

CERIDIAN

Release Notes

Powerpay

Release 6.9

September 1, 2021

Publication Record

Software Version	Publication Date	Description
6.9	09/01/2021	Original publication date

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

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

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

For questions, please contact your Ceridian representative.

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Summary

Welcome to the 6.9 release of Powerpay.

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

- **Cookie Management** – A Cookie consent pop-up now display when you navigate to the Powerpay Logon page and the Self Service Logon page.
- **Assign Company Documents to additional employees** – the process to add, edit and assign Company Documents to additional employees has been updated.

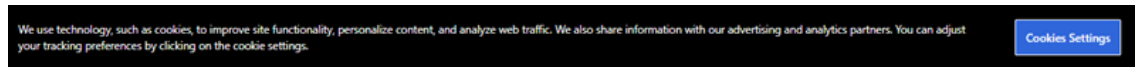
Contents

- Summary3**
- New Functionality5**
- Cookie Consent.....5
 - Opt-In and Opt-Out Consent.....7
 - Locations with opt-out consent7
 - Locations requiring opt-in consent7
- Assign Company Documents to additional employees.....8

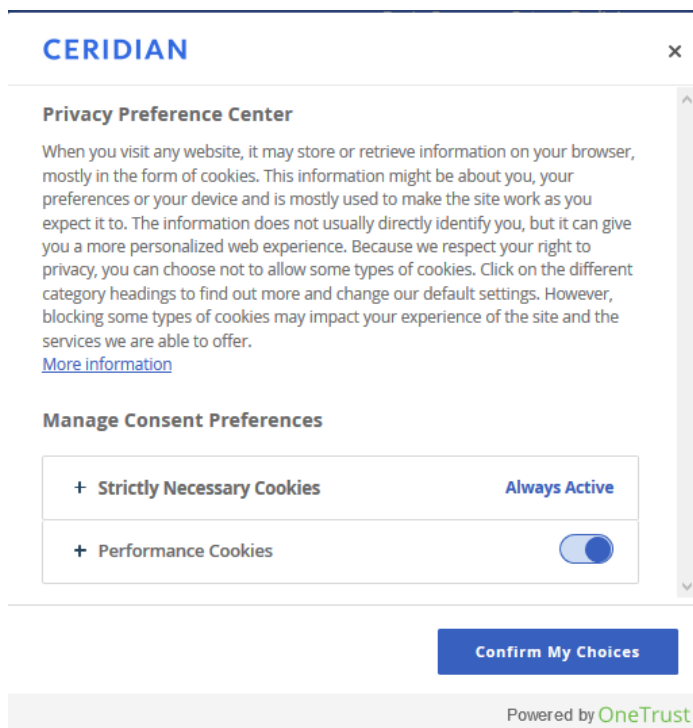
New Functionality

Cookie Consent

A Cookie consent pop-up now displays when you navigate to the Powerpay Logon page and the Self Service Logon page and you have not previously confirmed your cookie choices. You can manage your cookie preferences and opt out of any cookies not strictly necessary for Powerpay to function.



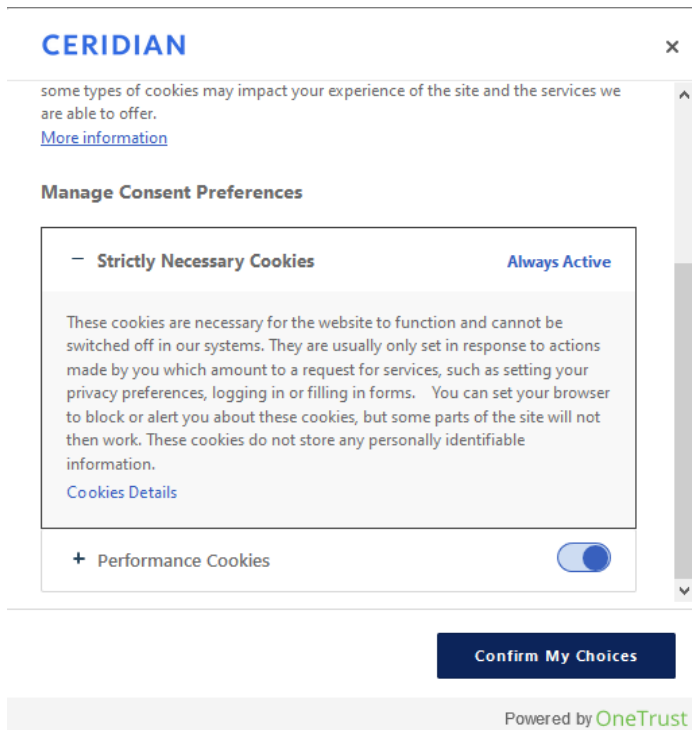
Click **Cookie Settings** to open the Privacy Performance Center, manage your cookie settings and confirm your choices.



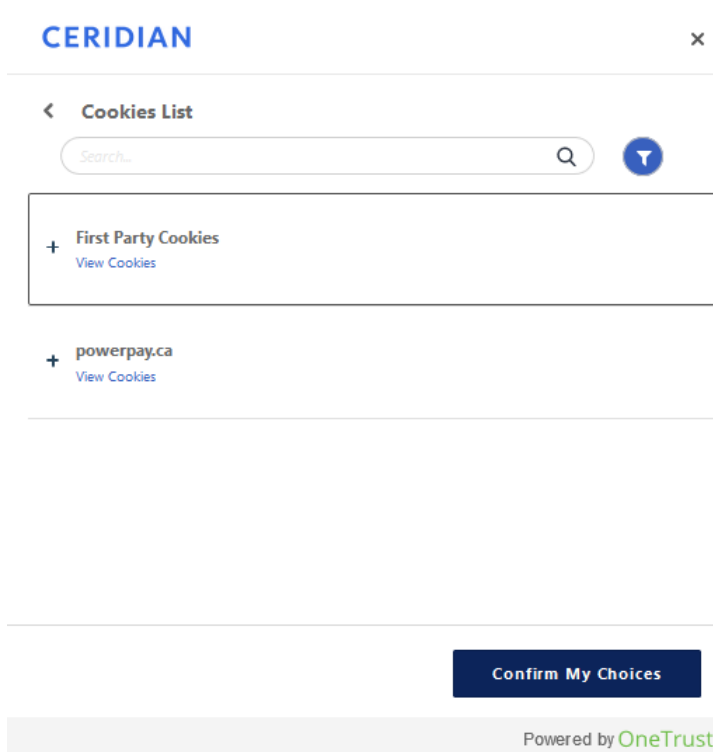
There are two cookie types associated with Powerpay:

- **Strictly Necessary Cookies** – these are required cookies for proper performance in Powerpay. Some functionalities in Powerpay will not work if these cookies are cleared. These cookies do not store any personally identifiable information.
- **Performance Cookies** – these cookies are not strictly required for Powerpay to function. Use the toggle to turn this cookie type on or off.

Click the + to expand to view the cookies associated with each cookie type and view the list of cookies associated with each category.



Click **Cookie Details** for more information about each cookie.



Click **Confirm My Choices** to save any updated cookies preferences.

Click **More information** to view the Ceridian Cookie Statement. It includes information about Ceridian’s Cookie policy, as well as the cookies used on the Powerpay sites.

Ceridian Cookie Statement

Many sites use cookies, which are small text files that reside on your computer to identify you as a unique user. Ceridian may use cookies and similar technologies such as web beacons and web server logs ("Cookies") on our website and in our emails to:

- o Measure and track your activities such as when you navigate around our website;
- o Count and recognize visitors to our website to see which pages received the most views;
- o Personalize your experience on our website;
- o Enable us to remember your viewing preferences and assist during registrations and logins;
- o Allow us to track your status or progress when requesting products, services or other information;
- o Collect performance analytics on our website;
- o Determine responses to our communications and measure their effectiveness
 - o For example, a cookie can tell if you get an email from us and then click on a link in that email to go to our website
 - o You can generally avoid those cookies in email by turning off HTML display and displaying only the text portion of your email
- o To record search terms, you enter on our website, the link you clicked to bring you to the webpage, your IP address or cookies that are set on your browser through web server logs.

We also allow third party cookies on our websites to track the activity on our web pages. These cookies can sometimes be linked to contact information, but this information cannot be viewed by other parties and is not shared.

Below is a list of categories of cookies that have been identified on our website:

Strictly Necessary Cookies

These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information.

Cookie Subgroup	Cookies	Cookies used	Lifespan

Opt-In and Opt-Out Consent

Three different geographical regions are supported with their slightly different approaches to capturing user’s cookie preferences.

Locations with opt-out consent

Regions with opt-out consent includes all regions that do not have compliance requirements. This includes Canada, most of the United States and many other countries. Visitors from locations with opt-out consent can close the pop-up at any time by clicking the X or click Cookie Settings to open the Privacy Performance Centre and manage cookie settings.

Locations requiring opt-in consent

Visitors from locations requiring opt-in consent (e.g., EU and California) are required to act before logging in. No cookies are placed on the user’s browser until the user has selected to opt-in.

Click the **cookie notice** link (EU) or **cookie statement** link (California) for information about Ceridian’s online tracking.

EU Visitors

Three options are available:

- Accept All Cookies
- Reject Cookies

- **Cookie Settings** – click to open the Privacy Center and manage your cookie settings.



California Visitors

Three options are available:

- **Accept Cookies**
- **Reject Cookies**
- **Cookie Settings** – click to open the Privacy Center and manage your cookie settings.



Assign Company Documents to additional employees

The process to assign Company Documents has been updated.

► **To assign a company document to additional employees:**

1. Navigate to the Company Documents page (**People > Company Documents**).

Type	Document Name	Emp. Access	Sent To	File	Version	Size (MB)	Last Updated	Expires	Action
Benefits Handbook	Employees Benefits Handbook - English	Yes	80	PDF	1	0.5	13/08/2021	Never	
Benefits Handbook	Employees Benefits Handbook - English	Yes	76	PDF	1	0.5	13/08/2021	Expired	
Computer Use Policy	computer use policy	Yes	87	PDF	1	0.6	18/12/2020	Never	
Privacy	Ceridian HCM - Powerpay Privacy Policy	Yes	78	PDF	1	0.1	04/03/2020	Never	
Benefits Handbook	Induction Manual	Yes	71	PDF	1	0.1	28/02/2020	Expired	

2. Click the add employee button in the Action column for the document to edit. The Add Additional People page displays.

Company Document – Add People
✕

Step 1 – Add Additional People

i **INFORMATION**

80 employee(s) are already assigned to this company document. Use this page to add additional people to the list.

Status

Active

On Leave

Terminated

New Hire

Department

100 - Default

200 - 2D

Position

Painter

Product Manager

QA Resource

QA Supervisor

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

Preview

Cancel

Next

3. Select the status, departments, and positions of the employees to send the document to.
4. Select the **Include all new hires that meet these criteria** checkbox to send the document to all future new hires that meet the filter criteria.
5. Click **Preview**.

Number of People = 5 | Number of People Selected = 5

<input checked="" type="checkbox"/>	Number	First Name	Last Name	Status	^
<input checked="" type="checkbox"/>	4	Lisa	Acutt	A	
<input checked="" type="checkbox"/>	45	Brian	Adams	A	
<input checked="" type="checkbox"/>	26	Kevin	Beaton	A	v

6. All the people in the People list who meet the selected criteria and who are not already assigned to that document display and are selected by default. Click the checkbox in the header to clear all the selections and select the individual checkboxes of the people to send the document to.
7. Click **Next**.
The Review page displays.

Company Document – Add People✕

Step 2 - Review

i **INFORMATION**

Review the revised list of employees to assign this company document, and click Save.

	Number	First Name	Last Name	Status	
+ New	4	Lisa	Acutt	A	^ ↓
+ New	45	Brian	Adams	A	
+ New	26	Kevin	Beaton	A	
+ New	88	November	thirtieth	A	
Current	27	Godfrey	Adam	A	
Current	29	Jamieson	Andrew	A	
Current	52	Ladd	Andrew	A	
Current	24	Nicolle	Anne_Marie	A	

Previous Cancel Save

8. The list displays all the employees already assigned the document (Current) and the additional employees selected on the previous page (New). Review the list for accuracy.
9. Click **Save**.