesheet** link when Daily Hours are recorded for an employee. Click the **Timesheet** link to view the Daily Hours details.

Daily Hours are also available on the Manual and Reversal pages and hours recorded for an employee display on the **Data Verification** and **Payroll Preview** pages.

Daily Hours Report

The Daily Hours Report allows you to export the Daily Hours information for all hourly employees during a specified date range to a spreadsheet.

1. Go to the Daily Hours Report page (**Reports > Daily Hours Report**).
2. Select the desired date range.
3. Click **Spreadsheet**.

Powerpay generates the Daily Hours.xlsx report. It includes the following information:

- Last Name
- First Name
- Employee Number
- Pay Type
- Province of Employment
- Earning Code Description and Total for each day in the date range.

The report is sorted by Employee Number.

Simulate Self Service Daily Hours Timesheet in Powerpay

Powerpay users can use the simulate feature in Powerpay to view an hourly employee's Daily Hours Timesheet in Self Service.

1. Go to the **Profile** tab. (People > People List > Profile).
2. Select the employee to simulate from the People List.
3. In the **Self Service User** section, click **Simulate**.

Self Service opens automatically to the simulated employee's account. All information is view only.

4. Go to the **My Timesheet** page (Time > My Timesheet).

Review the employee's Daily Hours Timesheet entries.

Daily Hours Audit

All daily hour entries approved in Self Service and in the Daily Hours Dashboard or Timesheet in Powerpay are audited and display in the Timesheet section of the Audit Trail in Powerpay. Entries entered by the employee in Self Service display as keyed by ESS. Entries made in Powerpay display as keyed by the user who entered the time in Powerpay.

Enhancements

Time Off Request Calendar - Statutory Holidays

The Time Off Request Calendar has been updated to include all statutory holidays by jurisdiction through to the year 2100.

New Hire Defaults for People Payrolls

New hire defaults page is now available for People payrolls but the defaults will only be used for Importing employees. The People New Hire wizard will continue to use the People new hire defaults that are set in the background.

CPP/QPP Exemption Handling

Employees subject to CPP deductions are now automatically exempted from CPP in the month following their 70th birthday. CPP deductions will stop.

Employees subject to QPP deductions are now automatically exempted from QPP in January for the year in which they turn 73, based on their birthday. QPP deductions will stop.

The Executive Summary Report displays a warning message for employees who do not reflect the correct CPP/QPP exemption status.

Note: There may be a delay with Powerpay refreshing the status displayed in the CPP/QPP status field, however Powerpay will deduct premiums based on the birth date requirement for employees over 70.

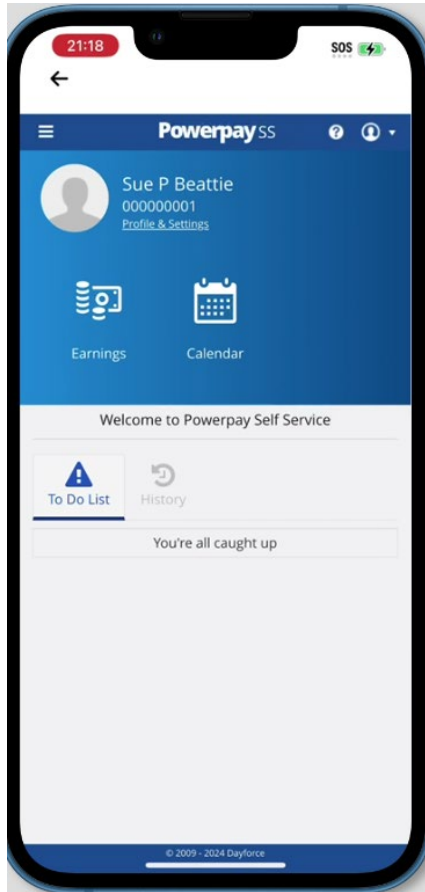
Self Service iOS App

A new version of Powerpay Self Service App is now available in the Apple App Store. It includes the following new features:

- Multi-factor authentication
- Time off Request
- Daily Hours
- Documents

The interface of the new iOS app is identical to the one when Self Service is accessed using a mobile device.

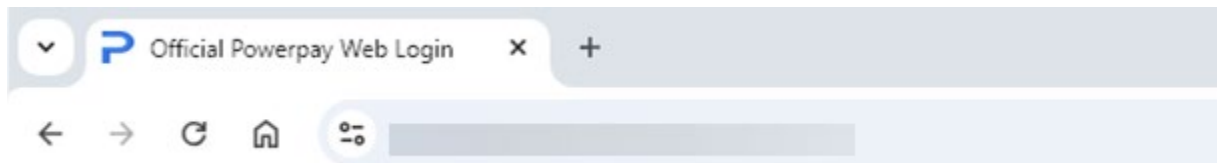
Important Note: Login by FaceID is no longer available.



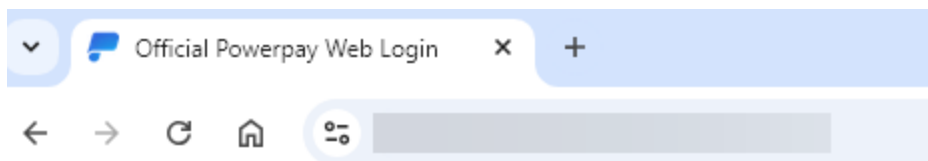
Favicon

The browser tab for Powerpay and Powerpay Self Service display a new favicon.

Old:



New:



Multiple User Create Page Available for People Payrolls

The Multiple User Create page (Company > Self Service > Multiple User Create) is now available for People payrolls, allowing you to create Self Service user accounts for your employees simultaneously.

Notes: You must have an open a Pay Period:

- for any newly created or imported employees to display on the Multiple User Create page
- to use the most up-to-date email addresses for your employees.