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Release Notes

**Powerpay, Powerpay Plus, Powerpay
Self Service, Powerpay People 6.7**

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These release notes describe the new functionality, pages, enhancements, and defect fixes incorporated into the latest release of Powerpay.

This document is for Powerpay version 6.7.

For questions, please contact your Ceridian representative.

Summary

Welcome to the 6.7 release of Powerpay.

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

- **Time Off Requests** – Employees can request time off in Self Service. Managers and payroll administrators can manage time off requests for an employee.

Table of Contents

Summary	2
New Functionality – Powerpay People	5
Time Off Requests.....	5
Set Up the Time Off Request module for your payroll	5
Set the Normal Daily Hours and Working Day defaults.....	6
Validate your Standard Entitlements.....	6
Edit your standard entitlements	8
View your employees assigned to your standard entitlements	9
Add Custom Entitlements	10
Assign employees to a custom entitlement	15
Edit a custom entitlement	17
Enter initial balances for each Custom entitlement for each employee.....	19
Enable Standard Entitlements for employees	20
Enable Custom Entitlements for employees	21
Configure Time Off Request settings for individual employees	21
Set Daily Hours and Working Days for an employee	21
Assign custom entitlements to an employee	22
Adjust balances for custom entitlements assigned to an employee.....	23
Remove a custom entitlement for an employee.....	24
View an employee’s entitlement balances and balance history	25
Check an employee’s custom entitlement balances	25
View an employee’s entitlement balance history	26
Set up the Company Calendar	26
Add custom holidays.....	27
Edit a custom holiday.....	28
Delete a custom holiday	30
Change observed date for a statutory holiday	31
Manage time off requests.....	33
Approve or deny time off requests.....	34
Cancel an approved time off request	39
Review pending time off requests	40
Review approved time off requests.....	41
Time off request email notifications.....	41
Adjust prior pay period for a time off request.....	41
Enter a time off request adjustment for a prior pay period for SALARIED employees only	42
Enter a time off request adjustment for a prior pay period for HOURLY employees only	42
New Functionality – Powerpay Self Service with Powerpay People	43
Time Off Requests.....	43
Employees.....	43
Request time off	43
Check my entitlement balances.....	44
Check if my request is approved.....	45

CERIDIAN

Modify my time off request.....	48
Delete my time off request.....	48
Managers	48
Approve or deny time off requests.....	49
Enhancements – Powerpay People.....	53
New Hire Wizard.....	53
Work assignment information.....	53
Entitlements information.....	53
Onboarding Wizard.....	54
Work assignment information.....	54
Entitlements information.....	55
Work Assignment.....	55
Simulate	56
Simulate a Manager in Self Service.....	56
Rapid Entry.....	56
Employee Timesheet	57
Status Change	58
Accumulators	58
Payroll Preview and Submit Payroll.....	58
Close/Skip Pay Period	59
Enhancements – Powerpay Self Service.....	60
Change deadline messages.....	60
Appendix A – Statutory Holidays	62
Statutory holidays and jurisdictions	62
Holiday dates	63
Alternate holiday names.....	66

New Functionality – Powerpay People

Time Off Requests

A time off request is a formal request from an employee to take time off. There can be many reasons for a time off request including vacation, personal time, bereavement, and jury duty. Powerpay's time off request feature:

- provides a standardized system for submitting and approving requests.
- empowers your employees to manage their time off requests, anytime and anywhere using Powerpay Self Service on a computer, tablet, or smartphone.
- automatically notifies the employee via email of the status of their time off request.
- streamlines your employees' experience, allowing them to create requests, review balances, select reasons, add comments, and submit the request to their manager.
- routes the request to the right person and reduces admin time by allowing managers and payroll administrators to rapidly review, approve or reject time off.
- optionally updates your employee timesheets with the approved requests for payroll integration.
- eliminates errors by automatically calculating time taken using the employee's normal working days and hours, public holidays and automatically updating accruals.
- allows you to:
 - customize time off policies such as negative accrual balances, unlimited balances, and carryover rules.
 - create customized entitlements such as vacation, volunteer days, and jury duty.
- provides a centralized calendar with:
 - visibility to all approved, pending and denied requests.
 - a customizable holiday calendar, including special event days.

Note: Time off requests are only processed with Regular runs.

Set Up the Time Off Request module for your payroll

Complete the following steps to complete the initial set up for Time Off Requests:

1. Set the Normal Daily Hours and Working Day defaults.
2. Validate the Standard Entitlements.
3. Set up any required Custom Entitlements.
4. Enter balances for each Custom entitlement for each employee.
5. Enable employee view to give your employees access to Time Off Request functionality with your standard entitlements in Self Service.
6. Enable employee view to give your employees access to Time Off request functionality with your custom entitlements in Self Service.

Set the Normal Daily Hours and Working Day defaults

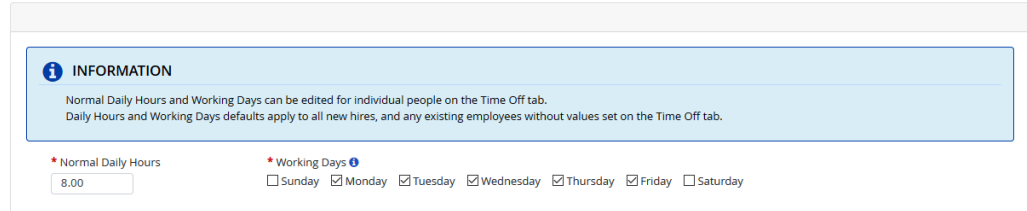
Working Days are the days of the week that your employees typically work. Normal daily hours are the number of hours a day employees usually work on a working day. The values you set on this page are the default values that apply to all employees. You can specify an individual employee's working days and normal working hours on the Time Off tab (**People > People List > Time Off**). The values set for individual employees override the default values set here.

Working days and normal working hours values are used to calculate and determine the duration of an employee's time off request. Powerpay automatically calculates **hours** and **days** that an employee is away from work based on the employee's Normal Daily Hours and Working Days.

Note: For Salaried employees it is important to validate that the employee's Normal Daily Hours and Working Days align with the Hours Per Pay value set for the employee in the Employment Information section on the Compensation tab (**People > People List > Compensation**).

1. Go to the Time Off Request settings tab (**People > Settings > Time Off Request**).
2. In the Normal Daily Hours field, enter the number of hours your employees typically work in a day. For each full day an employee takes off, this is the number of hours that are reduced from the employee's balance and the number of hours that are paid if the entitlement is linked to pay code.

Daily Hours and Working Days Defaults



INFORMATION

Normal Daily Hours and Working Days can be edited for individual people on the Time Off tab.
Daily Hours and Working Days defaults apply to all new hires, and any existing employees without values set on the Time Off tab.

* Normal Daily Hours

* Working Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

3. Select the days of the week your employees typically work.
When an employee requests time off, Powerpay uses the selected days to calculate the amount of time taken. If the request spans an unselected day, Powerpay does not include the unselected day when calculating the time taken.
4. Click **Save**.

Validate your Standard Entitlements

Your standard entitlements are already setup based on your payroll settings. Review them in the Standard Entitlements section on the Time Off Request Settings tab (**People > Settings > Time Off Request**).

1. Go to the Time Off Request settings tab (**People > Settings > Time Off Request**).
2. Review the standard entitlements set up for your payroll.

Standard Entitlements

Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View	Assigned To	Action
Vacation Pay	Vacation Pay - VE		08/02/2021	<input checked="" type="checkbox"/>	63	
Additional Vac	Additional Pay - WE		08/02/2021	<input checked="" type="checkbox"/>	58	

- (optional) Click the number in the Assigned To column for each entitlement to review the list of employees assigned to the entitlement. The list includes all employees assigned to the plan with an accumulator rate for the entitlement on the Compensation tab (**People > People List > Compensation**).
 - To add or remove an employee from the list, see [View, add and edit entitlement information for an employee](#).
 - Click the **Spreadsheet** button to download a .csv file of the employees assigned to the entitlement.

List of Employees with Entitlement - Additional Vac x

i **INFORMATION**

To assign an employee to the Standard Entitlements, navigate to the Entitlements section of the Compensation page, select a Plan and enter a Rate for the applicable entitlement.

Number	First Name	Last Name	Status
1	Julie	Vincent	Active
2	Brians	Hargreaves	Active
3	Richard	Jacobson	Active
4	Lisa	Acutt	Active
5	Keith	Irwin	Active

- (optional) Click the gear icon in the Action column for the entitlement to:
 - update the entitlement description. This is the reason that appears in the Reason list for employees in Self Service when they are making a time off request.

Note: The description entered here only updates the entitlement description in Powerpay and Self Service. It does not update the description on your payroll reports or pay statements.

- view the pay code linked to the entitlement.

Standard Entitlement Setup
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INFORMATION

Set up details for Standard Entitlements for your employees.

Enter a reason for the employee to select when making a time off request.

* English

* French

Pay Code

Enter an Import Code if you intend to import history for this entitlement. i

Save
Cancel

Note: Import history functionality will be available in a future release.

5. Click **Save**.

Edit your standard entitlements

1. Go to the Time Off Request settings tab (**People > Settings > Time Off Request**).
2. Review the standard entitlements set up for your payroll. If you require additional standard entitlements, contact your Service Delivery Team.

Standard Entitlements

Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View i	Assigned To	Action
Vacation Pay	Vacation Pay - VE		08/02/2021	☑	63	⚙
Additional Vac	Additional Pay - WE		08/02/2021	☑	58	⚙

3. (optional) Click the gear icon in the Action column for the entitlement to:
 - update the entitlement description. This is the reason that appears in the Reason list for employees in Self Service when they are making a time off request.
 - view the pay code linked to the entitlement.

Standard Entitlement Setup
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i
INFORMATION

Set up details for Standard Entitlements for your employees.

Enter a reason for the employee to select when making a time off request.

* English

* French

Pay Code

Enter an Import Code if you intend to import history for this entitlement. i

Save
Cancel

Note: Import history functionality will be available in a future release.

4. Click **Save**.

View your employees assigned to your standard entitlements

1. Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).
2. Review the standard entitlements set up for your payroll. If you require additional standard entitlements, contact your Service Delivery Team.

📄 Standard Entitlements

Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View i	Assigned To	Action
Vacation Pay	Vacation Pay - VE		08/02/2021	☑	63	⚙
Additional Vac	Additional Pay - WE		08/02/2021	☑	58	⚙

3. Click the number in the Assigned To column for each entitlement to review the list of employees assigned to the entitlement. The list includes all employees assigned the to the plan with an accumulator rate on the Compensation tab (**People > People List > Compensation**).
 - To add or remove an employee from the list, see [View, add and edit entitlement information for an employee](#).
 - Click the **Spreadsheet** button to download a .csv file of the employees assigned to the entitlement.

List of Employees with Entitlement - Additional Vac			
<p>i INFORMATION</p> <p>To assign an employee to the Standard Entitlements, navigate to the Entitlements section of the Compensation page, select a Plan and enter a Rate for the applicable entitlement.</p>			
Number	First Name	Last Name	Status
1	Julie	Vincent	Active
2	Brians	Hargreaves	Active
3	Richard	Jacobson	Active
4	Lisa	Acutt	Active
5	Keith	Irwin	Active





Add Custom Entitlements

In addition to the standard entitlement, your organization may need more options for entitlements. Powerpay allows you to add custom entitlements.

Custom Entitlements define the pay codes and the reasons employees can select when requesting time off from work. They control how employees earn balances that represent their benefits, such as sick or personal days. They are made up of several components that describe:

- When or at what frequency employees are granted their benefits. For example, you can define that employees accrue bereavement annually or are granted an unlimited balance.
 - How many units of each benefit employees are granted. Units can be days or hours. By linking a balance to an entitlement, such as sick, Powerpay automatically deducts the number of units used from the balance when the entitlement is recorded in the employee's timesheet. For example, when the flex day balance is linked to the flex day entitlement, Powerpay automatically deducts from the balance appropriately each time an employee's request for time off is approved and the flex day entitlement appears in the employee's timesheet. The number of units deducted from the balance is dependent on the duration of the approved request, and the employee's Normal Daily Hour and Working Days. If an employee takes two days off as flex days, Powerpay deducts two days from the flex day balance.
 - If employees are allowed unlimited time off for an entitlement.
 - Are employees allowed to exceed their balance or carry their balance from year to year.
- **To set up a custom entitlement:**
1. Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).
 2. In the Custom Entitlements section, click **Add Custom Entitlement**.

Custom Entitlements


Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View	Assigned To	Action
Bereavements	Factor - X1	X12	18/01/2021	<input checked="" type="checkbox"/>	3	 
Jury Duty	Factor - X1		14/01/2021	<input checked="" type="checkbox"/>	2	 

[Add Custom Entitlement](#)

3. Enter a description for the entitlement in English and French. The description appears in the Reason list for employees in Self Service when they are making a time off request.

Note: The description entered here only updates the entitlement description in Powerpay and Self Service. It does not update the description on your payroll report or pay statements.

Custom Entitlement Setup
✕


INFORMATION

Use these steps to set up Custom Entitlements for time off requests.

Step 1: Enter a Description

Enter a reason for the employee to select when making a time off request.

* English

* French

Cancel
Next

4. Click **Next**.
5. (optional) Select a pay code to link the entitlement to an existing Pay Code in Powerpay.

Pay codes are used to pay the employee for the time off request. Approved time off requests are added to the timesheet in the applicable pay period. If no pay code is selected, the request will only be a memo item to track the time within Powerpay; no hours will be paid and it will not appear on the employee pay statement, nor the payroll register. For example, you can create an entitlement with the description “Time Off Without Pay” without linking it to a pay code to create a memo item.

Note: Using the example above for Salaried employees requires an adjustment on the Timesheet to ensure the employee is NOT paid the full salary amount for the pay period.

Note: All linked pay codes are setup with Salary Offset. For salaried employees, Import history functionality will be available in a future release.

6. Click **Next**.

A message displays with a description of the pay code.

7. Click **Next**.

8. Select the options that define your custom entitlement:

- Does the custom entitlement provide **unlimited time off**?
- **When** during the year the annual grant is applied?
- What balance **amount** is granted in the selected time frame? This is the balance granted to the employees assigned to the entitlement when the annual grant day is reached. Employees assigned to the entitlement are granted a zero balance by default. After assigning an employee to the

entitlement, you can adjust the grant amount for the current year. See “Enter initial balances for each Custom entitlement for each employee,” page 19 for more information.

- Can employees **exceed** their granted balance and create a negative balance?
- Does the balance roll over from year to year?

The screenshot shows a web form titled "Custom Entitlement Setup" with a close button in the top right corner. The form is at "Step 3: Select Entitlement Options". It contains several sections:

- A progress bar at the top.
- A question: "Do you allow employees to have unlimited time off for this entitlement?" with radio buttons for "Yes" and "No" (selected).
- A question: "* When should this entitlement be granted?" with a dropdown menu set to "Annually" and two empty dropdown menus.
- A question: "* What is the value of the grant?" with a text input field, radio buttons for "Days" (selected) and "Hours".
- A question: "Do you allow employees to exceed their balance?" with radio buttons for "Yes" and "No" (selected).
- A question: "Do you allow employees to carry balances from year to year?" with radio buttons for "Yes" and "No" (selected).
- A "Comments" section with a large text area.
- Navigation buttons at the bottom: "Previous", "Cancel", and "Next".

9. Click **Next**.

10. Select the employees to assign to the custom entitlement.

- Filter employees based on Status, Department, Position, Employment Type, and Province of Employment. To make multiple selections hold down the Ctrl key as you are selecting.
- To assign future employees who meet the same filter criteria to the custom entitlement, select the **Automatically select this entitlement in the New Hire Process for all future employees if these criteria are met** checkbox.

✕
Custom Entitlement Setup

Step 4: Select People

i INFORMATION

You can assign this entitlement to specific employees.

1. Filter the employee list using the selections in the Status, Department, Position, Province of Employment, and/or Employment Type fields. Hold down the Ctrl key to make multiple selections.
2. Click Preview.
3. Confirm the employees to assign the entitlement to from the filtered list.
4. Click Save.

Status

- Active
- On Leave
- New Hire

Department

- 100 - Default
- 200 - 2D

Position

- Painter
- Product Manager
- QA Resource
- QA Supervisor

Employment Type

- Full-time
- Part-time

Province of Employment

- Saskatchewan
- Yukon
- USA
- Other

Automatically select this entitlement in the New Hire Process for all future employees if these criteria are met.

Preview

Number of People = 20 | Number of People Selected = 20

Previous
Cancel
Save

11. Click **Preview** to verify employees that will be assigned to the custom entitlement. All employees that fulfill the selected filter criteria display and are selected by default.

Preview

Number of People = 20 | Number of People Selected = 18


	Number	Name	Status
<input type="checkbox"/>	1	Bond, James	A
<input checked="" type="checkbox"/>	6	Danvers, Carol	A
<input checked="" type="checkbox"/>	8	Geller, Monica	A
<input checked="" type="checkbox"/>	11	Hamilton, Alex	A
<input type="checkbox"/>	18	Hampstead, Rebecca	A
<input checked="" type="checkbox"/>	14	Hua, Mulan	A
<input checked="" type="checkbox"/>	5	Hur, Ben	A

Previous
Cancel
Save






12. Clear the checkbox for any employees that should NOT be assigned to the custom entitlement.
13. Click **Save**.

Assign employees to a custom entitlement

The initial setup of your custom entitlements includes assigning employees to the entitlement. Use this procedure to assign additional employees to the entitlement after the initial setup.

1. Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).
2. Click the person icon  in the Action column for the entitlement to edit.

Custom Entitlements


Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View 	Assigned To	Action
Bereavements	Factor - X1	X12	18/01/2021	<input checked="" type="checkbox"/>	3	 
Jury Duty	Factor - X1		14/01/2021	<input checked="" type="checkbox"/>	2	 

[Add Custom Entitlement](#)

3. Select the employees to assign to the custom entitlement.
 - Filter employees based on Status, Department, Position, Employment Type, and Province of Employment. To make multiple selections hold down the Ctrl key as you are selecting.
 - To assign future employees who meet the same filter criteria to the custom entitlement, select the **Automatically select this entitlement in the New Hire Process for all future employees if these criteria are met** checkbox.

Custom Entitlement - Add People ✕

Step 1 - Add Additional People

 **INFORMATION**

3 employee(s) are already assigned to this Custom Entitlement.
Use this page to add additional people to the list.

<p>Status</p> <div style="border: 1px solid #ccc; padding: 2px;"> Active On Leave New Hire </div>	<p>Department</p> <div style="border: 1px solid #ccc; padding: 2px;"> 001 - Dept1 002 - Dept2 003 - Dept3 100 - Default </div>
<p>Position</p> <div style="border: 1px solid #ccc; padding: 2px;"> Tester </div>	<p>Employment Type</p> <div style="border: 1px solid #ccc; padding: 2px;"> Full-time Part-time </div>
<p>Province of Employment</p> <div style="border: 1px solid #ccc; padding: 2px;"> Alberta British Columbia Manitoba New Brunswick </div>	

Automatically select this entitlement in the New Hire Process for all future employees if these criteria are met.

Preview

Next >

- Click **Preview** to verify employees that will be assigned to the custom entitlement. All employees that fulfill the selected filter criteria, and not already assigned the entitlement, display and are selected by default.

Preview

Number of People = 17 | Number of People Selected = 17

<input checked="" type="checkbox"/>	Number	First Name	Last Name	Status
<input checked="" type="checkbox"/>	11	Alex	Groven	A
<input checked="" type="checkbox"/>	18	Rebecca	Hampstead	A
<input checked="" type="checkbox"/>	14	Laticia	Harper	A
<input checked="" type="checkbox"/>	10	Alea	Johnson	A
<input checked="" type="checkbox"/>	16	Louise	Katchakowski	A
<input checked="" type="checkbox"/>	6	Samantha	Kirk	A
<input checked="" type="checkbox"/>	20	Denita	Krest	A
<input checked="" type="checkbox"/>	15	Jason	Montgomery	A
<input checked="" type="checkbox"/>	3	Sam	Montgomery	A

Cancel
Next >

- Clear the checkbox for any employees that should NOT be assigned to the custom entitlement.
- Click **Next**.
- Review the revised list of employees assigned to the custom entitlement. Employees newly added to the entitlement display New in the first column. Employees who were already assigned to the entitlement display Current in the first column.

Custom Entitlement - Add People ✕

Step 2 - Review

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INFORMATION

Review the revised list of employees to assign this custom entitlement, and click Save.

	Number	First Name	Last Name	Status
New	43	Bugs	Bunny	A
Current	4	Lisa	Acutt	A
Current	45	Brian	Adams	A

< Previous
Cancel
Save

- Click **Save**.

The Assigned To column for the entitlement is updated with the new count of employees assigned to the entitlement.

Custom Entitlements

Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View	Assigned To	Action
Bonus Day			08/02/2021	<input type="checkbox"/>	4	
Jury Duty			18/12/2020	<input type="checkbox"/>	1	
Personal			18/12/2020	<input type="checkbox"/>	18	
Personal 2			18/12/2020	<input type="checkbox"/>	17	
Snow Day	43Factor - O43		22/12/2020	<input checked="" type="checkbox"/>	70	

Note: Import history functionality will be available in a future release.

The balance granted to the employees assigned to the entitlement is zero. After assigning an employee to the entitlement, you can adjust the grant amount for the current year. See “Enter initial balances for each Custom entitlement for each employee,” page 19 for more information.

Edit a custom entitlement

The custom entitlements already set up for your payroll display in the Custom Entitlements section on the Time Off Request Settings tab (**People > Settings > Time Off Request**).

1. Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).
2. Review the custom entitlements set up for your payroll.

Custom Entitlements

Entitlement Description	Pay Code	Import Code	Last Updated	Enable Employee View	Assigned To	Action
Bereavements	Factor - X1	X12	18/01/2021	<input checked="" type="checkbox"/>	3	
Jury Duty	Factor - X1		14/01/2021	<input checked="" type="checkbox"/>	2	

[Add Custom Entitlement](#)

3. Click the gear icon in the Action column for the entitlement to edit.
4. (optional) Update the entitlement description. This is the reason that appears in the Reason list for employees in Self Service when they are making a time of request.

5. Click **Next**.

6. (optional) Link the entitlement to an existing Pay Code in Powerpay.

Pay codes are used to pay the employee for the time off request. Approved time off requests are added to the timesheet in the applicable pay period. If no pay code is selected, the request will only be a memo item to track the time within Powerpay; it will not appear on the employee pay statement, nor the payroll register.

Important: You cannot change the pay code if the entitlement was previously linked to a pay code and any employee on the payroll has already made a time off request for the matching reason in Self Service.

Note: Import history functionality will be available in a future release.

7. (future use) Enter an import code (max four alphanumeric characters) if you intend to load historical data for Time Off Requests from the Time Off History Import spreadsheet.

8. Click **Next**.

9. Select the options that define your custom entitlement:

- Does the custom entitlement provide **unlimited time off**?
- **When** during the year the annual grant is applied?
- What balance **amount** is granted in the selected time frame?
- Can employees **exceed** their granted balance and create a negative balance?
- Does the balance roll over from year to year?

Note: You cannot change the entitlement definition if any employee on the payroll has already made a time off request for the matching reason in Self Service.

10. Click **Save**.

Enter initial balances for each Custom entitlement for each employee

The Time Off Entitlements section on the Time Off tab (**People > People List > Time Off**) lists all the custom entitlements assigned to the employee selected in the People list. You can assign the employee additional custom entitlements and enter the balance amount for each entitlement.

Note: Each employee is automatically assigned zero as the entitlement grant when assigned to the custom entitlement.

Note: Balances are not required for entitlements set up with unlimited time.

1. Go to the Time Off tab (**People > People List > Time Off**).
2. Select the employee for whom to adjust the balance for the custom entitlement from the People list.

The Time Off Entitlements section lists the custom entitlements assigned to the selected employee.

Time Off Entitlements Last modified by DShore On 09/02/2021 07:57 AM CT

INFORMATION
To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		2 Days	
Snow Day	O43	Unlimited Days	

- Click the gear icon in the Action column for the entitlement.

Adjust Entitlement Balance ✕

Entitlement Description	Current Balance	Adjusted Balance
Bonus Day	2 Days	<input type="text"/> Days

[Save](#) [Close](#)

- Enter the adjusted balance. For example, if an employee is hired mid-year you can adjust the balance amount accordingly.
- Click **Save**.

The adjusted balance is assigned to the selected employee and displays in the Time Off Entitlements section.

Time Off Entitlements Last modified by DShore On 09/02/2021 08:13 AM CT

INFORMATION
To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		3 Days	
Snow Day	O43	Unlimited Days	

Enable Standard Entitlements for employees

Powerpay allows you to set up and review your entitlements prior to making them available for employees. After validating and completing the setup of your standard entitlements, you must grant your employees access to request the entitlement using Time Off request functionality in Self Service.

- Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).

2. In the Standard Entitlements section, click the **Enable Employee View** checkbox for each standard entitlement to give the employees assigned to the entitlements access to request the entitlements using Time Off request functionality in Self Service.

Note: The Enable Employee View checkbox cannot be cleared after any employee on the payroll makes a time off request for the matching reason in Self Service.

3. Click **Save**.

Enable Custom Entitlements for employees

After completing the setup of your custom entitlements, you must grant your employees access to request the entitlement using Time Off request functionality in Self Service.

1. Go to the Time Off Request Settings tab (**People > Settings > Time Off Request**).
2. In the Custom Entitlements section, click the **Enable Employee View** checkbox to give the employees assigned to the entitlement access to request the entitlement using Time Off request functionality in Self Service.

Note: The Enable Employee View checkbox cannot be cleared after any employee on the payroll makes a time off request for the matching reason in Self Service.

Note: An employee may be unable to make a time off request for the entitlement using Self Service even though they are assigned the entitlement and the **Enable Employee View** checkbox is selected if the employee's status has changed, and they no longer meet the filter criteria for the entitlement. For example, an entitlement is set up for Active employees and the employee is On Leave.

Note: Enable Employee View only applies to Active, New Hire and On Leave employees.

3. Click **Save**.

Configure Time Off Request settings for individual employees

Set Daily Hours and Working Days for an employee

The Normal Daily Hours and Working Days set up for your payroll on the Time Off Request Settings tab (**People > Settings > Time Off Request**) are the default values applied to all employees and all new hires. You can set new values for individual employees on the Time Off tab (**People > People List > Time Off**).

Working Days are the days of the week that your employees typically work. Normal daily hours are the number of hours a day employees usually work on a working day. Working days and normal working hours values are used to calculate and determine the duration of an employee's time off request.

1. Go to the Time Off tab (**People > People List > Time Off**).
2. Select the employee for whom to set normal daily hours and working days from the People list.

3. In the Normal Daily Hours field, enter the number of hours the employee typically works in a day.

For each full day an employee takes off, this is the number of hours that are reduced from the employee's balance and the number of hours that are paid if the entitlement is linked to pay code.

Note: For Salaried employees it is important to validate that the employee's Normal Daily Hours and Working Days align with the Hours Per Pay value set for the employee in the Employment Information section on the Compensation tab (**People > People List > Compensation**).

Profile Compensation Emergency Contacts Documents **Time Off**

Daily Hours and Working Days

Last modified by jvincent On 18/12/2020 07:34 AM CT

* Normal Daily Hours

* Working Days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

4. Select the days of the week your employee typically works.
5. Click **Save**.

Repeat steps 2-5 for each employee whose daily hours and working days differ from the default.

Assign custom entitlements to an employee

The Time Off Entitlements section on the Time Off tab (**People > People List > Time Off**) lists all the custom entitlements assigned to the employee selected in the People list. You can assign the employee additional custom entitlements and enter a current balance amount for each entitlement.

1. Go to the Time Off tab (**People > People List > Time Off**).
2. Select the employee to assign the custom entitlement from the People list.
The Time Off Entitlements section lists the custom entitlements assigned to the selected employee.
3. In the Time Off entitlements section, click **Assign Additional Entitlements**.

Time Off Entitlements

Last modified by DShore On 09/02/2021 07:57 AM CT

INFORMATION
To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		2 Days	
Snow Day	O43	Unlimited Days	

A list of the custom entitlements set up for the payroll and available to assign displays. If the custom entitlement is linked to a pay code, it displays in the Pay Code column. The Annual Grant Amount column displays the number of days or hours granted automatically to the employee. Entitlements that are already assigned to the employee are disabled.

- Select the checkbox for the entitlement to assign to the selected employee.

Note: Each employee is automatically assigned zero as the entitlement grant when assigned to the custom entitlement.

Enter the desired balance in the Initial Grant field for the entitlement. For example, if an employee is hired mid-year you can enter the balance amount accordingly.

Assign Additional Entitlements				
<input type="checkbox"/>	Entitlement Description	Pay Code	Annual Grant Amount	Initial Grant
<input checked="" type="checkbox"/>	Bonus Day		3 Days	<input type="text"/> Days
<input checked="" type="checkbox"/>	Snow Day	O43	Unlimited Days	<input type="text"/> Days
<input type="checkbox"/>	Jury Duty		10 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal		5 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal 2		5 Days	<input type="text" value="0"/> Days

- Click **Save**.

The selected entitlements display in the Time Off Entitlements list for the selected employee with the appropriate balances.

Adjust balances for custom entitlements assigned to an employee

The Time Off Entitlements section on the Time Off tab (**People > People List > Time Off**) lists all the custom entitlements assigned to the employee selected in the People list. You can assign the employee additional custom entitlements and enter the balance amount for each entitlement. For example, if an employee is hired mid-year you can adjust the balance amount accordingly.

Note: Balances are not required for entitlements set up with unlimited time.

- Go to the Time Off tab (**People > People List > Time Off**).
- Select the employee for whom to adjust the balance for the custom entitlement from the People list.

The Time Off Entitlements section lists the custom entitlements assigned to the selected employee.

- Click the gear icon  in the Action column for the entitlement.

Time Off Entitlements Last modified by DShore On 09/02/2021 07:57 AM CT

INFORMATION
To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		2 Days	
Snow Day	O43	Unlimited Days	

4. Enter the adjusted balance.

Adjust Entitlement Balance x

Entitlement Description	Current Balance	Adjusted Balance
Bonus Day	2 Days	<input style="width: 80px;" type="text"/> Days

Save
Close

5. Click **Save**.

The adjusted balance is assigned to the selected employee and displays in the Time Off Entitlements section.

Time Off Entitlements Last modified by DShore On 09/02/2021 08:13 AM CT

INFORMATION
To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		3 Days	
Snow Day	O43	Unlimited Days	

Remove a custom entitlement for an employee

Custom entitlements can be removed for individual employees on the Time Off tab (**People > People List > Time Off**). Once an entitlement is removed:

- the entitlement will no longer be available for selection in the Reason list when the employee makes a Time Off Request in Self Service.
 - the current balance for the entitlement must be zero, or unlimited.
1. Go to the Time Off tab (**People > People List > Time Off**).
 2. Select the employee for whom to remove the custom entitlement from the People list.

The Time Off Entitlements section lists the custom entitlements assigned to the selected employee.

Time Off Entitlements Last modified by DShore On 09/02/2021 07:57 AM CT

INFORMATION

To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		2 Days	
Snow Day	O43	Unlimited Days	

- In the Time Off Entitlements section, click the trash icon in the Action column for the entitlement to remove.
A Warning message displays:

Confirm Entitlement Removal
✕

WARNING

Once an entitlement is removed, the current balance cannot be adjusted.
Are you sure you want to remove this entitlement?

Remove
Cancel

- Click **Remove**.

View an employee's entitlement balances and balance history

Note: An employee's entitlement balances displayed on the Time Off tab (**People > People List > Time Off**) and the New Time Off Request page in Self Service (employee view) may differ from the balances displayed on the Register. This is because the balances on the Time Off tab and New Time Off Request page in Self Service include pending requests. The balances displayed on the Register do **NOT** include pending requests.

Check an employee's custom entitlement balances

- Go to the Time Off tab (**People > People List > Time Off**).
- Select the employee whose custom entitlement balances you want to check from the People list.
The Time Off Entitlements section lists the custom entitlements assigned to the selected employee.
The Current Balance column displays the employee's balance for each custom entitlement assigned to the employee.

Time Off Entitlements Last modified by DShore On 09/02/2021 07:57 AM CT

INFORMATION

To remove an entitlement from the employee, the Current Balance must be zero.

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Bonus Day		2 Days	Settings Delete
Snow Day	O43	Unlimited Days	Settings Delete

View an employee’s entitlement balance history

Use the Entitlement Balance History table to view and track the complete history for each entitlement for a selected employee.

1. Go to the Time Off tab (**People > People List > Time Off**).
2. Select the employee whose custom entitlement balance history you want to view from the People list.

The Entitlement Balance History section lists the complete entitlement history for the selected employee.

Entitlement Balance History

Entitlement	Date	Transaction	Changed By	Adjustment	Balance
Bereavement	30/03/2021	Adjustment	aramchurn	8.00 Hours	16.00 Hours
Bereavement	30/03/2021	Adjustment	aramchurn	8.00 Hours	8.00 Hours
Bereavement	30/03/2021	Grant	aramchurn	0.00 Hours	0.00 Hours
Jury Duty	30/03/2021	Adjustment	aramchurn	16.00 Hours	16.00 Hours
Jury Duty	30/03/2021	Grant	aramchurn	0.00 Hours	0.00 Hours

[Spreadsheet](#)

The list is sorted in alphabetical order by entitlement, and then by transaction date (newest to oldest).

3. (optional) Click the **Spreadsheet** button to export the entitlement balance history in .csv format.

Set up the Company Calendar

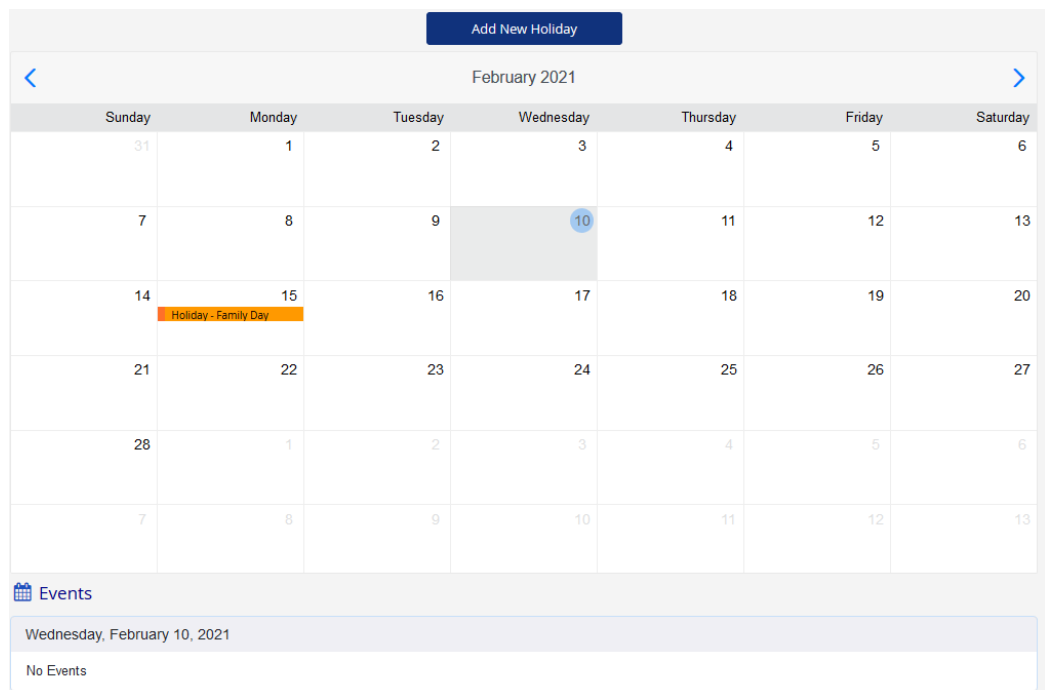
The Company Calendar is preloaded with all statutory holidays. As a Powerpay payroll administrator you have access to add information, such as company observed holidays (custom holidays), to the calendar view for all employees. You can add, delete, and edit company observed custom holidays on your calendar. Statutory holidays cannot be deleted but you can change the observed date.

Note: For a list of the preloaded statutory holidays and their observed dates, see “Appendix A – Statutory Holidays,” page 62.

Add custom holidays

Use the Add New Holiday feature to add custom company holidays, specific to your company, to your calendar. When adding custom holidays, pay attention to the jurisdictions they apply to. The holiday will display on employee calendars for all the selected jurisdictions and will be used in calculating the duration of time off requests.

1. Go to the Calendar page (**People > Calendar**).
2. Click Add **New Holiday**.



3. Enter the new Holiday name in English and French.

The screenshot shows the 'Add New Holiday' form. It has a blue header with the title 'Add New Holiday' and a close button. The form contains two input fields for the holiday name in English and French. Below these are a date picker for 'Holiday Date' and a list of jurisdictions with checkboxes for selection. At the bottom, there are 'Save' and 'Close' buttons.

4. Select the date for the Holiday.
5. Select the jurisdictions where the holiday is observed.

6. Click **Save**.


The Holiday is added to the calendar and appears in the Events list below the calendar on the holiday date.

The screenshot shows the Ceridian HCM calendar interface. At the top, there are tabs for "Calendar" and "Pending Requests" with a notification icon. A blue button labeled "Add New Holiday" is visible. The main calendar view is for February 2021, with days of the week as columns and dates as rows. A blue circle highlights the date 10 (Wednesday). An orange bar labeled "Holiday - BDAY" is shown on Friday, February 12. Another orange bar labeled "Holiday - Family Day" is shown on Monday, February 15. Below the calendar, the "Events" section is expanded for Friday, February 12, 2021, showing an event titled "All-day Holiday - BDAY" with a gear icon for settings and a trash icon for deletion.

Edit a custom holiday

1. Go to the Calendar page (**People > Calendar**).
2. Select the date with the holiday to edit. All events for the selected date display below the calendar in the Events section.

Calendar interface showing February 2021. The calendar grid displays days from Sunday to Saturday. A blue circle highlights Wednesday, February 10, 2021. Below the calendar, an 'Events' section is visible, showing 'Wednesday, February 10, 2021' and 'No Events'.

3. In the Events list, click the gear icon  beside the holiday to edit.

Calendar interface showing February 2021. The calendar grid displays days from Sunday to Saturday. A blue circle highlights Friday, February 12, 2021. Below the calendar, the 'Events' section is visible, showing 'Friday, February 12, 2021' with 'All-day' and 'Holiday - BDAY' details. A gear icon and a trash icon are visible next to the event name.

4. Change the holiday name, date, or the jurisdictions the holiday applies to.

Edit Holiday
✕

***Holiday Name - English**

***Holiday Name - French**

***Holiday Date**

***Jurisdictions**

Alberta (BDAY)

British Columbia

Manitoba

New Brunswick

Newfoundland

Nova Scotia

NWT

Nunavut

Ontario

PEI

Quebec

Saskatchewan

Yukon

5. Click **Save**.

The Holiday is updated in the calendar and appears in the Events list below the calendar on the holiday date.

Delete a custom holiday

Note: Custom holidays cannot be deleted if they have been used in the duration calculation of a time off request (pending or approved). Before deleting a custom holiday, you must cancel any pending or approved time off requests that overlap with the holiday. After the holiday is deleted, employees can rebook the time off again if they wish. See “Cancel an approved time off request,” page 39 and “Approve or deny time off requests,” page 34 for more information.

1. Go to the Calendar page (**People > Calendar**).
2. Select the date with the holiday to edit. All events for the selected date display below the calendar in the Events section.

Calendar
Pending Requests


<
January 2021
>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Holiday - New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13 Holiday - Jan 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

📅 Events

Saturday, January 30, 2021

No Events

- In the Events list, click the trash can icon  beside the holiday to delete.

Calendar Pending Requests


Add New Holiday

January 2021


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Holiday - New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13 Holiday - Jan 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


Events

Wednesday, January 13, 2021

All-day Holiday - Jan 13 

A warning message displays.

Confirm Delete 

 **Warning**

Are you sure you want to delete this holiday?

- Click **Delete**.

The custom holiday is removed from the calendar.


Change observed date for a statutory holiday

Statutory Days may fall on a weekend or other day that is already taken off by your company. In this event, you may wish to observe the statutory holiday on a different date.

Note: The observed date is used in the calculation of the duration for time off requests. It is important to have the correct dates before employee's request time off to ensure accurate entitlement calculations.

- Go to the Calendar page (**People > Calendar**).

2. Select the date with the statutory holiday to edit. All events for the selected date display below the calendar in the Events section.

3. Click the gear icon  beside the statutory holiday to edit.
The checkbox is selected for the Jurisdictions to which the statutory holiday applies. Some jurisdictions use alternate names for the holiday. Powerpay displays the alternate holiday name in brackets for each jurisdiction.

4. Click the **Observed** checkbox.

5. Select the date the holiday is observed.

6. Click **Save**.

The statutory holiday displays in the calendar on the new observed date.

Manage time off requests

Employee time off requests can be managed by an employee’s manager and/or the payroll administrator. The manager is the person designated in the **Reports To** field in the Work Assignment section on the Profile tab (**People > People List > Profile**).

When employees request time off, the request is sent to their manager for review and approval in Powerpay Self Service. Payroll administrators can manage time off requests in Powerpay without accessing Self Service.

Note: If all employees report to the payroll administrator then it is only the payroll administrator who can approve or deny time off requests.

Note: Time off requests are only processed with Regular runs.

Approve or deny time off requests

As a Powerpay payroll administrator you can fulfill the duties of a manager, as needed, approving, or denying the employee submitted time off requests. This can be done in Powerpay without accessing Self Service.

Note: Time off requests cannot be approved for terminated or on leave employees.

Time off requests that have been submitted but are in the **Pending** status appear:

- on the Calendar tab (**People > Calendar > Calendar tab**) with a modified event marker.

When a date is selected, the request is marked as Pending in the Event description at the bottom of the page

- on the Pending Requests tab (**People > Calendar > Pending Requests tab**)

Time Off Start Date	Time Off End Date	Reason	Employee	Manager	Status	Requested On	Action
30/03/2021	31/03/2021	Bereavement	Henry Cavendish	Payroll Admin	Pending	17/03/2021	
29/03/2021	01/04/2021	Vacation Pay	Osborne Reynolds	Payroll Admin	Pending	17/03/2021	

The number of outstanding pending requests also displays at the top of the Pending Request tab.

1. Go to the Pending Requests tab (**People > Calendar > Pending Requests tab**). A table displays all the pending requests.
2. Click the gear icon in the Action column for the request to approve or deny. The time off requests details display.

Time Off Request Details ✕

Time Requested (Hours) 6	Status Pending	Employee Sally, Sweet	Manager Payroll Admin						
* Reason Vacation Pay	* Start Date 17/02/2021	* End Date 17/02/2021	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Entitlement</th> <th style="width: 20%;">Unit</th> <th style="width: 30%;">Balance</th> </tr> </thead> <tbody> <tr> <td>Vacation Pay</td> <td>Hour</td> <td>6.00</td> </tr> </tbody> </table>	Entitlement	Unit	Balance	Vacation Pay	Hour	6.00
Entitlement	Unit	Balance							
Vacation Pay	Hour	6.00							
* Type of Request <input checked="" type="radio"/> Full Day <input type="radio"/> Partial Day									
Employee Comments <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>									
Approver's Comments <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>									

Approve
Deny
Close

- Review details of employee request. This includes: Reason, Start Date, End Date, Type of Request, Start Time (if partial day), End Time (if partial day), and Employee Comments.

Note: If you approve a request for a prior pay period, you must update the year-to-date and accrual amounts on the Timesheet page for the correct pay period. If a manager approves a request for a prior pay period in Self Service, you receive a notification email and must update the year-to-date and accrual amounts on the Timesheet page for the correct pay period. For more information see, "Adjust prior pay period for a time off request," page 41.

- Add any approver comments.
- Click **Approve** or **Deny**.

The employee receives an approved or denied notification email along with any comments.

Time Off Request status - Approved / Statut de la requête de congé - Approuvée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

1

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been approved.

Reason: Personal

Start Date: 19/03/2021 12:00 AM

End Date: 19/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été approuvée.

Raison : sdfg

Date du début : 19/03/2021 00:00

Date de fin : 19/03/2021 23:59

Heures nettes : 8.0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Time Off Request status - Denied / Statut de la requête de congé - Refusée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

Expires 3/17/2024

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been denied.

Reason: TAFW

Start Date: 09/03/2021 12:00 AM

End Date: 09/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été refusée.

Raison : TAFW FRENCH

Date du début : 09/03/2021 00:00

Date de fin : 09/03/2021 23:59



Heures nettes : 8,0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

If the time off request was approved for a prior pay period, you receive an email reminder that you must enter an adjustment on the Manual page or the Timesheet page for the correct pay period to ensure the year-to-date and accrual amounts are correct.

ACTION REQUIRED: Timesheet adjustment required for Smart, Maxwell / MESURE À PRENDRE : Une rectification de feuille de temps...

 Ceridian <NoReplySelfService@Powerpay.com>
To  Che
Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

 Reply  Reply All  Forward 

Wed 2021/03/31 4:03 PM Expires 2024/03/31

Ceridian

La version française suit l'anglaise.

A Time Off request has been approved for Smart, Maxwell for a past pay period (Period end date: 13/02/2021).
Entries for past pay periods are not reflected in payroll.
To ensure the year-to-date and accrual amounts are correct, you must enter an adjustment on the Timesheet page for the correct pay period.
For more information, click [here](#).

Reason: Jury Duty

Start Date: 31/01/2021 12:00 AM

End Date: 31/01/2021 11:59 PM

Net Hours: 0.0

Comments: Cool

*This email is an automated notification, which is unable to receive replies.

Une demande de congé a été approuvée pour Smart, Maxwell pour une période de paie antérieure (Date de fin de la période : 13/02/2021).
Les entrées pour les périodes de paie antérieures ne sont pas indiquées dans la paie.
Pour assurer l'exactitude des montants cumulés, vous devez entrer une rectification dans la page Feuille de présence pour la période de paie appropriée.
Pour en savoir plus, [cliquez ici](#).

Raison : Service juridique

Date du début : 31/01/2021 00:00

Date de fin : 31/01/2021 23:59

Heures nettes : 0.0

Commentaires : Cool

*Le présent courriel est un avis automatisé auquel on ne peut répondre.











Approved requests display:

- on your calendar, the manager's calendar, and the employee's calendar.
- on the Rapid Entry page (**Payroll > Regular Payment > Rapid Entry**) as a Timesheet link for Regular Payment if the time off request is linked to a pay code for the custom entitlement.

[Rapid Entry](#) Employee Timesheet Deductions & Contributions Permanent Rates, Factors, Earnings Statutory Deductions

Payroll ▶ Regular Payment ▶ Rapid Entry

Number 000000001 | Pay Type Salary EE | Pay Rate \$1375.00 | GL TO - Toronto / AC - Accounting / 005 - Level 5 / 100 - Default | Pay Frequency Bi-Weekly

Employee	Regular Hours	Vacation Hrs-TT	Floater Day Salary Offset	Clear Row
	Hours	Hours	Hours	
 000000001 Cavendish, Henry	Timesheet	Timesheet	Timesheet	
 000000002 Reynolds, Osborne	Timesheet	Timesheet	Timesheet	
 000000003 Franklin, Benjamin	Timesheet	Timesheet	Timesheet	
 000000004 Hooke, Robert	Timesheet	Timesheet	Timesheet	
 000000005 Copernicus, Nicolaus	Timesheet	Timesheet	Timesheet	

Click the **Timesheet** link to open a pop up and view details of the time off request.

Employee Timesheet - Regular Payment



Payroll PP9M607 Pay Period 4R PPE Date Feb-26-2021 Payment Date Feb-26-2021
 Submit By Date Feb-24-2021

Employee Number 00000001	Employee Name Cavendish, Henry
Applicable Period of Time 2 Weeks	

Time Off Requests


Description	Hours	Exception Rate	Pay Period
Floater Day Time Off Start Date Feb-22-2021 GL - ID X - Location TO - Toronto	8.00	\$25.000	4 - Feb-26-2021
	GL - ID Y - Division AC - Accounting	GL - ID Z - CTRL-6 005 - Level 5	GL - ID Dept 100 - Default
Vacation Hrs-TT Time Off Start Date Feb-26-2021 GL - ID X - Location TO - Toronto	8.00		4 - Feb-26-2021
	GL - ID Y - Division AC - Accounting	GL - ID Z - CTRL-6 005 - Level 5	GL - ID Dept 100 - Default

- on the Employee Timesheet page (**Payroll > Regular Payment > Employee Timesheet**) in the Time Off Request section.

Cancel an approved time off request


- Go to the Calendar page (**People > Calendar**).
- Review the calendar to locate any approved time off requests for the employee.

3. Select the date on the calendar with the approved request.
The request displays in the Event list at the bottom of the page.


4. Click the trash can icon  to the right of the request to delete.
A confirmation message displays.

5. Click **Cancel Request**.

Review pending time off requests

1. Go to the Pending Requests tab (**People > Calendar > Pending Requests**).
A table displays all the pending requests.
2. Review the table to locate any pending time off requests for the employee.
3. If required, click the gear icon  in the Action column to approve or deny the request.
The time off requests details display.
4. Click **Approve** or **Deny** as appropriate.

Review approved time off requests

1. Go to the Calendar tab (**People > Calendar**).
2. Review the calendar to locate any approved time off requests for the employee.
3. Select the date on the calendar with the approved request.
The request displays in the Event list at the bottom of the page.
4. Review the request details in the Event list.
5. If required, click the trash can icon  to the right of the request to delete it.
A confirmation message displays.
Click **Cancel Request**.
6. Repeat steps 2 - 5 for all approved time off requests for the employee.

Time off request email notifications

Time off request email notifications are received by the following individuals, depending on the account setup:

- The employee's manager designated in the **Reports To** field in the Work Assignments section on the Profile tab (**People > People List > Profile**).
Time off request approvals and denials can be completed in Self Service by the employee's manager, or by the payroll administrator in Powerpay.
- If Role Based Security is **not** setup for the payroll:
The employee's manager designated in the **Reports To** field in the Work Assignments section on the Profile tab (**People > People List > Profile**). If the **Reports To** field is set to Payroll Admin, the contact set up as the Primary contact on the User and Contact Management page receives the notifications.
Time off request approvals and denials can be completed in Self Service by the employee's manager, or by the payroll administrator in Powerpay.
- If Role Based Security is set up for the payroll:
The employee's manager designated in the **Reports To** field in the Work Assignments section on the Profile tab (**People > People List > Profile**). If the **Reports To** field is set to Payroll Admin, all Powerpay users with the Payroll Admin role receive the email notification.
Time off request approvals and denials can be completed in Self Service by the employee's manager, or by the payroll administrator in Powerpay.

Managers approve requests in Self Service as they may not have a Powerpay User Id and may not process payroll.

Note: In all instances, the approvals can be done by the Primary contact or the Payroll Admin, but the notifications are only sent as noted above.

Adjust prior pay period for a time off request

When a time off request is approved for a prior pay period, the entries for the prior pay period are not reflected in Powerpay.

To ensure the year-to-date and accrual amounts are correct, you must enter an adjustment for the correct pay period.

Enter a time off request adjustment for a prior pay period for SALARIED employees only

Tip! Enter your time off adjustments on the Manual page to ease balancing your totals on the Data Verification page.

Warning: Do **not** enter the adjustment on the Timesheet as all entitlements linked to pay codes are set to salary offset. This will cause an error in payment.

1. Click the Pay Period menu and click the **Enter** button for the pay period you want to work with.
2. Go to the Manual page (**Adjustments > Manual**).
3. Select the employee for whom to make the adjustment.
4. In the Hours section:
 - a) Select **Regular Hours** from the Description list.
 - b) In the Hours field, enter the hours approved for the time off request as a negative (-) value.
 - c) From the Pay Period list, select the prior pay period when the time off was taken.
 - d) In the next Description list, select the appropriate code for your adjustment (for example, Vacation Hrs-TT).
 - e) In the Hours field, enter the hours approved for the time off request as a positive (+) value.
 - f) From the Pay Period list, select the pay period when the time off was taken.
5. Click **Save**.

Enter a time off request adjustment for a prior pay period for HOURLY employees only

1. Click the Pay Period menu and click the **Enter** button for the pay period you want to work with.
2. Go to the Employee Timesheet page (**Payroll > Regular Payment > Employee Timesheet**).
3. Select the employee for whom to make the adjustment.
4. In the Hours section:
 - a) Select Regular Hours from the Description list.
 - b) In the Hours field, enter the hours approved for the time off request as a negative (-) value.
 - c) From the Pay Period list, select the prior pay period when the time off was taken.
 - d) In the next Description list, select the appropriate code for your adjustment (for example, Vacation Hrs-TT).
 - e) In the Hours field, enter the hours approved for the time off request as a positive (+) value.
 - f) From the Pay Period list, select the pay period when the time off was taken.
5. Click **Save**.

New Functionality – Powerpay Self Service with Powerpay People

Time Off Requests

Employees

Using a simple calendar format, Powerpay’s Time Off Request functionality allows you to submit your time off requests by choosing the date range or hours you need off, add comments or details about your requests, and view all your past requests in a single glance. It tracks the time you can take off from work based on company entitlements. Time requested is sent to your reporting manager for review and approval.

Note: Only Active employees can submit a time off request. The Time Off Request tab does not display in Self Service for employees with a New Hire status in Powerpay.

Note: Employees with an On Leave or Terminated status cannot make a new time off request or delete an existing request.







Request time off

Note: Time off requests can be made up to two years in the future from the current date.

1. Go to Time-Off Requests.
2. Select the My Requests tab.

Calendar My Requests My Team's Requests

Request New Time Off

Time Off Start Date	Duration	Reason	Manager	Status	Requested On	Action
19/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 
22/02/2021	1 Day	Bereavements	Payroll Admin	Pending	19/02/2021	 
26/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 

3. Click **Request New Time Off**.

New Time Off Request ✕

Time Requested (Hours)
6

* Reason: Vacation Pay * Start Date: 19/02/2021 📅 * End Date: 19/02/2021 📅

* Type of Request
 Full Day Partial Day

Comments

Entitlement	Unit	Balance
Vacation Pay	Hour ▼	-5.95
Bereavements	Hour ▼	0
JuryDuty	Hour ▼	0

Save
Cancel

4. Select a Reason for the request.
Your current entitlement balances are available on the right side of the page based on units of *Hours* or *Days*.
5. Enter the Start Date and End Date for your request.
Requests can span multiple dates.
6. Select Type of Request. If Partial Day is selected, enter the Start Time and End Time.
Your balance is reduced by the duration of the request.
7. Enter any Comments.
8. Click **Submit**.

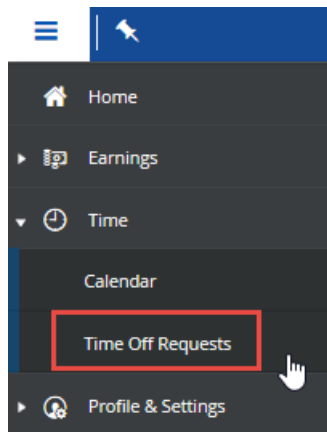
Your request:

- is sent automatically to your reporting manager for review and approval.
- displays in the company calendar as a pending request until your manager reviews and approves or denies the request. If the request is denied, you can complete a new request.
- displays on your My Requests tab, your manager's To-Do list, your manager's My Team Requests tab and your payroll administrators Pending Request tab.

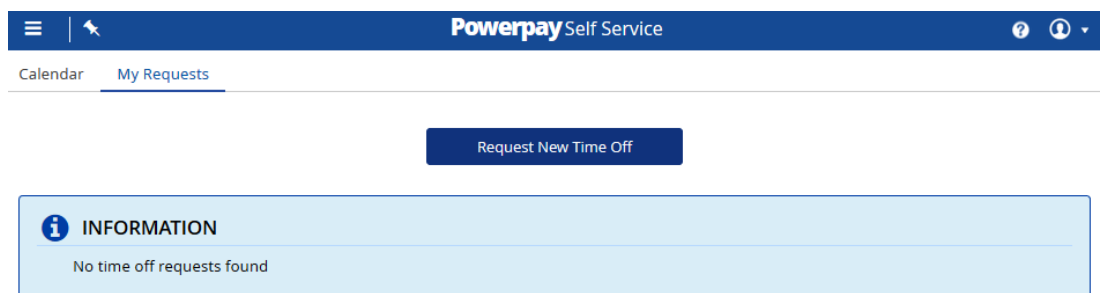
You will receive an email when your request is approved or denied.

Check my entitlement balances

1. Go to Time Off Requests (**Time > Time Off Requests**)



2. Click **Request New Time Off**.



3. Your current entitlement balances display in the Balance column on the New Time Off Request page. The balance includes all future and pending requests.

New Time Off Request
✕

Time Requested (Hours)
8

* Reason * Start Date * End Date

* Type of Request
 Full Day Partial Day

Comments

Entitlement	Unit	Balance
Vacation Pay	Hour	64.00
Additional Vac	Hour	32.00
Bereavement	Hour	40.00
Jury Duty	Hour	16.00
Paid Day Off	Hour	0.00
Unpaid Day ...	Hour	Unlimited

Check if my request is approved

Pending and approved requests display on your calendar and the My Requests tab.

Denied requests do not display on your calendar.

You will also receive an approved or denied email notification along with any comments.

Time Off Request status - Approved / Statut de la requête de congé - Approuvée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

1

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been approved.

Reason: Personal

Start Date: 19/03/2021 12:00 AM

End Date: 19/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été approuvée.

Raison : sdfg

Date du début : 19/03/2021 00:00

Date de fin : 19/03/2021 23:59

Heures nettes : 8.0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Time Off Request status - Denied / Statut de la requête de congé - Refusée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

Expires 3/17/2024

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been denied.

Reason: TAFW

Start Date: 09/03/2021 12:00 AM

End Date: 09/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été refusée.

Raison : TAFW FRENCH

Date du début : 09/03/2021 00:00

Date de fin : 09/03/2021 23:59

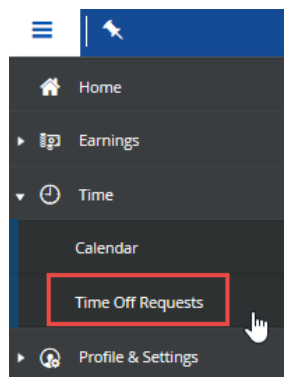
Heures nettes : 8,0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

► View your pending and approved requests.

1. Go to Time Off Requests (**Time > Time Off Requests**)



2. Your requests display in the table with their current status.

Request New Time Off

Time Off Start Date	Time Off End Date	Reason	Manager	Status	Requested On	Action
19/03/2021	19/03/2021	Bereavement	Bradley H	Pending	19/03/2021	 
22/03/2021	22/03/2021	Unpaid Day Off	Bradley H	Cancelled	09/03/2021	
22/03/2021	22/03/2021	Vacation Pay	Bradley H	Cancelled	09/03/2021	
23/03/2021	30/03/2021	Unpaid Day Off	Bradley H	Cancelled	09/03/2021	
24/03/2021	24/03/2021	Vacation Pay	Bradley H	Denied	09/03/2021	
25/03/2021	25/03/2021	Unpaid Day Off	Bradley H	Cancelled	08/03/2021	
31/03/2021	31/03/2021	Vacation Pay	Bradley H	Denied	09/03/2021	







Modify my time off request


Time off requests cannot be modified. If you need to make changes to a pending or approved request, delete the request and enter a new request with your changes. See “Delete my time off request,” page 48 for more information.

Delete my time off request

1. Go to Time-Off Requests.
2. Select the My Requests tab.

Request New Time Off

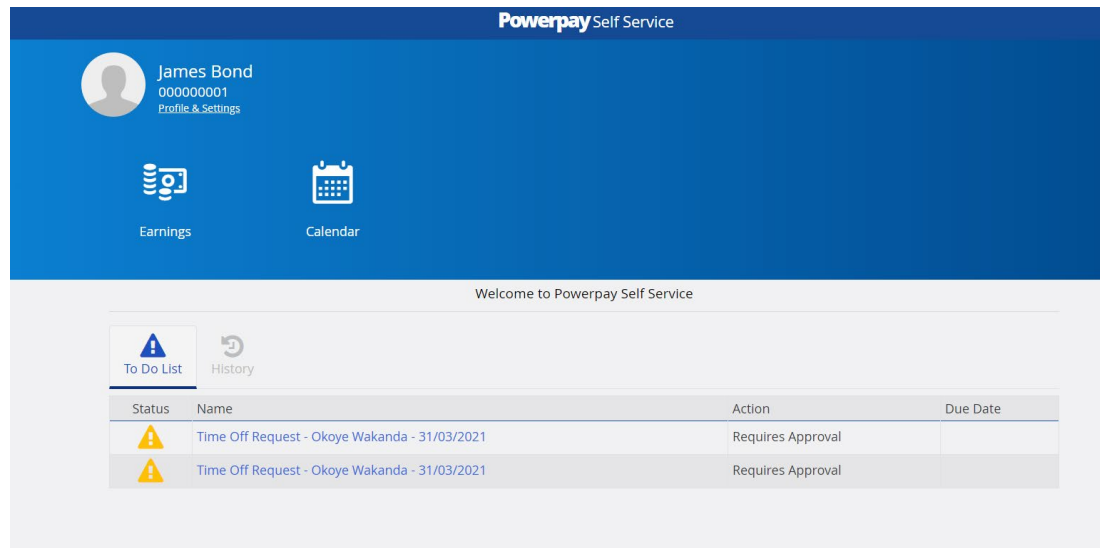
Time Off Start Date	Duration	Reason	Manager	Status	Requested On	Action
19/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 
22/02/2021	1 Day	Bereavements	Payroll Admin	Pending	19/02/2021	 
26/02/2021	1 Day	Vacation Pay	Payroll Admin	Pending	19/02/2021	 

3. In the Action column, click the trash can icon  for the specific request to delete. A confirmation message displays.
4. Click **Cancel Request**.

Managers

When employees request time off, the request is sent to their manager for review and approval. As a manager your options are to approve or deny the request. If the request is denied, employees can submit a new request.

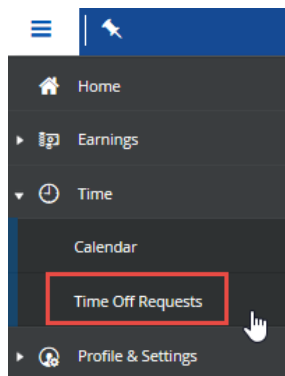
When you first log into Self Service, the To Do List displays any pending time off requests from managed employees. The History Tab displays all approved time off requests.



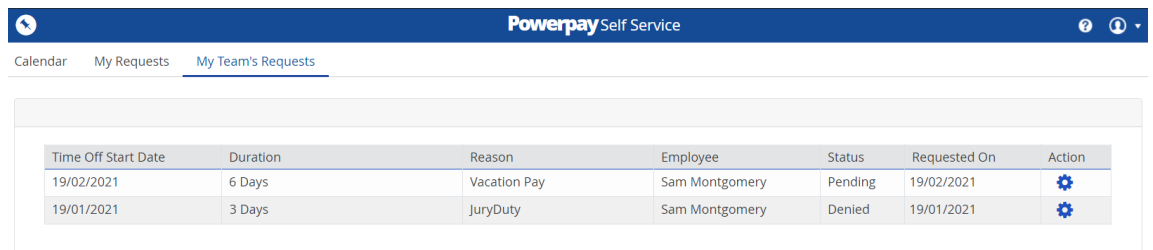
Approve or deny time off requests


Note: Time off requests cannot be approved for terminated or on leave employees.

1. Go to Time-Off Requests (**Time > Time Off Requests**).



2. Select the My Team's Requests tab.



3. In the Action column, click the gear icon  for the specific request to review. The Time Off Request Details page displays the employee request details.

Time Off Request Details
✕

Time Requested (Hours)	Status	
8	Pending	

* Reason

Jury Duty
▼

* Start Date

08/04/2021
📅

* End Date

08/04/2021
📅

* Type of Request

Full Day Partial Day

Employee Comments

Approver's Comments

Entitlement	Unit	Balance
Vacation Pay	Hour ▼	-8.00
Jury Duty	Hour ▼	8.00

Approve

Deny

Close

4. Review details of employee request. This includes: Reason, Start Date, End Date, Type of Request, Start Time (if partial day), End Time (if partial day), and Employee Comments.
5. Add any approver comments.
6. Click **Approve** or **Deny**.

The employee receives an approved or denied notification along with any comments.

Time Off Request status - Approved / Statut de la requête de congé - Approuvée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

1

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been approved.

Reason: Personal

Start Date: 19/03/2021 12:00 AM

End Date: 19/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été approuvée.

Raison : sdfg

Date du début : 19/03/2021 00:00

Date de fin : 19/03/2021 23:59

Heures nettes : 8.0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Time Off Request status - Denied / Statut de la requête de congé - Refusée



Ceridian <NoReplySelfService@Powerpay.com>

To

Retention Policy Retention Policy Perm Delete Item over 3 years old (3 years)

Expires 3/17/2024

Ceridian

La version française suit l'anglaise.

Your Time Away From Work request has been denied.

Reason: TAFW

Start Date: 09/03/2021 12:00 AM

End Date: 09/03/2021 11:59 PM

Net Hours: 8.0

Manager's Comments:

*This email is an automated notification, which is unable to receive replies.

Votre demande de congé a été refusée.

Raison : TAFW FRENCH

Date du début : 09/03/2021 00:00

Date de fin : 09/03/2021 23:59

Heures nettes : 8.0

Remarques du gestionnaire :

*Le présent courriel est un avis automatisé auquel on ne peut répondre.

Approved requests display:

- on the company calendar
- on your My Team Requests tab (manager)
- on your History list (manager)
- on the employee's My Requests tab.

Denied requests display:

- on your My Team Requests tab (manager)
- your History list (manager)
- the employee's My Requests tab.

Enhancements – Powerpay People

New Hire Wizard

Work assignment information

Normal Daily Hours and Working Days fields are required on the work assignment information page in the New Hire Wizard for payrolls with Time Off Request functionality enabled. The fields are automatically populated with your company defaults, set on the Time Off Request Settings tab (**People > Settings > Time Off Request**) but should be completed according to the employee's normal work schedule.

George Demo's work assignment information

Position (Mandatory for Quebec) +

* Department 100-Default +

Reports To Payroll Admin

* Normal Daily Hours 8.00

* Working Days ⓘ

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

< Previous Cancel Next >

Entitlements information

The top half of the entitlements information page displays the standard entitlements set up for your payroll. Custom entitlements set up for your payroll display on the bottom half of the page. Custom entitlements set to apply to all new hires are selected by default.

Select the checkbox for the custom entitlements to apply to the new hire and enter the Initial Grant amount as appropriate for each selected entitlement.

Note: Initial grant amount cannot exceed twice the amount of the annual grant.

Note: Powerpay uses First Day Worked as the grant date for the entitlement balance. If the First Day Worked field is left blank, Powerpay uses the date the wizard is completed.

George Demo's entitlements information

* Vacation Pay Accumulator * Rate (%)

* Additional Vac * Rate (%)

i INFORMATION

Entitlements which apply to new hires are automatically selected. You can select or clear any entitlements as required.

<input type="checkbox"/>	Entitlement Description	Frequency	Grant Amount	Initial Grant
<input type="checkbox"/>	Bonus Day		3 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Jury Duty		10 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal		5 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal 2		5 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Snow Day		Unlimited Days	<input type="text"/> Days

Onboarding Wizard

Note: The My Requests tab in Powerpay Self Service is only available to onboarded employees after they are activated in Powerpay (status 'A').

Work assignment information

Normal Daily Hours and Working Days fields are required on the work assignment information page in the Onboarding wizard for payrolls with Time Off Request functionality enabled. The fields are automatically populated with your company defaults, set on the Time Off Request Settings tab (**People > Settings > Time Off Request**) however should be reviewed and updated according to the employee's normal work schedule.

George Demo's work assignment information

Position (Mandatory for Quebec) + Department +

Reports To * Normal Daily Hours

* Working Days ⓘ

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entitlements information

The top half of the Entitlements information page displays the standard entitlements set up for your payroll. Custom entitlements set up for your payroll display on the bottom half of the page. Custom entitlements set to apply to all new hires are selected by default.

Select the checkbox for the custom entitlements to apply to the new hire and enter the Initial Grant amount as appropriate for each selected entitlement.

Note: Initial grant amount cannot exceed twice the amount of the annual grant.

Note: Powerpay uses First Day Worked as the grant date for the entitlement balance. If the First Day Worked field is left blank, Powerpay uses the date the wizard is completed as the grant date.

George Demo's entitlements information

* Vacation Pay Accumulator

* Additional Vac

* Rate (%)

* Rate (%)

i INFORMATION

Entitlements which apply to new hires are automatically selected. You can select or clear any entitlements as required.

<input type="checkbox"/>	Entitlement Description	Frequency	Grant Amount	Initial Grant
<input type="checkbox"/>	Bonus Day		3 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Jury Duty		10 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal		5 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Personal 2		5 Days	<input type="text" value="0"/> Days
<input type="checkbox"/>	Snow Day		Unlimited Days	<input type="text"/> Days

< Previous
Cancel
Next >

Work Assignment

When you update an employee's work assignment information such as Position, Department or Employment Type on the Profile tab (**People > People List**), it is important to remember that the changes may affect the employee's time off entitlements. To ensure the employee's time off entitlements are still allocated correctly, review any pending and approved requests.

For more information see "Review pending time off requests," page 40 and "Review approved time off requests," page 41.

Simulate

Simulate a Manager in Self Service

When you simulate a Manager in Self Service you can:

- view the pending time off requests in the To Do list.

The screenshot shows the Powerpay Self Service interface for a user named James Bond. The user's profile information is displayed at the top left, including a placeholder for a profile picture, the name 'James Bond', and the ID '000000001'. Below the profile information are two main navigation icons: 'Earnings' and 'Calendar'. The main content area is titled 'Welcome to Powerpay Self Service' and features two tabs: 'To Do List' (active) and 'History'. The 'To Do List' tab displays a table with the following data:

Status	Name	Action	Due Date
	Time Off Request - Okoye Wakanda - 31/03/2021	Requires Approval	

- view approved and denied requests in the History list.

The screenshot shows the Powerpay Self Service interface for the same user, James Bond. The layout is identical to the previous screenshot, but the 'History' tab is now active. The 'To Do List' tab is inactive. The 'History' tab displays a table with the following data:

Status	Name	Action	Action Taken On
	Time Off Request - Okoye Wakanda - 31/03/2021	Approved	31/03/2021

Rapid Entry

When a Time Off Request is approved, the Rapid Entry page (**Payroll > Regular Payment > Rapid Entry**) displays a Timesheet link for Regular Payment for the employee.

[Rapid Entry](#) | [Employee Timesheet](#) | [Deductions & Contributions](#) | [Permanent Rates, Factors, Earnings](#) | [Statutory Deductions](#)

Payroll > Regular Payment > Rapid Entry
 Number 000000001 | Pay Type Salary EE | Pay Rate \$1375.00 | GL TO - Toronto / AC - Accounting / 005 - Level 5 / 100 - Default | Pay Frequency Bi-Weekly

Employee	Regular Hours	Vacation Hrs-TT	Floater Day Salary Offset	Clear Row
	Hours	Hours	Hours	
000000001 Cavendish, Henry	Timesheet	Timesheet	Timesheet	
000000002 Reynolds, Osborne	Timesheet	Timesheet	Timesheet	
000000003 Franklin, Benjamin	Timesheet	Timesheet	Timesheet	
000000004 Hooke, Robert	Timesheet	Timesheet	Timesheet	
000000005 Copernicus, Nicolaus	Timesheet	Timesheet	Timesheet	

Click the **Timesheet** link to open a pop up and view details of the time off request.

Employee Timesheet - Regular Payment

Payroll PP9M607 | Pay Period 4R | PPE Date Feb-26-2021 | Payment Date Feb-26-2021
 Submit By Date Feb-24-2021

<p>Employee Number 000000001</p> <p>Applicable Period of Time 2 Weeks</p>	<p>Employee Name Cavendish, Henry</p>
---	--

Time Off Requests

Description Floater Day Time Off Start Date Feb-22-2021	Hours 8.00	Exception Rate \$25.000	Pay Period 4 - Feb-26-2021
GL - ID X - Location TO - Toronto	GL - ID Y - Division AC - Accounting	GL - ID Z - CTRL-6 005 - Level 5	GL - ID Dept 100 - Default

Description Vacation Hrs-TT Time Off Start Date Feb-26-2021	Hours 8.00	Exception Rate 	Pay Period 4 - Feb-26-2021
GL - ID X - Location TO - Toronto	GL - ID Y - Division AC - Accounting	GL - ID Z - CTRL-6 005 - Level 5	GL - ID Dept 100 - Default

Employee Timesheet

When a Time Off Request is approved, the Employee Timesheet page (**Payroll > Regular Payment > Employee Timesheet**) displays the request details in the Time Off Request section.

Klint, KerryH
 Number 000000005 | Pay Type Hourly EE also receives commissions | Pay Rate 33.000 | Current amount in Vacation Pay Accumulator \$1683.20 |
 Current amount in Previous Vac Accumulator \$5991.20 | Payroll PPS051 | Pay Frequency Bi-Weekly

Payroll > Regular Payment > Employee Timesheet

Regular Payment - Employee Timesheet

Period of Time
 Applicable Period of Time: 2 Weeks

Time Off Requests

Description	Hours	Exception Rate	Pay Period (if other than current)
Paid Day - 1.00 GL - ID X - Region X1 - West	7.50 GL - ID Y - Location Y1 - Ottawa	\$	007 - Apr-02-2021
Time Off Start Date	Mar-29-2021		

Hours

Description	Hours	Exception Rate	Pay Period (if other than current)
Regular Hours - 1.00 GL - ID Y - Region	5.00 GL - ID Y - Location	\$	007 - Apr-02-2021

Status Change

Action is required for employee's with pending or approved time off requests when changing an active employee's status to On Leave or Terminated. Review the following **prior** to changing an active employee's status.

- Pending time off request for the current or future pay periods
 To keep your calendar up to date, you should deny all pending time off requests for this employee. See "Approve or deny time off requests," page 34.
- Do Not Process Current Pay; Time off request approved for the current or future pay periods
 Cancel all current and future pay period time off requests for this employee. See "Cancel an approved time off request," page 39.
- Process Current Pay; Time off request approved for a current pay period
 Previously approved Time Off Requests for this current pay period will be paid to this employee.
 To stop the time off request payment for the current pay period, cancel all time off requests prior to submitting the payroll for processing. See "Cancel an approved time off request," page 39.

Accumulators

When adjustments are made to accumulators on the Accumulators page (**Payroll > Adjustments > Accumulators**), the adjustment does NOT display in the time off request entitlement balance until after the payroll processes successfully.

Payroll Preview and Submit Payroll

When requesting a preview or submitting your payroll for processing, a message displays to remind you to review and approve all pending time off requests prior to

the payroll being submitted. Approving the time off requests prior to submitting the payroll ensures your employees are paid for their time off.

Preview - Payroll Preview

INFORMATION

Preview

Click Request to review your preliminary payroll information and verify that your employees' payments are calculated correctly before submitting the payroll for processing.

- Your preview request is placed in the queue.
- Requests are processed in the order received even if you logoff of Powerpay.
- Processed preview results are available on the Preview Request page. You may return at any time to review them.
- Review the People > Calendar > Pending Requests page to ensure that all pending requests for this pay period have been approved.

Close/Skip Pay Period

When a pay period is closed or skipped, employees will not be paid for any approved time off requests and the entitlement balances will not be adjusted. All time off requests (approved and pending) should be cancelled before skipping or closing the pay period.

Enhancements – Powerpay Self Service

Change deadline messages

The Self Service change deadline allows you to temporarily stop the flow of data from Self Service before processing your payroll. 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, the Edit buttons are disabled and a banner displays in Self Service, letting Self Service users know that changes cannot be made for the current pay period.

The screenshot shows a user profile for Henry Cavendish (ID: 00000001). At the top, a yellow banner with a red border contains the message: "The change deadline for this pay period has passed. Please try again later." Below the banner is a profile card with a grey background, a mouse cursor over a profile icon, and the name "Henry Cavendish" and ID "00000001".

The profile is divided into several sections:

- Contact Information**:
 - Address Information** (Edit): Street: 521 Fort St., City: Victoria, Province/State: British Columbia, Country: Canada, Postal/Zip Code: V8W1E7.
 - Contact Information** (Edit): Phone: 250-386-4636, Email: [redacted].
 - Emergency Contact** (Edit): Emergency Contact information is not available.
- Personal Information** (Edit):
 - Social Insurance Number**: XXX XXX 033
 - Earnings Statement & Year End Form Language**: English
 - Birth Date**: 29-Aug-XXXX
- Work Information**:
 - Direct Deposit**: Direct Deposit Information is not available.

If a Self Service user is making updates when the change deadline becomes active, an error message displays when the user attempts to save their updates.

Address Information ✕

Error
The change deadline for this pay period has passed. Please try again later.

Street

City

Province/State
 ▼

Postal/Zip Code

Country
 ▼

Appendix A – Statutory Holidays

Statutory holidays and jurisdictions

Holiday (English)	Holiday (French)	AB	BC	MB	NB	NL	NS	NT	NU	ON	PE	QC	SK	YT
New Year's Day	Jour de l'An	•	•	•	•	•	•	•	•	•	•	•	•	•
Family Day	Jour de la Famille	•	•	•			•			•	•		•	
Good Friday	Vendredi saint	•	•	•	•	•	•	•	•	•	•	•*	•	•
Easter Monday	Lundi de Pâques											•*		
Victoria Day	Fête de la Reine	•	•	•	•			•	•	•		•	•	•
National Indigenous Peoples Day	Journée nationale des peuples autochtones							•						•
St. Jean Baptiste Day**	Saint-Jean-Baptiste**											•		
Canada Day	Fête du Canada	•	•	•	•	•	•	•	•	•	•	•	•	•
Nunavut Day	Fête du Nunavut							•						
Civic Holiday	Premier lundi d'août		•		•			•	•				•	
Discovery Day	Jour de la Découverte													•
Labour Day	Fête du travail	•	•	•	•	•	•	•	•	•	•	•	•	•
Thanksgiving	Action de grâce	•	•	•				•	•	•		•	•	•
Remembrance Day	Jour du Souvenir	•	•		•	•		•	•		•		•	•
Christmas Day	Noël	•	•	•	•	•	•	•	•	•	•	•	•	•
Boxing Day	Lendemain de Noël									•				

* In Quebec, employers have the option to offer either Good Friday or Easter Monday to their employees.

** aka National Holiday (Fête Nationale)

Holiday dates

Holiday (English)	Holiday (French)	2021	2021 Observed	2022	2022 Observed
New Year's Day	Jour de l'An	2021-01-01	2021-01-01	2022-01-01	2022-01-03
Family Day	Jour de la Famille	2021-02-15	2021-02-15	2022-02-21	2022-02-21
Good Friday	Vendredi saint	2021-04-02	2021-04-02	2022-04-15	2022-04-15
Easter Monday	Lundi de Pâques	2021-04-05	2021-04-05	2022-04-18	2022-04-18
Victoria Day	Fête de la Reine	2021-05-24	2021-05-24	2022-05-23	2022-05-23
National Indigenous Peoples Day	Journée nationale des peuples autochtones	2021-06-21	2021-06-21	2022-06-21	2022-06-21
St. Jean Baptiste Day**	Saint-Jean-Baptiste**	2021-06-24	2021-06-24	2022-06-24	2022-06-24
Canada Day	Fête du Canada	2021-07-01	2021-07-01	2022-07-01	2022-07-01
Nunavut Day	Fête du Nunavut	2021-07-09	2021-07-09	2022-07-09	2022-07-09
Civic Holiday	Premier lundi d'août	2021-08-02	2021-08-02	2022-08-01	2022-08-01
Discovery Day	Jour de la Découverte	2021-08-16	2021-08-16	2022-08-15	2022-08-15
Labour Day	Fête du travail	2021-09-06	2021-09-06	2022-09-05	2022-09-05
Thanksgiving	Action de grâce	2021-10-11	2021-10-11	2022-10-10	2022-10-10
Remembrance Day	Jour du Souvenir	2021-11-11	2021-11-11	2022-11-11	2022-11-11
Christmas Day	Noël	2021-12-25	2021-12-27	2022-12-25	2022-12-25
Boxing Day	Lendemain de Noël	2021-12-26	2021-12-28	2022-12-26	2022-12-26

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Holiday (English)	Holiday (French)	2023	2023 Observed	2024	2024 Observed
New Year's Day	Jour de l'An	2023-01-01	2023-01-02	2024-01-01	2024-01-01
Family Day	Jour de la Famille	2023-02-20	2023-02-20	2024-02-19	2024-02-19
Good Friday	Vendredi saint	2023-04-07	2023-04-07	2024-03-29	2024-03-29
Easter Monday	Lundi de Pâques	2023-04-10	2023-04-10	2024-04-01	2024-04-01
Victoria Day	Fête de la Reine	2023-05-22	2023-05-22	2024-05-20	2024-05-20
National Indigenous Peoples Day	Journée nationale des peuples autochtones	2023-06-21	2023-06-21	2024-06-21	2024-06-21
St. Jean Baptiste Day**	Saint-Jean-Baptiste**	2023-06-24	2023-06-24	2024-06-24	2024-06-24
Canada Day	Fête du Canada	2023-07-01	2023-07-03	2024-07-01	2024-07-01
Nunavut Day	Fête du Nunavut	2023-07-09	2023-07-09	2024-07-09	2024-07-09
Civic Holiday	Premier lundi d'août	2023-08-07	2023-08-07	2024-08-05	2024-08-05
Discovery Day	Jour de la Découverte	2023-08-21	2023-08-21	2024-08-19	2024-08-19
Labour Day	Fête du travail	2023-09-04	2023-09-04	2024-09-02	2024-09-02
Thanksgiving	Action de grâce	2023-10-09	2023-10-09	2024-10-14	2024-10-14
Remembrance Day	Jour du Souvenir	2023-11-11	2023-11-11	2024-11-11	2024-11-11
Christmas Day	Noël	2023-12-25	2023-12-26	2024-12-25	2024-12-25
Boxing Day	Lendemain de Noël	2023-12-26	2023-12-27	2024-12-26	2024-12-26

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Holiday (English)	Holiday (French)	2025	2025 Observed	2026	2026 Observed
New Year's Day	Jour de l'An	2025-01-01	2025-01-01	2026-01-01	2026-01-01
Family Day	Jour de la Famille	2025-02-17	2025-02-17	2026-02-16	2026-02-16
Good Friday	Vendredi saint	2025-04-18	2025-04-18	2026-04-03	2026-04-03
Easter Monday	Lundi de Pâques	2025-04-21	2025-04-21	2026-04-06	2026-04-06
Victoria Day	Fête de la Reine	2025-05-19	2025-05-19	2026-05-18	2026-05-18
National Indigenous Peoples Day	Journée nationale des peuples autochtones	2025-06-21	2025-06-21	2026-06-21	2026-06-21
St. Jean Baptiste Day**	Saint-Jean-Baptiste**	2025-06-24	2025-06-24	2026-06-24	2026-06-24
Canada Day	Fête du Canada	2025-07-01	2025-07-01	2026-07-01	2026-07-01
Nunavut Day	Fête du Nunavut	2025-07-09	2025-07-09	2026-07-09	2026-07-09
Civic Holiday	Premier lundi d'août	2025-08-04	2025-08-04	2026-08-03	2026-08-03
Discovery Day	Jour de la Découverte	2025-08-18	2025-08-18	2026-08-17	2026-08-17
Labour Day	Fête du travail	2025-09-01	2025-09-01	2026-09-07	2026-09-07
Thanksgiving	Action de grâce	2025-10-13	2025-10-13	2026-10-12	2026-10-12
Remembrance Day	Jour du Souvenir	2025-11-11	2025-11-11	2026-11-11	2026-11-11
Christmas Day	Noël	2025-12-25	2025-12-25	2026-12-25	2026-12-25
Boxing Day	Lendemain de Noël	2025-12-26	2025-12-26	2026-12-26	2026-12-28

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Alternate holiday names

Holiday Name (English)	Province	Alternate English Name	Alternate French Name
Family Day	MB	Louis Riel Day	Journée Louis Riel
Family Day	NS	Nova Scotia Heritage Day	La Journée du patrimoine de la Nouvelle-Écosse
Family Day	PE	Islander Day	Fête des Insulaires
Victoria Day	QC	National Patriots' Day	Journée nationale des patriotes
Canada Day	NL	Memorial Day	Jour du Souvenir
Civic Holiday	AB	Heritage Day	Fête du patrimoine
Civic Holiday	BC	British Columbia Day	Journée de la colombie britannique
Civic Holiday	MB	Terry Fox Day	Jour de Terry Fox
Civic Holiday	NB	New Brunswick Day	Jour du nouveau-brunswick
Civic Holiday	SK	Saskatchewan Day	Jour de la saskatchewan