



Release Notes

Powerpay

Release 6.28

July 16, 2025

Publication Record

Software Version	Publication Date	Description
6.28	07/16/2025	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 6.28 release of Powerpay.

The following features and functionality are now available:

Powerpay:

- **Daily Hours - Start & End Time Entry Format** – You can now set your payroll to allow your employees to enter their start and end times along with any breaks taken. Self Service does the math to automatically calculate the employee's total hours
- **Daily Hours Dashboard and Self Service Timesheet Audit Report** – Payroll Admins can view start/end times, breaks taken and hours worked in this report when hours are entered using a start and end time.

Self Service:

- **Daily Hours - Start & End Time Entry** – Employees can record their hours worked by entering start and end times for each shift. This feature includes support for overnights, split shifts, and breaks (both paid and unpaid).

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New Functionality in Powerpay

Daily Hours

Daily Hours - Start & End Time Entry Format

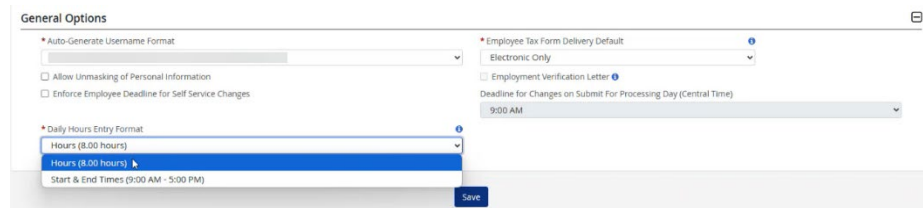
Powerpay Daily Hours feature is available in two entry formats:

- Hours: Employees enter their total hours worked for the day, or
- (new) Start & End Times: Employees enter their start and end times along with any breaks taken. Start & End time entries are rounded to the nearest 15-minute interval. Self Service does the math to automatically calculate the employee's total hours.

Note: The Hours entry format is the most precise as there is no rounding up or down for the time entered. Rounding time down is not a compliant practice and can lead to employee complaints. You are solely responsible for selecting the entry format for your company.

Set the Daily Hours Data Entry Format

1. Go to the **Self Service Options** page (Company > Self Service > Self Service Options).
2. In the General Options section, select a Daily Hours Entry Format.
 - **Start & End Times (9:00 AM – 5:00PM):** Hours in the Timesheet are rounded to the nearest 15 minutes.
or
 - (default) **Hours (8.00 hours):** Hours in the Timesheet are recorded as entered.



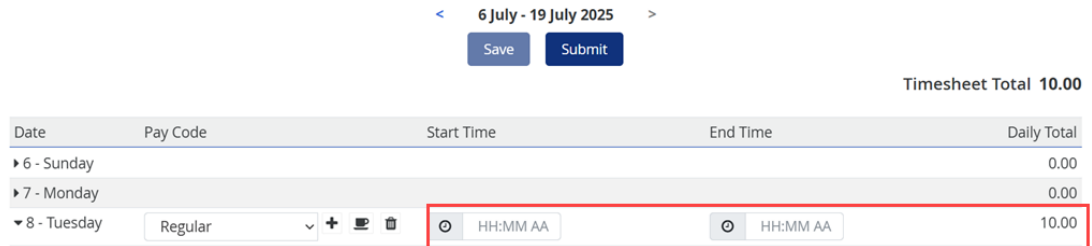
3. Click **Save**.

You can change the time entry format at any time.

Note: If you change your time entry format from Hours to Start and End Times

within an open pay period that already includes start and end times entered, a message displays in Self Service to employees on the **My Timesheet** page (Time > My Timesheet).

“Start and end times may be missing due to payroll settings changes or entries made by the manager. Please verify that the daily and timesheet totals are correct.”

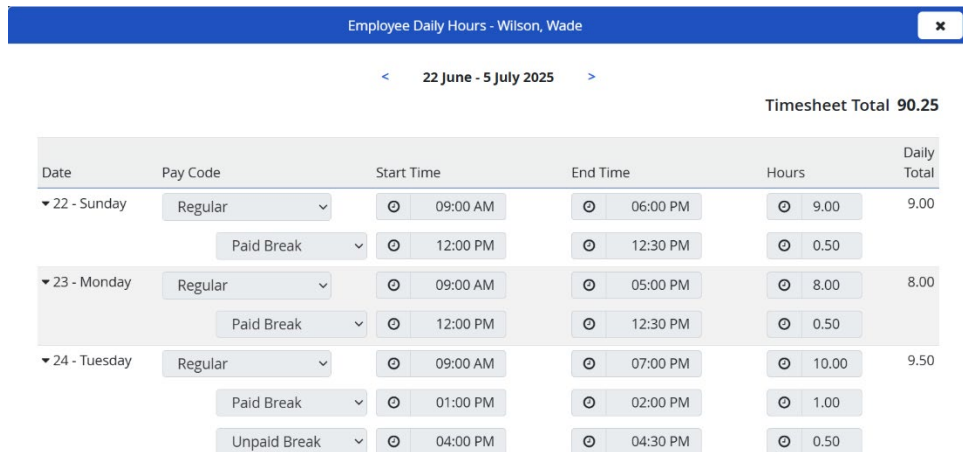


Any hours entered prior to switching to Start & End Time Entry display in the Daily Total and will accept as entered without a start and end time.

Daily Hours Dashboard and Self Service Timesheet Audit Report

Payroll Admins can see start/end times and hours when hours are entered using a start and end time in the:

- Daily Hours Dashboard (People > Daily Hours Dashboard)



- Self Service Timesheet Audit Report on the **Daily Hours Reports** page (Reports > Daily Hours Reports).

Number	Last Name	First Name	Pay Period	Date	Description	Hours - To	Hours - From	Start Time - To	Start Time - From	End Time - To	End Time - From
17	Wilson	Wade	Jun-22-2025 - Jul-5-2025 (14R)	Sun Jun-22-2025	Regular Hours	9	8	09:00 AM		6:00 PM	5:00 PM
17	Wilson	Wade	Jun-22-2025 - Jul-5-2025 (14R)	Mon Jun-23-2025	Regular Hours	8	0	09:00 AM		05:00 PM	
17	Wilson	Wade	Jun-22-2025 - Jul-5-2025 (14R)	Tue Jun-24-2025	Regular Hours	9.5	10	09:00 AM		6:30 PM	7:00 PM
17	Wilson	Wade	Jun-22-2025 - Jul-5-2025 (14R)	Wed Jun-25-2025	Regular Hours	10	0				

New Functionality in Self Service

Daily Hours

Start & End Time

Employees can record their hours worked by entering start and end times for each shift. This feature includes support for overnights, breaks (both paid and unpaid), and multiple time entries per day. Self Service does the math to automatically calculate the employee's total hours.

Benefits

- Accurate and trustworthy data by reducing the dependency upon employees' mental math.
- Capture the complete picture of the day's work: breaks taken, shifts split, and start/end times that differ from the schedule.
- Employees are no longer required to calculate working times, break times, multiple shifts, etc., into a singular hourly value per day.
- Five time entries are available per day for regular and overtime.
- Six time entries are available per day for breaks.

Enter Daily Hours with start and end time

If your manager changes the time entry format from hours input to start and end time recording within a pay period, an information message displays.

"Start and end times may be missing due to payroll settings changes or entries made by the manager. Please verify that the daily and timesheet totals are correct."

Should this occur, this message will continue to display unless start and end times are recorded. However, a start and end time is not required for hours previously entered in the pay period. The hours displayed in the Daily Total will accept as entered.

1. Go to the **My Timesheet** page. (Time > My Timesheet) or click the Timesheet icon on the homepage.
2. Select the appropriate date range.
3. Select the day to enter time.

4. Select the **Pay Code** for the time. (Regular or overtime)
5. Enter the **Start Time** and **End Time** and include AM or PM for both.
Note: Entries are rounded to nearest 15 minutes automatically.

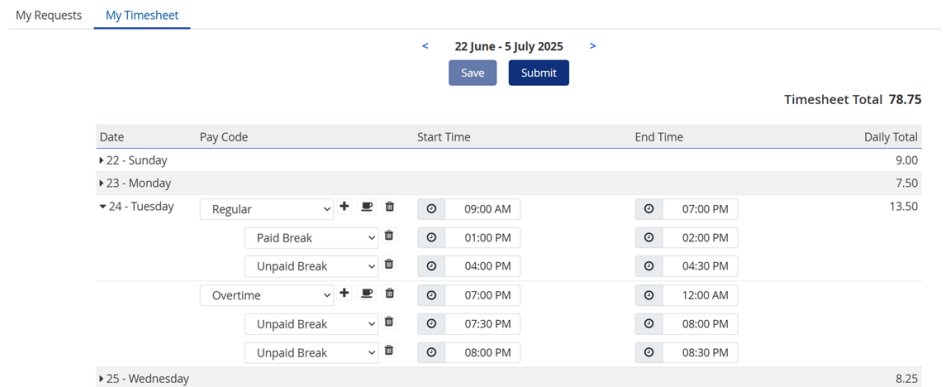
Example:

- If 9:07 AM is entered, it rounds down to 9:00 AM. If 9:08 AM is entered, it rounds up to 9:15 AM.
- If 5:52 PM is entered, it rounds down to 5:45PM. If 5:53 PM is entered, it rounds up to 6:00 PM.

Note: English is on a 12 hour clock; French is on a 24 hour clock by design.

The Daily Total field displays the total hours calculated for the day.

6. Click the + icon to add an additional time entry for the same day. Include all hours while on shift for the specified day.
7. Record any paid or unpaid breaks if applicable for your company.
 - a. Click the coffee cup icon to record a break.
 - b. Select **Paid** or **Unpaid**.
 - c. Enter the start and end times for the break.



Note: Unpaid breaks automatically reduce the time recorded for the day.

8. Review your time entries for the day.

Note: To delete a time entry not saved, click the Trash icon.

Note: If the regular time entered for the day is eligible for overtime pay, based on your Provincial jurisdiction, you must amend the time entered

to display the correct regular and overtime pay earned.

9. Click **Save**.
10. Repeat step 3-9 for each day worked in the pay period.
Important: To delete a saved time entry, click the Trash icon then click Save again.
11. Once you have entered all your hours for the pay period you must submit your hours for approval. Click **Submit**.

Delete time entries with a start and end time

1. Go to the **My Timesheet** page. (Time > My Timesheet) or click the Timesheet icon on the homepage.
2. Select the appropriate date range.
3. Select the time entry to delete.
 - To delete a time entry not previously saved, click the Trash icon.
 - To delete a saved time entry, click the Trash icon then click Save again.