

CERIDIAN

Release Notes

Powerpay Self Service 5.5
April 2019

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 5.5.

For questions, please contact your Ceridian representative.

Summary

Welcome to the 5.5 release of Powerpay and Powerpay Self Service.

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

- **Multi-pay statements and tax form download:** To save you time and effort, a new Download feature enables you to consolidate multiple pay statements or multiple year end forms into one zip file, eliminating the time consuming task of downloading each statement/form manually one at a time.
- **Apple iOS Rating:** A 'rate the app' feature is now available for Powerpay Self Service on Apple iOS devices.

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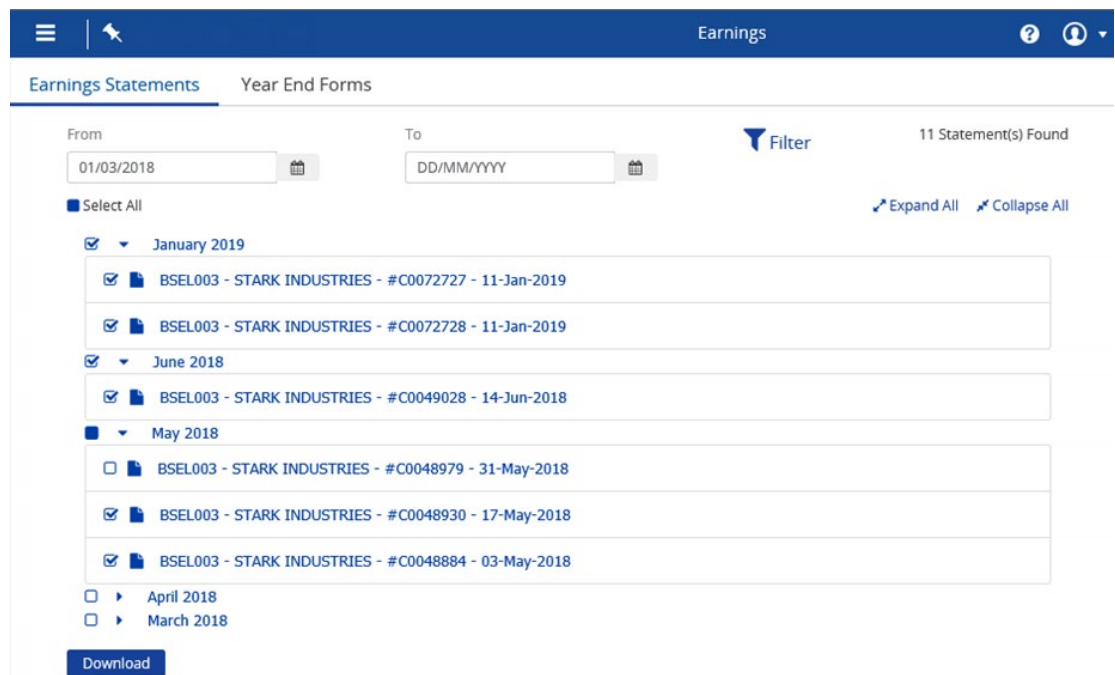
New Functionality – Powerpay Self Service

Multiple Statement/Form Download (Powerpay Self Service)

The Download feature enables you to consolidate multiple pay statements or multiple year end forms into one zip file, eliminating the time consuming task of downloading each statement/form manually one at a time.

To create a multi-pay statement download in Powerpay Self Service:

1. Navigate to the Earnings page.
2. Select the Earnings Statements tab.



The screenshot displays the 'Earnings' section of the Powerpay Self Service interface. The 'Earnings Statements' tab is selected, showing a list of statements. The interface includes a header with a menu icon, a search icon, and the text 'Earnings'. Below the header, there are tabs for 'Earnings Statements' and 'Year End Forms'. The 'Earnings Statements' tab is active, showing a list of statements. The list has columns for 'From' and 'To' dates, and a 'Filter' button. The 'From' date is set to '01/03/2018' and the 'To' date is set to 'DD/MM/YYYY'. There are 'Expand All' and 'Collapse All' buttons. The list shows statements for January 2019, June 2018, May 2018, April 2018, and March 2018. Each statement is a BSEL003 form from STARK INDUSTRIES. A 'Download' button is at the bottom left of the list.

From	To	Filter	11 Statement(s) Found
01/03/2018	DD/MM/YYYY		
<input checked="" type="checkbox"/> Select All Expand All Collapse All			
<input checked="" type="checkbox"/> January 2019			
<input checked="" type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0072727 - 11-Jan-2019			
<input checked="" type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0072728 - 11-Jan-2019			
<input checked="" type="checkbox"/> June 2018			
<input checked="" type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0049028 - 14-Jun-2018			
<input checked="" type="checkbox"/> May 2018			
<input type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0048979 - 31-May-2018			
<input checked="" type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0048930 - 17-May-2018			
<input checked="" type="checkbox"/> BSEL003 - STARK INDUSTRIES - #C0048884 - 03-May-2018			
<input type="checkbox"/> April 2018			
<input type="checkbox"/> March 2018			
<input type="button" value="Download"/>			

3. Click **Select All** to include all statements in the zip file, or select individual statements to include.

4. Click **Download**.

All of the available selected statements are included in one zip file and downloaded. The statements/forms are all located in folders by year.

To create a multi-year end form download in Powerpay Self Service:

1. Navigate to the Earnings page.
2. Select the Year End Forms tab.



3. Click **Select All** to include all year end forms in the zip file, or select individual forms to include.
4. Click **Download**.

All of the available selected forms are included in one zip file and downloaded. The forms are all located in folders by year.

Enhancements – Powerpay Self Service

Country List Expanded to Include All Countries

The Country drop down list on the Profile page now includes all countries, not just Canada and the United States.

The screenshot displays the 'Profile & Settings' page with the 'Address Information' dropdown menu open. The dropdown list includes the following countries: Canada, United States, Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, and Bolivia. The 'Country' field in the background form is currently set to 'Canada'.

Profile & Settings

Profile | Payroll Details | Security | Security Questions

Contact Information

Address Information [Edit](#)

Street
572 DOWNEY STREET

City
WINNIPEG

Province/State
Manitoba

Postal/Zip Code
R3B2S9

Country
Canada

Personal Information

Social Insurance Number
XXX XXX 125 [View](#)

Work Information

Earnings Statement & Year End Form Delivery [Edit](#)

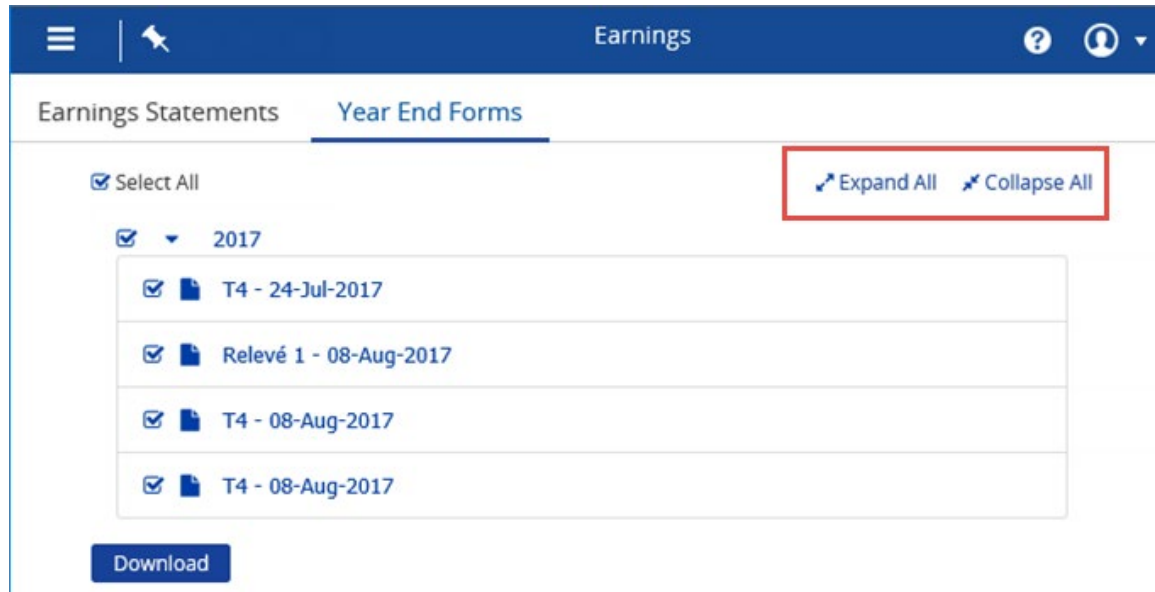
Electronic year end forms must be selected a minimum of 10 business days prior to the last pay date of the current year. If you have any questions please contact your payroll administrator.

Emergency Contact
Emergency Contact information is not available.

Birth Date
26-Feb-XXXX [View](#)

Expand All/Collapse All

Expand all and **Collapse all** buttons have been added to the the Earning Statements and Year-End Forms pages, allowing you to fully expand or collapse the folders with a single click. The Expand All option expands all of the folders. Collapse All closes all open folders.



Filter Icon

The Filter icon now displays on the Earnings Statements and Year-End Forms pages adjacent to the filter button.