

CERIDIAN

Release Notes

Powerpay

Release 6.8

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These Release Notes describe the enhancements and fixed defects that have been incorporated into the latest release of Powerpay.

The document is organized in chapters in the following sections if they apply:

- New Functionality section, which describes the features and functions that were added.
- Enhancements, which describes the enhanced features.

For questions, please contact your Ceridian representative.

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Summary

Welcome to the 6.8 release of Powerpay.

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

- **Time Off Requests Balance Import** – Customers can provide an import file to Ceridian to upload initial balances for custom entitlements.

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New Functionality

When you first set up a new entitlement you may want to import existing custom entitlement balance data into Powerpay without entering it for each individual employee. This saves you time and helps to eliminate data entry errors.

The custom entitlement balance import process is simple:

1. Create an import file with balances for each entitlement to import using the [TOR Starting Balance Import Template.xlsx](#) provided to you by Ceridian.
2. Send the files to your Service Delivery Team to import.
3. Review the imported balances for each employee

Important: Balances for an employee **cannot** be loaded for the same Import Code multiple times. In other words, balances for each employee/entitlement combination can only be imported once.

Important: If an import code was not entered during the custom entitlement set up and employees are already utilizing the custom entitlement for time off requests, the import code **cannot** be added and entitlement balances will need to be entered manually.

Create the balance import file to import

Supported file format

You can use the [TOR Starting Balance Import Template.xlsx](#) provided to you by Ceridian and Microsoft® Excel® to prepare the import file in the comma separated value (CSV) file format specified for Powerpay People. A [sample template](#) is also available for reference.

Each entitlement balance import file consists of multiple records, where a record is a line of data in the file. The import file includes two types of records:

- **Header**
 - The first record in the entitlement balance import file is the header record. It contains all the field names to be imported.
- **Data**
 - The second record and all subsequent records are data records.
 - The data records include the actual data for the fields listed in the header.

Note: Maximum file size is 1 MB.

Header requirements

	A	B	C	D	E	F
1	Payroll ID	Employee Number	Employee Name (Last, First)	Import code	Entitlement Description	Hours (Up to 2 decimal places)

- There can only be one header record and it must be at the beginning of the file.
 - **Green headings** indicate required fields.
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- **Blue headings** indicate optional data. They are used to provide context and are not uploaded or validated during the load process.
- All columns in the header of the import template **MUST** be included in the import (.csv) file and must appear in the order provided.

Caution: Do not re-order or remove columns from the import template.

Data requirements

- The data records must only include **one row per employee per entitlement balance (Import Code)**. In other words, the import file can only include one row for each employee for the same import code. However, the import file may contain multiple rows for the same employee each with a different import code.
- **Payroll ID** - each import file must contain employee records for **ONE** payroll number. This column is used by the import validation process to validate that the file does not contain data for other PSIDs, and that the file is being loaded to the correct (matching) PSID.
- **Employee Number** – the employee number must exist in Powerpay People prior to importing data.
- **Employee Name (Last, First)** – The name of the employee the balance is being loaded for.
- **Import Code** – the import code assigned to the entitlement for which you are importing balances.

The code is assigned in step 2 of the Custom Entitlement Setup module in Powerpay and is a maximum of four alpha-numeric characters.

The screenshot shows the 'Custom Entitlement Setup' window. The title bar reads 'Custom Entitlement Setup' with a close button. Below the title bar is a progress indicator. The main heading is 'Step 2: Assign a Pay Code and Import Code (if required)'. There are two input fields: a dropdown menu labeled 'Select the Pay Code to link to the entitlement.' and a text input field labeled 'Enter an Import Code if you intend to import history for this entitlement.'. The text input field is highlighted with a red box. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Next'.

- **Entitlement Description** – The description assigned to the custom entitlement in step 1 of the Custom Entitlement Setup module in Powerpay.

- **Hours (Up to 2 decimal places)** – the balance data for the employee for the entitlement.
- **Must be in hours (not days)**, regardless of how the corresponding entitlement is configured.
- The balance entered here will **add to or subtract from the existing balance**; it will NOT replace an existing balance.
- Negative values can be imported, however if the entitlement does NOT allow negative balances and the resulting balance after the import will be less than zero, the row is rejected and the following message displays:

**Entitlement with import code <Import_Code> cannot have negative balance.
Current Balance is <current_balance> hours for Employee <employee_number>.**

Les droits à congés associés au code d'importation <Import_Code> ne peuvent pas comporter de solde négatif; le solde actuel de l'employé <employee_number> est de <current_balance> heures.

- English and French number formats are supported based on the Powerpay interface logged in.
 - Example:** A value of 9,999 is entered in the Hours column
 - English Powerpay interface – Powerpay interprets the value as 9999
 - French Powerpay interface – Powerpay interprets the value as 9.999. An error is generated because the value exceeds two decimal places.

Filename to use

- The file must end in .csv

Send the import file to Ceridian

When all values to import are included in the import file, send the file to your Service Delivery or Implementation team.

Review the imported balances for each employee

Review the balances for each employee:

- In the Time Off Entitlements section on the Time Off tab (**People > People List > Time Off**)

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

[Assign Additional Entitlements](#)

Entitlement Description	Pay Code	Current Balance	Action
Birthday		1 Days	
Jury Duty	O10	1.92 Days	
Sick Day	O11	2 Days	

- In the Entitlement Balance History section on the Time Off tab (**People > People List > Time Off**). The transaction date is the system date of the import.

Entitlement Balance History

INFORMATION
To view accrual transactions for Standard Entitlements, navigate to [Pay Period](#) and click View for the applicable pay period.

Entitlement	Date	Transaction	Changed By	Adjustment	Balance
Birthday	02/06/2021	Adjustment	szhang	6.25 Hours	6.25 Hours
Birthday	02/06/2021	Grant	szhang	0.00 Hours	0.00 Hours
Jury Duty	02/06/2021	Balance Import	szhang	12.00 Hours	12.00 Hours
Jury Duty	07/05/2021	Grant	szhang	0.00 Hours	0.00 Hours
Sick Day	02/06/2021	Adjustment	szhang	12.50 Hours	12.50 Hours
Sick Day	06/05/2021	Grant	szhang	0.00 Hours	0.00 Hours

[Spreadsheet](#)