



Release Notes

Powerpay

Release 6.9

October 29, 2025

Publication Record

Software Version	Publication Date	Description
6.29	10/29/2025	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 6.29 release of Powerpay.

The following features and functionality is now available:

Powerpay:

- **Time Review** – Review daily hours entered by employees and quickly make any necessary changes from one page. The Time Review dashboard allows Payroll Admins to quickly see the status of timesheet, time off requests and statutory holiday calculations (if applicable) all in one place.¹
- **Payroll Preview Report** – This report is available in Excel format to easily download, sort, filter, and analyze Payroll Preview data.
Note: This feature will be rolled out automatically to customers in a phased approach between October 29 – December 31, 2025.
- **Salary Proration** – Powerpay can calculate a prorated salary amount to eliminate manual calculations for new hires, reactivated and terminated employees.
- **Statutory Holiday Assist** – Calculate statutory holiday pay for eligible employees based on the applicable hours/earnings entered by date in the prior four work weeks. Available for Ontario employers with other jurisdictions to follow.¹

¹ Available for payrolls with Daily Hours enabled

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New Functionality in Powerpay

Time Review

Powerpay People payrolls with Daily Hours enabled includes the **Time Review** page (Payroll > Regular Payment > Time Review). This page allows Payroll Admins, and users with Role Based security access rights, to quickly review time entered by employees and make any necessary changes.

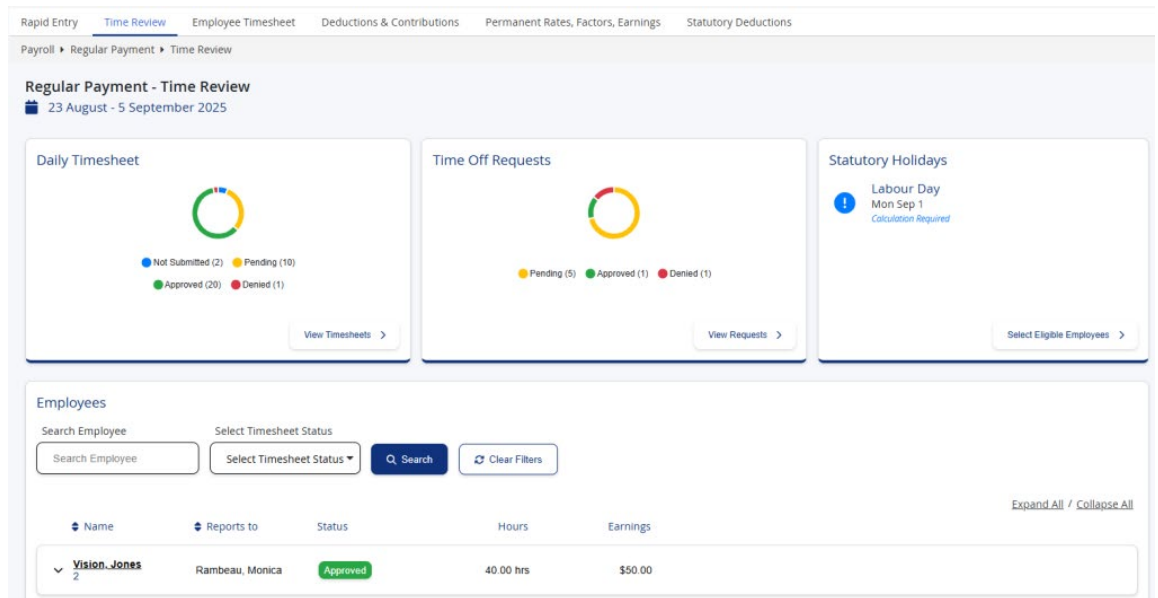
The Employee Earning Details section displays reference information, such as pay type and pay rate, which allows you to quickly confirm if an employee’s submitted pay aligns with their ‘normal’ wages. For example, are they missing commissions or is an exception pay rate correct?

To learn more about how Powerpay’s Time Solutions can help you, [click here](#).

Time Review

The **Time Review dashboard** allows Payroll Admins to quickly see the status of timesheet, time off requests and statutory holiday calculations (if applicable) all in one place.

The dashboard view is dynamic based on the features enabled for your payroll.



Review time entered

The **Time Review** page is available in Powerpay when a Regular payroll run is open. It is not available for Extra, ROE and Year End runs.

1. Click the **Pay Period** menu and click the **Enter** button for the pay period you want to work with.
2. Go to the **Time Review** page (Payroll > Regular Payment > Time Review).
3. Use the **filters** to search time by employee or timesheet status (Not Submitted, Approved, Pending or Denied).
4. Select the **employee** timesheet to review.
5. Review the information displayed.
6. (optional) Click the **+ Add** icon in the Date column to add hours/earnings to a specified day.
Note: Hours entered on the Time Review page do not sync back to Self Service but display on the Regular Timesheet.
7. Click **Approve** or **Deny** pending timesheets.

Payroll Preview

Excel Report

The Payroll Preview report is available in Excel format for Regular and Extra runs.

Benefits:

- Easily download, sort, filter, and analyze Payroll Preview data.
- Quickly identify any unexpected values and cross-reference them to Powerpay for correction.
- A familiar format to be leveraged in other reports and systems.
- Can be shared or archived without manual transcription or copy/paste work.

Features:

Company Totals & Payroll Summary

- Displays gross pay, employee and employer contributions, and net pay for the current pay period.
- Displays payroll number, pay period date, total employees paid, and report generation date/time.

Payroll Details by Employee

- Payroll totals are broken down into rows representing each employee and payment type.
- Includes gross and net pay (current & YTD), deductions (current & YTD), contributions (current & YTD), and total garnishees.

Generate Excel Payroll Preview Report

1. Go to the **Payroll Preview** page. (Process > Payroll Preview)
2. Click **Request**.
Powerpay generates the preview.
3. Click the **Spreadsheet** button.

Powerpay downloads the report. The report displays the results based on payment type: reversal, manual, regular payment, and second payment.

Note: This feature will deploy automatically to customers in a phased approach between October 29 – December 31, 2025.

Note: If an error occurs with the preview, after this feature is deployed to your payroll, the Spreadsheet button does not display. Resolve the error displayed and resubmit your request.

Payroll Number	PPAA002							
Payment Date	2025-07-11							
Pay Period Ending Date	2025-07-05							
Submit For Processing By	2025-07-08							
Total Employees Paid	11							
Report generated on	2025-07-07 12:49:42 PM CDT							
					GROSS PAY	EMPLOYEE DEDUCTIONS	EMPLOYER CONTRIBUTIONS	NETPAY
					39632.77	12469.19	3232.31	27163.58
					COMPANY TOTALS			

EMPLOYEE NUMBER	EMPLOYEE NAME	PROVINCE OF EMPLOYMENT	STATUS	PAY TYPE	PAYMENT METHOD	PAYMENT TYPE	DEPARTMENT CODE
1	TONY STARK	ON	Active	Salary	Direct Deposit	Regular	100
2	JONES VISION	ON	Active	Hourly	Cheque	Regular	100
3	STEVE ROGERS	NU	Active	Salary	Direct Deposit	Regular	100
4	PETER PARKER	NT	Active	Hourly	Direct Deposit	Regular	100
5	WANDA MAXIMOFF	NU	Active	Salary	Cheque	Regular	100
6	NATASHA ROMANOFF	NS	Active	Salary	Direct Deposit	Regular	100
7	BRUCE BANNER	BC	Active	Hourly	Cheque	Regular	100
8	CLINTON BARTON	BC	Active	Salary	Cheque	Regular	100

Salary Proration

When salaried employees are hired, reactivated or terminated mid-pay period. Powerpay automatically calculates a prorated salary amount for that pay. This ensures that employees are paid accurately for the number of days worked in the pay period.

This feature is available for Regular and Extra Runs.

Benefits

Prorating ensures that employees are compensated fairly for the time actually worked, based on the payroll schedule in effect at the time of hire. Automating this process eliminates manual calculations, reduces errors, and ensures compliance

with standard payroll practices.

How Salary Proration Works

Powerpay uses the **Pay Period Start and End Dates** to determine the total number of working days in a pay period. It then uses the employee's **First Day Worked** (for new hires), **ROE First Day Worked** (for rehires) or **Last Day Worked** (for terminated employees) to calculate the number of payable days.

Powerpay uses the employee's **annual salary** or **salary per pay period** to determine a **daily salary**. Powerpay then multiplies that value by the number of days worked to calculate the employee's prorated first pay.

Powerpay calculates proration based on a **standard work week (Monday to Friday)** and excludes weekends and statutory holidays from the calculation.

Examples:

1. If the pay period includes 10 working days, and the employee's **First Day Worked** is the 6th day of the period, Powerpay will calculate and pay 5 days of salary for that pay period.
2. The pay period is Oct 4-17, and for a New Hire, and the employee's **First Day Worked** is October 8th. The Salary Override calculated amount would include 8 working days.


October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Salary Proration in the New Hire Wizard or Onboarding Wizard

Note: This feature is available for Regular and Extra runs for New Hires.

When new salaried employees are hired mid-pay period using the New Hire Wizard or Onboarding Wizard, Powerpay automatically calculates a prorated salary amount for their first pay.

You can choose to clear the **Prorate Salary Payment** checkbox or modify the prorated amount calculated as needed.

1. Open the **People List**.
2. Click the  button.
3. On the **employment information** page, if the selected **Pay Type** includes the word '**Salary**', and the employee's **First Day Worked** falls within an open or soon to be opened pay period, the **Prorate First Salary Payment** checkbox displays.
 - To deactivate **Salary Proration**, clear the **Prorate First Salary Payment** checkbox.
 - To modify the prorated amount, enter the desired amount in the **Salary Override** field.

Notes:

- If the **Salary** or **First Day Worked** is changed on the **Compensation** tab (People > People List > Compensation), you must manually update the **Salary Override** amount.
 - **Saved salary proration calculations** are not recalculated if a **new Pay Period Ending Date** is entered and saved on the **Calendar Edit** page. (Company > Calendar > Calendar Edit).
4. Click **Next** to continue through the remaining employee setup pages.
 5. On the **New Hire Summary** page, review the salary override amount calculated or entered.
 6. Click **Save**.

Powerpay populates the salary override amount on the Employee Timesheet when the pay period is opened.

Note: If the employee is not activated in the current pay period, the salary override amount is ignored.

Note: If a pay period is closed, all employee changes, including the saved salary override, must be deleted from the pay period before closing it.

Salary Proration for a reactivated employee

1. Click the **Pay Period** menu and click the **Enter** button for the pay period you want to work with.

2. **Reactivate** the employee on the **Status Change / ROE page**. (Payroll > ROE / Employee Status Change > Status Change / ROE).
3. Select the employee from the **People List**.
4. Enter the **Status Change Options**.
Resulting Status: **Active**
ROE Form: **Do not produce**
Current Pay: **Process**
5. Click **Next**.
6. Enter the **ROE First Day Worked**.

If the date falls within the current pay period, the **Prorate Salary Payment** checkbox defaults to selected and the salary override is automatically calculated based on the **Salary Per Pay** field.

- **To adjust the prorated amount**, enter the desired amount in the **Salary Override** field.
- **To deactivate Salary Proration**, clear the **Prorate First Salary Payment** checkbox.

7. Click **Save**.

Powerpay populates the salary override amount on the Employee Timesheet when the pay period is opened.

Note: If a pay period is closed, all employee changes, including the saved salary override, must be deleted from the pay period before closing it.

Note: If **Reverse Status** is selected on the **Status Change / ROE page** (Payroll > ROE / Employee Status Change > Status Change / ROE), after the employee is reactivated and before the payroll is submitted, the salary override calculated by proration is removed from the Timesheet.

Salary Proration for a terminated employee

1. Click the **Pay Period** menu and click the **Enter** button for the pay period you want to work with.
2. Terminate the employee on the **Status Change / ROE page**. (Payroll > ROE / Employee Status Change > Status Change / ROE).
3. Select the employee from the **People List**.
4. Enter the **Status Change Options** and set the Current Pay to **Process**.

5. Click **Next**.
6. Enter the **Last Day Worked**.

If the date falls within the current pay period, the **Prorate Salary Payment** checkbox defaults to selected and the salary override is automatically calculated based on the **Salary Per Pay** field.

- **To adjust the prorated amount**, enter the desired amount in the **Salary Override** field.
- **To deactivate Salary Proration**, clear the **Prorate First Salary Payment** checkbox.

7. Click **Save**.

Powerpay populates the salary override amount on the Employee Timesheet when the pay period is opened.

Note: If a pay period is closed, all employee changes, including the saved salary override, must be deleted from the pay period before closing it.

Note: If Reverse Status is selected on the **Status Change / ROE** page (Payroll > ROE / Employee Status Change > Status Change / ROE), after the employee is terminated and before the payroll is submitted, the salary override calculated by proration is removed from the Timesheet.

Statutory Holiday Assist

Statutory Holiday Assist makes calculating statutory holiday pay easier!

This feature is available for **Ontario employers** using **Powerpay People with Daily Hours** enabled. Other jurisdictions will follow in future releases.

When enabled, the **Statutory Holidays** section displays on the **Time Review** page (Payroll > Regular Payment > Time Review) and includes:

- Notifications of statutory holidays in the pay period
- The calculation status: **Calculation Required** or **Calculation Done**

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

Payroll > Regular Payment > Time Review

Regular Payment - Time Review
23 August - 5 September 2025

Daily Timesheet

Not Submitted (2) Pending (10)
Approved (20) Denied (1)

Time Off Requests

Pending (5) Approved (1) Denied (1)

Statutory Holidays

Labour Day
Mon Sep 1
Calculation Required

Employees

Search Employee: [Search Employee] Select Timesheet Status: [Select Timesheet Status] [Search] [Clear Filters]

Expand All / Collapse All

Name	Reports to	Status	Hours	Earnings
▼ Vision Jones 2	Rambeau, Monica	Approved	40.00 hrs	\$50.00

If there are no statutory holidays in the pay period, the following message displays:

No statutory holidays in this pay period.

Statutory Holidays

! No statutory holidays in this pay period

Select Eligible Employees >

If you are an Ontario employer with Daily Hours enabled but Statutory Holiday Assist **not** enabled for your payroll, the following message displays:

Statutory Holiday calculations for Ontario are now available. For more information contact Powerpay support.

When **Statutory Holiday Assist** is turned on, the **Company Calendar** (People > Calendar) displays even if **Time Off Requests** is **not** enabled. In this release, custom holidays such as Easter Sunday, Easter Monday, or the first Monday in August are not included in the statutory holiday pay calculation.

Prerequisites

To calculate statutory holiday pay correctly, Powerpay requires **four work weeks** of

dated hours or earnings from one or more of the following pages:

- Daily Hours Timesheet
- Regular Timesheet
- Manual page
- Reversal page
- Time Review page.

If fewer than four weeks of dated data exist, statutory holiday pay will be understated. Due to the four work week requirement for dated data, there is a lag between when Daily Hours is first enabled and when Statutory Holiday Assist can perform accurate calculations.

Calculate statutory holiday pay

When Powerpay detects a statutory holiday in the current pay period for Ontario it looks back at the previous **four work weeks** for hours and earnings to determine if there are historical hours and earnings available to calculate the statutory holiday pay. If history exists, Powerpay uses the selected pay codes to include in the calculation as 'regular wages'.

1. Go to the **Time Review** page (Payroll > Regular Payment > Time Review).
2. Click **Select Eligible Employees**.
3. Select the **employees** to be included in the calculation for the current statutory holiday.
4. Click **Calculate**.

Powerpay automatically inserts and saves the value into the **Time Review** page, next to the statutory holiday date, once the value is calculated.

Mon Oct 13	Stat Pay	Exception Rate	
Thanksgiving	2.75	\$ 21.65	100 - IT
+ Add			
Hours: 2.75 hrs		Other Earnings: \$0.00	

Note: The payroll administrator can modify the value if required.

Statutory Holiday reminder on the Rapid Entry page

The **Rapid Entry** page displays a reminder when a statutory holiday occurs in the pay period.

*A statutory holiday occurs in the pay period. Please navigate to the **Time review Page** to calculate the statutory holiday pay for eligible hourly employees.*

Clicking **Time Review page** in the message takes the user directly to the **Time Review** page.

New Enhancements in Powerpay

Daily Hours

Employee Comments for time entries

Employees may enter comments for time entries in Self Service to explain differences between scheduled hours versus time worked. When a comment is entered, the Comment icon displays with a dark background. These comments are view only to Managers and Payroll Admins after the hours are saved. **Managers can view them in Self Service** on the **My Team's Timesheet** page (Time > My Team's Timesheet). **Payroll Admins can view them** on the Daily Hours Dashboard page (People > Daily Hours Dashboard).

Daylight Savings Time Handling for Daily Hours

For payrolls using the **Start & End Times (9:00 AM – 5:00 PM)** format for recording daily hours worked, Powerpay includes logic to calculate the correct number of hours worked when an employee shift extends from one day to the next and Daylight Savings Time either commences or ends.

Powerpay displays a message when hours are entered on the date the time change occurs.

Fall Back

Daylight Savings Time ends in this pay period on <date>. One hour will be subtracted to correct for the time change (if applicable hours are entered on that date).

Spring Ahead

Daylight Savings Time starts in the pay period on <date>. One hour will be added to correct for the time change (if applicable hours are entered on that date).

Daily Hours/Daily Earnings on the Regular Timesheet, Manuals and Reversals pages

Daily Hours/Daily Earnings sections are available on the Regular Timesheet, Manuals and Reversals pages allowing hours and earnings to be entered by date for statutory holiday pay.

Daily Earnings ☰

📅

Description	Amount	Pay Period (if other than current)
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

GL - ID Dept - Department

When a user selects a code included in the statutory holiday calculation but doesn't key it by date, a warning reminds them to key it by date.



WARNING

O21 - Bilingual Bonus is setup to be included in the Statutory holiday calculation. Select O21 - Bilingual Bonus in the Daily Earnings section and select a date so that the system can determine if it should be included in the holiday date range.

Extra Runs

If the payroll administrator enters daily hours or earnings for an earning code configured to be included in the statutory holiday pay calculation for an eligible employee, and associates those hours or earnings to a date that falls within the statutory holiday pay calculation range on an Extra run, Powerpay includes the applicable daily hours or earnings in the statutory holiday pay calculation.

This includes hours or earnings entered on the **Regular Timesheet**, **Manual**, and **Reversal** pages.

New Enhancements in Self Service

Daily Hours

Employee comments for hours worked

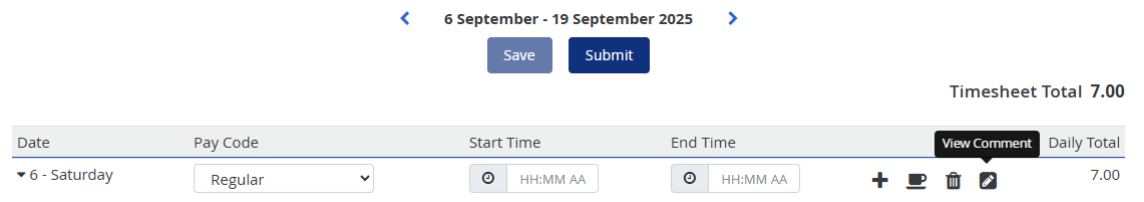
Employees can enter comments for daily hours worked. This feature allows employees to provide an explanation for their hours if the hours worked differs from their scheduled hours.

This field is read-only to Managers and Payroll Admins. When comments are entered, the Comment icon will display for the manager on the **My Team’s Timesheet** page (Time > My Team’s Timesheet) and Payroll Admins on the **Daily Hours Dashboard** (People > Daily Hours Dashboard).

If daily hours are deleted, a comment associated with the daily hours entry is also deleted.

Add Employee comments for hours work

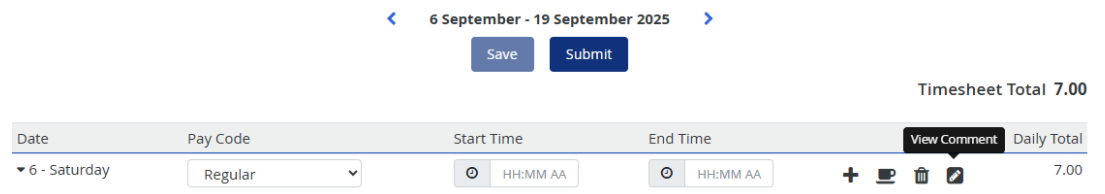
1. Go to the **My Timesheet** page. (Time > My Timesheet) or click the Timesheet icon on the homepage.



2. Select the appropriate **date range**.
3. Enter your daily hours as usual.



4. Select the **time entry** to insert a comment.
5. Click the **Comment** icon.



6. Enter your comments then click **Add**.
Important: Do not include personally identifiable information (PII) with your remarks.

7. Click **Save** to save your comment and time entry.

Amend Employee comments for hours worked

Employees can edit or remove comments entered for daily hours worked prior to submitting their hours for approval.

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 **daily hours with a comment** entered.
4. **Click** the **Comment** icon.
Note: The icon displays filled when a time entry includes comments.
5. Revise your comments then either click **Add** or **Remove**.
Important: Do not include personally identifiable information (PII) with your remarks.
6. Click **Save** to save your comment and time entry.

Daylight Savings Time Handling for Daily Hours

For payrolls using the **Start & End Times (9:00 AM – 5:00 PM)** format for recording daily hours worked, Powerpay includes logic to calculate the correct number of hours worked when an employee shift extends from one day to the next and Daylight Savings Time either commences or ends.

Powerpay displays a message when hours are entered on the date the time change occurs.

Fall Back

Daylight Savings Time ends in this pay period on <date>. One hour will be added to correct for the time change (if applicable hours are entered on that date). This adjustment does not apply in regions that do not observe Daylight Savings Time.

Spring Ahead

Daylight Savings Time starts in the pay period on <date>. One hour will be subtracted to correct for the time change (if applicable hours are entered on that date). This adjustment does not apply in regions that do not observe Daylight Savings Time.