Makes Work Life Better™

# RELEASE NOTES

**April 19, 2017**

**Powerpay Self Service**
**5.1**

# Overview

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

This document is for Powerpay Self Service version 5.1.

For questions, please contact your Ceridian representative.

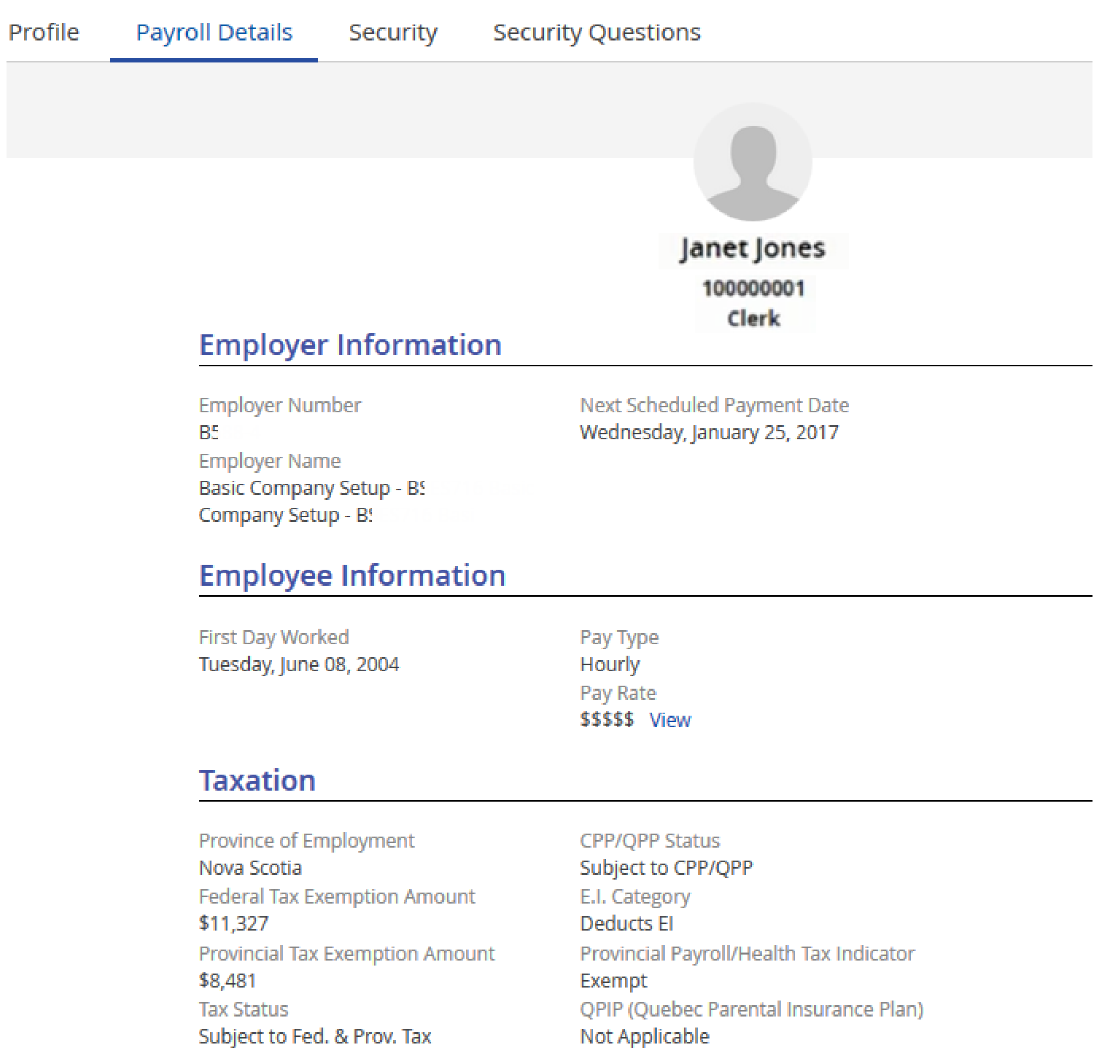
# Contents

# New Functionality Powerpay Self Service

## Payroll Details Page

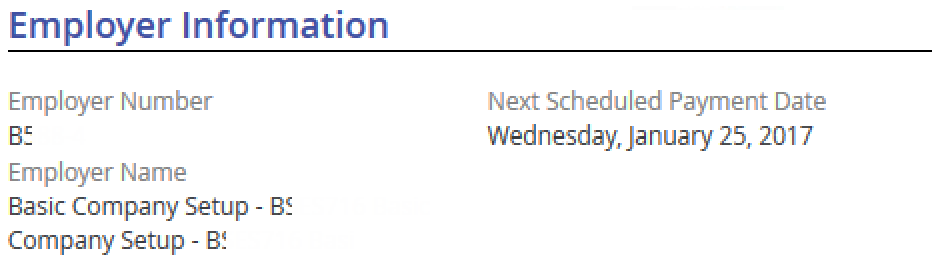
Use the *Payroll Details* page (Profile & Settings →Payroll Details) to view your work, pay and taxation information and verify the dates and information that the employer has on file is correct.

All of the information that displays is view only.




### Employer Information

You can review your employer number, name and your next scheduled payment date in the **Employer Information** section. The information displayed is the information available in Powerpay.

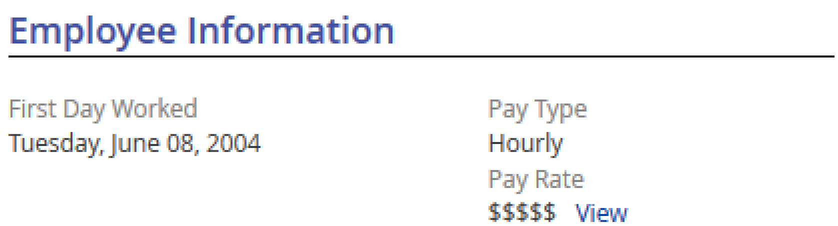



## Employee Information

The **Employee Information** section displays:

- First Day Worked,
- Employment type (Full-time, Part-time),
- Pay Type (Hourly, Salary) and
- Pay Rate.

The information displayed is the information available in Powerpay.



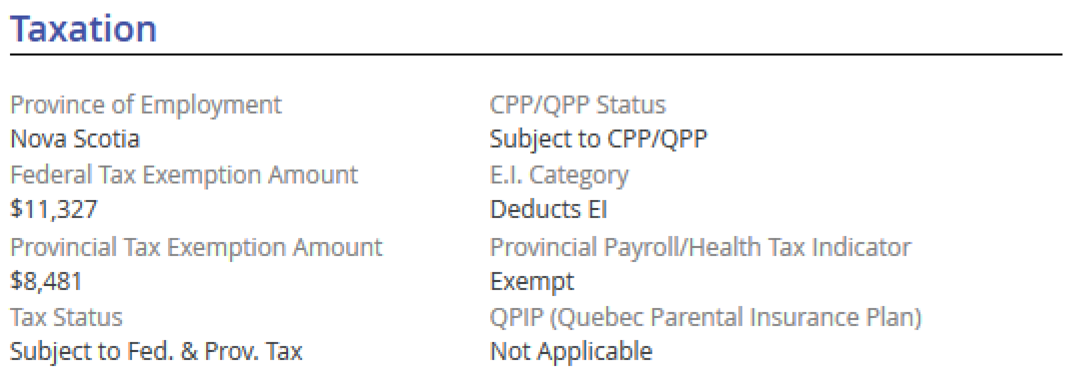

To view the Pay Rate unmasked, click the **View** link. To hide the unmasked data, click the **Hide** link.

## Taxation

The **Taxation** section displays:

- Province of Employment,
- Federal Tax Exemption Amount,
- Provincial Tax Exemption Amount,
- Tax Status,
- CPP/QPP Status,
- E.I. Category - Deducts EI or Exempt from EI,
- Provincial Payroll/Health Tax Indicator, and
- QPIP (Quebec Health Insurance Plan) - Not Applicable, Subject to QPIP, or Exempt from QPIP.

The information displayed is the information available in Powerpay.



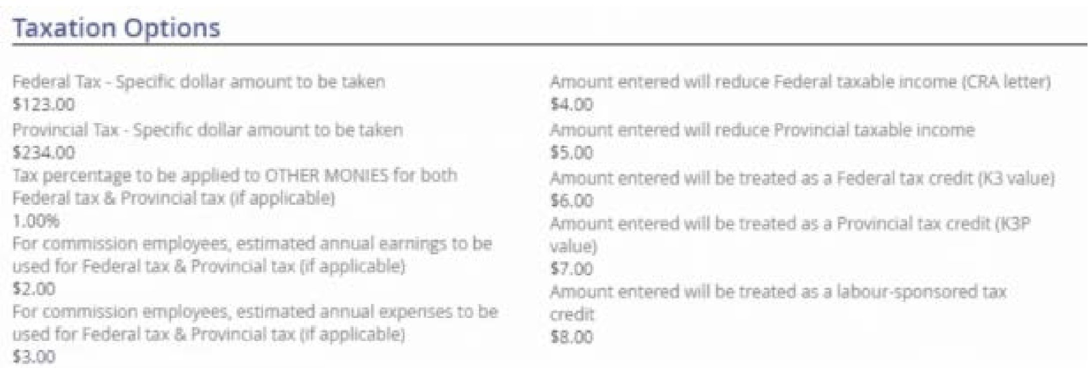
## Taxation

Province of Employment
Nova Scotia
Federal Tax Exemption Amount
$11,327
Provincial Tax Exemption Amount
$8,481
Tax Status
Subject to Fed. & Prov. Tax

CPP/QPP Status
Subject to CPP/QPP
E.I. Category
Deducts EI
Provincial Payroll/Health Tax Indicator
Exempt
QPIP (Quebec Parental Insurance Plan)
Not Applicable

### Taxation Option

The **Taxation Option** section displays statutory deduction information. The information displayed is the information available in Powerpay. If none of the information is available, this section does not display.



Taxation Options

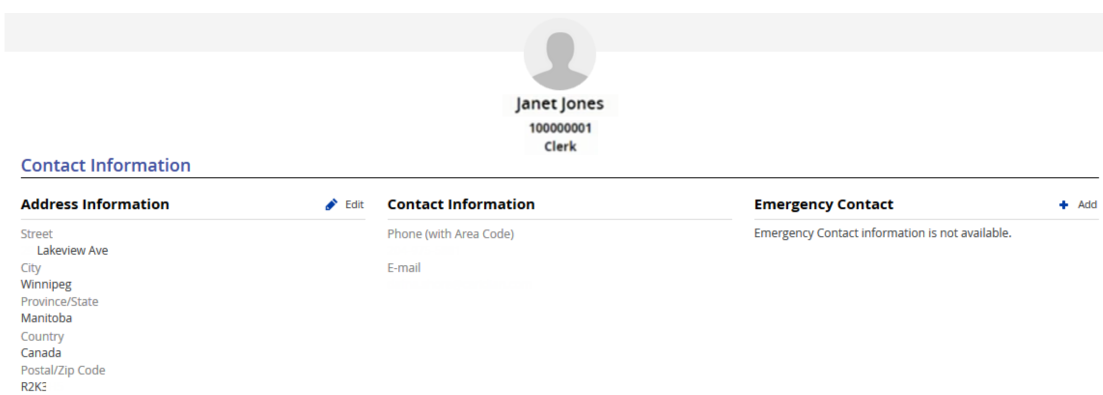
Federal Tax - Specific dollar amount to be taken
$123.00
Provincial Tax - Specific dollar amount to be taken
$234.00
Tax percentage to be applied to OTHER MONIES for both Federal tax & Provincial tax (if applicable)
1.00%
For commission employees, estimated annual earnings to be used for Federal tax & Provincial tax (if applicable)
$2.00
For commission employees, estimated annual expenses to be used for Federal tax & Provincial tax (if applicable)
$3.00

Amount entered will reduce Federal taxable income (CRA letter)
$4.00
Amount entered will reduce Provincial taxable income
$5.00
Amount entered will be treated as a Federal tax credit (K3 value)
$6.00
Amount entered will be treated as a Provincial tax credit (K3P value)
$7.00
Amount entered will be treated as a labour-sponsored tax credit
$8.00

# Contact Information

## View and Edit Your Address and Contact Information

You can review and edit address and contact records in the **Contact Information** section on the *Profile* page (Profile & Settings → Profile).



Janet Jones
100000001
Clerk

Contact Information

Address Information Edit
Street
Lakeview Ave
City
Winnipeg
Province/State
Manitoba
Country
Canada
Postal/Zip Code
R2K

Contact Information
Phone (with Area Code)
E-mail

Emergency Contact Add
Emergency Contact information is not available.

Note: The Emergency Contact section only displays when Self Service and the HR features are enabled for your company in Powerpay.

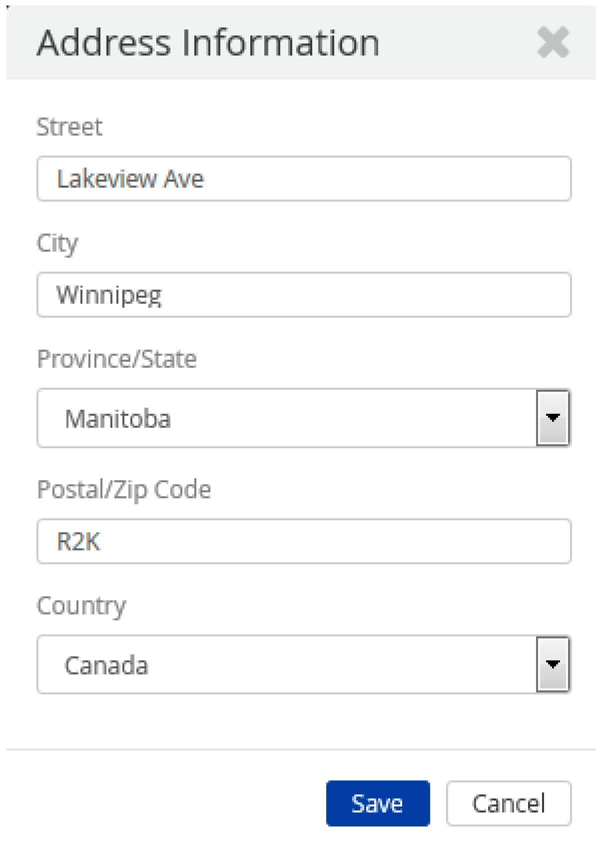
## Edit Your Address

If the application is configured to use the **Edit Address Information** control, the **Edit** button displays in the **Address Information** section on the *Profile* page (Profile & Settings → Profile):


▸ **To edit your address:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Click **Edit**.

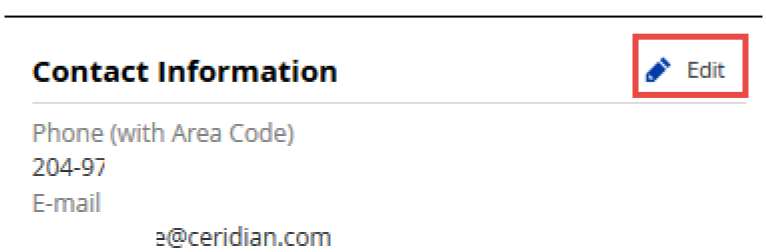
   The **Address Information** page displays.




3. Edit your address as required.
4. Click **Save**.

## Edit Your Contact Information

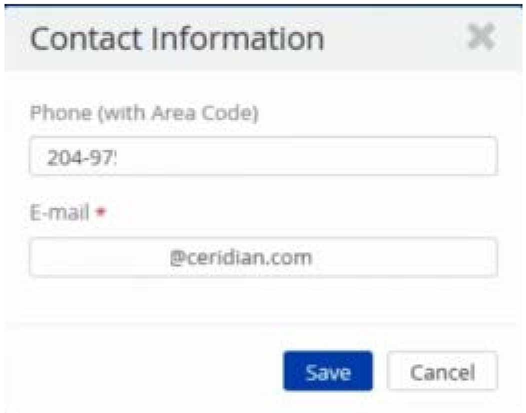
If the application is configured to use the **Edit Contact Information** control, the **Edit** button displays in the **Contact Information** section on the *Profile* page (Profile & Settings → Profile):




▶ **To edit your contact information:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Click **Edit**.

   The **Contact Information** page displays.

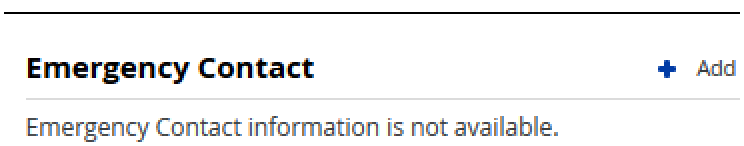


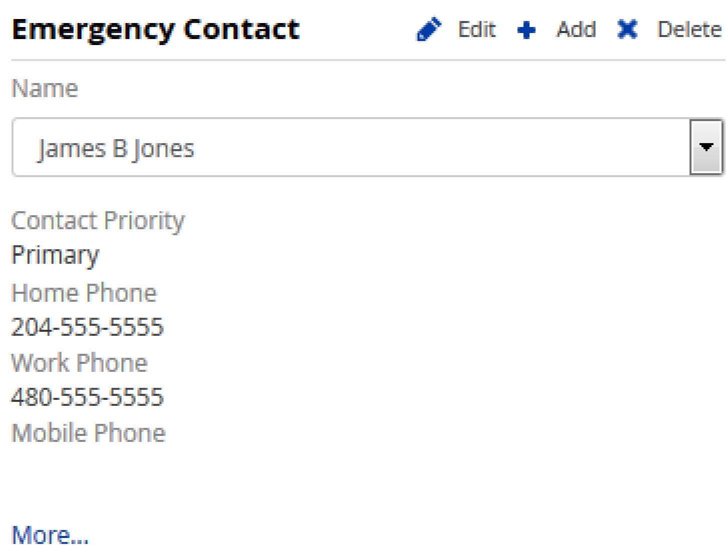

3. Edit your phone number and E-mail address as required.
4. Click **Save**.

## Add, View, Edit and Delete Your Emergency Contacts

You can review, edit, add and delete emergency contact records in the **Emergency Contact** section on the *Profile* page (Profile & Settings → Profile & Settings).

Note: The Emergency Contact section only displays when Self Service and the HR features are enabled for your company in Powerpay.





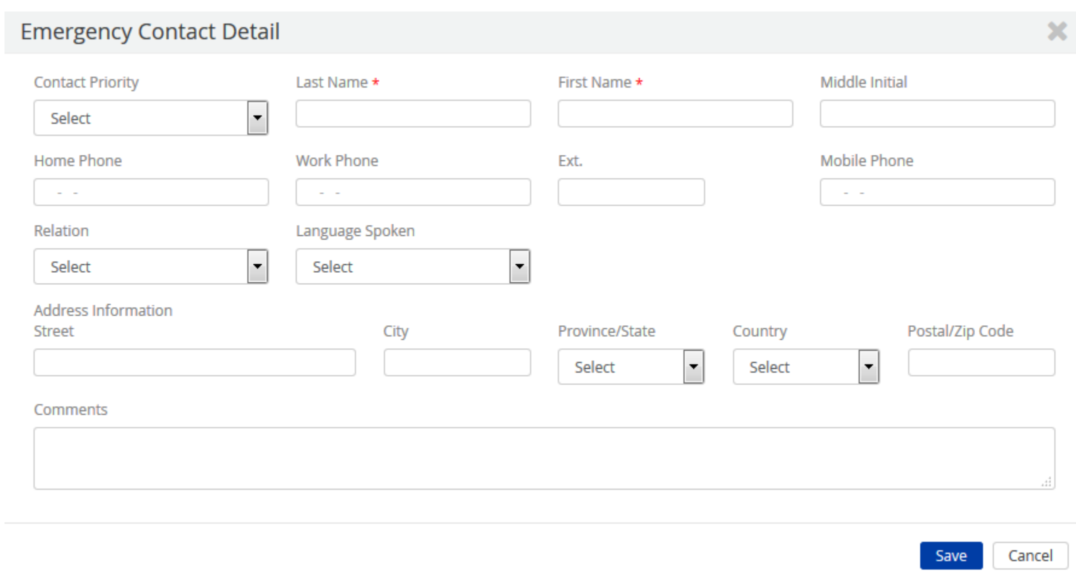

If the application is configured to use the **Edit Emergency Contact Details** control, the **Add, Edit** and **Delete** buttons display in the **Emergency Contact** section on the *Profile* page (Profile & Settings → Profile).

> The Edit and Delete buttons display when at least one emergency contact is available.

▶ **To add an emergency contact:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Click **Add**.

   The **Emergency Contact Details** page displays.

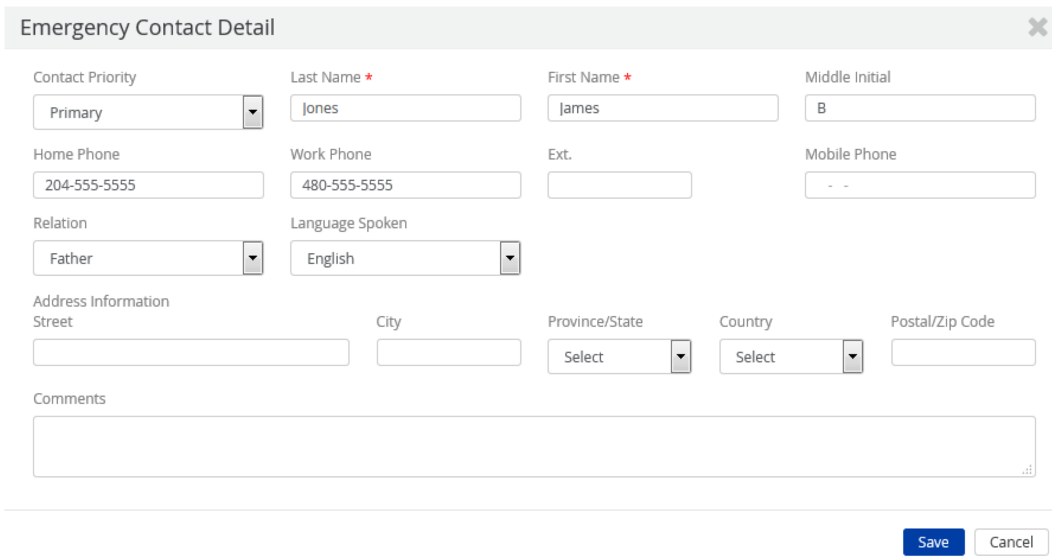


3. Complete the fields with your emergency contact details. Required fields are marked with a red asterisk *.
4. Click **Save**.

▶ **To edit an emergency contact:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Select the contact to edit from the **Name** drop-down list.
3. Click **Edit**.

   The **Emergency Contact Details** page displays.

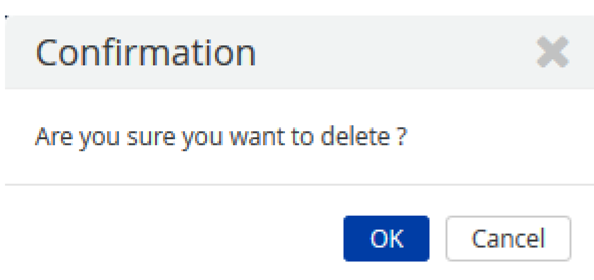



4. Edit the fields as required.
5. Click **Save**.

▶ **To delete an emergency contact:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Select the contact to delete from the **Name** drop-down list.
3. Click **Delete**.

   The **Confirmation** message displays.

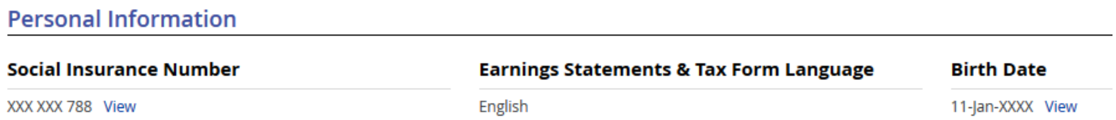



4. Click **OK**.

# Personal Information

## View and Edit Your Personal Information

You can review and edit your information in the **Personal Information** section on the *Profile* page (Profile & Settings → Profile).



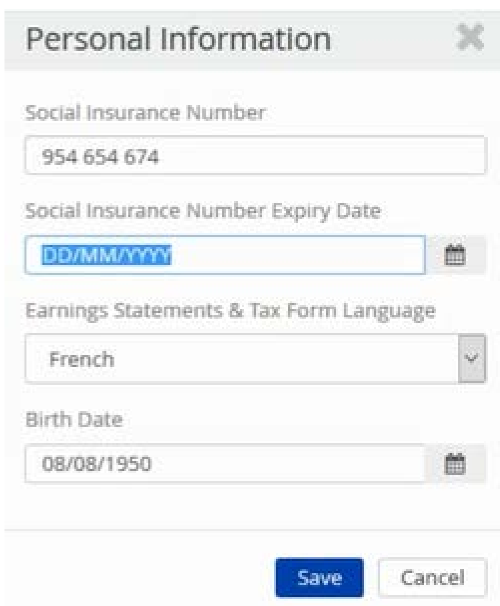

If the application is configured to use the **Edit Personal Information** control, the **Edit** button display in the **Personal Information** section on the *Profile* page (Profile & Settings → Profile).

The **Social Insurance Number Expiry Date** field only displays for temporary Social Insurance Numbers (SINs beginning with a 9). The **Gender** field only displays for payrolls set up with Group Retirement Plans.

▶ **To edit your personal information:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Click **Edit**.

   The **Personal Information** page displays.

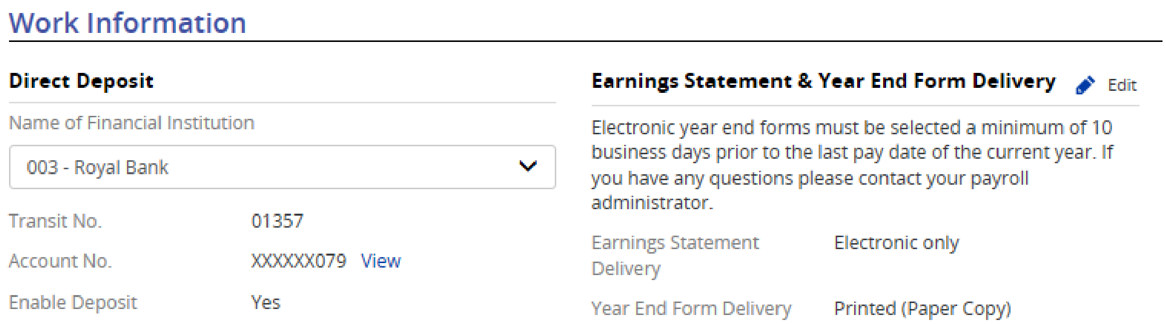
   
   

3. Edit your information as required.
4. Click **Save**.

# Earnings Statements & Year End Form Delivery

## View and Edit Your Earnings Statements & Year End Form Delivery Options

You can review and edit your earning statement and year end form delivery options in the **Work Information** section on the *Profile* page (Profile & Settings → Profile).



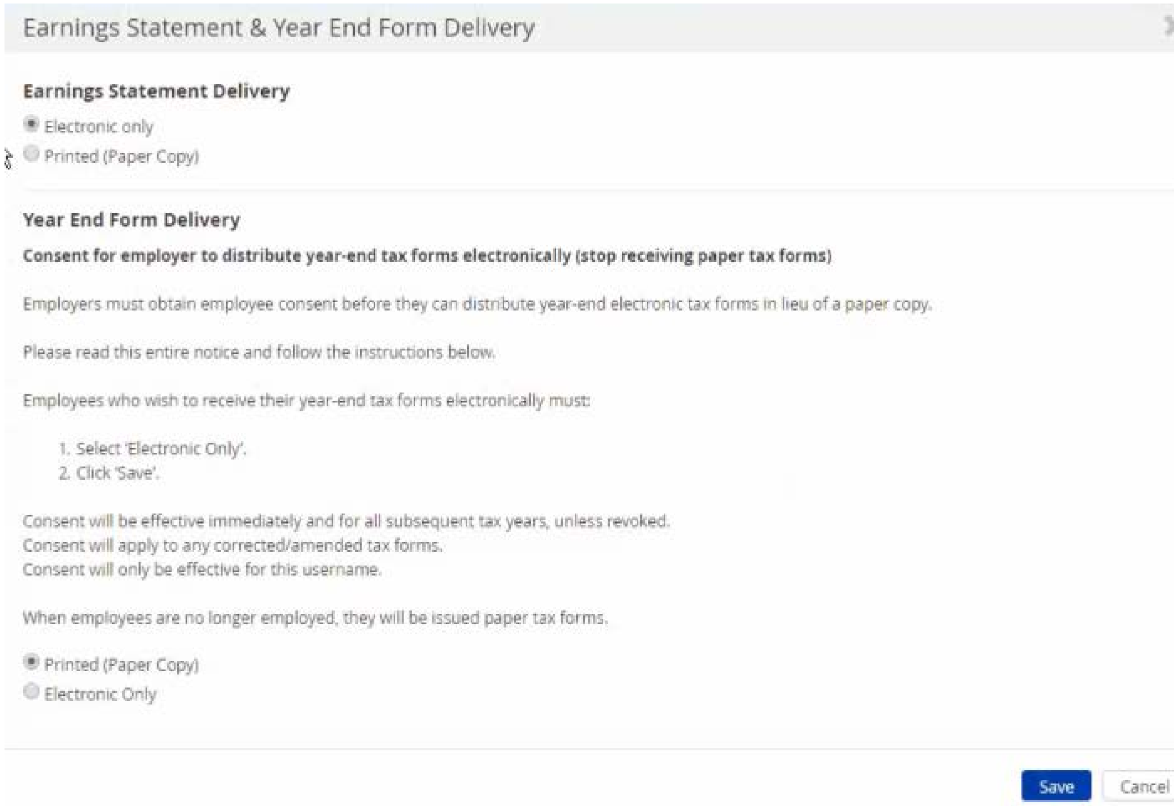

If the application is configured to use the **Edit Earnings Statement & Year End Form Delivery** control, the **Edit** button displays.

Earning statement and year end form delivery options cannot be edited for employees with a pending number change in Powerpay.

► **To edit your earning statement & year end form delivery options:**

1. Navigate to the *Profile* page (Profile & Settings → Profile).
2. Click **Edit** in the Earnings Statement & Year End Form Delivery section.

   The **Earnings Statement & Year End Form Delivery** page displays.




3. Select an earnings statement delivery option (electronic or printed).
4. Select a year end form delivery option (electronic or printed).
5. Click **Save**.

## Terminated Employees

Terminated employees with Self Service maintain access to Self Service for 45 days after the Processed Date of the Pay Period that they were terminated, so that they can view, print, and download their pay stubs and tax forms. After the 45 days, the employee no longer has access to Self Service.

Terminated employee access is view only. Any changes made in Self Service including changes to personal information, such as an address change, are not saved.

# Enhancements to Powerpay Self Service

## Security Questions

To improve user experience, the following enhancements are now available on the Security Questions page:

- **Four question minimum** – Powerpay Self Service now requires only four security questions.
- **New security question choices** – The security question list now includes ten new questions.
- **New question sort order** – The security question list now displays the most popular questions first, reducing the need to scroll through the list to find appropriate questions.

## Password Recovery

The password recovery process now requires only a single security question be answered correctly. Previously, two questions were required.

## Date Display Format

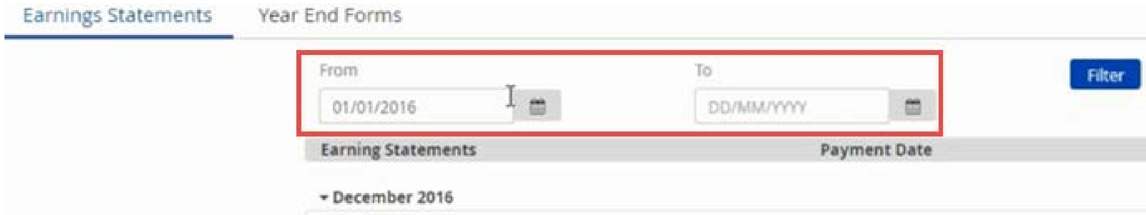
Powerpay Self Service now displays dates consistently in the following formats:

- 09-Jan-2017: When only the date is required (without the day of the week). For example, birth date, payment date and social insurance number expiry date.


- Tuesday, January 09, 2017: When the day of the week is required. For example, next scheduled payment date.


- 09-Jan-2017 09:54 am: When the time is required.

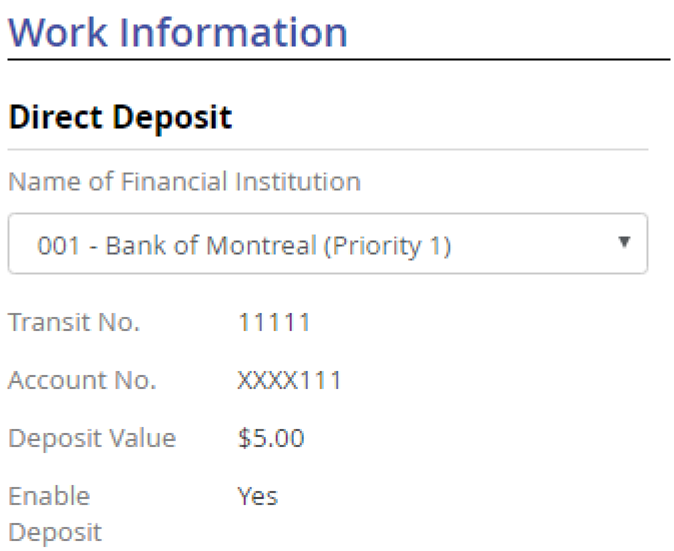
The date format for the Date Pickers has not changed.




# User Interface Updates

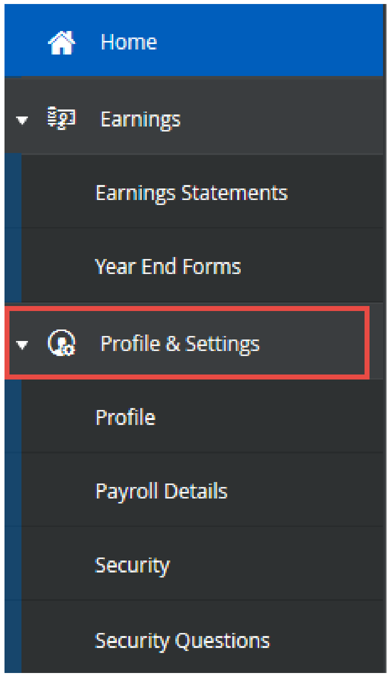
## Profile Page

The Payroll Information label on the *Profile* page has been renamed Direct Deposit.




## Profile Menu Item

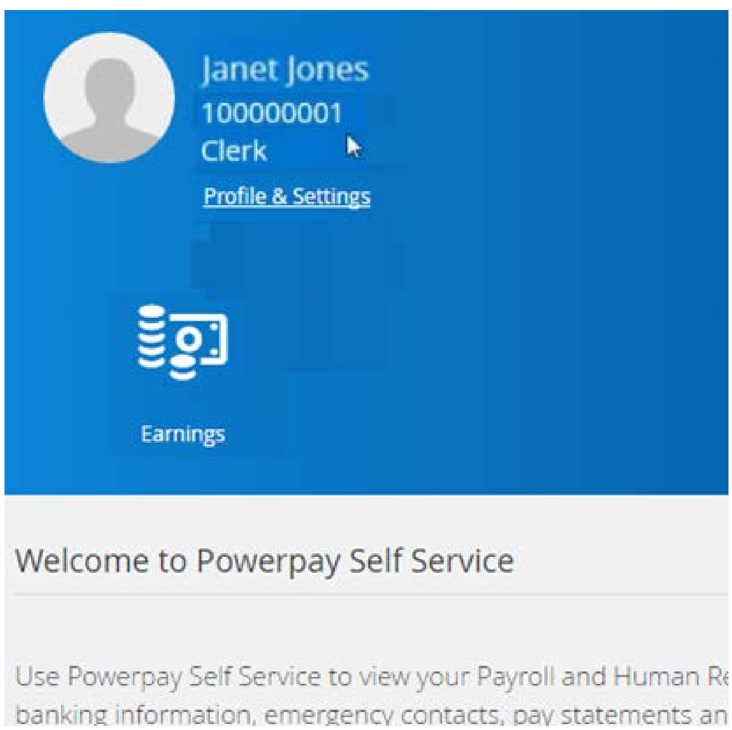
The top level Self Service Profile menu item has been renamed Profile & Settings.



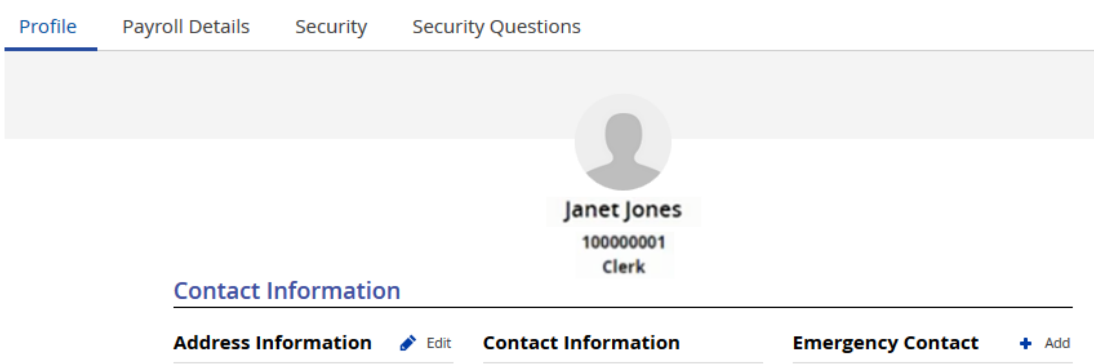

## Employee Number and Position Title Information in Self Service

The Employee Number and Position Title now display (view only) in Self Service:

- On the *Home* page



- On the *Profile* page




- On the *Payroll Details* page.