

RELEASE NOTES

October, 2017

Powerpay, Powerpay Self Service
5.2

Overview

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 5.2.

For questions, please contact your Ceridian representative.

Summary

Welcome to the 5.2 Release of Powerpay and Powerpay Self Service.

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

- **Employment Verification Letters** – Quickly and easily generate PDF documents that include details on an employee’s employment. It allows employees to request an employment verification letter through the Powerpay Self Service application, and payroll administrators to fulfill the request in Powerpay.
Note: This functionality is only available for payrolls with Self Service enabled.
- **Employment Verification Letter Action in Powerpay Inbox** –When an employee requests an employment verification letter through Powerpay Self Service, the request displays in the Powerpay Inbox (under Actions).
- **E-mail Notifications** – Select the types of e-mail notifications you receive. You can set notifications to let you, or other Powerpay users, know when your payroll processing is complete and your reports are available, receive a payroll submission confirmation and receive payroll submission reminders so you do not forget to submit your payroll.
- **E-mail Notifications for Powerpay Self Service Users** – When you select **Electronic only** as the delivery option for Earnings Statements and Year End Forms, an email notification is sent when your statements and forms are ready to view.
- **Submit By Date** - To help you avoid off schedule processing fees, and to clarify submit dates if you delay your payment date, Powerpay now displays the updated **Submit By Date** in messages, the header bar, your calendar and in the audit trail when you modify a Payment Date.
- **Ceridian Powerpay Privacy Policy** - Powerpay users, who have not previously accepted the Privacy Policy for the company they are logging into, are required to read and accept the new Privacy Policy upon login.
- **Order Issue Date Field for Garnishments** – The *Garnishment Set Up* page now includes a new **Order Issue Date** field to calculate an employee's exemption amount.
- **Garnishment Updates**
 - Quebec Employees - New exemption rates for federal, provincial and support garnishments, issued to employees whose province of employment is Quebec on or after January 1, 2016.
 - Northwest Territories Employees - The formula used to calculate support garnishments is now based on when the order was issued, before or after July 1, 2009, and Marital status is no longer used in the calculation for federal and provincial garnishments.
 - Nunavut Employees - Number of dependents is no longer used in the calculation of an exemption amount for a support garnishment, and Marital status is no longer used in the calculation of an exemption amount for federal or provincial garnishments.

- Saskatchewan Employees - A new field, **Source of Garnishee Order**, for federal or provincial garnishments is available to determine if the calculation is based on a small claims court judgment.
- **User Interface and Usability Improvements**
 - All icons display in Powerpay Banner.
 - Personal Verification Questions are now mandatory. Ceridian Service Delivery will use these responses to authenticate your identity prior to providing phone support for login issues.
 - Enhanced *Employee Details* page navigation.
 - The *Insurable Earnings History* page has been renamed *Insurable Earnings Adjustments*, and is now available under the **Payroll → ROE / Employee Status Change** menu.
 - **Employee Status Change / ROE** menu updated to the **Status Change / ROE** menu.
 - Tax Form Delivery option editable in Powerpay for payrolls with Self Service enabled employees.
 - Self Service Security Event Log now includes details on when a welcome e-mail is sent and when an employee logs in with a reset password.



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New Functionality Powerpay

Employment Verification Letter

This functionality is only available for payrolls with Self Service enabled.

An employment verification letter confirms a current employee's employment status. Employees may need these letters for landlords, financial institutions or government agencies. For example, a bank might request employment verification to decide about a house or automobile loan, or a government agencies might seek this information to request wage garnishment. These letters are also sometimes necessary for insurance reasons.

The employment verification letter feature is used to generate PDF documents that include details on an employee's employment for existing employees. It allows employees to request an employment verification letter through the Powerpay Self Service application, and payroll administrators to fulfill the request in Powerpay.

Configure the Employment Verification Letter Template

This functionality is only available for payrolls with Self Service enabled.

Before you begin generating employment verification letters you need to configure a template. Obtain the following items and information to configure the predefined document template:

- Company logo image (400 kb max) to use in the header. You can only configure the image in the header.
- The senders address. This is usually the company address.
- An image of the signer's electronic signature.

The employment verification letter template contains configurable areas for the header, body, and signature. It also includes variables to retrieve information from the employee's profile.

► **To configure an employment verification letter template:**

1. Navigate to the *Employment Verification Letter* page (Company → Forms → Employment Verification Letter).
2. Select the **Configuration** tab.

Employment Verification Letter - Configuration

Template Configuration

General

* Select Template

Header

Select Logo

Body

Senders Address
 Position Title
 Comments
 Date
 Rehire Date will be used to determine how long the employee has been employed with the company.

Signature

Electronic Signature

* Name

Title

Phone

E-mail

Company Website

Basic Company Setup
 125 Basic Bay
 Winnipeg, Manitoba, R2K3H5

August 04, 2017

[Employee Name]
 [Employee Address]
 [Employee City], [Employee Province], [Employee Postal Code]
 Re: Verification of Employment for [Employee Name]

To Whom It May Concern,

Please accept this letter as confirmation that [Employee Name] has been employed with Basic Company Setup since [Employee Start Date].

Employment details for [Employee Name] are as follows:

- Position Title: [Position Title]
- Employment Type: [Employment Type]
- Standard hours Per Pay: [Standard Hours Per Pay]
- Pay Frequency: Bi-Weekly
- Hourly Wage: [Pay Rate]
- Annual Salary: [Annual Earnings]

If you have any questions or require additional information, see contact information below.
 Best Regards,
 [Name], [Title]
 [Phone]
 [E-mail]
 [Company Website]

3. To add a header image (company logo):
 - a. Select the **Select logo** checkbox in the **Header** section.
 - b. Click the **Browse** button.
 - c. Select the header logo image from your computer.
 - d. Click **Open**.



4. To edit the body, review the items selected in the current document template. Select or clear the checkboxes to include or exclude each element.
5. To configure the signature section:
 - a. Select the **Electronic Signature** checkbox in the **Signature** section to include an electronic signature.
 - b. Click the **Browse** button.
 - c. Select the signature image from your computer (400 kb max).
 - d. Click **Open**.
 - e. Enter the full name, title, phone number, and E-mail of the individual signing the letters.
 - f. Enter the URL of the company website.
6. Click **Preview in PDF**.
7. Review the look of the generated letter. Continue editing and previewing the letter template until you are satisfied with the generated PDF.
8. Click **Save**.

Enable the Employment Verification Letter feature for Powerpay Self Service Users

This functionality is only available for payrolls with Self Service enabled.

To allow employees to request an Employment Verification Letter through Powerpay Self Service you must enable the Employment Verification Letter Self Service option in Powerpay.

- ▶ **To enable the Request Employment Verification Letter feature in Self Service:**
 1. Navigate to the *Security Options* page (Company → Self Service → Security Options).



Self Service Security Options

Force All Users to Change Password

Application Security Options

* Specifies a required field

Suppress Masking on Personal Information

Activate Self Service Pay Statements & Tax Forms

Enforce Employee Deadline for Self Service Changes

Deadline for Changes on Submit For Processing Day (Central Time)

* Auto-Generate Username Format

Employment Verification Letter

Save

2. Select the **Employment Verification Letter** checkbox.

The checkbox can only be selected after the *Employment Verification Letter Configuration* page (Company → Forms → Employment Verification Letter → Configuration) is completed and saved.

3. Click **Save**.

Users to Receive Employment Verification Letter Notifications

This functionality is only available for payrolls with Self Service enabled.

You can control which users receive employment verification letter notifications in their Powerpay Inbox. At least one user must be set up to receive employment verification letter notifications. The Payroll Admin user is automatically selected when the functionality is enabled on the *Security Options* page (Company → Self Service → Security Options).

- **To enable employment verification letter notifications for a Powerpay user:**
 1. Navigate to the *User & Contact Mgmt* page (Company → User & Contact Mgmt).
 2. In the list of users, click the **Edit** link in the row for the user to receive employment verification letter notifications.
The **Contact Information** section displays.
 3. In the **Self Service Notifications** section select the **Employment Verification Letter** checkbox.



Self Service Notifications

- Address Information
- Contact Information
- Emergency Contact
- Personal Information
- Earnings Statement & Year End Form Delivery
- System Generated Errors & Warnings (At least one user must have this selection.)
- Employment Verification Letter (At least one user must have this selection.)

Note: Notifications must be set up on the Field Selections page to receive notifications.

§ At least one user must be set up to receive **Employment Verification Letter** notifications when this functionality is enabled on the *Security Options* page (Company → Self Service → Security Options).

§ Notifications are based on Role Based Security restrictions if enabled.

4. Click **Submit**.

Complete an Employment Verification Letter Request

This functionality is only available for payrolls with Self Service enabled.

When an employee requests an employment verification letter through Powerpay Self Service, the Powerpay users, set up to receive employment verification letter notifications, receive the request in their Powerpay Inbox (under Actions), and on the **Requests** tab on the *Employment Verification Letter* page (Company → Forms → Employment Verification Letter → Requests).

The screenshot shows the Powerpay Self Service interface. At the top, there are navigation options: Refresh, Select, Filter, Delete, and Mark As. Below this is an 'Inbox' section with a sidebar containing Messages, Notifications, and Actions. The main area shows an 'Actions' table with one entry: 'Joe Camper' with 'Action' type and 'Employment Verification Request for Joe Camper' subject, dated '17-Aug-2017 01:33 PM'. Below the table is a detailed view of the notification: 'Employment Verification Request for Joe Camper' from 'Joe Camper' on '17-Aug-2017 01:33 PM'. The message text reads: 'An employment verification letter has been requested by Joe Camper. To review and forward the letter, navigate to the Employment Verification Letter page.'

Below the notification is a breadcrumb trail: Company > Forms > Employment Verification Letter. There are two tabs: 'Requests' (selected) and 'Configuration'. The main heading is 'Employment Verification Letter - Requests'. Below this is a table with the following data:

Employee Name	Requested	Status	Status Change	Employee Language	
Bob Newheart	August 17, 2017	Pending		English	
Grant Fallows	August 17, 2017	Pending		English	
Joe Camper	August 17, 2017	Pending		English	

► **To generate the employment verification letter:**

1. Navigate to the *Employment Verification Letter* page (Company → Forms → Employment Verification Letter).
2. Select the **Requests** tab.

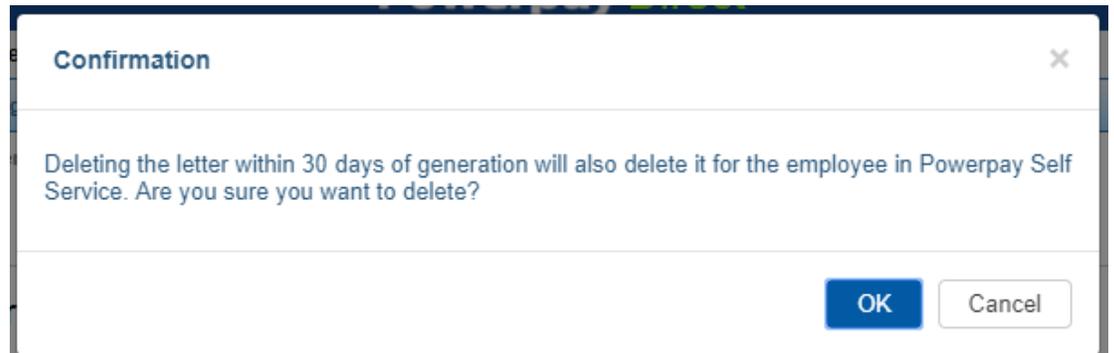
Company ► Forms ► Employment Verification Letter

Requests Configuration

Employment Verification Letter - Requests

Employee Name	Requested	Status	Status Change	Employee Language	
Bob Newheart	August 17, 2017	Pending		English	
Grant Fallows	August 17, 2017	Pending		English	
Joe Camper	August 17, 2017	Pending		English	

The list includes all pending, approved and rejected requests, and the most recent requests appear at the top of the list. Approved and rejected requests remain in the list until they are deleted by clicking on the **Delete** button .



When an approved letter is deleted, it is no longer available for the employee in Self Service. Click **OK** to delete the letter.

You can review previously approved letters by clicking on the **View** button . The letter is downloaded in PDF format.

The list can be sorted using the column headers, or filtered by typing all or part of an employee name, date, status, status change, or language in the search fields in each column to filter the list.

3. To generate the letter, click the **Preview** button  for the pending request.

The letter opens in the *Preview* page.

Employment Verification Letter Requests



LogosRus
125 Basic Bay
Winnipeg, Manitoba, R2K3H5

Joe Camper
200 Main Broadway
Winnipeg, MB, R3H4T5
Re: Verification of Employment for Joe Camper

August 17, 2017

To Whom It May Concern,

Please accept this letter as confirmation that Joe Camper has been employed with LogosRus since January 13, 1997.

Employment details for Joe Camper are as follows:

- Employment Type: Full-time
- Standard hours Per Pay: 25.00
- Pay Frequency: Bi-Weekly
- Hourly Wage: \$ 21.00

If you have any questions or require additional information, see contact information below.

Best Regards,

Peter Smith

Peter Smith, Owner & CEO
Peter.Smith@123.com
LogosRus

[Preview in PDF](#) [Reject](#) [Approve](#) [Cancel](#)

The employment verification letter is generated as HTML based on the employment letter verification template and information from the company's profile and the employee's profile in Powerpay.

4. Edit the letter as appropriate, adding comments if required.
5. (optional) To view the letter in the final PDF format:
 - a. Click **Preview in PDF**.

The letter downloads in the final PDF format.



LogosRus
125 Basic Bay
Winnipeg, Manitoba, R2K3H5

August 17, 2017

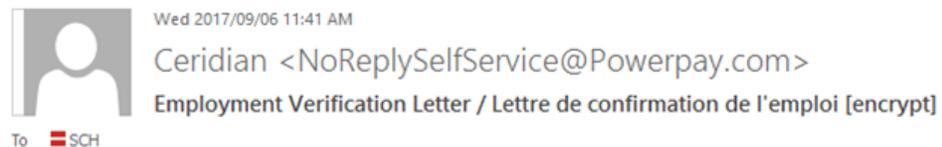
Joe Camper
200 Main Broadway
Winnipeg, MB, R3t4T5

Re: Verification of Employment for Joe Camper

To Whom It May Concern,

- b. Review the letter. If any changes are required, you can update the letter template on the **Configuration** tab. See “Configure the Employment Verification Letter Template,” page 7.
 - c. Close the PDF file and return to Powerpay.
6. Click **Approve**.

The letter is generated as a pdf, the employee who requested the letter is sent an email to let them know that the letter is ready and available in Self Service.



Ceridian

La version française suit l'anglaise.

Your Employment Verification Letter is ready to be viewed in Powerpay Self Service.

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

Votre Lettre de confirmation de l'emploi peut maintenant être consultée dans l'environnement libre-service Powerpay.

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



The letter is generated in both French and English, and displays for the employee in their selected language.

The letter is available for the employee to download in Self Service for 30 days after being approved.

Reject an Employment Verification Letter Request

This functionality is only available for payrolls with Self Service enabled.

When an employee requests an employment verification letter through Powerpay Self Service, the Powerpay users, set up to receive employment verification letter notifications, receive the request in their Powerpay Inbox (under Actions), and on the **Requests** tab on the *Employment Verification Letter* page (Company → Forms → Employment Verification Letter → Requests).

► **To reject an employment verification letter request:**

1. Navigate to the *Employment Verification Letter* page (Company → Forms → Employment Verification Letter).
2. Select the **Requests** tab.

Employee Name	Requested	Status	Status Change	Employee Language	
Bob Newheart	August 17, 2017	Pending		English	
Grant Fallows	August 17, 2017	Pending		English	
Joe Camper	August 17, 2017	Pending		English	

3. Click the **Preview** button  for the pending request to reject. The letter opens in the *Preview* page.

Employment Verification Letter Requests



LogosRus
125 Basic Bay
Winnipeg, Manitoba, R2K3H5

August 17, 2017

Joe Camper
200 Main Broadway
Winnipeg, MB, R3H4T5

Re: Verification of Employment for Joe Camper

To Whom It May Concern,

Please accept this letter as confirmation that Joe Camper has been employed with LogosRus since January 13, 1997.

Employment details for Joe Camper are as follows:

- Employment Type: Full-time
- Standard hours Per Pay: 25.00
- Pay Frequency: Bi-Weekly
- Hourly Wage: \$ 21.00

If you have any questions or require additional information, see contact information below.

Best Regards,

Peter Smith

Peter Smith, Owner & CEO
Peter.Smith@123.com
LogosRus

4. Click **Reject**.

No letter is generated, and the request is rejected.

About the Requests tab

Company > Forms > Employment Verification Letter

Requests Configuration

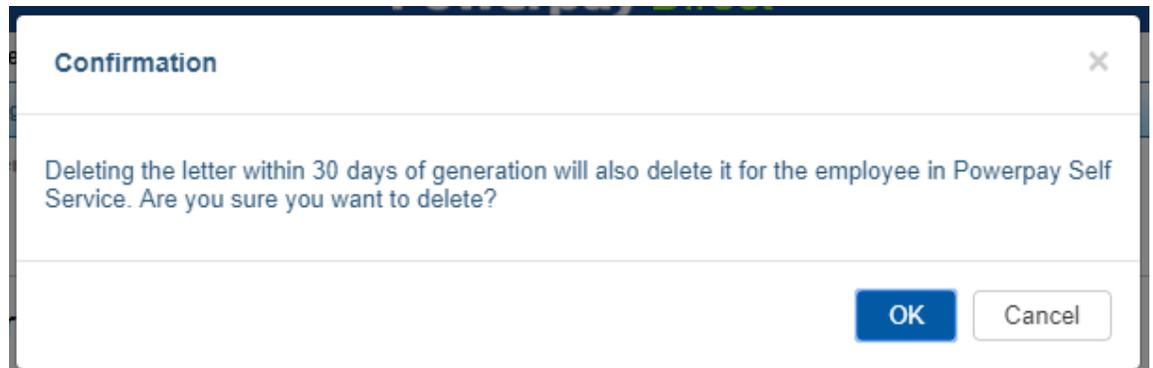
Employment Verification Letter - Requests

Employee Name	Requested	Status	Status Change	Employee Language	
Bob Newheart	August 17, 2017	Pending		English	
Grant Fallows	August 17, 2017	Pending		English	
Joe Camper	August 17, 2017	Pending		English	

- Employee Name- First and last name of the Self Service employee who requested the employment verification letter.
- Requested – The date the request was made.
- Status – the status of the request:
 - Pending – The request has not yet been approved or rejected.
 - Approved – The request has been approved, the letter has been generated and sent to the requesting employee.
 - Rejected – The request has been rejected. No letter was generated.
- Status Change – The date the request was approved or rejected.
- Employee Language - The employee’s selected language on the *Employee Profile* page.

The Requests list includes all pending, approved and rejected requests. The most recent requests appear at the top of the list. The list can be sorted using the column headers, or filtered by typing all or part of an employee name, date, status, status change, or language in the appropriate search fields in each column to filter the list.

Approved and rejected requests remain in the list until they are deleted by clicking on the **Delete** button .



When an approved letter is deleted, it is no longer available for the employee in Self Service. Click **OK** to delete the letter.

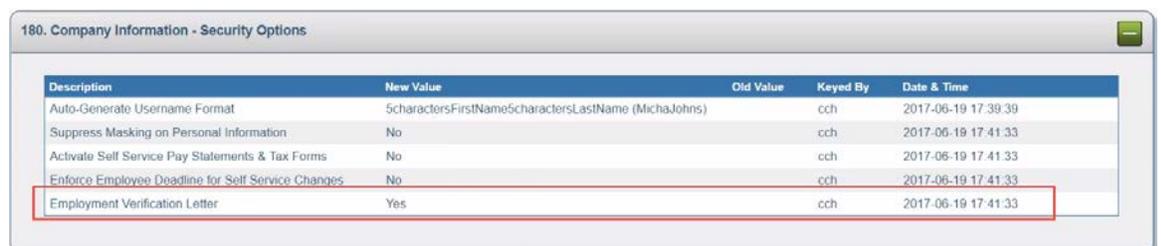
You can review previously approved letters by clicking on the **View** button . The letter is downloaded in PDF format.

Click the **Preview** button  to approve or reject pending requests.

Employment Verification Letter Audit

Employment Verification Letter activity is audited and available in the Audit Trail page.

When the Employment Verification Letter functionality is turned on or off, the action is audited in the **Company Information - Security Options** section.



Description	New Value	Old Value	Keyed By	Date & Time
Auto-Generate Username Format	5charactersFirstName5characterLastName (MichaJohns)		cch	2017-06-19 17:39:39
Suppress Masking on Personal Information	No		cch	2017-06-19 17:41:33
Activate Self Service Pay Statements & Tax Forms	No		cch	2017-06-19 17:41:33
Enforce Employee Deadline for Self Service Changes	No		cch	2017-06-19 17:41:33
Employment Verification Letter	Yes		cch	2017-06-19 17:41:33

Approved and Rejected request audits appear in the **Company Information - Employment Verification Letter** section.

182. Company Information - Employment Verification Letter

Description	New Value	Old Value	Keyed By	Date & Time
Configuration			cch	2017-06-19 17:41:23
Employment Verification Letter - Jacob A	Approved	Pending	cch	2017-06-19 18:29:14
Employment Verification Letter - Jacob A	Rejected	Pending	cch	2017-06-19 18:31:22
Employment Verification Letter - Jacob A	Approved	Pending	cch	2017-06-20 10:21:47

Employee requests for Employment Verification Letters display by employee on the Audit Trail page.

2. Employee Information - 00000003 Camper, Joe (Active)

Description	New Value	Old Value	Keyed By	Date & Time
Pay Rate	21.000	20.000	rwhitesl	2017-08-08 14:13:55
Employment Verification Letter - Request	Yes		JoeCamp - ESS	2017-08-17 13:33:53

E-mail Notifications

With Powerpay's new E-Mail Notifications feature, you can choose the types of e-mail notifications you receive. You can set notifications to let you, or other Powerpay users, know when your payroll processing is complete and your reports are available, receive a payroll submission confirmation and receive payroll submission reminders so you do not forget to submit your payroll.

► **To set your e-mail notification preferences:**

1. Navigate to the **User & Contact Management** page (Company → User & Contact Management).
2. In the list of users, click the **Edit** link in the row for the user to receive e-mail notifications.

The **Contact Information** section displays.

3. In the **E-mail Notifications** section select the notifications you would like to receive.

E-mail Notifications Payroll submission reminder day(s) before submit by date

Payroll submission confirmation

Payroll processing is complete

4. Click **Save**.



Wed 2017/09/06 11:41 AM

Powerpay_service@ceridian.ca

Payroll submission reminder / Rappel pour la transmission des données de la paie

To SCH

Ceridian

La version française suit l'anglaise.

This is a reminder that your next regular payroll run for PP***24 is scheduled to be submitted for processing by Wednesday, September 06, 2017.

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

Rappel : les données de votre prochain traitement régulier de la paie PP***24 doivent être soumises d'ici le mercredi 06 septembre 2017.

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



Wed 2017/09/06 11:41 AM

Powerpay_service@ceridian.ca

Payroll submission confirmation / Confirmation de la transmission des données de la paie

To SCH

Ceridian

La version française suit l'anglaise.

Payroll PP***67 has been submitted for processing on Wednesday, September 06, 2017 09:55 AM (Central Time).

Payroll Type: Regular Run

Pay Period Number: 9

Submit Confirmation Number: 21052

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

Les données de la paie PP***67 ont été transmises pour traitement le mercredi 06 septembre 2017 09:55 (heure du Centre).

Type de traitement: Traitement régulier

Numéro de période de paie: 9

Soumettez le numéro de confirmation: 21052

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



Wed 2017/09/06 11:41 AM

Powerpay_service@ceridian.ca

Payroll processing is complete / Le traitement de la paie est terminé

To SCH

Ceridian

La version française suit l'anglaise.

Your payroll reports for PP***67 are ready to be viewed in Powerpay.

Payroll Type: Regular Run

Pay Period Number: 9

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

Vos rapports de la paie pour PP***67 peuvent maintenant être consultés dans Powerpay.

Type de traitement : Traitement régulier

Numéro de période de paie : 9

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

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

E-mail Notifications Audit

Powerpay audits all changes to the E-mail Notifications setting in the **Company Information – User & Contact Management** section of the *Audit Trail* page.

User ID	Description	New Value	Old Value	Keyed By	Date & Time
Rhonda	System Generated Errors & Warnings	Yes	No	DBA	2017-03-03 10:39:49
Rhonda	Employment Verification Letter	Yes	No	DS	2017-08-04 16:40:24
Rhonda	E-mail Notifications - Payroll submission reminder	Yes	No	DBA	2017-08-15 11:40:14
Rhonda	E-mail Notifications - Payroll submission reminder day(s)	1		DS	2017-08-15 11:40:14
Rhonda	E-mail Notifications - Payroll submission confirmation	Yes	No	DBA	2017-08-15 11:40:14
Rhonda	E-mail Notifications - Payroll processing is complete	Yes	No	DS	2017-08-15 11:40:14
Smith400	System Generated Errors & Warnings	Yes	No	DBA	2017-03-03 10:39:49
Smith400	Employment Verification Letter	Yes	No	DS	2017-08-04 16:40:24



Enhancements to Powerpay

Tax Form Production with the Last Pay of the Year

Tax Form Production Defaults to Yes on the Last Pay of the Year (Regular and Extra Runs)

The tax form option on the *Pay Period* page (Pay Period → Create New Regular Run) is now a single option on the **last pay of the year** (based upon your payroll calendar), and automatically defaults to **Yes**.

Tax Form Election 2017

This is the last payroll with a payment dated in 2017

Signal Tax Form Production? Yes
 No

Tax forms will be produced after this payroll is processed.

When **Yes** is selected, the tax forms are produced after the last pay of the year is processed. If **No** is selected, the tax forms are not produced with the payroll run and must be requested prior to Ceridian's deadline.

Tax Form Election 2017

This is the last payroll with a payment dated in 2017

Signal Tax Form Production? Yes
 No

Tax forms will NOT be produced when this payroll is processed. By electing to not produce tax forms with this payroll run, you acknowledge that you will be responsible for requesting the production of tax forms prior to Ceridian's deadline.

Tax Form Production Option for Auto Submit Payrolls

A **Produce tax forms with last pay of the year** option is now available on the *Auto Submit* page (Company → Defaults → Auto Submit). Select **Yes** (default) to automatically produce the tax forms after the last pay of the year is processed.

Defaults - Auto Submit

Auto Submit Defaults
Deductions & Contributions Cycle
Produce tax forms with last pay of the year

Tax Form Confirmation Message

The following Tax Form Confirmation message displays when you submit the last pay of the year (based upon your payroll calendar). Click **Continue** to produce the tax form and year-end reports with this pay, or navigate to the *Pay Period* page (Pay Period → Create New Regular Run) to update your selection to **No**.

Tax Form Confirmation ✕

This is the last payroll with a payment dated in 2017 and Tax Forms will be produced with this payroll run.
Select Continue to proceed with this tax form election, or select Cancel and navigate to the Pay Period page to change the tax form election for this payroll.

Tax Form E-mail Notification

When you submit the last pay of the year (based upon your payroll calendar), you will receive an e-mail notification indicating your tax form production selection.



Ceridian

La version française suit l'anglaise.

This is the last payroll with a payment dated in 2017. Tax Forms will be produced with this payroll run, as you have signalled "Yes" for tax form production with the last pay of the year.

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

Il s'agit de la dernière liste de paie comprenant un paiement daté de l'année 2017. Les formulaires fiscaux seront produits avec cette paie, puisque vous avez sélectionné Oui pour la production des formulaires fiscaux lors du traitement de votre dernière paie de l'année.

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

Ceridian

La version française suit l'anglaise.

This is the last payroll with a payment dated in 2017. Tax Forms will NOT be produced with this payroll run, as you have signalled "No" for tax form production with the last pay of the year.

To produce tax forms at a later date, you have the following options:

1. Create an Extra Run dated in 2017 and signal "Yes" for tax form production.
2. If you have year-end adjustments that will not be ready until after your first pay of the year, you may request tax forms using Ceridian's IVR (Interactive Voice Response) system at 1-800-667-7867.

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

Il s'agit de la dernière liste de paie comprenant un paiement daté de l'année 2017. Les formulaires fiscaux NE seront PAS produits avec cette paie, puisque vous avez sélectionné Non pour la production des formulaires fiscaux lors du traitement de votre dernière paie de l'année.

Pour produire des formulaires fiscaux à une date ultérieure, les options suivantes s'offrent à vous:

1. Créez un traitement supplémentaire pour l'année 2017 et sélectionnez Oui pour la production des formulaires fiscaux.
2. Si vous avez des rectifications de fin d'année qui ne seront pas prêtes avant votre première paie de l'année, vous pouvez demander la production des formulaires fiscaux en utilisant le système de réponse vocale interactive (RVI) de Ceridian au 1 800 667-7867.

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

Submit By Date

To help you avoid off schedule processing fees, and to clarify submit dates if you delay your payment date, Powerpay now displays the updated **Submit By Date** in messages, the header bar, your calendar and in the audit trail when you modify the Payment Date on the *Create Pay Period* or *Edit Pay Period* pages.

- A warning message displays when the change is saved on the *Create Pay Period* or *Edit Pay Period* pages.



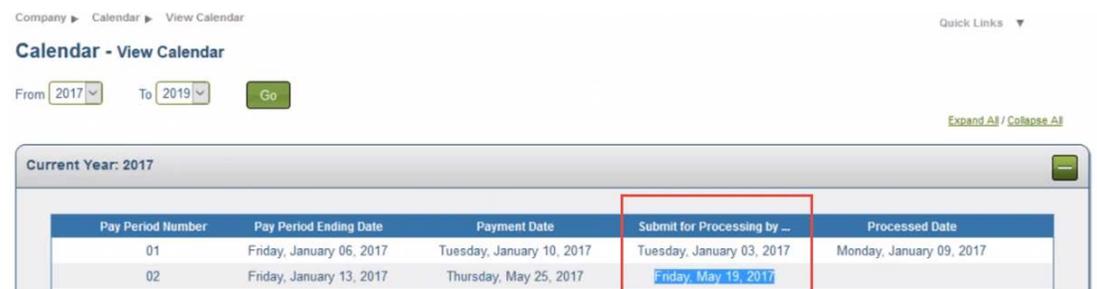
- A warning message displays if the Payment Date is modified to a date that leaves insufficient time to process direct deposits (less than 3 business days).



- The updated **Submit By Date** displays in the header bar.



- The updated **Submit By Date** displays on the *View Calendar* page (Company → Calendar → View Calendar).



- The updated **Submit By Date** displays in the Audit Trail.



Pay Period ▶ Audit Trail

Description	New Value	Old Value	Keyed By	Date & Time
Type of Payroll	Regular		ig	2017-01-09 13:19:10
Pay Period Number	2		ig	2017-01-09 13:19:10
Pay Period Ending Date	Jan-20-2017		ig	2017-01-09 13:19:10
Payment Date	Jan-13-2017	Jan-20-2017	ig	2017-01-09 13:19:10
Payment Date	Sep-24-2017	Jan-13-2017	ig	2017-03-24 13:48:36
Payment Date	Sep-21-2017	Sep-22-2017	ig	2017-05-22 20:34:14
Payment Date	May-26-2017	Sep-21-2017	ig	2017-05-23 09:28:25
Payment Date	May-25-2017	May-26-2017	ig	2017-05-23 09:28:42
Submit By Date	Sep-18-2017	Jan-10-2017	ig	2017-05-22 20:34:14
Submit By Date	May-23-2017	Sep-18-2017	ig	2017-05-23 09:28:25
Submit By Date	May-19-2017	May-23-2017	ig	2017-05-23 09:28:42
Journal Entry this Pay	No		ig	2017-01-09 13:19:10

Security Role Settings - Employment Verification Page

For payrolls set up with Self Service.

The new *Employment Verification Letter* page (Company → Forms → Employment Verification Letter) is now available for configuration on the *Security Roles* page (Company → Security Roles).

Company ▶ Security Roles

Security Roles

Security Role Settings

* Specifies a required field

Payroll Admin
HR Admin
Data Entry

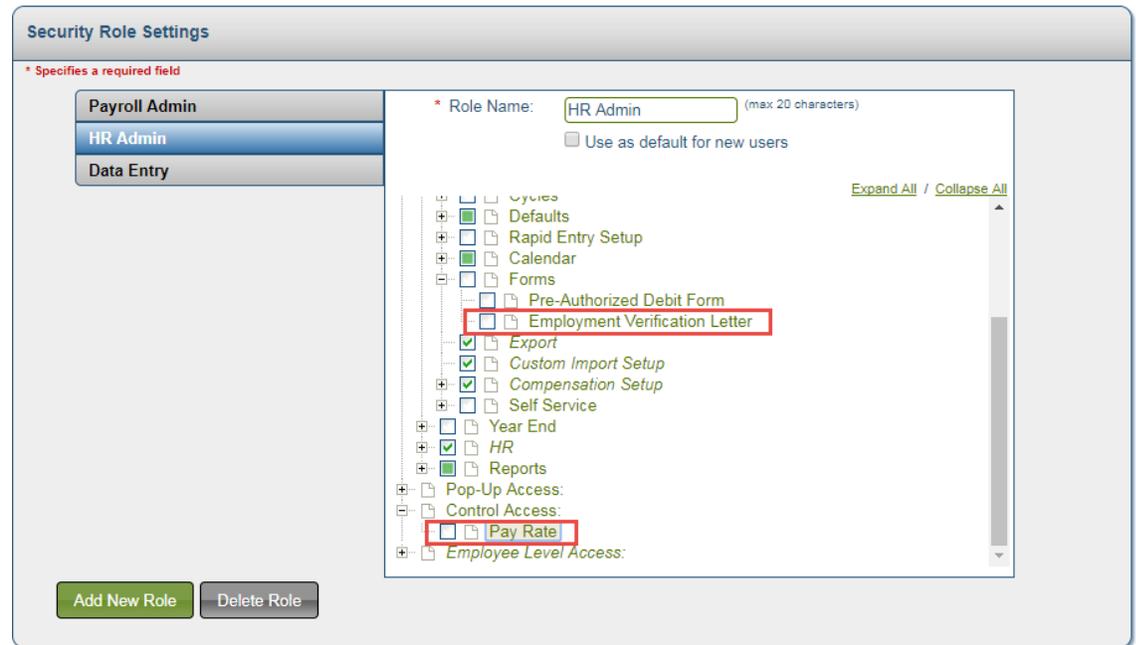
* Role Name: (max 20 characters)
 Use as default for new users

[Expand All](#) / [Collapse All](#)

- Page Access:
 - Pay Period
 - Payroll
 - Payroll - Y run
 - Process
 - Company
 - Department/Distribution Setup
 - Cycles
 - Defaults
 - Rapid Entry Setup
 - Calendar
 - Forms
 - Pre-Authorized Debit Form
 - Employment Verification Letter**
 - Export
 - Custom Import Setup
 - Compensation Setup
 - Self Service

If any of the following options are disabled for a specific user role, access to the Employment Verification Letter page is automatically disabled.

- Pay Rate
- Pay Period page access



Powerpay Inbox – Employment Verification Letter Action

For payrolls set up with Self Service and with the Employment Verification Letter option enabled.

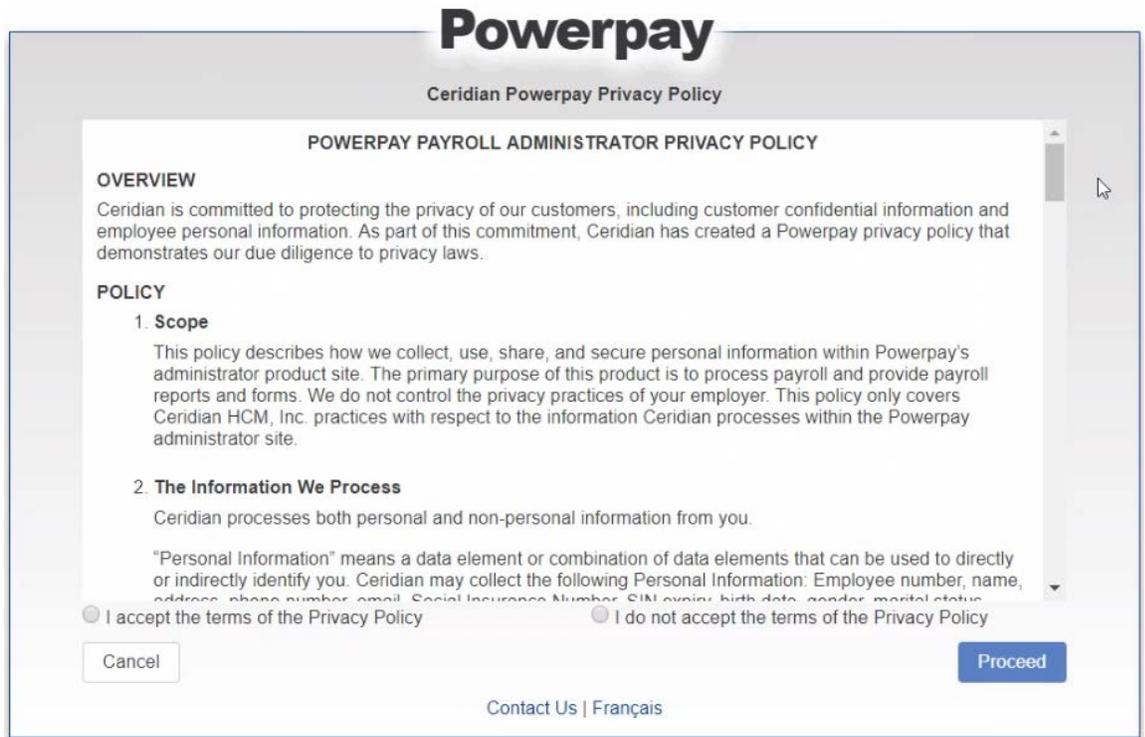
When an employee requests an employment verification letter through Powerpay Self Service, the Powerpay users set up to receive employment verification letter notifications, receive the request in their Powerpay Inbox (under Actions). One action is generated for each request per employee.



Ceridian Powerpay Privacy Policy

Ceridian is a privacy conscious organization. This Privacy Policy explains how we protect your, and your employee's personal information and demonstrates our due diligence to privacy laws.

Powerpay users, who have not previously accepted the Privacy Policy for the company they are logging into, are required to read and accept the new Privacy Policy. The policy displays upon login.



Powerpay
Ceridian Powerpay Privacy Policy

POWERPAY PAYROLL ADMINISTRATOR PRIVACY POLICY

OVERVIEW
Ceridian is committed to protecting the privacy of our customers, including customer confidential information and employee personal information. As part of this commitment, Ceridian has created a Powerpay privacy policy that demonstrates our due diligence to privacy laws.

POLICY

1. Scope
This policy describes how we collect, use, share, and secure personal information within Powerpay's administrator product site. The primary purpose of this product is to process payroll and provide payroll reports and forms. We do not control the privacy practices of your employer. This policy only covers Ceridian HCM, Inc. practices with respect to the information Ceridian processes within the Powerpay administrator site.

2. The Information We Process
Ceridian processes both personal and non-personal information from you.

"Personal Information" means a data element or combination of data elements that can be used to directly or indirectly identify you. Ceridian may collect the following Personal Information: Employee number, name, address, phone number, email, Social Insurance Number, SIN, expiry, birth date, gender, marital status.

I accept the terms of the Privacy Policy I do not accept the terms of the Privacy Policy

Contact Us | Français

► **To confirm your understanding and acceptance of the policy:**

1. Select the **I accept the terms of the Privacy Policy** radio button.
2. Click **Proceed**.

The Privacy Policy must be accepted to continue into Powerpay.

If you do not accept the terms of the Privacy Policy, Powerpay displays the Log On page with an error message.

Powerpay

As you have not accepted the Privacy Policy, you may not enter the Powerpay application. Please log on again and you will be presented with the Privacy Policy for acceptance.

Company Number

User ID

Continue

Remember me on this computer

Suggested Browser Settings

[Forgot your User ID?](#) | [Contact Us](#) | [Français](#)

Once the Powerpay Privacy Policy is accepted, it is available for review at any time by clicking on the **View Privacy Policy** link on the **My Profile** page ( →My Profile).



My Profile

Contact Information

* Specifies a required field

User ID:
Payroll Number:
Security Role: Restrict Access
Contact Type: Payroll Backup

[View Legal Agreement](#) [View Privacy Policy](#)

Ceridian Powerpay Privacy Policy

Français



POWERPAY PAYROLL ADMINISTRATOR PRIVACY POLICY

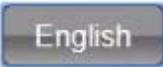
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- 2. The Information We Process**
Ceridian processes both personal and non-personal information from you.

Click the printer icon  to print a copy of the policy.

Click the  or  buttons to toggle between French and English.

Politique de confidentialité de Ceridian Powerpay

English



POLITIQUE DE CONFIDENTIALITÉ DU SITE DES ADMINISTRATEURS DE LA PAIE DE POWERPAY

APERÇU

Ceridian s'engage à protéger les renseignements personnels de ses clients, y compris leurs renseignements confidentiels et les données personnelles de leurs employés. Dans le cadre de cet engagement, Ceridian a mis sur pied une politique de protection des renseignements personnels dans Powerpay qui témoigne de sa diligence raisonnable envers les lois applicables.

POLITIQUE

1. Portée

La présente politique décrit la collecte, l'utilisation, la communication et la protection des renseignements personnels traités sur le site des administrateurs de Powerpay. Ce produit a pour fin première de traiter la paie et d'offrir des rapports et des formulaires de la paie. Nous n'exerçons aucun contrôle sur les mesures de protection des renseignements personnels de votre employeur. La présente politique ne porte que sur les pratiques de Ceridian HCM, Inc. se rapportant aux renseignements traités par Ceridian dans le site des administrateurs de Powerpay.

Privacy Policy Audit

Powerpay tracks when users view the Privacy Policy in the Audit Trail.

User ID	Description	New Value	Old Value	Keyed By	Date & Time
C100	User ID	C100		cc	2017-06-19 14:35:37
C100	Last Name	C		cc	2017-06-19 14:35:37
C100	First Name	C		cc	2017-06-19 14:35:37
C100	Primary Phone No.	222-222-2222		cc	2017-06-19 14:35:37
C100	Email	c.c@ceridian.com		cc	2017-06-19 14:35:37
C100	Primary Contact	true	false	cc	2017-06-19 17:42:36
C100	Payroll Backup	true	false	cc	2017-06-19 14:35:37
C100	Payroll Backup	false	true	cc	2017-06-19 17:42:36
C100	User Status	Enabled		cc	2017-06-19 14:35:37
C100	Unlock	true	false	cc	2017-06-19 14:35:37
C100	Security Role	Restrict Access	Payroll Admin	cc	2017-06-19 17:44:39
C100	Security Role	Payroll Admin	Restrict Access	cc	2017-06-19 18:20:58
C100	View Privacy Policy	true	false	C100	2017-06-20 08:26:56

Garnishment Updates

Garnishment Set Up Page

- The new **Order Issue Date** field, in the **Payee Information** section, on the *Garnishment Set Up* page (Payroll → Garnishments → Add New Garnishment), may be used to calculate an employee's exemption amount. It is required to ensure the date is available and the correct formula is being used to calculate garnishment exemption and maximum amounts.

For provinces where the exemption amount calculation depends on the order issue date (Quebec, Northwest Territories and Saskatchewan), click the  for assistance in entering an applicable date and information on the date on which the change became effective.



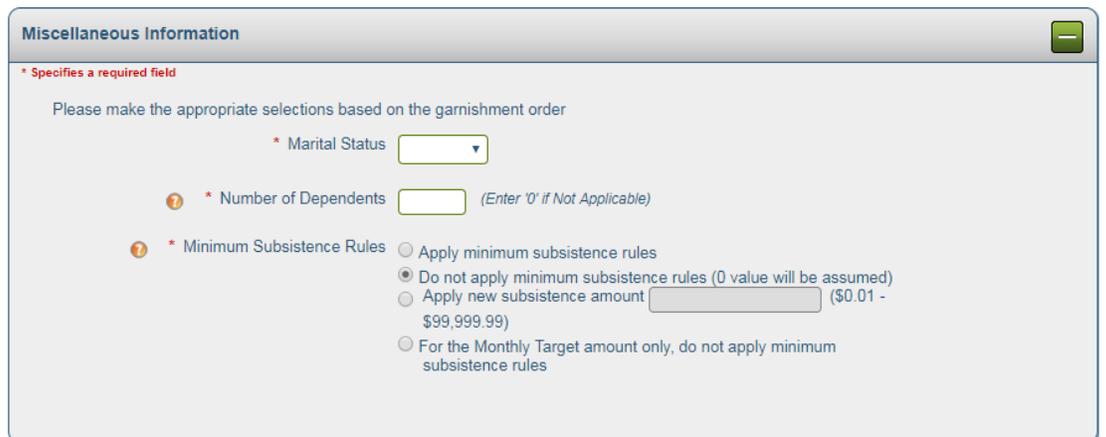
Payee Information

* Specifies a required field

Garnishment Type **Provincial**
Employee's Current Province of Employment **Ontario**

* Payee Name
Street
City
* Province/State
Postal/Zip Code
* Order Number
* Order Issue Date 

- The **Miscellaneous Information** section displays the common fields for all garnishment types. A red asterisk * displays when the field is required for the garnishment calculation.



Miscellaneous Information

* Specifies a required field

Please make the appropriate selections based on the garnishment order

* Marital Status

 * Number of Dependents (Enter '0' if Not Applicable)

 * Minimum Subsistence Rules

Apply minimum subsistence rules

Do not apply minimum subsistence rules (0 value will be assumed)

Apply new subsistence amount (\$0.01 - \$99,999.99)

For the Monthly Target amount only, do not apply minimum subsistence rules

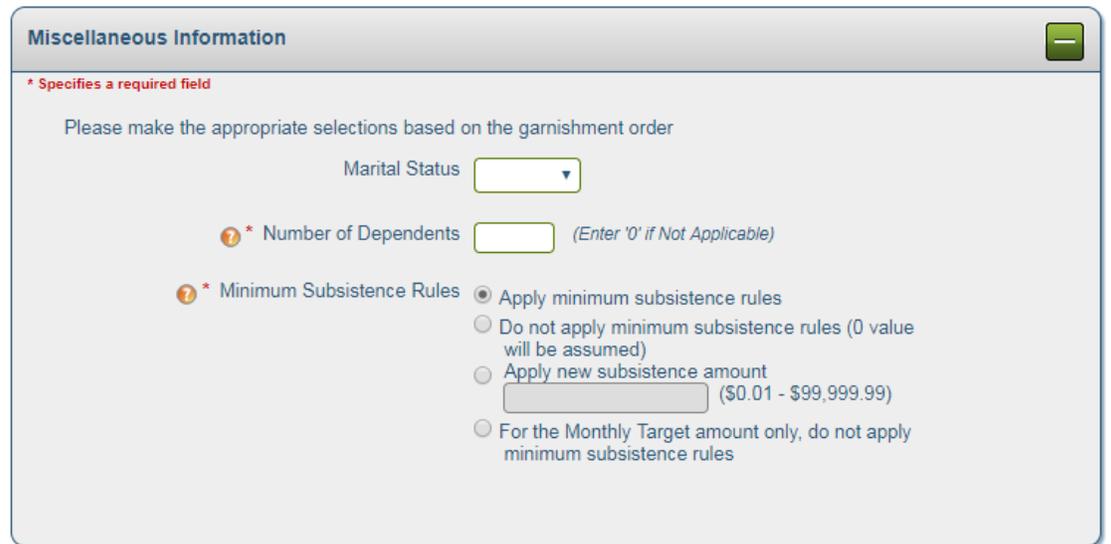
- With the addition of the Order Issue Date to the **Payee Information** section, the Garnishee Order Issue Date, with Before and After options for a Quebec garnishment, are no longer included in the **Miscellaneous Information** section.

Quebec Employees

Powerpay now accommodates new exemption rates for federal, provincial and support garnishments, issued to employees whose province of employment is Quebec on or after January 1, 2016. The old exemption rates apply to garnishments issued before January 1, 2016.

Northwest Territories Employees

- The formula Powerpay uses to calculate support garnishments, for employees whose province of employment is Northwest Territories, is based on when the order was issued, before or after July 1, 2009. This distinction ensures the correct amount is deducted for the garnishment.
- Marital status is no longer used in the calculation for federal and provincial garnishments and is not a required field.



Nunavut Employees

When calculating exemption amounts for garnishments in Nunavut:

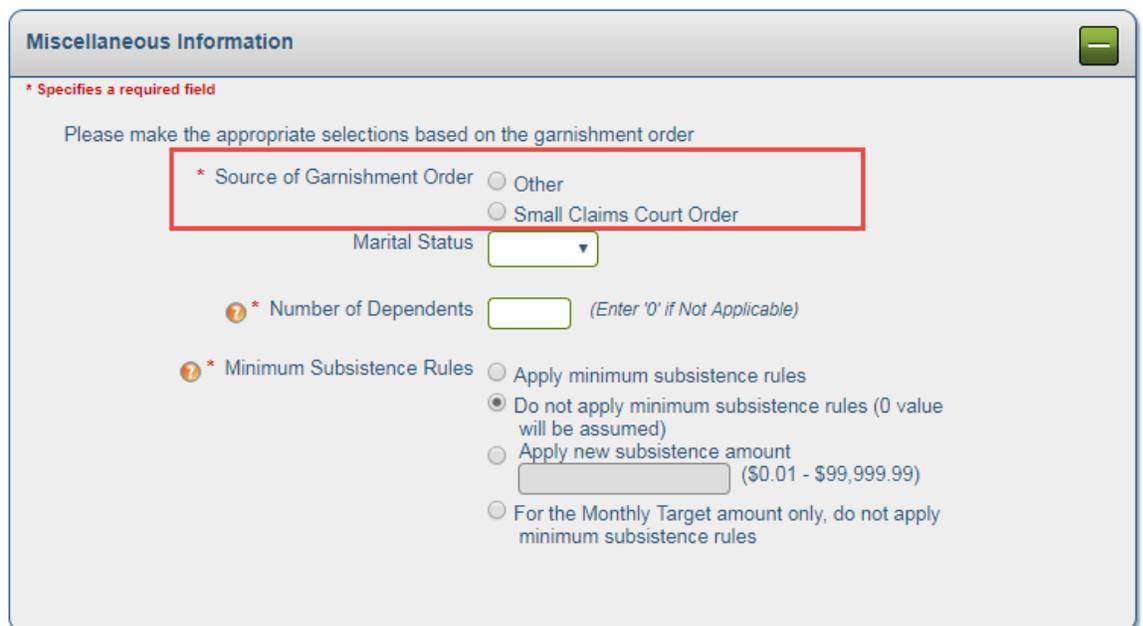
- Number of dependents is no longer used in the calculation of an exemption amount for a support garnishment.
- Marital status is no longer used in the calculation of an exemption amount for federal or provincial garnishments, and is not a required field.

Saskatchewan Employees

For employees, whose province of employment is Saskatchewan, Powerpay calculates federal and provincial garnishments based on the formula when the order was issued, before or after May 28, 2012. This distinction ensures the correct amount is deducted for the garnishment.

Nova Scotia Employees

A new field, **Source of Garnishee Order**, displays in the **Miscellaneous Information** section for employees with a province of employment of Nova Scotia for federal or provincial garnishments. This field is used to determine if the calculation for federal or provincial garnishments is based on a small claims court judgment.



Miscellaneous Information

* Specifies a required field

Please make the appropriate selections based on the garnishment order

* Source of Garnishment Order Other
 Small Claims Court Order

Marital Status

? * Number of Dependents (Enter '0' if Not Applicable)

? * Minimum Subsistence Rules Apply minimum subsistence rules
 Do not apply minimum subsistence rules (0 value will be assumed)
 Apply new subsistence amount (\$0.01 - \$99,999.99)
 For the Monthly Target amount only, do not apply minimum subsistence rules

Hire / Profile Page

Powerpay now displays this simplified message when an employee's Province of Employment changes from, or to, any province (other than BC), and the employee has an active garnishment.



The employee's Province of Employment has been changed and the employee has the following active garnishment(s):

XXXX

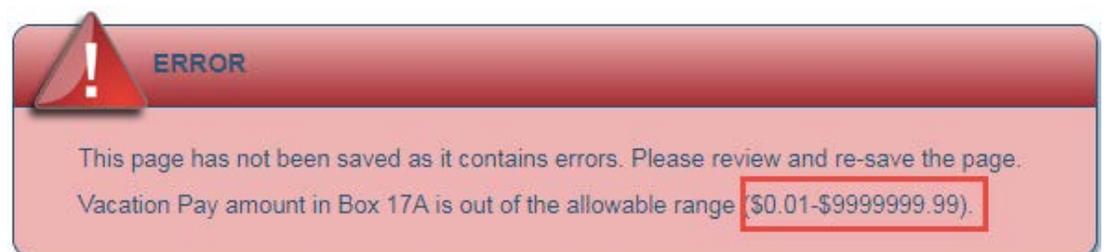
It is recommended that you:

- Contact the garnishor (government agency) to determine if a new garnishment order is required
- Ensure the information on the Garnishment Set Up page for the employee's garnishment(s) conforms to the requirements for **YYYY**, as requirements vary by jurisdiction.

YYYY – The name of the province.

Million Digit on ROE Forms

- The following fields now accommodate the million digit to ensure the accurate production of ROEs.
 - Box 15B,
 - Box 15C,
 - Box 17A Separation Payments – Vacation Pay,
 - Box 17B Separation Payments – Statutory Holiday Pay,
 - Box 17C Separation Payments – Other Monies (Specify), and
 - Box 19 Paid Sick / Maternity / Parental / Compassionate Care Leave or Group Wage Loss Indemnity Pay
- Messages on the page have been updated to include the million digit.



User Interface and Usability Enhancements

All icons display in Powerpay Banner

For wide screen displays, the Powerpay banner now includes all icons, eliminating an extra click to access the Contact Us and Print buttons.



Personal Verification Questions

To enhance security, personal verification questions are now mandatory and are used to authenticate your identity prior to providing phone support for login issues.

Existing Powerpay users, who have not already completed their personal verification questions, are now required to do so when they log in. The Personal Verification Question page displays during the log in process after the Select Security image page. At least four questions must be completed before continuing to Powerpay.

Each question and answer must be unique.

Employee Details Page Navigation

Next Employee > and **< Previous Employee** links are now available, directly on the *Employee Details* page, eliminating the need to navigate back to the *Employee Totals* page to select the next or previous employee.

Process ► [Payroll Preview](#) ► Employee Totals Quick Links ▼

Preview - Employee Totals

 Information

Preview last processed for this payroll run on: June 6, 2017 7:52:38 AM Central Daylight Time

[Expand All](#) / [Collapse All](#)

Active Employees -

† Indicates employee

Employee Name	Employee Number	Payment Type	Gross Pay	Total Deductions	Net Cheque	Net Deposit
British Columbia						
BARB_JA	000000007	Regular	1699.50	336.56	1362.94	0.00
SHERYL	000000008	Regular	2626.50	650.20	1976.30	0.00
Nova Scotia						
SUSAN	000000006	Regular	2782.50	870.58	1911.92	0.00
ANNE_NIC	000000010	Regular	452.40	32.16	420.24	0.00
RHONDA	000000011	Regular	2300.00	629.66	1670.34	0.00



Click on an Employee Name on the *Employee Totals* page to open the *Employee Details* page for the selected employee.

Process ► [Payroll Preview](#) ► [Employee Totals](#) ► Employee Details

Preview - Employee Totals

Employee Details

 INFORMATION
Preview last processed for this payroll run on: June 6, 2017 7:52:38 AM Central Daylight Time

[< Previous Employee](#) [Next Employee >](#)
[Expand All / Collapse All](#)

00000008 SHERYL
55 UNIVERSITY CRES
HALIFAX, BC, R1N1N1

Rate	\$1751.00 S	Pay Type	Regular	Status	Active
Hrly Eq	21.887	Pay Per	Biweekly	SIN	XXX-XXX-378
ID Dept -	100	Prov	BC (9)	Avg Hrs	80.00
Department		Birth	XXXX/01/11	Rehire	1989/01/15
Start	1989/01/15	Prov Ex	10208		

Use the **< Previous Employee** and **Next Employee >** links to navigate to the next employee without having to return to the *Employee Totals* page.

-
- § The **< Previous Employee** and **Next Employee >** links allow you to navigate through a section, or subsection. To move to another section of employees you must return to the *Employee Totals* page.
-

Tax Form Delivery Option Editable in Powerpay

ONLY available on Self Service enabled employees.

The **Tax Form Delivery** option, for individual employees, is now editable and can be set in the **Additional Information** section on the *Employee Profile* page (Payroll → Hire/Profile → Employee Profile).

Additional Information -

* Specifies a required field

Position Title (Pay Statement Information)

* Pay Statement Delivery ▾

* Tax Form Delivery ▾

Printed (Paper Copy)

Electronic Only

Printed (Paper Copy)

Self Service Security Event Log Enhancements

The *Self Service Security Event Log* (Company → Self Service → User Maintenance → View Security Event Log) now includes details on the following events:

- When a welcome email is sent to a Self Service employee user.
- When an employee logs in with a reset password.

Insurable Earnings

- The Insurable Earnings History page has been renamed *Insurable Earnings Adjustments*.
- The *Insurable Earnings Adjustments* page is now available under the Payroll → ROE / Employee Status Change menu.

Payroll	
Import	▶
Regular Payment	▶
Hire/Profile	▶
ROE / Employee Status Change	▶
	Status Change / ROE
Adjustments	▶
	Insurable Earnings Adjustments
Second Payment	▶
Garnishments	
Employee Messages	
Mass Edit Tools	▶
Financial Services	▶

- The Quick Links on the *Employee Timesheet* page (Payroll → Regular Payment → Employee Timesheet) and *Employee Timesheet - Second Payment* page (Payroll → Second Payment → Employee Timesheet - Second Payment) reflect the new Status Change / ROE name.

Quick Links ▼
Employee Profile
Employee Timesheet - Second Payment
Deductions & Contributions
Status Change / ROE
Permanent Rates, Factors, Earnings

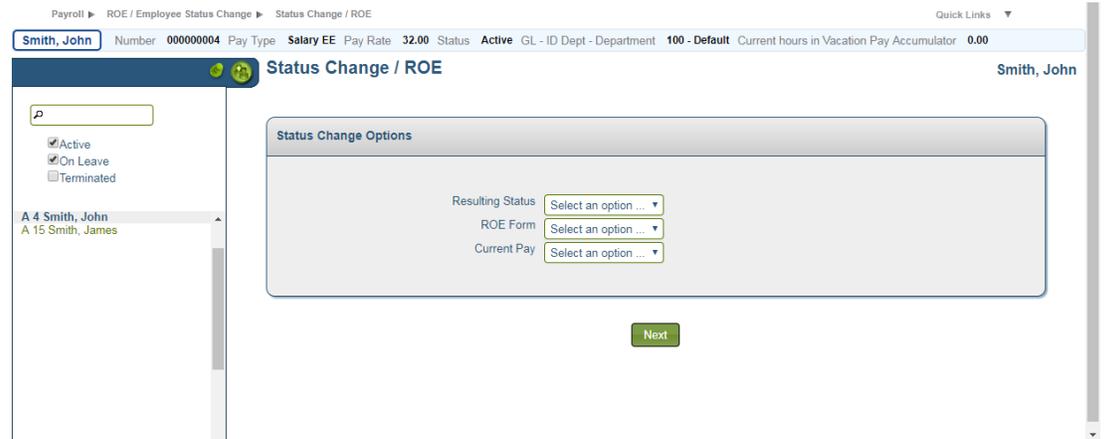
Quick Links ▼
Employee Profile
Employee Timesheet
Status Change / ROE

Status Change / ROE Page

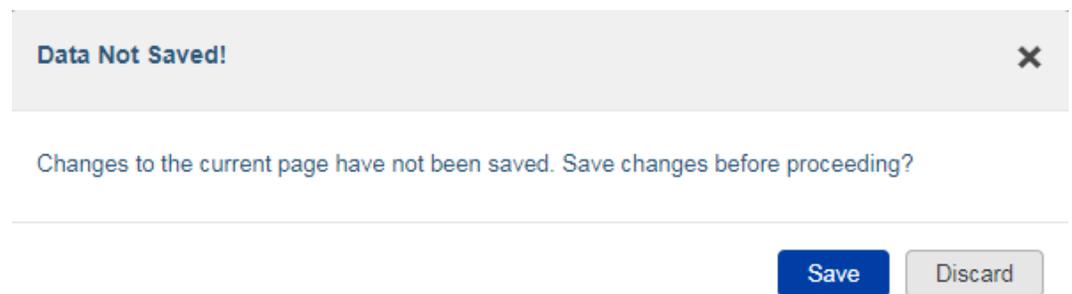
Payroll	Process	Company	Year End	Account Manager	HR	Reports
Import						
Regular Payment						
Hire/Profile						
ROE / Employee Status Change						Status Change / ROE
Adjustments						Insurable Earnings Adjustments
Second Payment						
Garnishments						
Employee Messages						
Mass Edit Tools						
Financial Services						

- The *Status Change / ROE* and *Insurable Earnings Adjustments* pages are now accessible under Payroll → ROE / Employee Status Change menu.
- *Employee Status Change / ROE* updated to *Status Change / ROE*.
- *Insurable Earnings History* updated to *Insurable Earnings Adjustments*.

- The 'Go' button has been relabeled the 'Next' button.

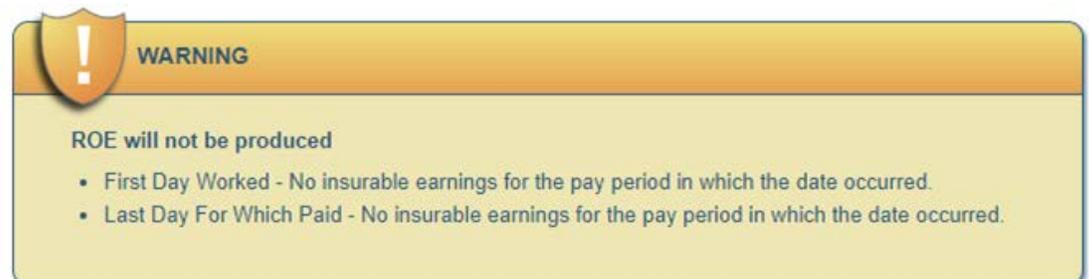


- To avoid lost data, a '**Data Not Saved!**' message displays if you navigate away from page without saving.



- A warning message now displays if there are no insurable earnings and/or hours in the Pay Period for the:
 - First Day Worked, or
 - Last Day For Which Paid

Indicating that time entries, or an adjustment to the insurable earnings history is required to produce a Record of Employment.



- When **Amend** or **Produce** are selected in the ROE Form field, a message displays at the top of the page reminding you to request a payroll preview to review the form details:

Status Change Options

Once complete, request a Payroll Preview to review the ROE form contents / error messages.

Resulting Status

ROE Form

Current Pay

Next

- The following message now displays in boxes 17A, 17B, 17C and 19:

Amounts recorded here do not generate payments to the employee.

Box 17A Separation Payments - Vacation Pay

Amounts recorded here do not generate payments to the employee.

Select Code

Date Range From To

Amount \$

Box 17B Separation Payments - Statutory Holiday Pay

Amounts recorded here do not generate payments to the employee.

Report the amount you paid or will pay for each statutory holiday that falls after the 'Last Day for Which Paid (Box 11)', as well as the date of each statutory holiday. Do not include any statutory holidays that occurred before this date.

\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>
\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	\$ <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>

Box 17C Separation Payments - Other Monies (Specify)

Amounts recorded here do not generate payments to the employee.

Select Code

Date Range From To

Amount \$

- Click the  adjacent to the following fields for additional information regarding each field:
 - Last Day Worked

Last Day Worked 

The last day the employee actually worked.

- First Day Worked

First Day Worked 

The first day for which the employee was paid insurable earnings.

OR

The first day for which the employee was paid insurable earnings after the last ROE was issued.

- Last Day For Which Paid

Last Day For Which Paid 

The last day for which the employee was paid insurable earnings.

This date usually coincides with the last day of work; however, in some cases, employees continue to receive insurable earnings after their last day of work (e.g. paid leave, vacation, sick leave). In these cases, enter the date of the last day of paid leave, making sure that date is not a statutory holiday.

- Final Pay Period Ending Date

Final Pay Period Ending Date 

The end date of the pay period that includes the Last Day For Which Paid.

Security Roles Page

The Security Roles page has been updated to reflect the renaming and new menu structure of:

- ROE/Employee Status Change
- Status Change / ROE
- Insurable Earnings Adjustments

Security Roles

Security Role Settings

* Specifies a required field

Payroll Admin

HR Admin

Data Entry

* Role Name: (max 20 characters)

Use as default for new users

[Expand All](#) / [Collapse All](#)

Page Access:

- Pay Period
- Payroll
- Import
- Regular Payment
- Hire/Profile
- ROE / Employee Status Change**
- Status Change / ROE
- Insurable Earnings Adjustments
- Adjustments
- Second Payment
- Garnishments
- Garnishment Setup
- Employee Messages
- Mass Edit Tools
- Financial Services
- Payroll - Y run

Payroll Preview

If one or more Record of Employment forms requested did not produce, Powerpay display a message indicating that the ROE forms should be reviewed for errors.

Preview - Payroll Preview

ERROR

One or more Record of Employment forms did not produce. Select ROE Forms to review error messages.

Self Service User Maintenance Label Updates

The following labels have been updated to provide clarity on the *Self Service User Maintenance* page (Company → Self Service → User Maintenance).

- Reset Password changed to **Send New Password to User**.

- Force Change Password changed to **Force Password Change on Next Logon.**

Self Service User Maintenance

Self Service Account Maintenance

* Username

* E-mail

Disable Self Service Account

Send New Password To User

Force Password Change On Next Logon

Self Service User Accounts Report – Employee Status

The Employee Status column on the Self Service User Accounts report (Reports → Self Service Reports → User Accounts) now displays the entire Employee Status description, Active, On Leave, or Terminated (not just A, L, or T).

Reports ▶ Self Service Reports ▶ User Accounts

Self Service User Accounts Report

Last Name	First Name	Number	Username	E-mail	Pay Statements	Tax Forms	Employee Status	Account Status	Date Created	Last Login Date
Duke	Daisy	2	Daisy1Duke	dduke@powerpay.pa	Electronic	Printed	Active	Active	Sep-12-2016	
John	Doe	1	DoeJohn	jjdoe@test.cop	Electronic	Printed	Active	Active	Sep-12-2016	
Jones	James	3	James.Jones	jjones@powerpay.ca	Electronic	Printed	Active	Active	Feb-03-2017	
Smith	John	4	John.Smith	jsmith@test.ca	Electronic	Printed	Active	Active	Jan-18-2017	

PDF Spreadsheet

Audit Page Updates

The Audit page now includes details on each time a change was made to a cycle on the following pages including who made each change, the old and new values and when then change was made.

- Deductions & Contributions Cycle page



4. Company Information - Deductions & Contributions Cycle

Description	New Value	Old Value	Keyed By	Date & Time
Cycle 1 - Test 1 - ded 1/ded 1	Yes	No	nsc	2017-08-25 10:19:32
Cycle 2 - Test 2 - ded 2/ded 2	Yes	No	nsc	2017-08-25 10:19:32
Cycle 3 - Test 3 - ded 21/ded 21	Yes	No	nsc	2017-08-25 10:19:32
Cycle 4 - Test 4 - ded 22/ded 22	Yes	No	nsc	2017-08-25 10:19:32
Cycle 5 - ded 31/ded 31	Yes	No	nsc	2017-08-25 10:19:32
This Pay Only - deduction 01/deduction 01	Yes	No	nsc	2017-08-25 10:19:32

- Permanent Earnings Cycle page

5. Company Information - Permanent Earnings Cycle

Description	New Value	Old Value	Keyed By	Date & Time
Cycle 1 - testing 10 - earn O10	Yes	No	nsc	2017-08-25 10:22:11
Cycle 4 - testing 40 - earn O10	Yes	No	nsc	2017-08-25 10:22:11
Cycle 2 - testing 20 - earn O11	Yes	No	nsc	2017-08-25 10:22:11
Cycle 5 - earn O11	Yes	No	nsc	2017-08-25 10:22:11
Cycle 3 - testing 30 - earn O20	Yes	No	nsc	2017-08-25 10:22:11
This Pay Only - earn O20	Yes	No	nsc	2017-08-25 10:22:11

- Deductions & Contributions Cycle Setup page

6. Company Information - Deductions & Contributions Cycle Setup

Description	New Value	Old Value	Keyed By	Date & Time
Cycle 1 - Test 1 - Custom Description	Test		nsc	2017-08-25 10:14:45
Cycle 2 - Test 2 - Custom Description	Test 1		nsc	2017-08-25 10:14:45
Cycle 3 - Test 3 - Custom Description	Test 2		nsc	2017-08-25 10:14:45
Cycle 1 - Test 1 - Custom Description	Test 1	Test	nsc	2017-08-25 10:25:11
Cycle 2 - Test 2 - Custom Description	Test 2	Test 1	nsc	2017-08-25 10:25:11
Cycle 3 - Test 3 - Custom Description	Test 3	Test 2	nsc	2017-08-25 10:25:11
Cycle 4 - Test 4 - Custom Description	Test 4		nsc	2017-08-25 10:25:11

- Permanent Earnings Cycle Setup page



7. Company Information - Permanent Earnings Cycle Setup

Description	New Value	Old Value	Keyed By	Date & Time
Cycle 1 - testing 10 - Custom Description	testing 1		nsc	2017-08-25 10:15:31
Cycle 2 - testing 20 - Custom Description	testing 2		nsc	2017-08-25 10:15:31
Cycle 3 - testing 30 - Custom Description	testing 3		nsc	2017-08-25 10:15:31
Cycle 1 - testing 10 - Custom Description	testing 10	testing 1	nsc	2017-08-25 10:28:20
Cycle 2 - testing 20 - Custom Description	testing 20	testing 2	nsc	2017-08-25 10:28:20
Cycle 3 - testing 30 - Custom Description	testing 30	testing 3	nsc	2017-08-25 10:28:20
Cycle 4 - testing 40 - Custom Description	testing 40		nsc	2017-08-25 10:28:20

Employee Remuneration Reports – Excel Column Labels

The generated Excel reports for the Pay Rate History report, Permanent Regular Hours report and the Permanent Regular report now display the column headings Department Number and Department Description, to match the terms used in Powerpay.

	A	B	C	D	E	F	G	H	I	
1	Number	First Name	Last Name	Status	Department Number	Department Description	Province	First Day Worked	ROE First Day Worked	Pay
2	2	Daisy	Duke	Active	100	Default	ON	Feb-13-2012		Sal:
3	3	James	Jones	Active	100	Default	AB	Feb-05-2012		Sal:
4	4	John	Smith	Active	100	Default	MB	Mar-02-2015	Mar-02-2015	Sal:
5	15	James	Smith	Active	100	Default	AB			Sal:
6										

Garnishment Label

The label Garnishee has been replaced with Garnishment throughout Powerpay including:

- The Payroll menu

Payroll	Process	Company	Year End
Import			
Regular Payment			
Hire/Profile			
ROE / Employee Status Change			
Adjustments			
Second Payment			
Garnishments			
Employee Messages			
Mass Edit Tools			
Financial Services			

- The *Garnishments* page (Payroll → Garnishments)

Payroll ▸ Garnishments

Smith, John Number 00000004 Pay Type Salary EE Pay Rate 32.00 Status Active GL - ID Dept - Department 100 - Default
Current hours in Vacation Pay Accumulator 0.00

Garnishments Smith, John

Active Garnishment List Add New Garnishment

Garnishment Type	Payee Name	Order Number	Calculation Method	Value Per Pay
There is presently no garnishment information set up for this employee.				

- The *Garnishment Set Up* page (Payroll → Garnishments → Add New Garnishment)

Payroll ▸ Garnishments ▸ Garnishment Setup

Smith, John Number 00000004 Pay Type Salary EE Pay Rate 32.00 Status Active GL - ID Dept - Department 100 - Default
Current hours in Vacation Pay Accumulator 0.00

Garnishment Select - Garnishment Set Up Smith, John

Garnishment Type Selection

In completing the employee's garnishment requirements, please use the information as shown on the employee's garnishment order.

Select a Garnishment Type and click Go!

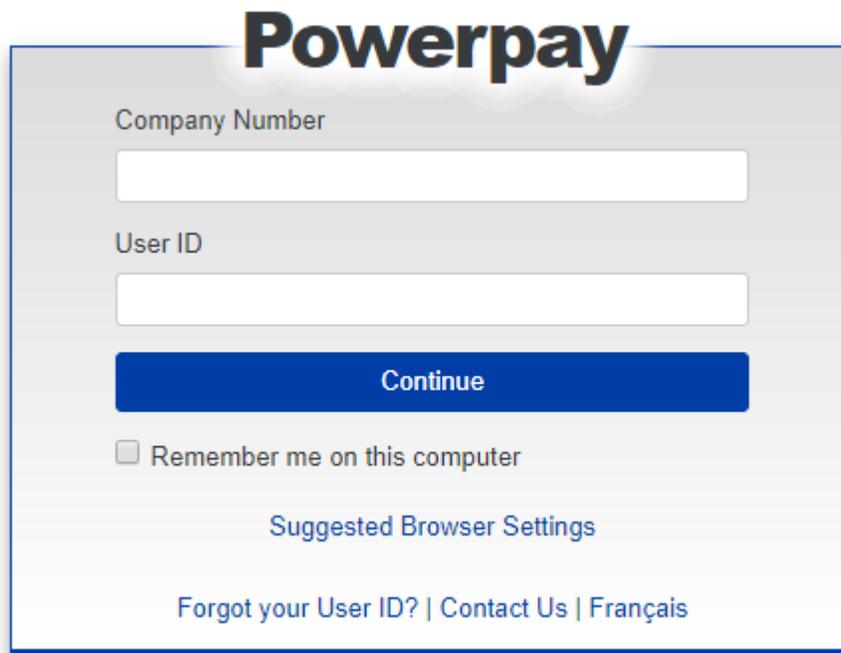
Submission Due Date Alert

The submission due date alert message has been updated with a new look for consistency and ease of use.



New Look on Logon Pages

The Powerpay Logon pages have been redesigned for consistency and ease of use.



The **Contact Us** and change language links now display at bottom of most of the login pages for easy access.

Powerpay

Company Number

PP1C100

User ID

C100demo02

User Password

Back

Logon

[Suggested Browser Settings](#)

[Contact Us](#) | [Français](#)

Powerpay

Select a Security Image from the grid below. Remember this image as it will be required to Logon.



Image Category: (all) ▼

[More Images...](#)

Cancel

Save

[Contact Us](#)

Powerpay

Data Saved

The Secure Sign-On Setup process has been completed.

The next Logon to Powerpay will require you to:

- Enter Company Number and User ID
- Enter User Password and select the Security Image

Security Image you selected:



The Security Image can be changed by selecting '**Change Security Image**' from the drop-down menu on your user name at the top right side of the Powerpay window.

Continue

Contact Us

Powerpay

Ceridian Powerpay Privacy Policy

POWERPAY PAYROLL ADMINISTRATOR PRIVACY POLICY

OVERVIEW

Ceridian is committed to protecting the privacy of our customers, including customer confidential information and employee personal information. As part of this commitment, Ceridian has created a Powerpay privacy policy that demonstrates our due diligence to privacy laws.

POLICY

1. Scope

This policy describes how we collect, use, share, and secure personal information within Powerpay's administrator product site. The primary purpose of this product is to process payroll and provide payroll reports and forms. We do not control the privacy practices of your employer. This policy only covers Ceridian HCM, Inc. practices with respect to the information Ceridian processes within the Powerpay administrator site.

2. The Information We Process

Ceridian processes both personal and non-personal information from you.

"Personal Information" means a data element or combination of data elements that can be used to directly or indirectly identify you. Ceridian may collect the following Personal Information: Employee number, name, address, phone number, email, Social Insurance Number, SIN, expiry, birth date, gender, marital status.

I accept the terms of the Privacy Policy

I do not accept the terms of the Privacy Policy

Cancel

Continue

Contact Us | Français

Powerpay

Password Restrictions

The following password restrictions are meant to protect your payroll information. Your password will not be accepted unless it follows these guidelines:

- must be at least 8 characters in length (maximum 14 characters)
- must contain a minimum of 1 character from each of the following:
 - upper case letters A,B,C...Z
 - lower case letters a,b,c...z
 - numbers (cannot be the first or last character of the password) 0,1,2,3...9
- cannot contain blank spaces
- must be different from any passwords within the past 12 months
- cannot have more than two identical consecutive characters (not `hbbb4t`)
- cannot include your User ID
- cannot include any reserved words such as Ceridian, Powerpay, PAY, PP, CCL, Insync, Micropay, Paie, Power, Micro

Note that Powerpay passwords are case-sensitive (`Th1ns2Mnk` is not equal to `th1ns2mnk`).

New User Password:

Confirm New User Password:

[Contact Us](#)

Powerpay

Security Questions

Select and enter the answers to your chosen security questions. If required, Customer Service will use these responses to authenticate your identity prior to providing phone support.

* Specifies a required field

- Security Question 1	- Security Answer 1
<input type="text"/>	<input type="text"/>
- Security Question 2	- Security Answer 2
<input type="text"/>	<input type="text"/>
- Security Question 3	- Security Answer 3
<input type="text"/>	<input type="text"/>
- Security Question 4	- Security Answer 4
<input type="text"/>	<input type="text"/>
Security Question 5 (optional)	Security Answer 5 (optional)
<input type="text"/>	<input type="text"/>
Security Question 6 (optional)	Security Answer 6 (optional)
<input type="text"/>	<input type="text"/>

[Contact Us](#)

To enhance security, these questions are now mandatory and are used to authenticate your identity prior to providing phone support for login issues.

Each question and answer must be unique.

This page has not been saved as it contains errors. Please review and re-save the page.
Personal verification questions and answers must be unique.

IAM Login Page - Updated Look

The look of the login page when logging into IAM has been updated for ease of use and consistency.

Powerpay

Company Number	Company Name	Pay Frequency	Payroll Status
PP1	Test Payroll	Monthly	Active
PP1	Test Payroll	Monthly	Active

Continue

Français

New Functionality Powerpay Self Service

Employment Verification Letter

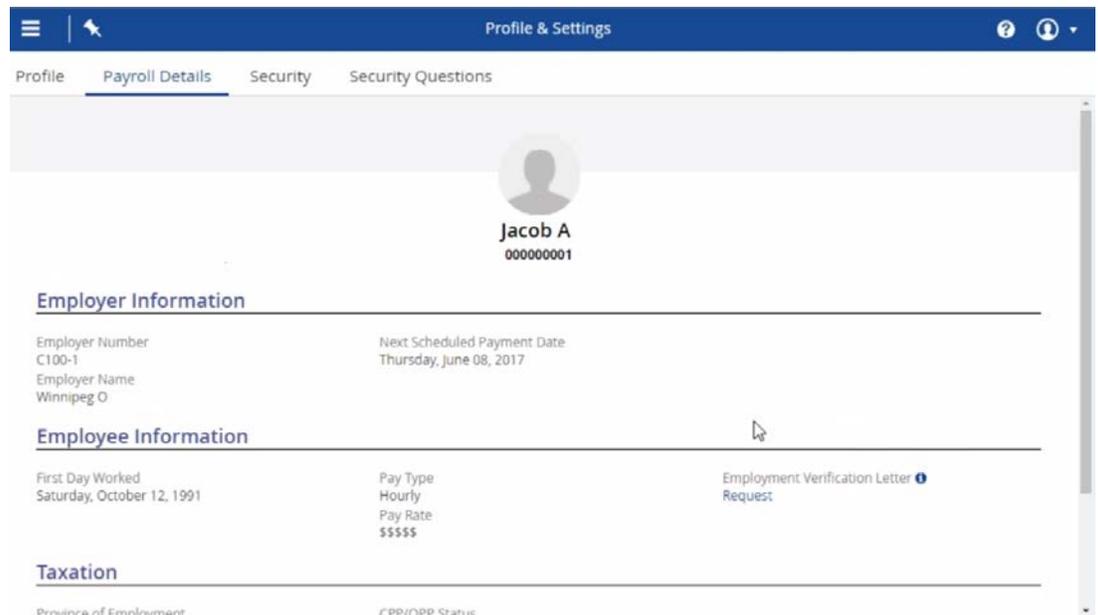
An employment verification letter confirms a current employee's employment status. These letters may be required for landlords, financial institutions or government agencies. For example, a bank might request employment verification to decide about a house or automobile loan, or a government agencies might seek this information to request wage garnishment. These letters are also sometimes necessary for insurance reasons.

When enabled, employment verification letters can be requested through Powerpay Self Service.

This option is only available for current, Active employees.

► **To request an employment verification letter:**

1. Navigate to the *Payroll Details* page (Profile & Settings → Payroll Details).



2. Click the **Request** button in the Employment Verification Letter section.



A Success message displays, and the text in the Employment Verification Letter section is updated.

Profile **Payroll Details** Security Security Questions



Joe Camper
00000003

Employer Information

Employer Number K987-9	Next Scheduled Payment Date Friday, August 25, 2017
Employer Name LogosRus	

Employee Information

First Day Worked Monday, January 13, 1997	Pay Type Hourly	Employment Verification Letter  A request has been made, you will be notified when the Employment Verification Letter is ready.
Employment Type Full-time	Pay Rate \$\$\$\$\$ View	

Taxation

Province of Employment Quebec	CPP/QPP Status Subject to CPP/QPP
Federal Tax Exemption Amount \$11,327	E.I. Category Deducts EI
Provincial Tax Exemption Amount \$11,550	Provincial Payroll/Health Tax Indicator Subject to Provincial Health & Education Tax
Tax Status Subject to Fed. & Prov. Tax	QPIP (Quebec Parental Insurance Plan) Subject to QPIP



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- When the requested Employment Verification Letter is ready, you will receive an email and your letter will be available for download in Self Service.



Ceridian

La version française suit l'anglaise.

Your Employment Verification Letter is ready to be viewed in Powerpay Self Service.

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

Votre Lettre de confirmation de l'emploi peut maintenant être consultée dans l'environnement libre-service Powerpay.

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

- Navigate to the *Payroll Details* page (Profile & Settings → Payroll Details).



Employer Information

Employer Number K987-9	Next Scheduled Payment Date Friday, August 25, 2017
Employer Name LogosRus	

Employee Information

First Day Worked Monday, January 13, 1997	Pay Type Hourly	Employment Verification Letter Request
Employment Type Full-time	Pay Rate \$\$\$\$\$ View	Thursday, August 17, 2017

Taxation

Province of Employment	CPP/QPP Status
------------------------	----------------

5. Click the link in the Employment Verification Letter section to download the letter in PDF format. The link name includes the date the letter was generated. The letter remains available for download for 30 days.
6. Open the downloaded file to view, print and save your letter.



- ⓘ If you request a new letter within the 30 days by clicking on the **Request** button again, the old letter will no longer be available for download.
- ⓘ If your request for an Employment Verification Letter is rejected, the Request link reappears.

Earning Statements E-mail Notifications

When **Electronic only** is selected as the Earnings Statement Delivery option in the **Earnings Statement & Year End Form Delivery** section on the *Profile* page, a **Send e-mail notifications when new electronic earnings statements are available** checkbox displays.

Earnings Statement & Year End Form Delivery

Earnings Statement Delivery

Printed (Paper Copy)

Electronic Only

Send e-mail notifications when new electronic earnings statements are available.

Year End Form Delivery

Printed (Paper Copy)

Electronic Only

Save Cancel

When the checkbox is selected, an E-mail Notification ON icon  displays in the **Earnings Statement & Year End Form Delivery** section indicating that E-mail notifications are on.

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.

Earnings Statement Delivery	Electronic Only	E-mail Notification ON 
Year End Form Delivery	Printed (Paper Copy)	



When the checkbox is cleared, an E-mail Notifications OFF  icon displays in the **Earnings Statement & Year End Form Delivery** section indicating that E-mail notifications are off.

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.

Earnings Statement Delivery	Electronic Only	
Year End Form Delivery	Printed (Paper Copy)	

Select the checkbox to receive an email notification when your Earnings Statements are ready to view.

 Wed 2017/09/06 11:44 AM
Ceridian <NoReplySelfService@Powerpay.com>
Earnings Statement / Bulletin de paie

To  SCH

Ceridian

La version française suit l'anglaise.

Your Earnings Statement is ready to be viewed in Powerpay Self Service.

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

Votre bulletin de paie peut maintenant être consulté dans l'environnement libre-service Powerpay.

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

Year-End Tax Form E-mail Notifications

When **Electronic only** is selected as the Year End Form Delivery option on the *Earnings Statement & Year End Form Delivery* page, an e-mail notification is sent automatically when a new year-end form is available, an E-mail

Notification ON icon  displays in the **Earnings Statement & Year End Form Delivery** section indicating that E-mail notifications are on, and a message displays indicating that an e-mail notification will be sent when the year end forms are available.

Earnings Statement & Year End Form Delivery ✕

Earnings Statement Delivery

- Printed (Paper Copy)
- Electronic Only
- Send e-mail notifications when new electronic earnings statements are available.

Year End Form Delivery

- Printed (Paper Copy)
- Electronic Only

An e-mail notification will be sent when new electronic year end forms are available.

Save Cancel



Ceridian <NoReplySelfService@Powerpay.com>

DaSilva, Helena

Year End Form / Formulaire de fin d'année



La version française suit l'anglaise.

Your Year End Form is ready to be viewed in Powerpay Self Service.

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

Vous pouvez maintenant consulter vos formulaires de fin d'année dans l'environnement libre-service Powerpay.

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

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.

Earnings Statement Delivery	Electronic Only	
Year End Form Delivery	Electronic Only	



Enhancements to Powerpay Self Service

Year End Form Delivery - Employee Consent No Longer Required

Consent for employers to distribute year-end tax forms electronically is no longer required. Intent is implied by selecting a delivery option. The wording on the *Earnings Statement & Year End Form Delivery* page has been updated to remove the consent instructions.

Earnings Statement & Year End Form Delivery ✕

Earnings Statement Delivery

Printed (Paper Copy)
 Electronic Only

Year End Form Delivery

Printed (Paper Copy)
 Electronic Only



Known Issues

Powerpay Mobile

Using an older version of the Google Chrome browser may result in the list going to black or the text not displaying properly, when scrolling a drop-down list on an Android mobile device. Update to the latest version of the Google Chrome browser to resolve the issue.