dayforce

User Guide

Powerpay People 6.9

September 2021

Table of Contents

Powerpay People 5
People List 5
Filtering 6
Pin the People list 6
New Hire Wizard 6
Adding New Hires 6
Onboarding 11
Onboarding Setup 11
Configure the Onboarding Manager settings 12
Select the Powerpay user(s) to receive onboarding notifications 16
Add New Hires with the Onboarding Wizard 17
Activate New Hire Employees 22
Delete New Hire Employees 23
People Info Bar 24
Profile 25
Personal Information 25
Contact Information 26
Work Assignments 27
Add a position 27
Add a department 28
Add a work location 29
Modify the Department label 30
Self Service User 31
Creating a Self Service account 31
Managing Self Service user accounts 33
Compensation 34
Employment Information 35
Taxation 36
Tax Exemption 36
Tax Status 37
Tax Options – Permanent Values 37
Provincial Safety Plan 37
Entitlements 38
Vacation Pay Accumulator 38
Additional Accumulator 39
Sick Pay Accumulator 39
Banking Information 40
Add primary direct deposit account 40
Add additional direct deposit accounts 41

Upload a void cheque/direct deposit form 43
Replace a void cheque/direct deposit form 45
Delete a void cheque/direct deposit form 47
Delete a direct deposit account 48
Modify direct deposit account information 49
Distribution and Costing 49
Add a department 50
Modify the Department label 51
Add a Field 52
Modify the Field label 52
Employee Documents 53
Upload a new document 54
Delete an existing document 57
Download a document 57
Edit a document 58
Preview a document 59
Emergency Contacts 59
Add emergency contact information for an employee 60
Edit emergency contact information for an employee 61
Delete an emergency contact for an employee 62
Add a relation or language spoken type not on the Emergency Contact Details page 63
Company Documents 64
Upload a new company document 64
Document Types 68
Add a document type 68
View company document access status 69
Edit a company document 70
Assign a company document to additional employees 71
Preview a company document 73
Download a company document 74
Delete an existing company document 75
Expiry Report 75
Self Service with Powerpay People 77
Self Service Task Pane 77
To Do List 77
View a document in the To Do List 77
Sign-off on a document in your To Do List 79
Self Service Documents 80
Upload a Document 80
Sign a document requiring a signature 83
Delete an existing document 85
Download a document 86
Edit a document 86

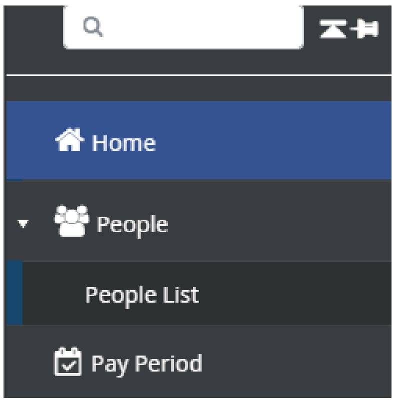
Preview a document 87
Enhancements – Powerpay for payrolls with Powerpay People enabled 89
Hire/Profile menu removed 89
Self Service User Maintenance page removed 89
Self Service Multiple User Create page 90
Warning message when terminated employee has direct reports 90
Security Role Settings - Powerpay People 90
Add employee link 91

Dayforce Powerpay People

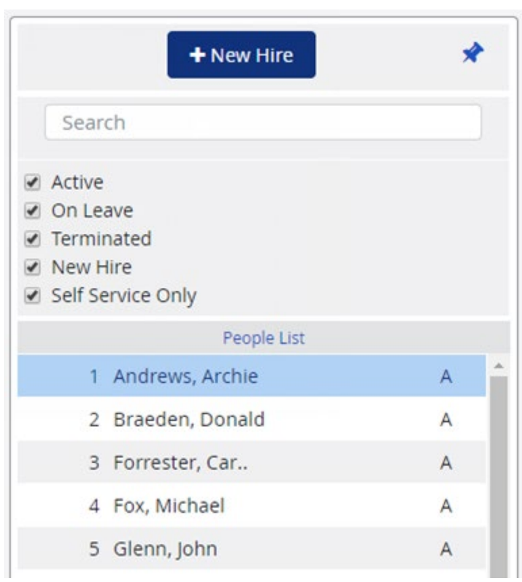
Powerpay People allows you to create, access, store and manage a variety of people data including basic and emergency contact information, pay rates/salaries, tax information, documentation and much more.

Note: ROE runs are NOT available with Powerpay People. ROEs can only be produced or amended on Regular or Extra Runs.

To access Powerpay People functionality, click **People** on the Powerpay menu.



People List



The People list displays on all the People pages. The People list includes all the people added to your system. Use the People list to:

- select an individual person record to work with
- add a new hire

To go directly to the record for a specific person, type the person's name in the Search box. A list of all the records that match your search displays. Select the person to work with from the list. The selected person’s name is highlighted. The

dayforce

people accessed in the current session display in purple to help you keep track of your progress when working in Powerpay People.

By default, the People list is sorted in order by Employee Number and shows all people without filtering any out of the list.

Filtering

To only display records for specific statuses, select the **Active**, **On Leave**, **Terminated, New Hire** or **Self Service Only** status check boxes as appropriate. Clear check boxes next to statuses you do not want to see. Removing records from the list displayed does not remove them from Powerpay.

Pin the People list

The People list displays on the left side of the page. It is always available (even if it's hidden, or "unpinned"), regardless of the page you're currently using. Pinning the list means that the list always displays along the left side of the page, within easy reach. This is handy if you prefer having the list easily accessible.

To pin the People list, click the pin icon located in the top right corner of the list.

New Hire Wizard

Important: To add new employees with a year-end adjustment run (Y-run), enter then on the Add a new employee page (**Payroll > Add a new employee**). Employees added using the New Hire or Onboarding wizards are not included with the year-end adjustment run.

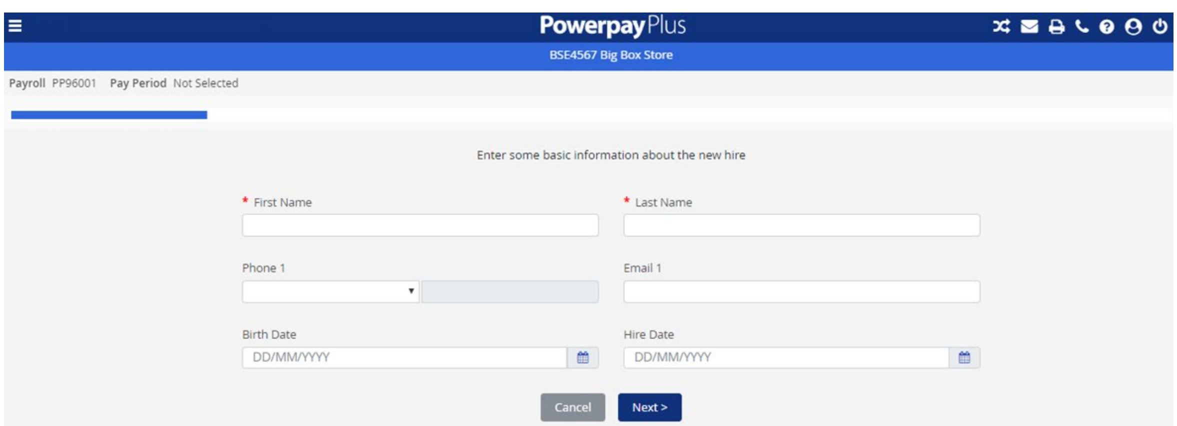
Adding New Hires

To be included in the system, a person must be added to the People list.

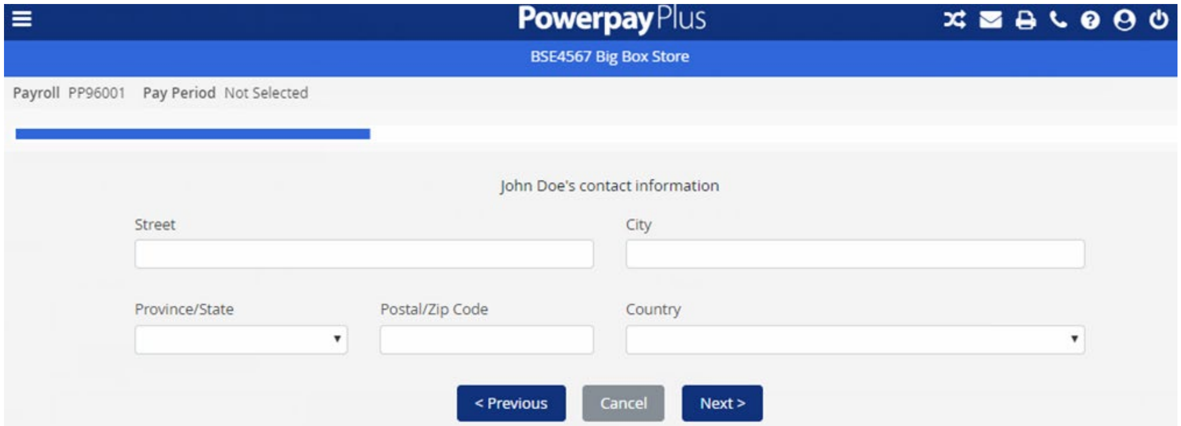
▶ **To add a new hire:**

1. Open the People List. (**People > People List**)
2. Click **New Hire** + New Hire in the People list.

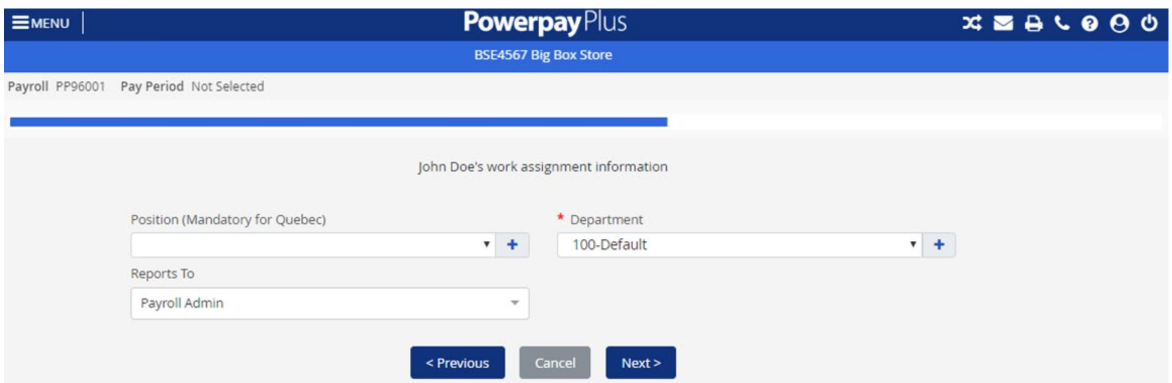
   The New Hire Wizard opens.



3. Complete the new hire’s basic information. The information will be saved on the Profile tab under the People menu.
4. Click **Next**.



5. Complete the new hire’s contact information. The information will be saved to the Contact Information section on the Profile tab under the People menu.
6. Click **Next**.



7. Complete the new hire’s work assignment information. The information is saved to the Work Assignment section on the Profile tab under the People menu.

   To add a Position not in the list:

   a. Click the adjacent to the Position field.
   b. Click **Add**.
   c. Enter the name of the position in English and French.
   d. Click **Save**.

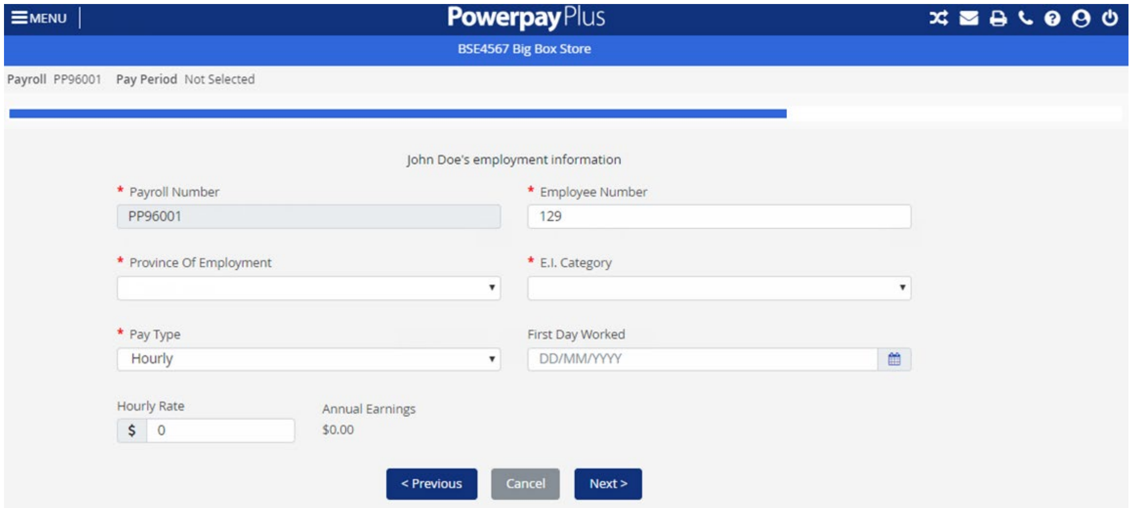
   The new position is available on the Position list for all people in the People list.

   To add a Department not in the list:

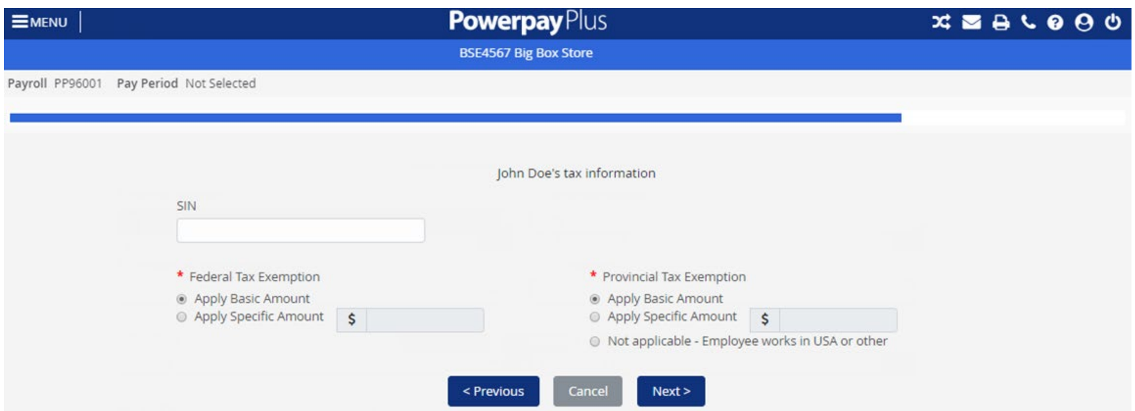
   a. Click the adjacent to the Department field.
   b. Click **Add**.
   c. Enter the name of the Department in English and French.
   d. Click **Save**.

   The new department is available in the **Department** list for all people in the People list.

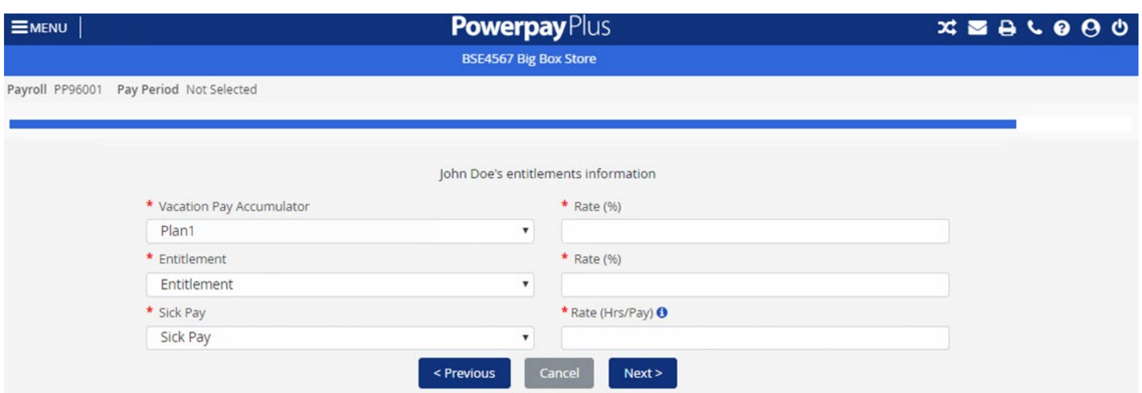
8. Click **Next**.



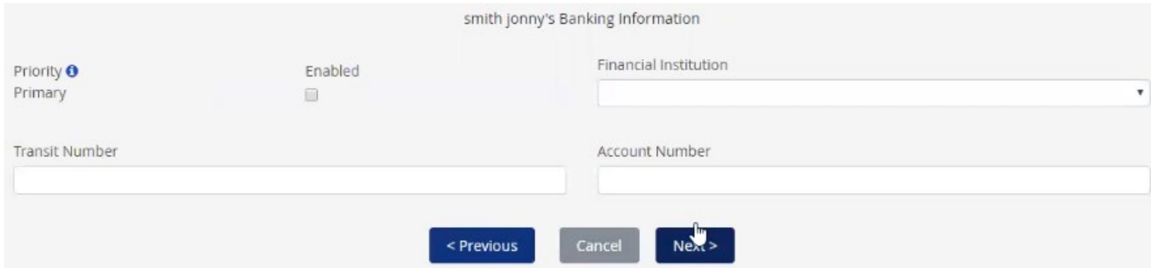
9. Complete the new hire's employment information. The information is saved to the Employment Information section on the Compensation tab under the People menu.
10. Click **Next**.



11. Complete the new hire's tax information. The information is saved to the Taxation section on the Compensation tab under the People menu.
12. Click **Next**.



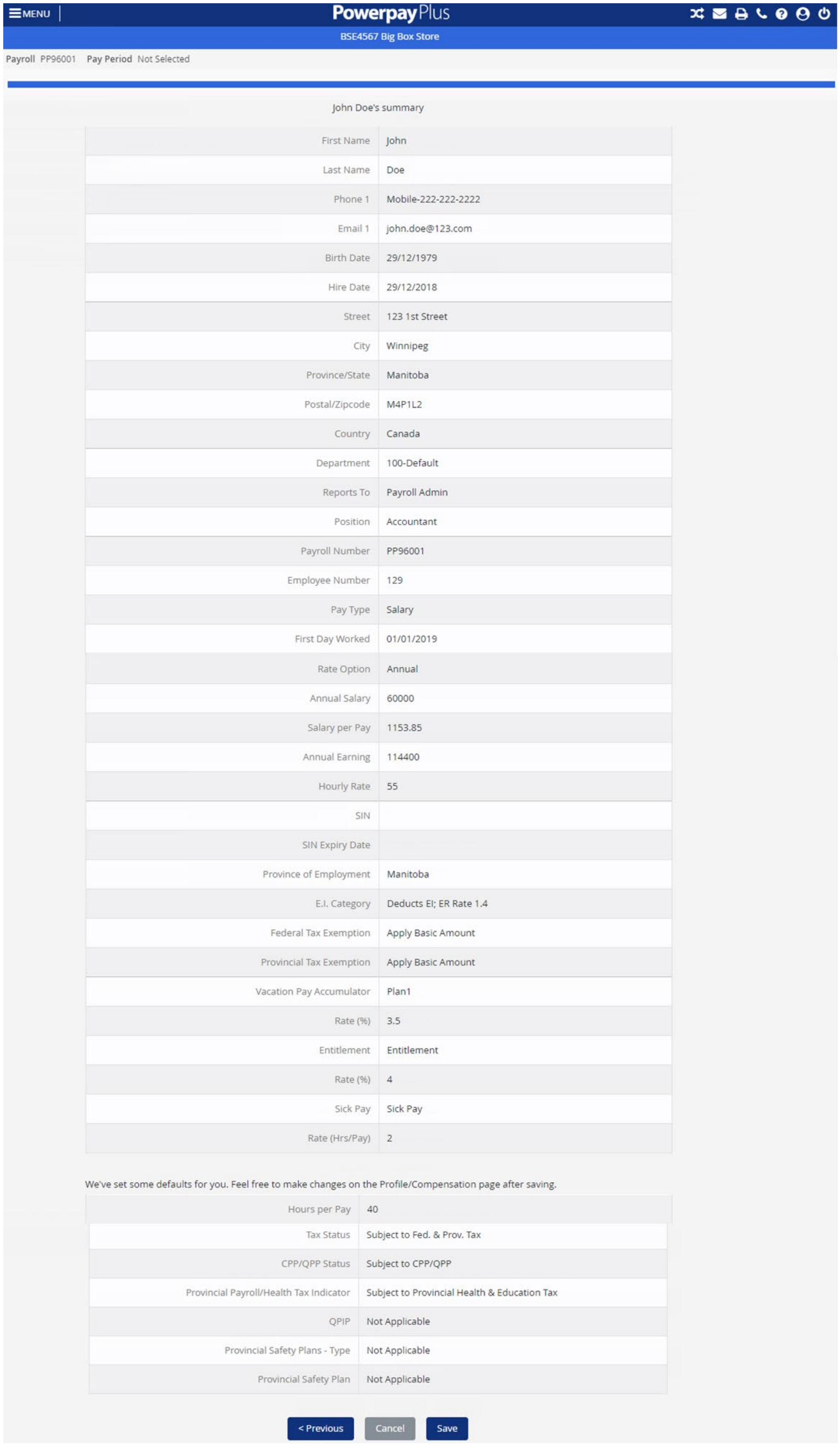
13. Complete the new hire's entitlements information. The information is saved to the Entitlements section on the Compensation tab under the People menu.
14. Click **Next**.



15. Complete the banking information to pay the new hire by direct deposit. This information is saved to the Banking Information section on the Compensation tab under the People menu.

    Be sure to record bank account information accurately. Banking institutions DO NOT verify employee's names and will deposit the amount of payment to the account you specify.

    To pay the employee by printed cheque clear the **Enabled** checkbox.
16. Click **Next**.


MENU
PowerpayPlus
BSE4567 Big Box Store
Payroll PP96001 Pay Period Not Selected
John Doe's summary
First Name John
Last Name Doe
Phone 1 Mobile-222-222-2222
Email 1 john.doe@123.com
Birth Date 29/12/1979
Hire Date 29/12/2018
Street 123 1st Street
City Winnipeg
Province/State Manitoba
Postal/Zipcode M4P1L2
Country Canada
Department 100-Default
Reports To Payroll Admin
Position Accountant
Payroll Number PP96001
Employee Number 129
Pay Type Salary
First Day Worked 01/01/2019
Rate Option Annual
Annual Salary 60000
Salary per Pay 1153.85
Annual Earning 114400
Hourly Rate 55
SIN
SIN Expiry Date
Province of Employment Manitoba
E.I. Category Deducts EI; ER Rate 1.4
Federal Tax Exemption Apply Basic Amount
Provincial Tax Exemption Apply Basic Amount
Vacation Pay Accumulator Plan1
Rate (%) 3.5
Entitlement Entitlement
Rate (%) 4
Sick Pay Sick Pay
Rate (Hrs/Pay) 2
We've set some defaults for you. Feel free to make changes on the Profile/Compensation page after saving.
Hours per Pay 40
Tax Status Subject to Fed. & Prov. Tax
CPP/QPP Status Subject to CPP/QPP
Provincial Payroll/Health Tax Indicator Subject to Provincial Health & Education Tax
QPIP Not Applicable
Provincial Safety Plans - Type Not Applicable
Provincial Safety Plan Not Applicable
< Previous
Cancel
Save

17. Review the new hire summary. The summary includes the values you entered and some automatically set defaults.

    To make any changes to the values you entered, click **Previous**.

    Note: The Employee Number cannot be changed once the page is saved. If changes to the Employee Number are required, click **Previous** to return to the Employment Information page in the New Hire Wizard and make the change before saving.

    To make changes to the defaults, click **Save** and navigate to the Profile and Compensation tabs under the People menu after completing the New Hire Wizard.
18. Click **Create Another New Hire** to add another new hire or click **Go Back to People List** to continue working in Powerpay.

Onboarding

Note: Only available for payrolls set up with the Onboarding feature.

A good onboarding experience is critical for successfully bringing a new hire into your team. The Onboarding features in Powerpay are designed to help you provide a smooth process for both you and your new employees and consists of four distinct actions:

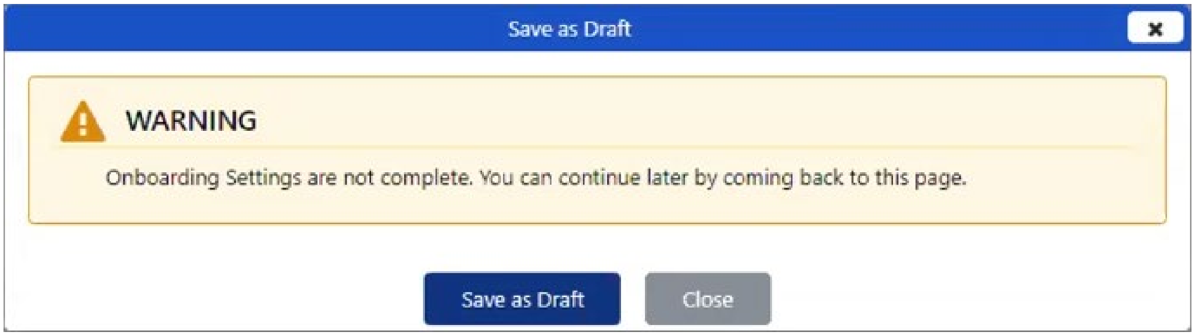
1. Onboarding setup - personalize the onboarding experience for your company and define the steps new hires will be required to complete in the Self Service Onboarding Wizard.
2. Onboarding notifications - select the Powerpay user(s) to receive notifications when new hires make and save changes in the Self Service Onboarding Wizard.
3. Powerpay Onboarding Wizard - add and create Self Service accounts for the new hires so they can complete the onboarding process in Self Service.
4. Self Service Onboarding Wizard - guides new hires through the process of entering, confirming and upload various personal, tax and other relevant employment information. The wizard opens automatically the first time a new hire logs into Self Service.

Onboarding Setup

Use the Onboarding Manager to set up the Onboarding process for your new hires. The following tasks are managed through the Onboarding Manager:

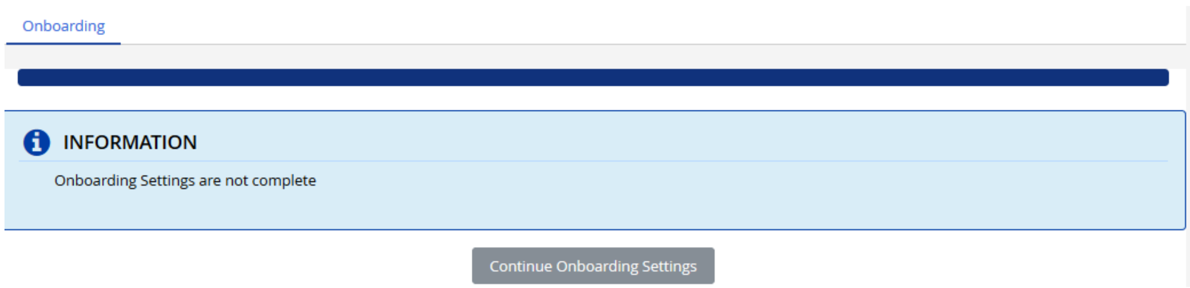
- Company Name
- New Hire Welcome Email
- Powerpay Self Service Welcome page
- Information the new hire must complete during Onboarding

Tip: Click **Save as Draft** anytime during the setup process to save your progress and complete the process later. A warning message displays.



Click **Save as Draft** to exit the setup process.

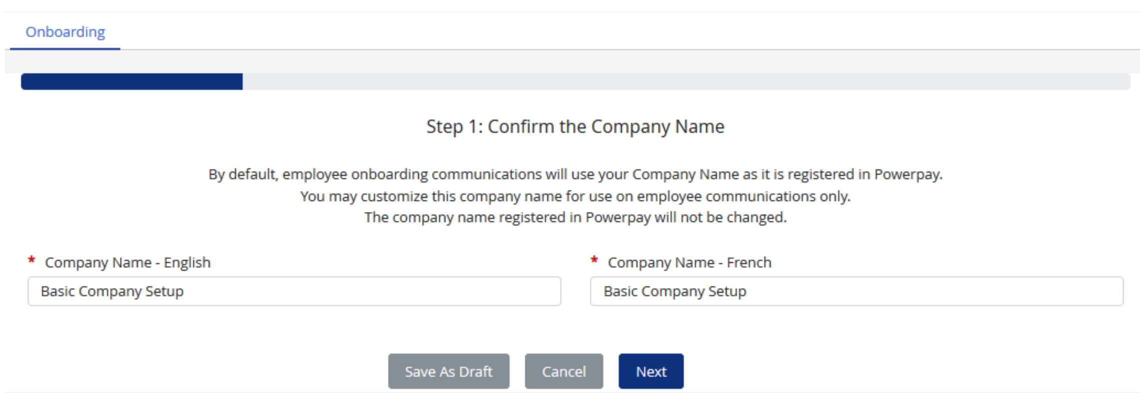
An information message display.



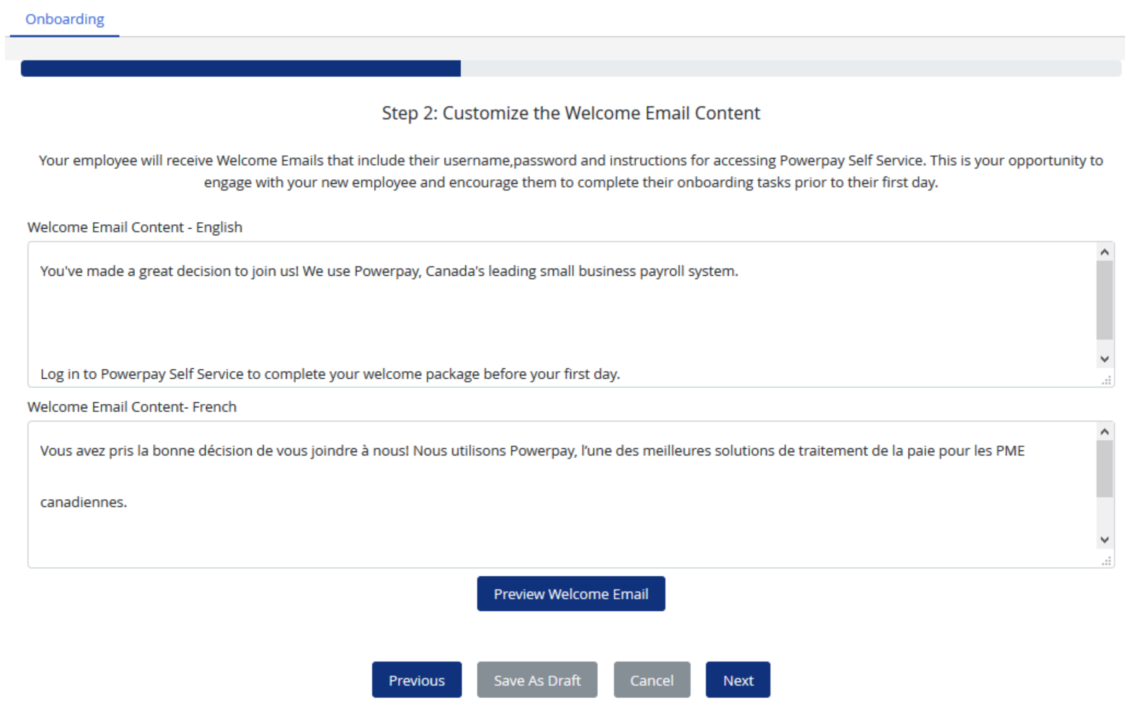
Click **Go Back To Onboarding Settings** to resume the Onboarding setup process from where you left off.

Configure the Onboarding Manager settings

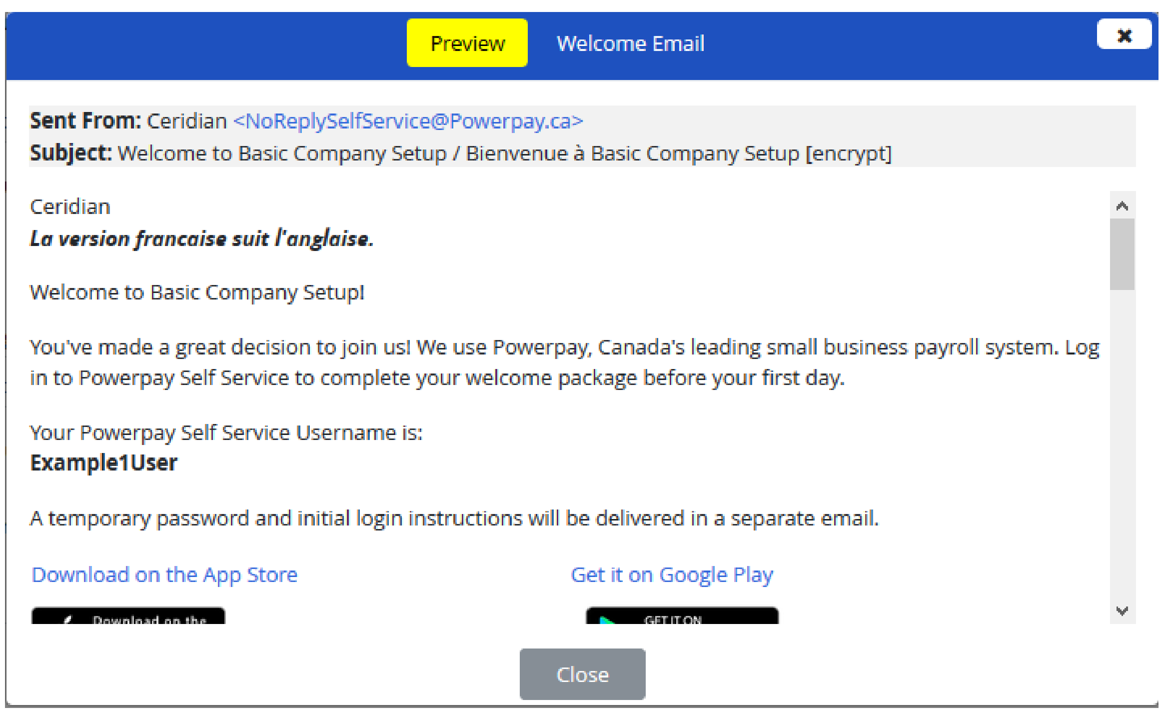
1. Navigate to the Onboarding tab (**People > Settings > Onboarding**).



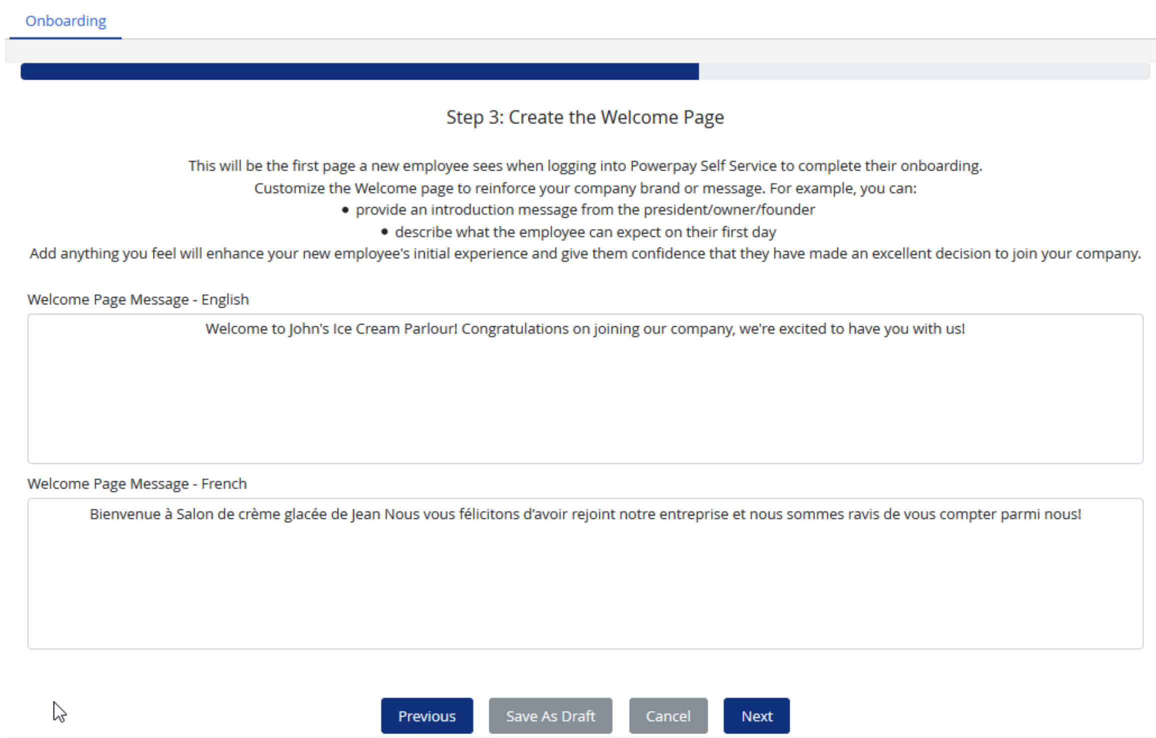
2. Confirm the Company Name. The name displays as it is currently registered in Powerpay and is used on all employee onboarding communications. You can customize the name for employee communications.
3. Click **Next**.



4. Configure the new hire welcome email. Welcome emails are sent to all new hires with Self Service access and includes their username, a temporary password, a link to the Powerpay Self Service application and initial login instructions. You can add your own content and specify any additional information you want to include.
5. (optional) Click **Preview Welcome Email** to view what the message sent to new hires will look like. When you are finished, click **Close** to close the preview dialog box.



6. Click **Next**.

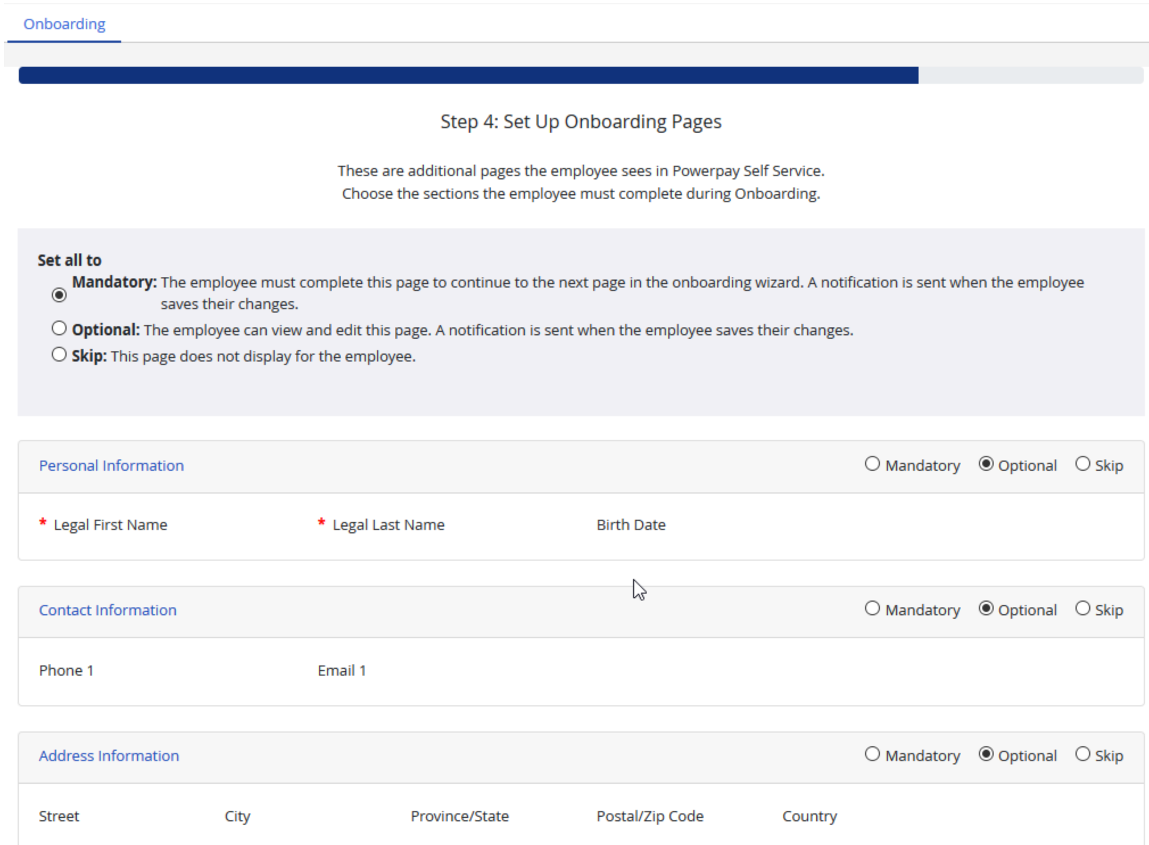


7. Customize the Powerpay Self Service welcome message. This is the message new hires see when they log into Powerpay Self Service for the first time to complete their Onboarding.

   You can personalize the message for your company. Customizing the welcome message provides an opportunity to:

   - Reinforce your company brand or message
   - Introduce the company
   - Describe what the new hire can expect on their first day
   - Enhance the new hires initial experience.

8. Click **Next**.



9. Specify the information new hires must complete in Powerpay Self Service during the Onboarding process.

   Use the **Set all to** option to set all options to the same value or select individual values for each page as appropriate for your company.

   Three options are available:

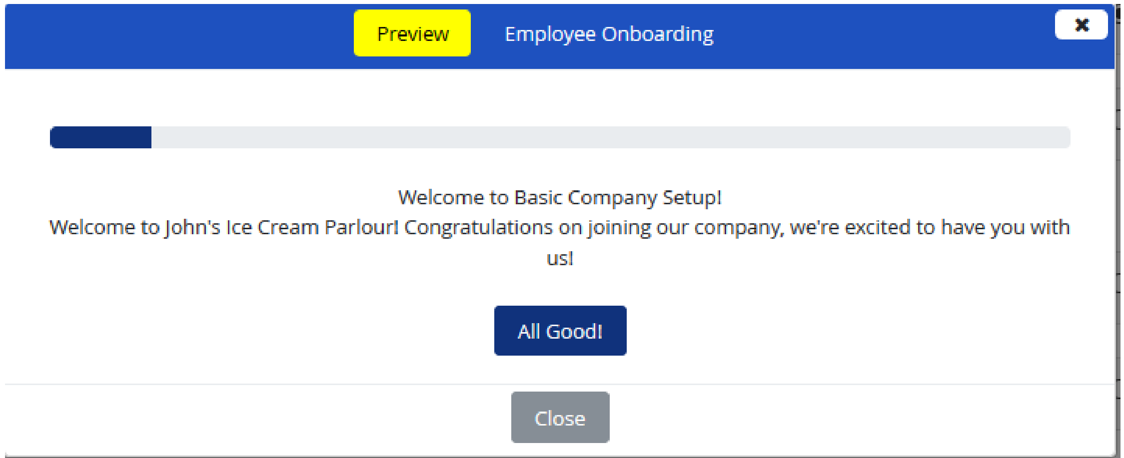
   - **Mandatory** – the new hire must complete ALL the information on the page to continue the Onboarding process.
   - **Optional** - the new hire can view and edit the fields on the page but is not required to complete all fields to continue the Onboarding process.
   - **Skip** – the page does not display for the new hire.

   When Mandatory or Optional is selected for a page, a notification is sent when the new hire makes changes during Onboarding. Select the Powerpay user to receive the notifications on the User & Contact Mgmt page (**Company > User & Contact Mgmt**) after completing the Onboarding Manager.

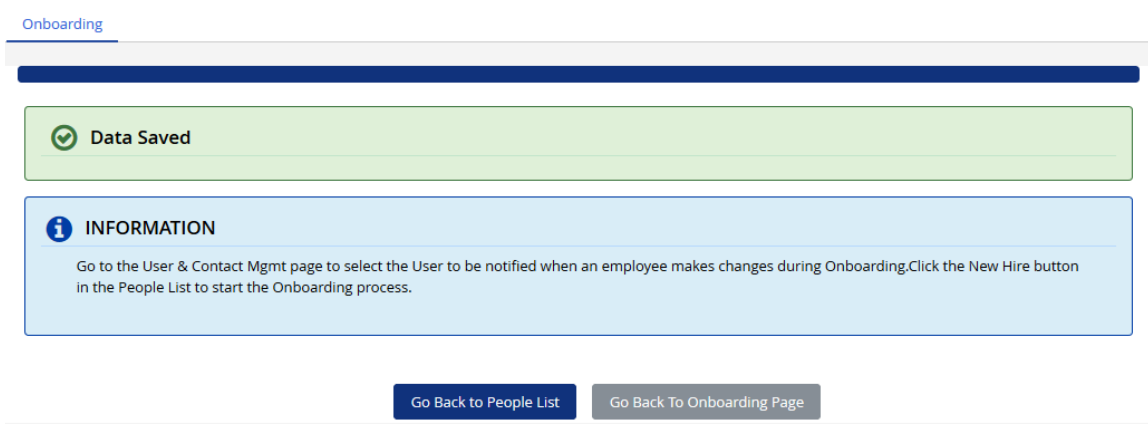
Note: By default, all options are set to mandatory except Upload Photo which is set to optional.

---

10. (optional) Click **Preview Onboarding Pages** to view what the Onboarding process will look like for new hires. When you are finished, click **Close** to close the preview dialog box.



11. Click **Save.**



12. Click **Go Back to People List** to continue working in Powerpay.

You can update the Onboarding Manager settings at any time by returning to the Onboarding tab (**People > Settings > Onboarding**).

Select the Powerpay user(s) to receive onboarding notifications

When Onboarding is selected, the Powerpay user receives notifications in their Powerpay Inbox each time a new hire makes and saves changes in the Self Service Onboarding Wizard. A notification is also sent when the new hire completes the Onboarding Wizard.

1. Navgate to the User & Contact Mgmt page (**Company > User & Contact Mgmt**)
2. In the list of users, click the **Edit** action button in the row for the user to receive notifications.
3. In the Self Service Notifications section select **Onboarding**.
4. Click **Submit**.
5. Repeat steps 2 through 4 for any additional Powerpay users who should also receive Self Service onboarding notifications.

Add New Hires with the Onboarding Wizard

Important: To add new employees with a year-end adjustment run (Y-run), enter then on the Add a new employee page (**Payroll > Add a new employee**). Employees added using the New Hire or Onboarding wizards are not included with the year-end adjustment run.

When Onboarding is set up for your company, new hires are added using the Onboarding wizard. Use the Onboarding wizard to record some details about the newly hired employee and create a Powerpay Self Service user for the new hire so they can complete the new hire process.

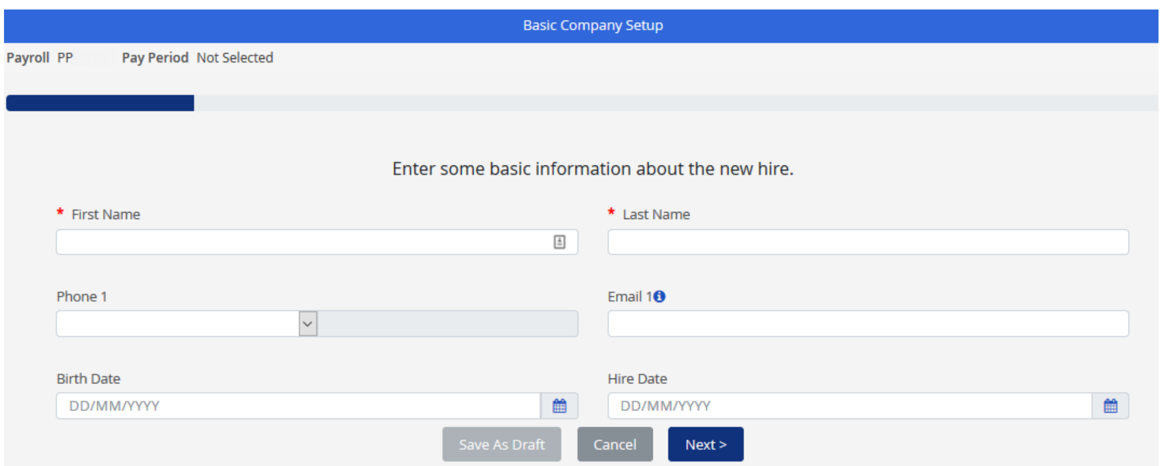
Note: All fields with a red * are required.

▸ **To add a new hire:**

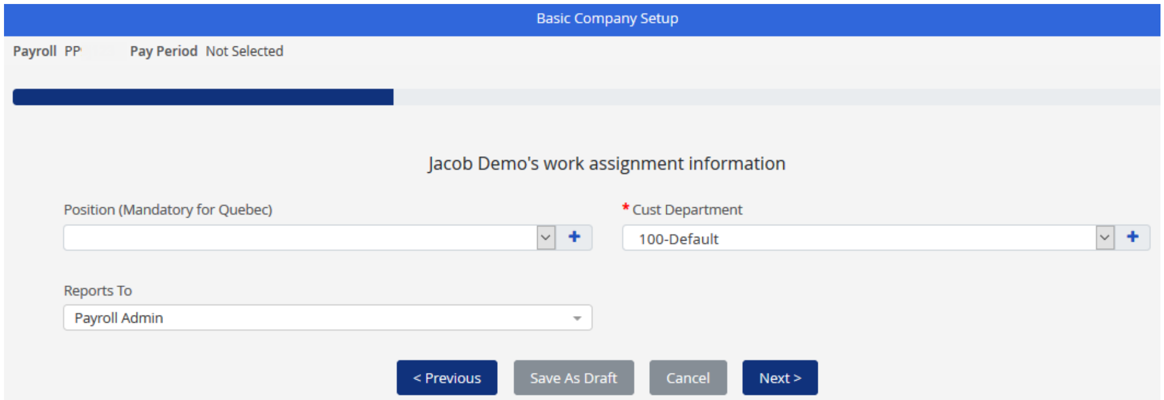
1. Open the People List. (**People > People List**)
2. Click **New Hire** 

in the People list.

   The Onboarding wizard opens.



3. Complete the new hire's basic information. The information is saved on the Profile tab under the People menu when you complete the wizard.
4. Click **Next**.



5. Complete the new hire's work assignment information. The information is saved to the Work Assignment section on the Profile tab under the People menu.

   To add a Position not in the list:

   a) Click the + adjacent to the Position field.
   b) Click **Add**.
   c) Enter the name of the position in English and French.
   d) Click **Save**.

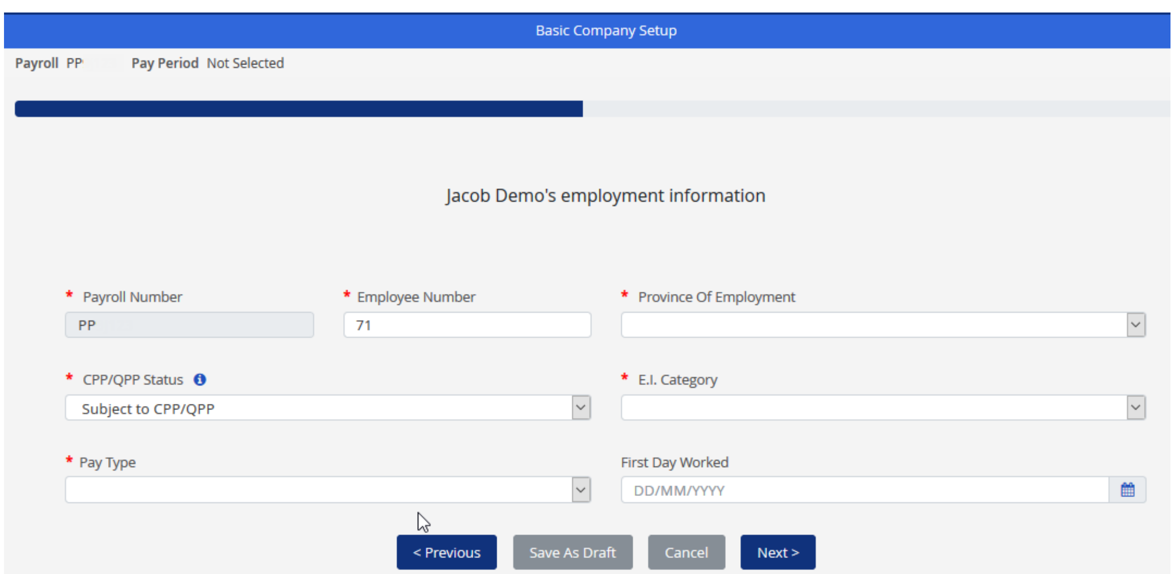
      The new position is available on the Position list for all people in the People list.

   To add a Department not in the list:

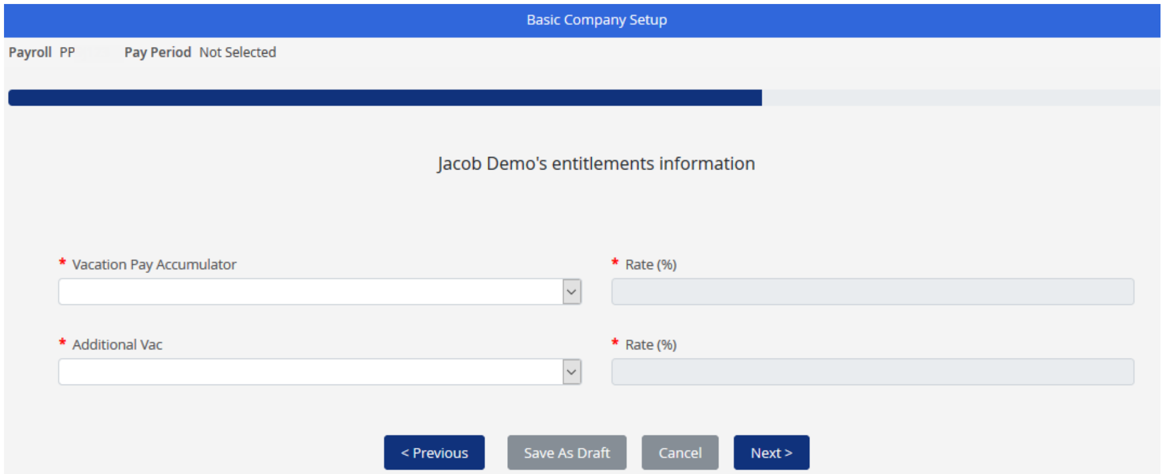
   a) Click the + adjacent to the Department field.
   b) Click **Add**.
   c) Enter the name of the Department in English and French.
   d) Click **Save**.

   The new department is available in the **Department** list for all people in the People list.

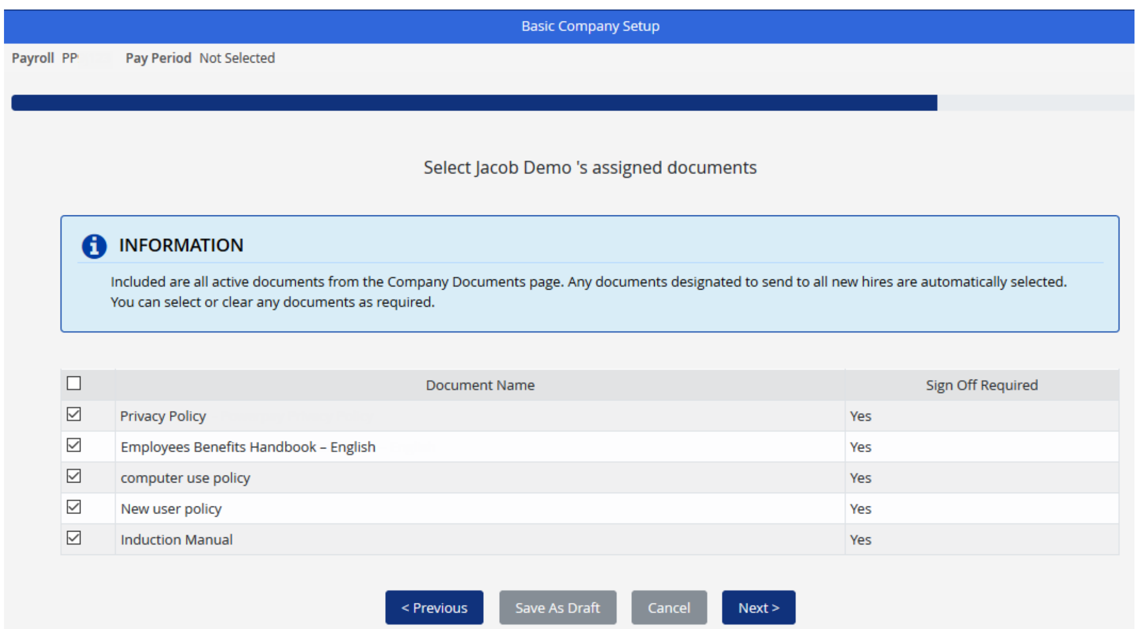
6. Click **Next**.



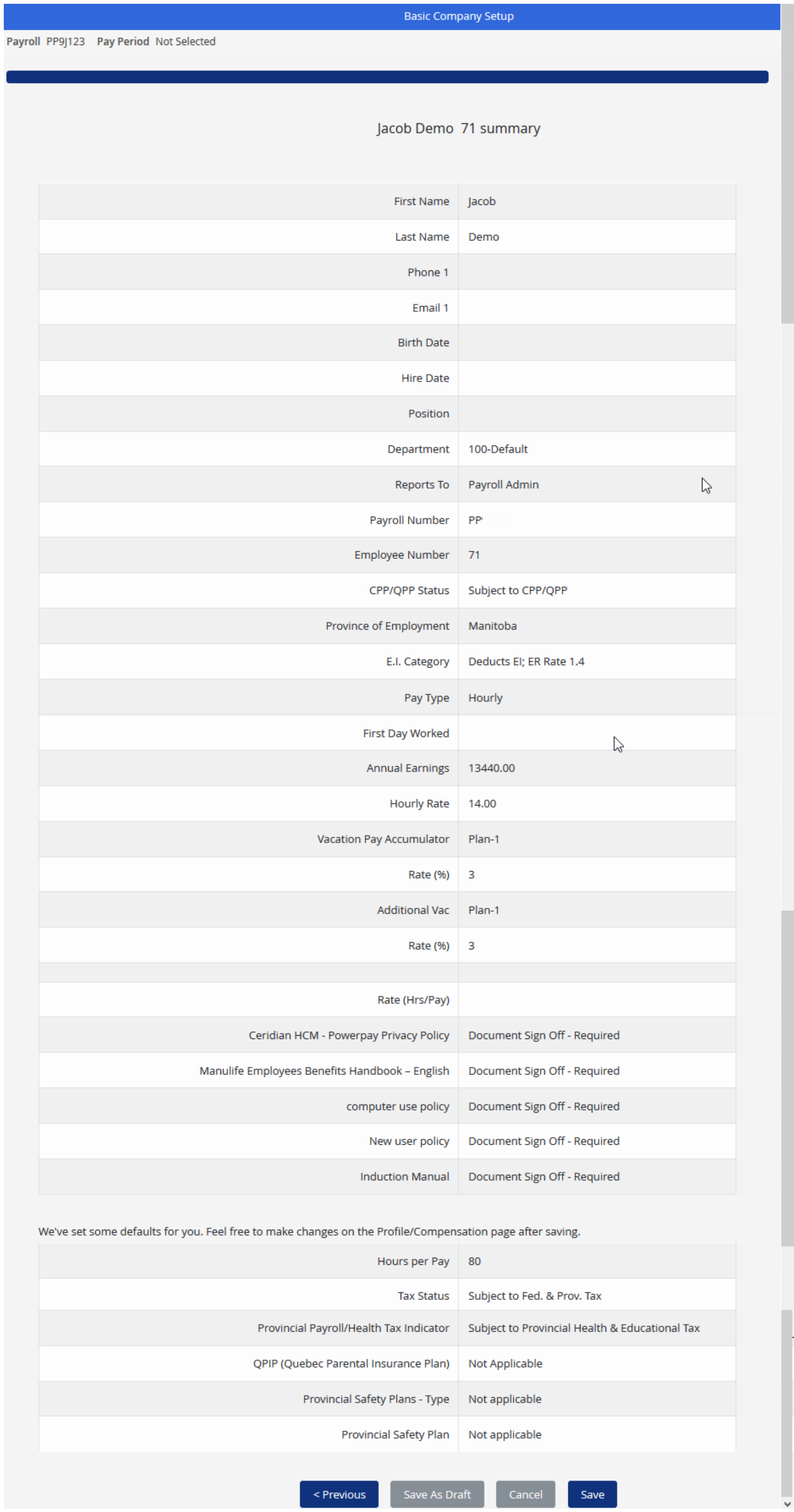
7. Complete the new hire's employment information. The information is saved to the Employment Information section on the Compensation tab under the People menu.
8. Click **Next**.



9. Complete the new hire's entitlements information. The information is saved to the Entitlements section on the Compensation tab under the People menu.
10. Click **Next**.



11. Select any company documents to assign to the new hire. Documents designated to send to all new hires on the Company Documents page are selected by default. You can clear an documents as required.
12. Click **Next**.


Basic Company Setup

Payroll PP9J123 **Pay Period** Not Selected

Jacob Demo 71 summary

First Name	Jacob
Last Name	Demo
Phone 1	
Email 1	
Birth Date	
Hire Date	
Position	
Department	100-Default
Reports To	Payroll Admin
Payroll Number	PP
Employee Number	71
CPP/QPP Status	Subject to CPP/QPP
Province of Employment	Manitoba
E.I. Category	Deducts EI; ER Rate 1.4
Pay Type	Hourly
First Day Worked	
Annual Earnings	13440.00
Hourly Rate	14.00
Vacation Pay Accumulator	Plan-1
Rate (%)	3
Additional Vac	Plan-1
Rate (%)	3
Rate (Hrs/Pay)	
Ceridian HCM - Powerpay Privacy Policy	Document Sign Off - Required
Manulife Employees Benefits Handbook – English	Document Sign Off - Required
computer use policy	Document Sign Off - Required
New user policy	Document Sign Off - Required
Induction Manual	Document Sign Off - Required

We've set some defaults for you. Feel free to make changes on the Profile/Compensation page after saving.

Hours per Pay	80
Tax Status	Subject to Fed. & Prov. Tax
Provincial Payroll/Health Tax Indicator	Subject to Provincial Health & Educational Tax
QPIP (Quebec Parental Insurance Plan)	Not Applicable
Provincial Safety Plans - Type	Not applicable
Provincial Safety Plan	Not applicable

< Previous | Save As Draft | Cancel | Save

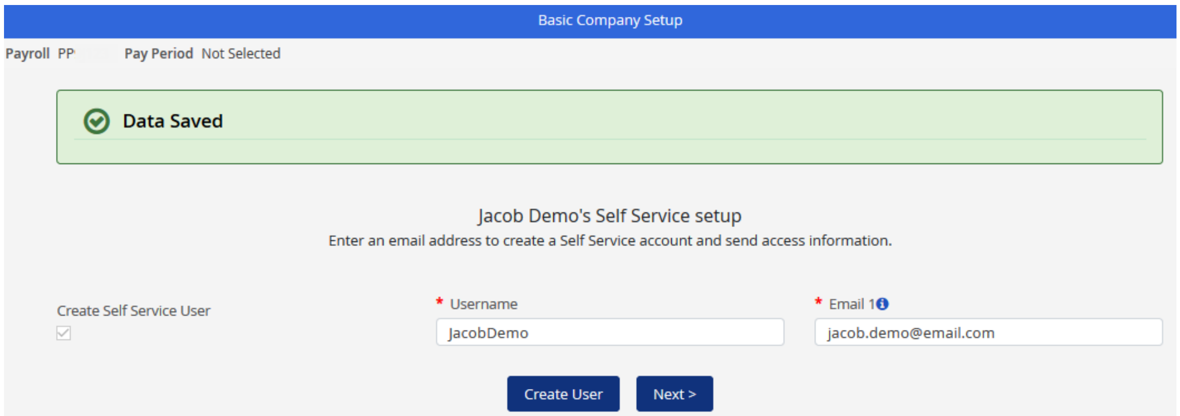
13. Review the new hire summary. The summary includes the values you entered and some automatically set defaults.

    To make any changes to the values you entered, click **Previous**.

Note: The Employee Number cannot be changed once the Summary page is saved. If changes to the Employee Number are required, click **Previous** to return to the Employment Information page in the Onboarding Wizard and make the change before saving.

To make changes to the defaults, click **Save**, complete the Self Service setup and navigate to the Profile and Compensation tabs under the People menu after completing the Onboarding Wizard.

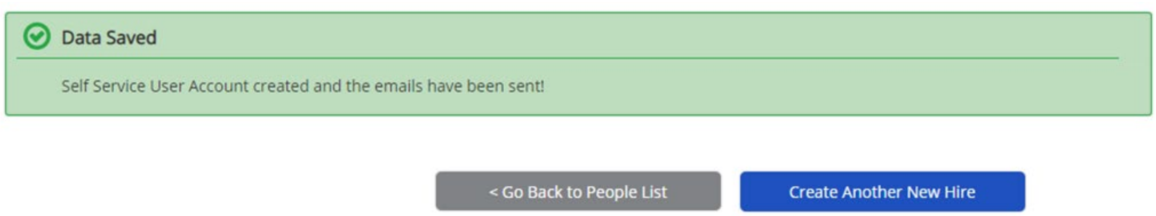
14. Click **Save**.



15. (mandatory) Complete the Self Service setup section to create a Powerpay Self Service User for the new hire and grant the new hire access to Self Service.

    When you assign a Self Service User account to a new hire, you assign the new hire a unique username. Once the account is created, an email is sent to the new hire with their username, a password, a link to the Powerpay Self Service application and access to the Onboarding Wizard.

16. Click **Create User**.



17. Click **Create Another New Hire** to add another new hire or click **Go Back to People List** to continue working in Powerpay.

The person is added to the People List with the status New Hire “N”.

Note: Employee’s with the status New Hire “N” are **NOT** paid and are not available on the payroll pages in Powerpay including the Employee Timesheet and Rapid Entry pages. For the employee to be paid they must be changed to Active status. For more information see “Activate New Hire Employees,” page 22.

Activate New Hire Employees

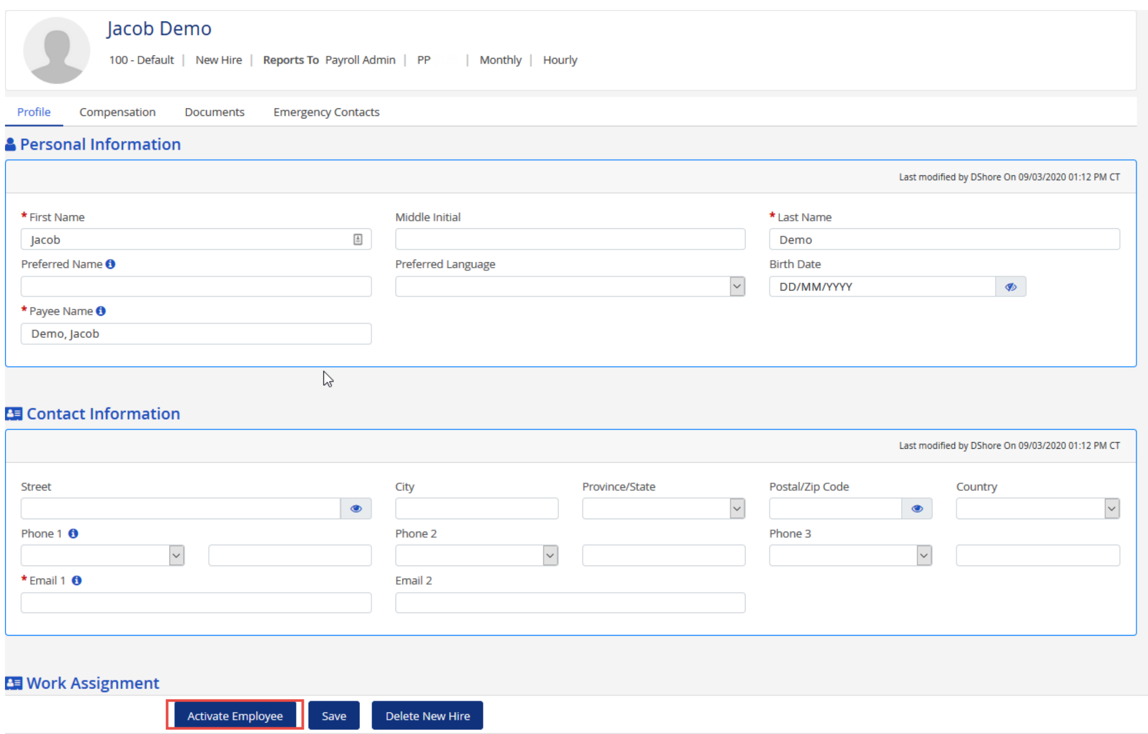
After a new hire is added using the Powerpay Onboarding Wizard, they are added to the People List and placed in New Hire status “N”. Before the employee can be paid, they must be changed to Active status “A”.

Depending on how you have configured the onboarding process, it may include the employee entering banking information and TD1 exemption amounts. If you activate the employee before the onboarding process is complete and run your payroll, the employee will be paid by cheque and basic exemption amounts will apply. When possible, best practice is to activate the employee after the employee has completed the Self Service Onboarding Wizard.

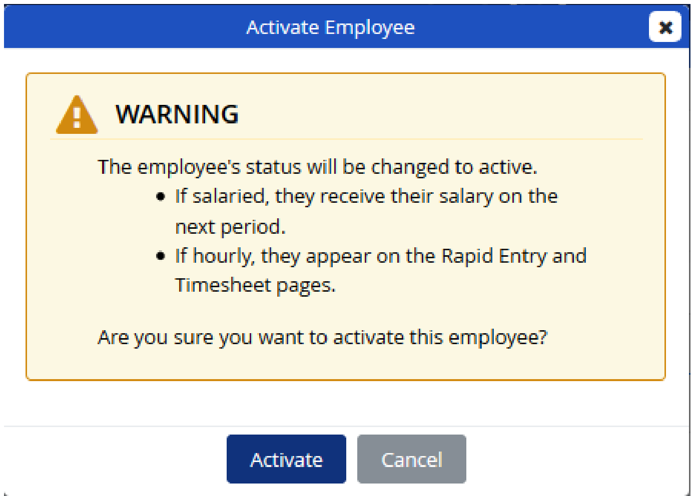
▶ **To activate a “new hire” employee:**

1. Navigate to the People List. (**People > People List**).
2. Select the employee to activate from the People List.

   Tip: Use the People List filter options to easily locate the employee by selecting only the New Hire from the status options.
3. Click the **Activate Employee** button at the bottom of the page.

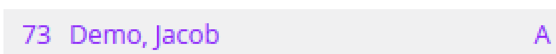


4. A warning message displays.



5. Click **Activate**.

The employee's status is changed to Active "A".



Delete New Hire Employees

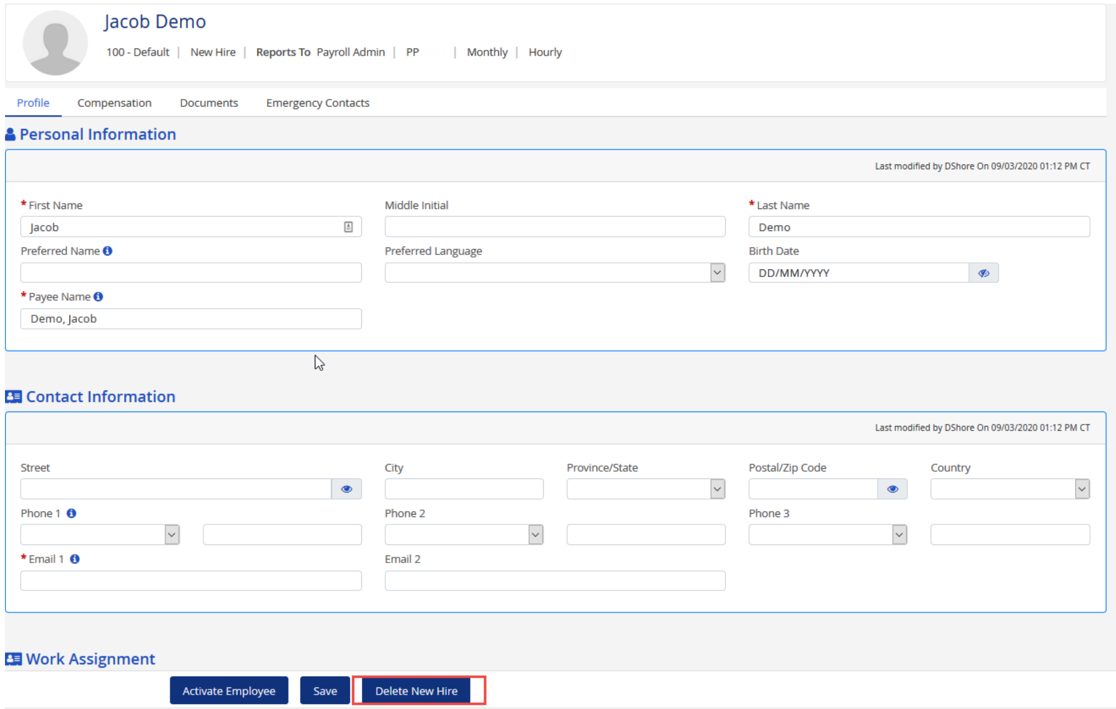
After a new hire is added using the Onboarding Wizard, they are added to the People List and placed in New Hire status "N". To remove the new hire from the People List and remove all the information created during the new hire process, they must be deleted.

Once the new hire is deleted, they will no longer be able to log into Self Service and their information will be unrecoverable.

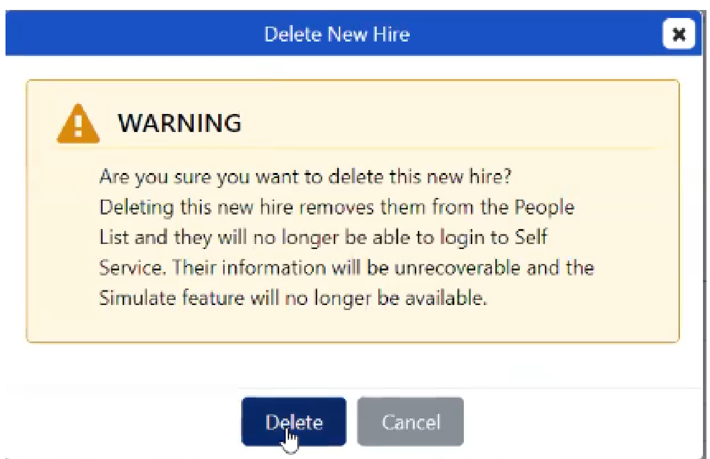
▶ **To delete a "new hire" employee:**

1. Navigate to the People List. (**People > People List**).
2. Select the employee to delete from the People List.

   Tip: Use the People List filter options to easily locate the employee by selecting only the New Hire from the status options.
3. Click the **Delete New Hire** button at the bottom of the page.



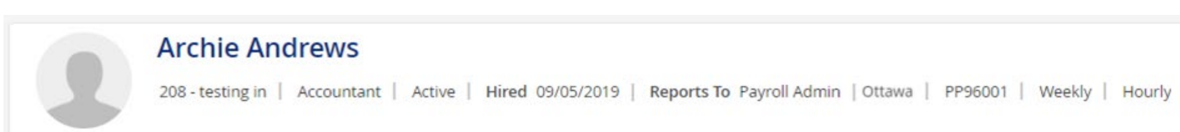
4. A warning message displays.



5. Click **Delete**.

The new hire employee is removed from the system.

People Info Bar



Powerpay People displays the People Info Bar at the top of every People page when a person is selected. It includes the following information (view-only):

- **Name** – the person's name (First Name Last Name) from the Personal Information section of the Profile page

- **Department** – the person’s department as assigned on the Profile tab
- **Position** – the person’s position as assigned on the Profile tab
- **Status** – the person’s status (Active, New Hire, Terminated, Self Service Only, or On Leave)
- **Hire Date** – the date the person began work as entered on the Profile tab
- **Reports To** – the name of the person from the People list that the person reports to
- **Work Location** – the person’s work location as assigned on the Profile tab
- **Payroll Number** – the payroll number that the person is assigned to
- **Payroll Frequency** – the pay frequency of the payroll that the person is assigned to
- **Pay Type** – the person’s pay type (hourly or salaried)

Profile

The Profile tab includes a variety of people data:

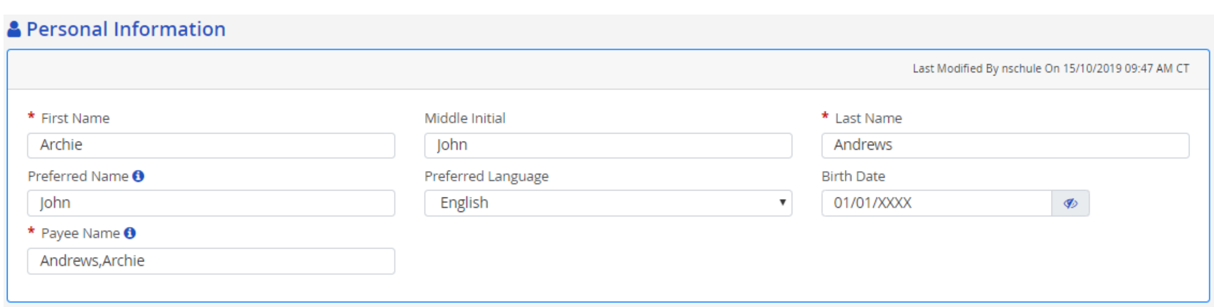
- the basic information to identify each person
- the person’s contact information
- the work assignment information specific to the person

To help protect sensitive information, some fields on this tab are masked. To view and edit the masked information click the icon in the masked field.

Note: When printing the page, the information will print as it displays on the screen. If the information is masked on the page, the page will print masked. To print the information masked information, click the for each of the fields before clicking Print.

Important: Edits made to employee information on a year-emd adjustment run (Y-run(must be entered on the Employee Profile page (**Payroll > Employee Profile**). A year-end adjustment run will not include updates made to the Profile or Compensation tabs.

Personal Information

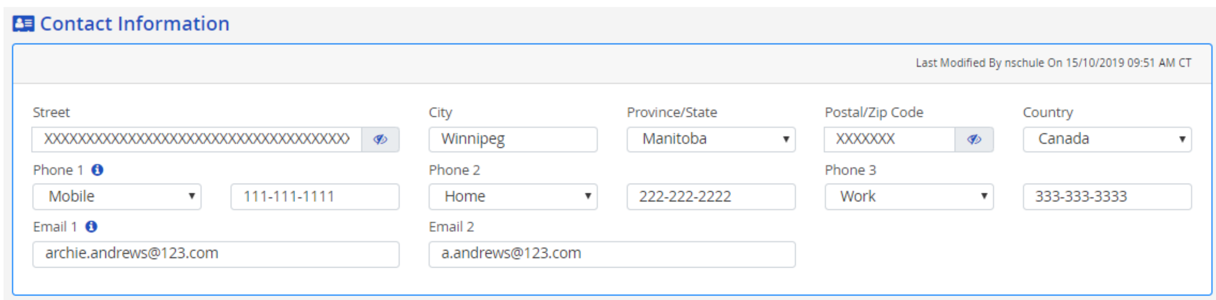


The Personal Information section includes basic information about the person selected in the Peole list.

- **First Name** – the person’s legal first full name

- **Middle Initial** - the person's middle initials, if known
- **Last Name** - the person's legal last name in full
- **Preferred Name** – a first name that the person prefers to be used instead of their legal first name. Example: If your first name is Gertrude but everyone calls you Trudy, that would make Trudy your preferred name.
- **Preferred Language** – the person's preferred language of communication
- **Birth Date** – the person's date of birth. To help protect sensitive information, this field is masked. To unmask, view and edit the information click the .
- **Payee Name** - the person's first and last name in full. The entry is used on cheques and pay statements. The name appears in the format Last name, First name.

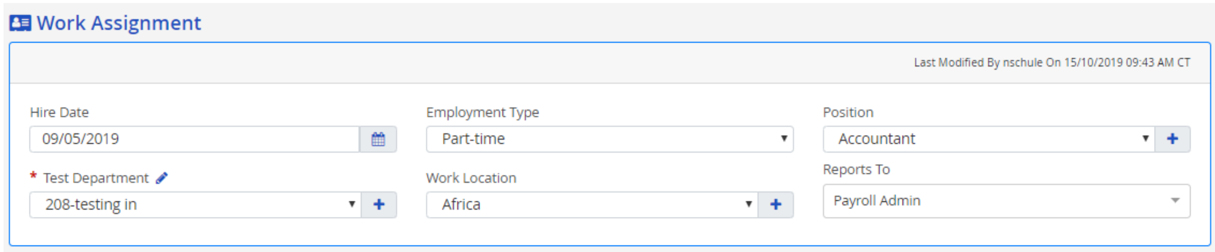
Contact Information



The Contact Information section includes the basic contact information for the person selected in the People list. It is added through the New Hire process and can be edited here at any time.

- **Street** – the employee's street address. It is important to keep the address current because it appears on various government forms issued through Dayforce (for example, T4s and Records of Employment). To help protect sensitive information, this field is masked. To view and edit the masked information click the .
- **City** - the person's city of residence
- **Province/State** – the person's province or state of residence
- **Postal/Zip Code** - the person's 6-character postal code or 5-digit US Zip code. To help protect sensitive information, this field is masked. To view and edit the information unmasked click the .
- **Country** – the person's country of residence
- **Phone 1, 2 and 3** - the person's type of phone number (home, work, mobile, fax or other) and phone number including the area code. Up to three phone numbers can be entered for each person. The number entered in the Phone 1 field is used for Powerpay notification and Self Service communications.
- **Email 1 and 2** – the person's email addresses. The email address entered in the Email 1 field is used for Powerpay notification and Self Service communications.

Work Assignments



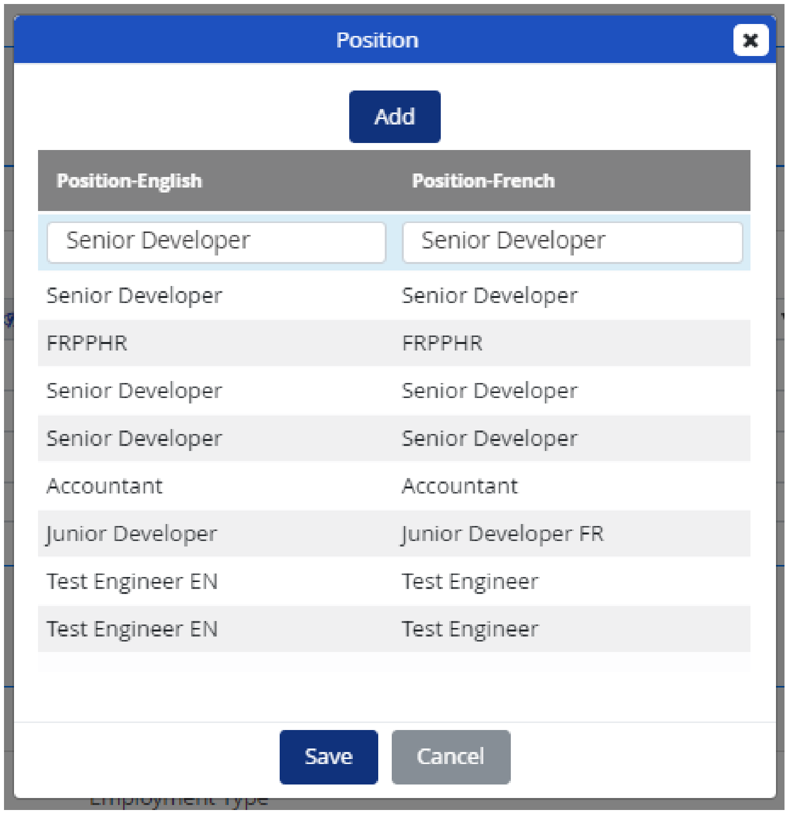
The Work Assignments section includes information pertaining to the position and work location for the person selected in the People list. Information in this section is entered here.

- **Hire Date** – the date the person is hired. This field only applies to HR functionality and is different than the 'First Day Worked' field used for issuing ROEs.
- **Employment Type** – full-time or part-time
- **Position** – the position the person is working
- **Department** – the person's distribution department. The department is used to allocate earnings and expenses
- **Work Location** – the location the person works
- **Reports To** – the name of the person from the People list that the person reports to. The default selection is Payroll Admin.

Add a position

▶ **To add a position not in the list:**

1. Navigate to the Profile tab (**People > People List > Profile**).
2. Go to the Work Assignment section.
3. Click the plus button ✚ adjacent to the **Position** list.



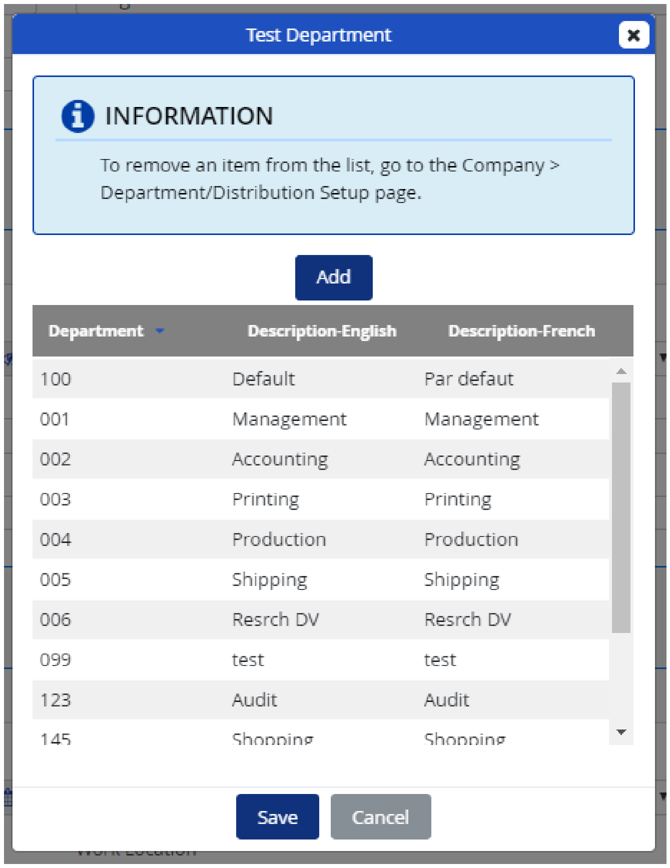
4. Click **Add**.
5. Enter the name of the position in English and French.
6. Click **Save**.

   The new position is available on the **Position** list for all people in the People list.

Add a department

▶ **To add a department not in the list:**

1. Navigate to the Profile tab (**People > People List > Profile**).
2. Go to the Work Assignment section.
3. Click the plus button adjacent to the **Department** list.



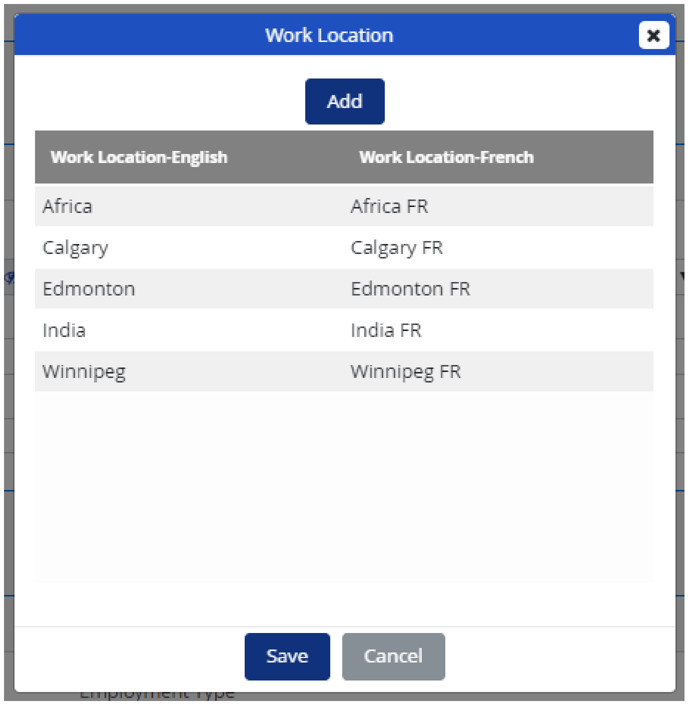
4. Click **Add**.
5. Enter a department number, and English and French description.
6. Click **Save**.

   The new department is available in the **Department** list for all people in the People list.

Add a work location

▶ **To add a location not in the list:**

1. Navigate to the Profile tab (**People > People List > Profile**).
2. Go to the Work Assignment section.
3. Click the plus button ✚ adjacent to the **Work Location** list.

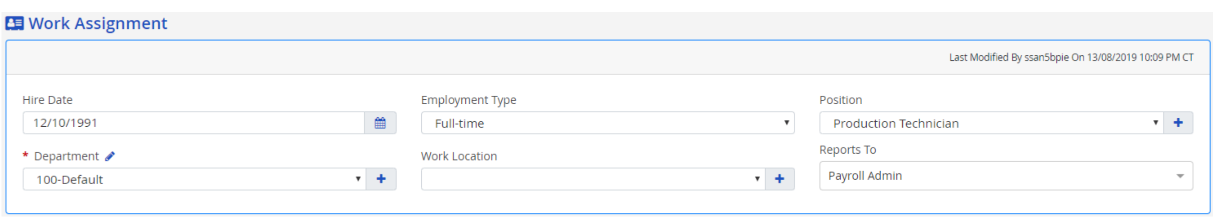


4. Click **Add**.
5. Enter the name of the location in English and French.
6. Click **Save**.

   The new location is available in the **Work Location** list for all people in the People list.

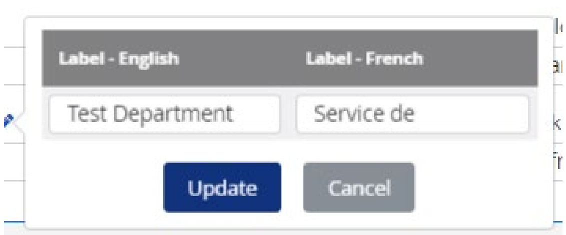
Modify the Department label

The label on the Department field can be modified.



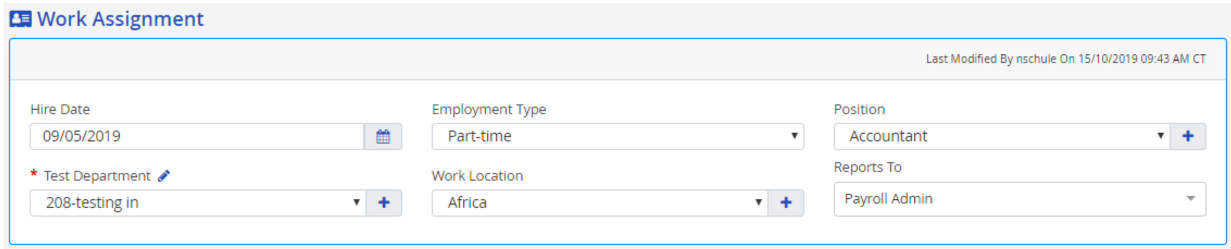
▶ **To modify the Department label:**

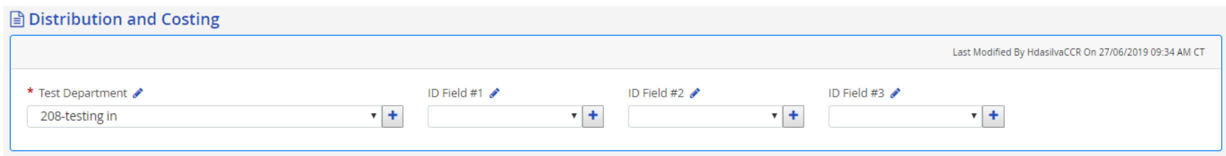
1. Navigate to the Profile tab (**People > People List > Profile**).
2. Go to the Work Assignment section.
3. Click the edit button beside the Department label.



4. Modify the label as appropriate in both English and French
5. Click **Update**.

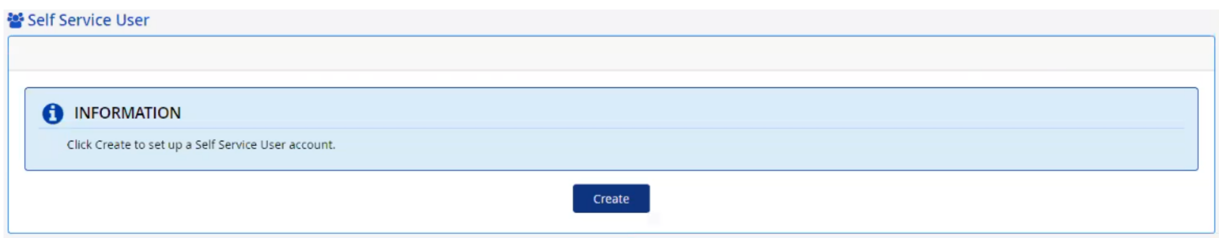
The label is updated throughout the application, in the Work Assignments section on the Profile tab and the Distribution and Costing section on the Compensation tab.





To remove a department from the list, go to the Department/Distribution Setup page (**Company** > **Department/Distribution Setup)**.

Self Service User



Use the Self Service User section to create and manage user accounts and grant your employees access to Powerpay Self Service.

When you assign a Self Service User account to an employee, you assign the employee a unique username. Once the account is created, an email is sent to the employee with their username, a password and a link to the Powerpay Self Service application.

Note: Powerpay Self Service account can only be created for active and new hire employees.

Creating a Self Service account

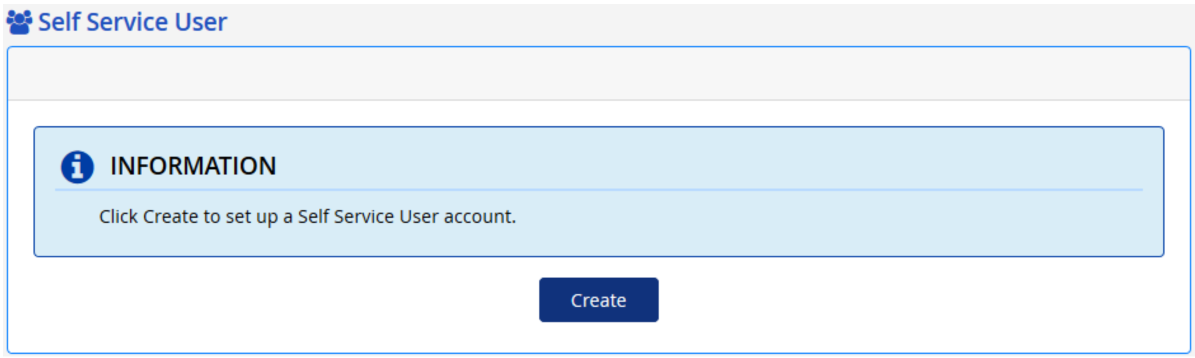
Self Service user accounts can be created for an employee:

- as part of the New Hire Wizard process,
- using the Self Service User section on the Powerpay People Profile tab

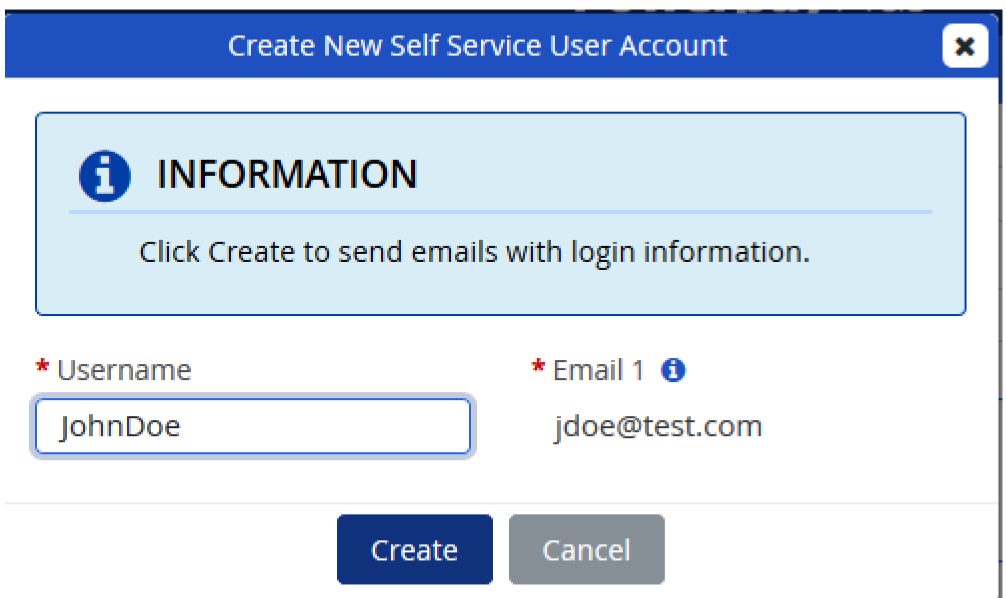
▶ **To create a Self Service account using the Self Service User section on the Powerpay People Profile tab:**

1. Navigate to the Profile tab (**People > People List > Profile**).

2. Select the person for whom to create a Self Service account from the People List.
3. The employee's email address must be set up before the Self Service account can be created. Ensure the employee has an email address saved in the Contact Information section. To add an email address, enter the email in the Email 1 field and click **Save**.
4. Go to the **Self Service User** section.



5. Click **Create**.

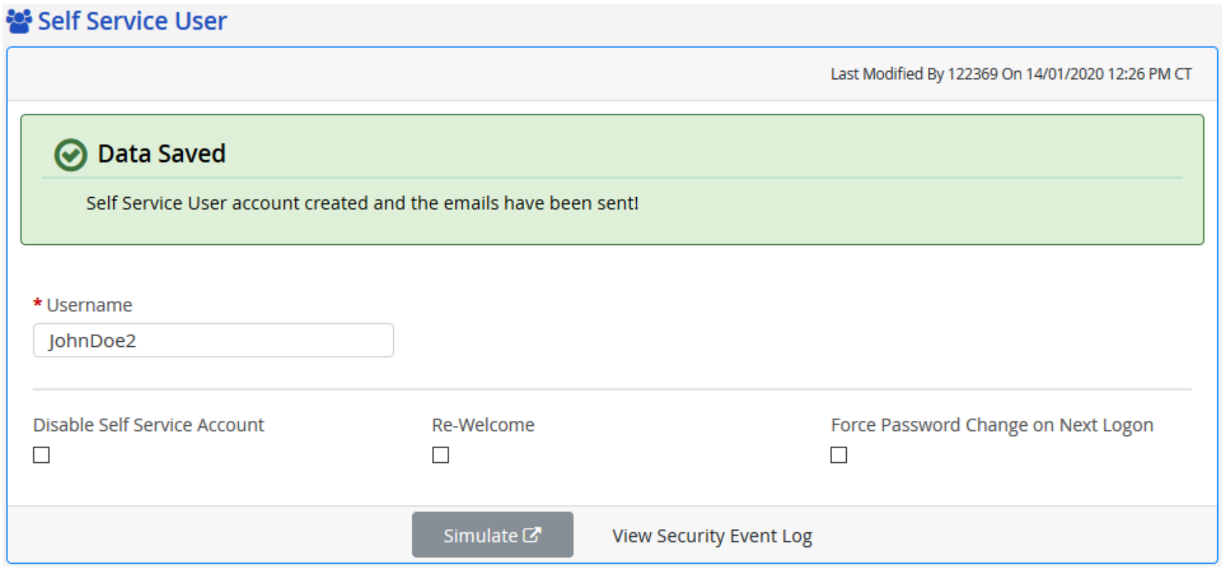


Powerpay generates a unique username for the account based on the Auto-Generate Username Format setting on the Self Service Options page (**Company > Self Service> Self Service Options**). You can edit the username if required (minimum 6 characters).

6. Click **Create**.

A welcome email is sent to the employee with a link to the Powerpay Self Service application, along with their username. For added security, a temporary password is sent in a second email.

Note: The temporary password associated with an initial Welcome email expires in 10 days.



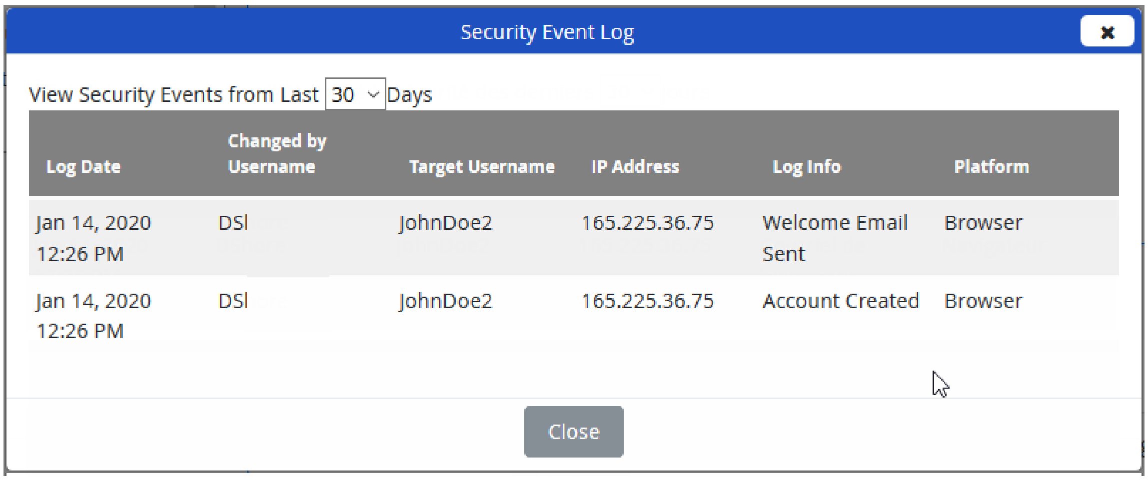
Managing Self Service user accounts

Once a Self Service account has been created for an employee, it can be managed in the Self Service User section on the People Profile tab. These tasks include:

- **unlocking an account** – unlock an account for an enabled employee whose latest failed login attempt has exceeded the failed login attempt threshold.
- **disabling an account** – disable an employee's access to Self Service. If the employee is actively logged into the Self Service application, the user is logged off the Self Service application and the **Login** page displays.
- **enabling an account** – enable a disabled employee's access to Self Service. Accounts are disabled after an employee incorrectly answers their personal verification questions three times, or when the account is manually disabled using the **Disable Self Service Account** checkbox.
- **sending a new password for an account** – reset an employee's Self Service account password. After resetting the password:
  - the employee's password is reset to a system generated password,
  - a reset password email is sent to the employee with a password that expires in 24 hours, and
  - the account is unlocked and enabled if necessary.
- **forcing a password change for an account** – force the employee to change their password upon their next logon to the Self Service.
- **re-welcoming a new employee** – use when the employee has never logged into Self Service, and their temporary password has expired. A welcome email is sent to the employee with a link to the Powerpay Self Service application, along with their username and a temporary password.
- **simulating an employee** – use to mimic an employee with a Self Service account, including viewing information for the simulated employee. All information is view only.

  When an employee is simulated, Self Service opens in a new web page, and the user simulating the employee is automatically logged in without entering login information. However, only one Self Service session may be open at a time.

- **view the security event log -** view security event data from the past 30, 60 or 90 days for a selected employee. The log displays the events sorted by the most recent and includes the following information:
  - Event Date and Time
  - Changed by Username
  - Target Username
  - IP Address
  - Log Info
  - Platform



The available tasks are dependent on the employee's requirements. For example:

- if an employee's account is locked the **Unlock Self Service** option displays.
- If the employee's account is disabled, the **Enable Self Service Account** option displays.
- if an employee has never logged into Self Service, the **Re-Welcome** option displays.

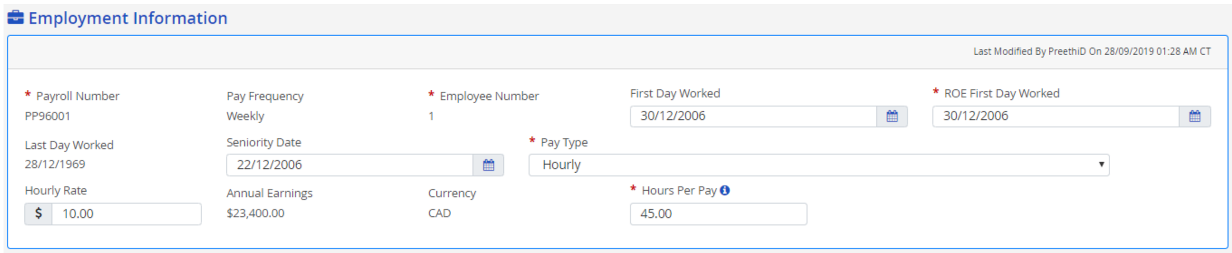
Compensation

The Compensation tab includes data relating to the compensation for the person selected in the People list, including pay and payroll information, taxation, entitlements, banking information and distribution and costing.

Important: Edits made to employee information on a year-emd adjustment run (Y-run(must be entered on the Employee Profile page (**Payroll > Employee Profile**). A year-end adjustment run will not include updates made to the Profile or Compensation tabs.

dayforce

Employment Information

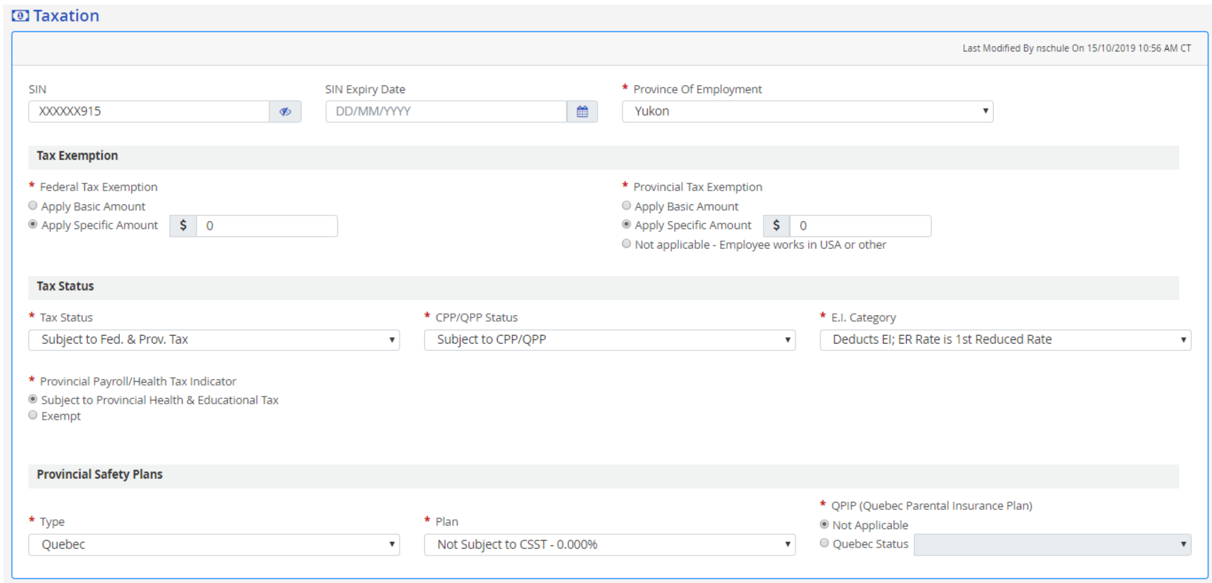


The employment information section includes information relating to a person's pay and the payroll they belong to.

- **Payroll Number** – the payroll the person is associated with
- **Payroll Frequency** – the payroll's pay frequency (weekly, monthly, bi-weekly, semi-monthly etc.)
- **Employee Number** – the employee number for the person selected in the People list
- **First Day Worked** –sometimes referred to as a start date, hire date or anniversary date (the first day worked). The first day worked appears on the person's Record of Employment.
- **ROE First Day Worked** – the First Day Worked unless the person has a previously produced ROE.
- **Last Day Worked** - the date of the last day a person worked. This value appears only when status changes have been made on the employee Status Change page in Powerpay.
- **Seniority Date** – the seniority date for the position the person is currently working in.
- **Pay Type** – identifies the person as hourly or salaried (with variations on these two types). Some of the pay types have the added functionality of paying out vacation pay and previous vacation or auto stat pay (for example, for construction companies) on a per-pay-period basis.
- **Hourly Rate** – (hourly pay types) the person's hourly rate to three decimal places
- **Rate Option** – (salary pay types) the person's pay annually or per pay period
- **Annual Earnings** – for HOURLY, the amount displayed is: Hourly Rate x Hours Per Pay x No. of Pay Periods in the year. For SALARIED, the amount displayed is: Salary per pay period x No. of Pay Periods.
- **Annual Salary** – (salary pay types) the annual pay for the person when the selected Rate option is Annual
- **Salary per Pay** – (salary pay types) the amount of salary per pay period when the selected Rate Option is Pay Period
- **Currency** – the currency the person is paid in.
- **Hours Per Pay** – the person's normal hours per pay period to two decimal places. This figure is a factor in calculating rates for salaried people who are paid additional hours (for example, overtime) unless an exception rate is specified, or the person has other insurable earnings.

This field is also used for salaried people, to determine insurable hours for Employment Insurance purposes. For a salaried person who has not worked full time, the salary override amount for the pay period is evaluated as a ratio to the regular salary, and actual worked hours is evaluated by applying this ratio to the standard hours per pay.

Taxation


Taxation
Last Modified By nschule On 15/10/2019 10:56 AM CT
SIN: XXXXXX915
SIN Expiry Date: DD/MM/YYYY
* Province Of Employment: Yukon
Tax Exemption
* Federal Tax Exemption
Apply Basic Amount
Apply Specific Amount $ 0
* Provincial Tax Exemption
Apply Basic Amount
Apply Specific Amount $ 0
Not applicable - Employee works in USA or other
Tax Status
* Tax Status: Subject to Fed. & Prov. Tax
* CPP/QPP Status: Subject to CPP/QPP
* E.I. Category: Deducts EI; ER Rate is 1st Reduced Rate
* Provincial Payroll/Health Tax Indicator
Subject to Provincial Health & Educational Tax
Exempt
Provincial Safety Plans
* Type: Quebec
* Plan: Not Subject to CSST - 0.000%
* QPIP (Quebec Parental Insurance Plan)
Not Applicable
Quebec Status

- **SIN** – the person's Social Insurance Number without spaces or dashes. The SIN is required for issuing year-end forms. To help protect sensitive information, this field is masked. To view and edit the masked information click the .
- **SIN Expiry Date** – for valid temporary Social Insurance Numbers (SIN) starting with a '9', select the SIN Expiry Date. This field is required for people with temporary SIN numbers.
- **Province of Employment** – the province or territory in which the person works (not necessarily where the person lives). This selection is used to determine what calculations to use for income tax, employee health plan, and so on.

Tax Exemption

- **Federal Tax Exemption** – to change the basic amount of the Federal Tax Exemption, select the **Apply specific amount** option and enter the Federal Tax Exemption for this person from the TD1 form, in whole dollars (no cents). This option affects tax calculations. If no value is entered, the default value in this field is the current minimum legislated amount. If you change the exemption amount, the change is considered beginning in the pay period in which you made the change.
- **Provincial Tax Exemption** – to change the basic amount of the Provincial Tax Exemption, select the **Apply specific amount** option and enter a specific Provincial Tax Exemption amount, based on the provincial form filled out by the person, in whole dollars (no cents). If the person works in the USA or another area not subject to provincial tax, select **Not Applicable - employee works in USA or Other**. This option affects tax calculations.

Tax Status

- **Tax Status** – the person's tax status. If you select **Permanent Tax %,** be certain to specify the percentage in the **Tax Options – Permanent values** fields.
- **CPP/QPP Status** – the person's CPP/QPP status.
- **EI Category** – the person's EI category. Most people pay EI. The default rate for employers is 1.4 times the employee rate. Employers can qualify for up to two reduced rates. Contact your Service Delivery team if there is any change to the reduced rates for which the employer qualifies.

  Be certain to choose the EI category because the employer must cover any deficiencies in employer payments at the end of the year and employer overpayments are not recoverable. People can make corrections to their EI amounts when they fill out their tax returns.

  The selection made here determines the Business Number to which the person's statutory deduction amounts are allocated.
- **Provincial Payroll/Health Tax Indicator** – in most cases, leave the default option **Subject to Provincial Health & Education Tax**. If the person works in a province that does not have payroll taxes, this option has no effect. Select **Exempt** only in the rare case when a person works in province with payroll taxes but is self-employed and makes CPP/QPP, EI, and tax contributions directly. In this situation, Dayforce recommends that you check provincial legislation and guidelines regarding exemptions from provincial Payroll/Health Taxes.

Tax Options – Permanent Values

These options only appear when the person's tax status is set to **Permanent Tax %.**

- **Permanent Tax Percentage to be Taken** – select this option and enter a percentage in the adjacent box to specify a permanent percentage value at which to calculate federal and/or provincial taxes on the person's gross earnings. This option is used rarely. It may be used when earnings fluctuate from one payroll run to another.

  Be aware that:
  - This option disables the automatic movement to another tax bracket if earnings in any single payroll run fall into a higher or lower tax bracket (annualization of earnings to determine the federal tax percentage level)
  - If you choose this option, Dayforce recommends that you obtain a completed Canada Revenue Agency form TD1X from the employee to keep on file.

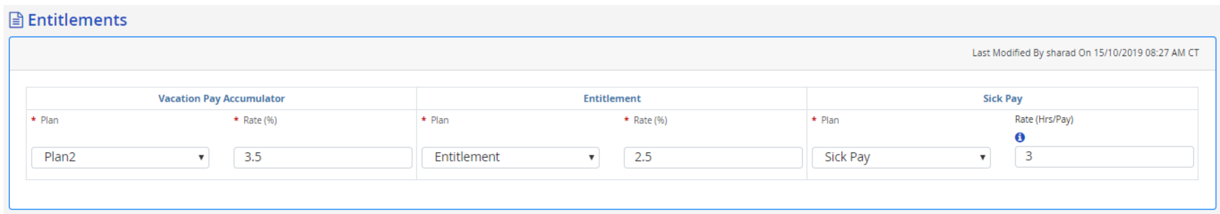
  Note: Do not use this option for commissioned employees who require a fixed percentage. Commissioned employees should complete a TD1X form every year. Entering the values from this form also provides an annualization of the tax bracket.
- **None of the above** – cancels all options and performs the regular calculation for federal and/or provincial tax.

Provincial Safety Plan

- **Type** – if the person's province of employment is Nova Scotia or Quebec, select that value from the **Type** list
- **Plan** – choose the applicable plan from the **Plan** list.

- **QPIP (Quebec Parental Insurance Plan)** – if the person’s province of employment is Quebec, select the Quebec option and then select the applicable option from the **Status** list. In almost all cases, a Quebec employee is Subject to QPIP. If the employee's province of employment is other than Quebec, select **Not Applicable**.

Entitlements



Vacation Pay Accumulator

- **Plan** – the vacation plan for this person.
- **Rate (%)** – the rate of vacation accrual for this person. Rates are based on legislative requirements and the person’s entitlement. If Plan 7 is selected, the Rate (Hrs/Pay) displays.

When your payroll is set up with multiple vacation plans, you can assign a specific plan to an employee.

▶ **To assign vacation accruals:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person to assign the accrual to from the People List.
3. Go to the **Entitlements** section.
4. In the Vacation Pay Accumulator section, select the vacation plan for this employee.

   You can have up to eighteen different vacation plans with different calculations for hours and earnings. For example, some provinces indicate that vacation pay is calculated on vacation pay, while others do not. To create new plans, contact your Service Delivery team.

   Note: The plan defaults to 'Not Applicable' for all existing employees.

5. Enter the rate of vacation accrual for this employee in the **Rate** field. Rates are based on legislative requirements and the employee's entitlement.

   For plans that accrue in percentage, enter the percentage as a whole number along with two decimal places (for example, 4 percent would be entered as 4.00 in this field.)

   For plans that accrue in hours per pay, enter the number of hours the employee should accrue per pay. Enter the hours as a whole number along with two decimal places (for example, 7.5 hours would be entered as 7.50 in this field.)

6. Click **Save**.

Additional Accumulator

- **Plan** – the plan type
- **Rate (%)** – the rate of accrual for this plan. If Plan 7 is selected, the Rate (Hrs/Pay) displays.

▶ **To assign additional accruals:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person to assign the accrual to from the People List.
3. Go to the **Entitlements** section.
4. In the Additional Accumulator section, select the plan type for this employee from the **Plan** list.
5. Enter the rate of accrual for this employee in the **Rate** field.

   For plans that accrue in percentage, enter the percentage as a whole number along with two decimal places (for example, 4 percent would be entered as 4.00 in this field.)

   For plans accrue in hours per pay, enter the number of hours the employee should accrue per pay. Enter the hours as a whole number along with two decimal places (for example, 7.5 hours would be entered as 7.50 in this field.)
6. Click **Save**.

Sick Pay Accumulator

- **Plan** – the sick plan for this person
- **Rate (Hrs/Pay)** – the number of hours the person should accrue per pay (optional)

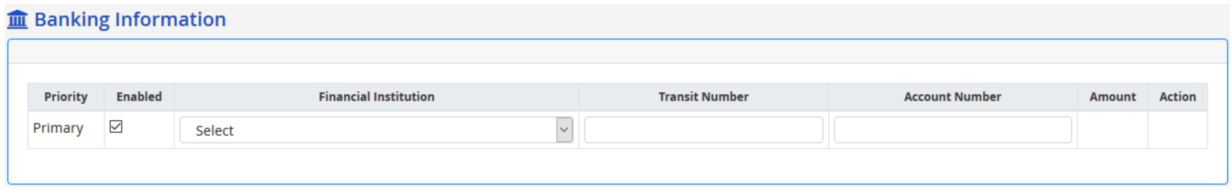
When the Sick Pay Accumulator is set up, employees who should accrue hours must be assigned to the applicable Sick Pay plan and the number of hours to accrue per pay.

▶ **To assign sick pay accruals:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person to assign the accrual to from the People List.
3. Go to the **Entitlements** section.
4. In the Sick Pay Accumulator section, select **Sick Pay** from the **Plan** list for the selected employee. Enter the number of hours the employee should accrue per pay in the Rate field (if applicable). Hours per pay are not required.

   Note: The plan defaults to 'Not Applicable' for all existing employees.
5. Click **Save**.

Banking Information



The Banking section includes any direct deposit options set up for the person selected in the People list.

When a person wants direct deposit of their payroll funds, enter the direct deposit information here. If no direct deposits are set up and selected, the person will receive a cheque.

You can provide details for multiple bank accounts (up to six), and control how pay is distributed between the accounts. If you enter details for multiple accounts, pay will be distributed in the priority order. After the specified amount is distributed to the first account (indicated by a Priority value of 1), pay will be distributed to the second account, assuming there are enough funds left over to do so. Any remaining funds are distributed to the Primary Deposit account.

Tip: You can set up all deposits, without activating them, simply by NOT selecting the Enabled checkbox.

The following information is displayed:

- **Priority** – You can set up multiple direct deposit accounts if the person requests that their payment be paid to two or more (up to six) different accounts.

  When multiple direct deposit accounts are set up and enabled, the deposits occur in the order: Deposit Priority 1 through 5 and then Primary Deposit. The amount deposited in the Primary Deposit is the remaining balance of the earnings after the deposits have been made in Deposit Priority accounts 1 through 5. If the earnings are unable to meet a priority deposit value, that deposit priority is skipped, and the process continues with the next deposit priority.
- **Enabled** - indicates if the account is enabled for direct deposit.
- **Financial Institution** – name of a financial institution.
- **Transit Number** – 5-digit transit number that corresponds with the selected financial institution. Do not forget to include any leading zeros.
- **Account Number** – the account number for the direct deposit.
- **Amount** – the dollar amount or percentage to pay of the person’s payment
- **Action** – edit or delete the direct deposit account including uploading a void cheque or direct deposit form.

Add primary direct deposit account

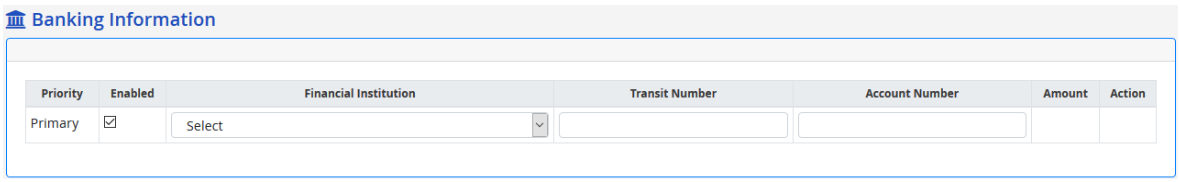
Note: It is strongly recommended that the employee submit a void cheque(s) before you enter direct deposit information.

Be sure to record bank account information accurately. Banking institutions DO NOT verify employee's names and will deposit the amount of payment to the account you specify.

If the combination of transit and account numbers belongs to someone other than the employee, and that account is credited with the employee's pay, contact the financial institution directly to try to recover the funds. If the combination does NOT belong to anyone, the financial institution refunds Dayforce, and Dayforce credits your account. The credit and the corresponding details appear on your Funds Summary report.

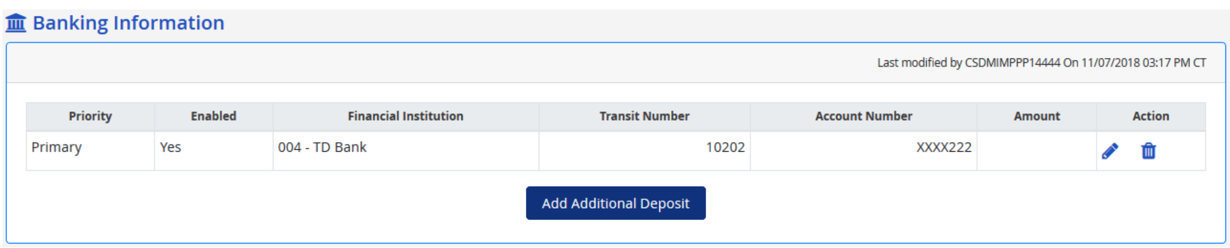
▶ **To add a Primary deposit account:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to add banking information from the People List.
3. Go to the **Banking Information** section.



4. Ensure the **Enabled** checkbox is selected.
5. Enter the banking data from the person’s void cheque.
   a. Select a Financial Institution from the list.
   b. Enter the 5-digit transit number that corresponds with the selected financial institution.
   c. Enter the account number.
6. Click **Save**.

The account is added for the selected person.



For enhanced privacy, the bank account number displays masked. To view or edit the account number, click the edit button .

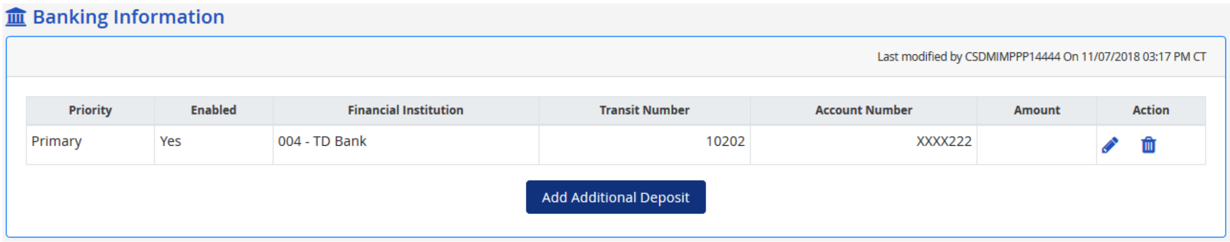
Add additional direct deposit accounts

If a person requests that their payment be divided and paid into more than one account, additional direct deposit accounts can be added. Dayforce can make direct deposits to a maximum of six accounts for each pay period.

After entering details for multiple accounts, you can change the Priority order of the accounts.

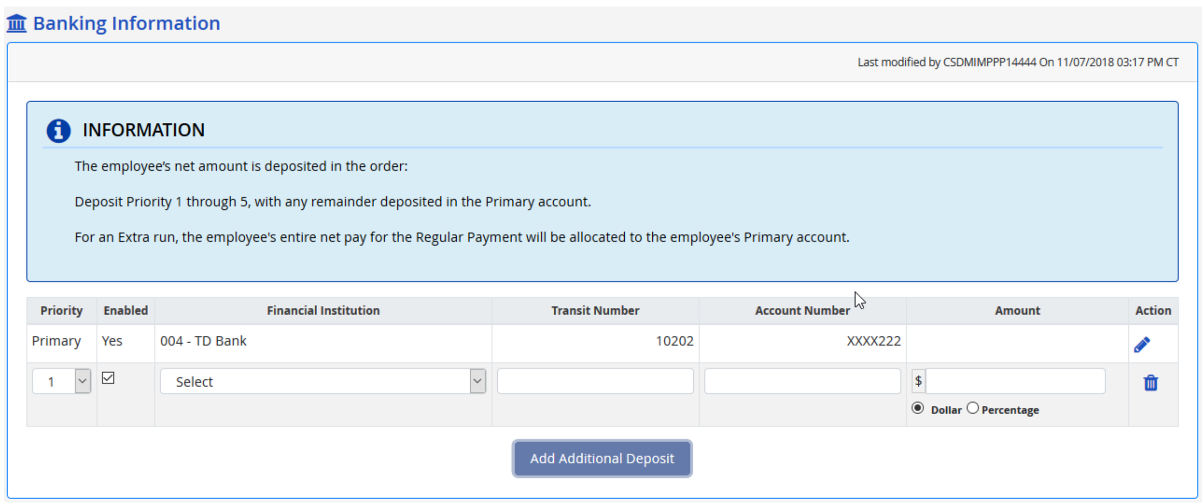
▶ **To add additional direct deposit accounts:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to add additional direct deposit accounts from the People List.
3. Go to the **Banking Information** section.



4. Click **Add Additional Deposit**.

   A new line is available in the Banking Information list.



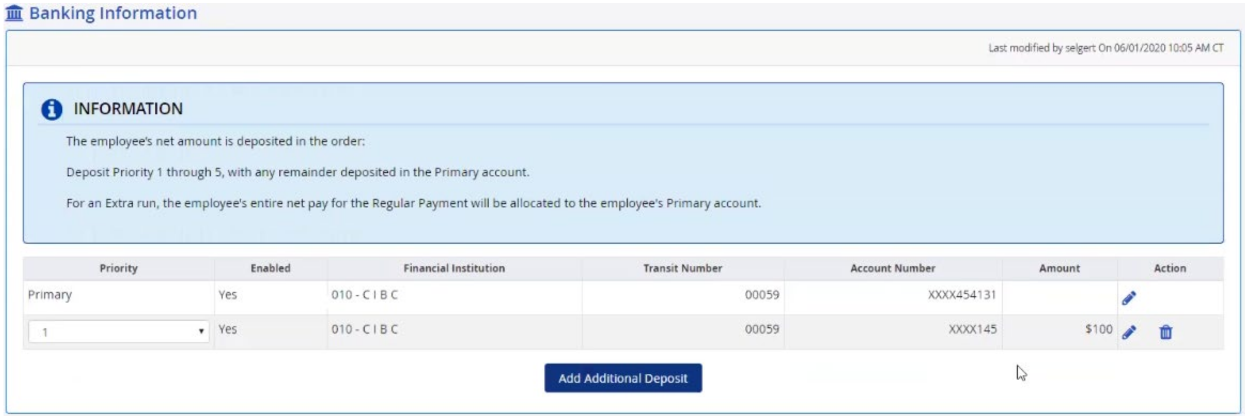
5. From the **Priority** list, select the priority of this additional deposit.
6. Ensure the **Enabled** checkbox is selected.
7. Enter the banking data from the person's void cheque.
   a. Select a Financial Institution from the list.
   b. Enter the 5-digit transit number that corresponds with the selected financial institution.
   c. Enter the account number.
8. Select a deposit type, Dollar or Percentage and enter the amount to deposit.
   - Select **Dollar** to specify an actual dollar amount to be deposited in the additional deposit account for each pay period. In the **Amount** field, enter the dollar amount.
   - Select **Percentage** to specify a percentage of the payment that should be deposited in the additional deposit account for each pay period. In the **Amount** field, enter the percentage.

Note: When Percentage is selected, the percentage refers to the amount remaining net pay to be deposited, not the entire earnings.

---

9. Click **Save**.

The additional account is added for the selected person.



Repeat steps 4 to 9 for each additional direct deposit account.

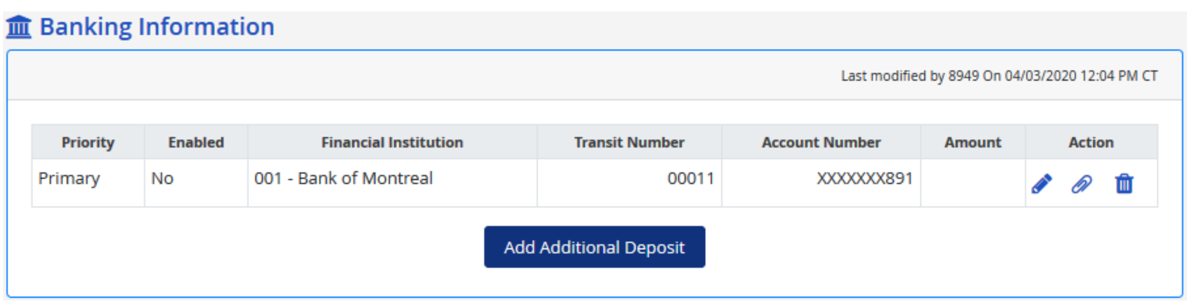
Upload a void cheque/direct deposit form

Once banking information has been entered for an employee you can attach a void cheque or direct deposit form to the deposit.

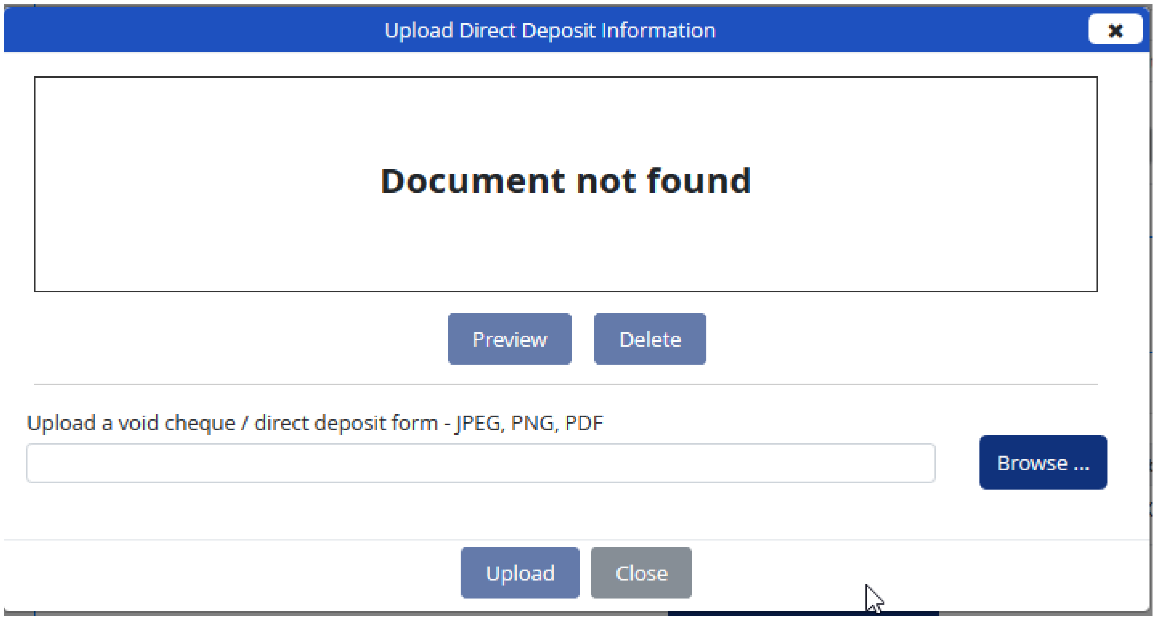
Note: Only .jpeg, .png and .pdf file types are accepted. The file size must not exceed 20 MB.

▶ **To upload a void cheque or direct deposit form:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to upload the image from the People List.
3. Go to the **Banking Information** section.

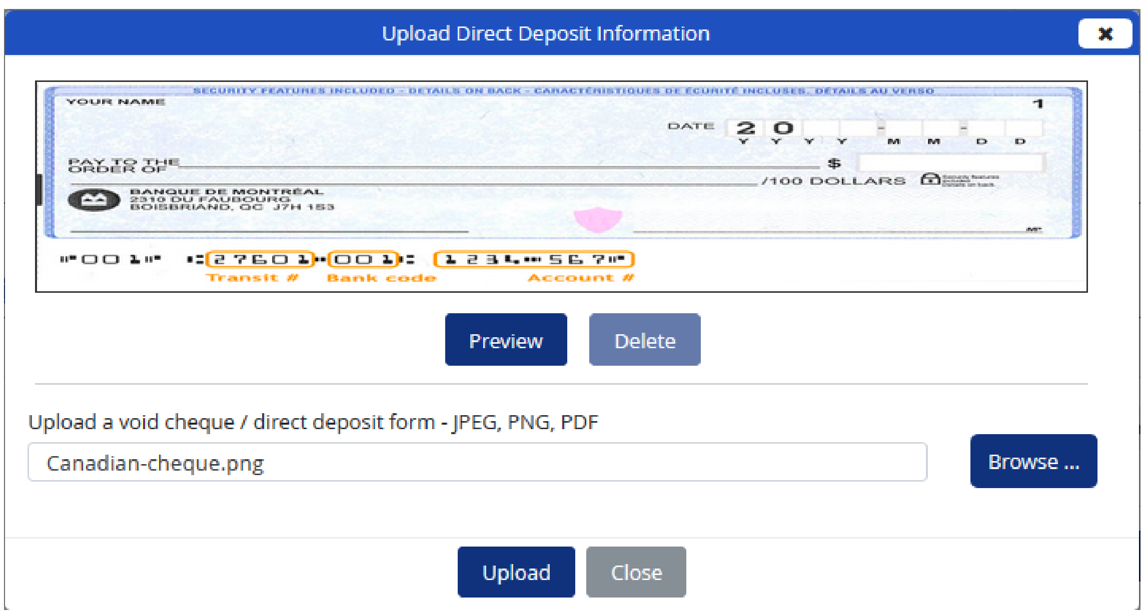


4. Click the Attach File button in the Actions column for the account to add the image.

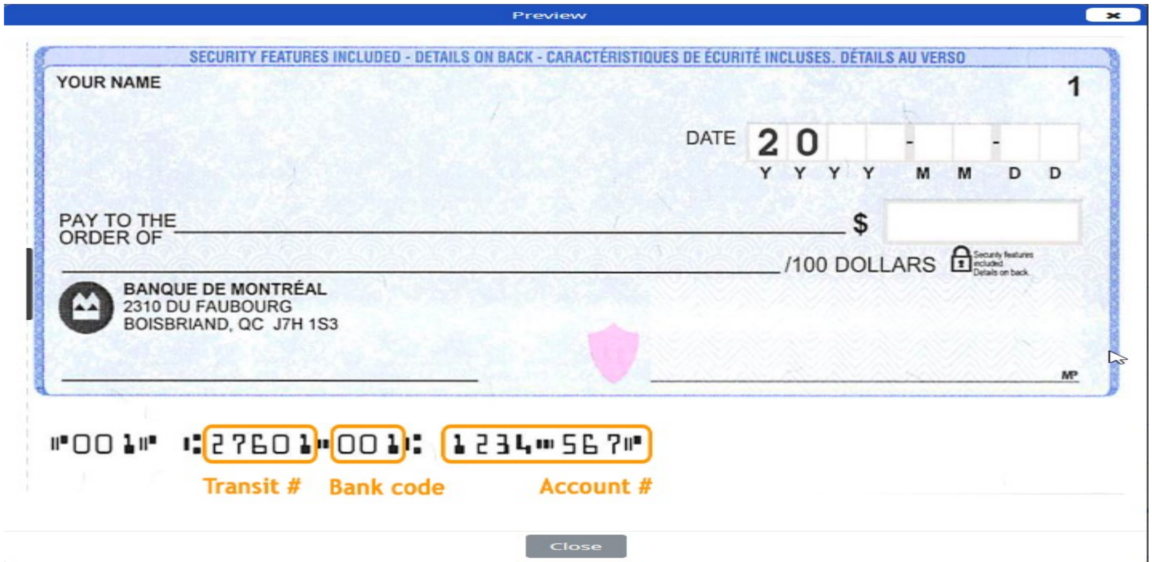


5. Click **Browse** to locate the image. The following file types are supported: .jpeg, .png or .pdf.
6. Select the file to attach and click **Open**.

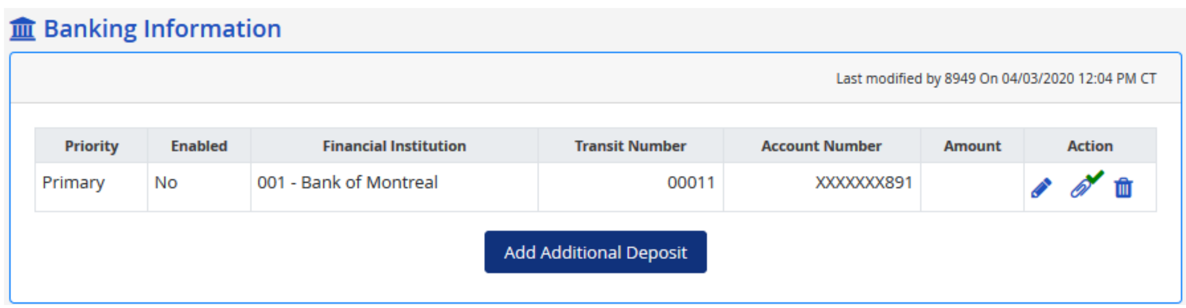
   A preview of the file displays.



7. (optional) Click **Preview** to view the image. When you are finished, click **Close** to close the preview dialog box.



8. Click **Upload** to attach the file.



The file is uploaded, and a checkmark appears adjacent to the paperclip button indicating an image is attached to the account .

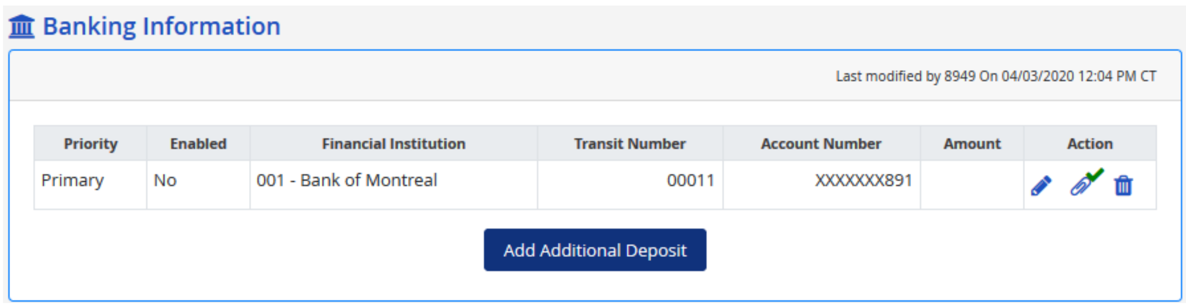
The void cheque/dir deposit form can be reviewed at any time by clicking thepaperclip button and clicking **Preview**.

Replace a void cheque/direct deposit form

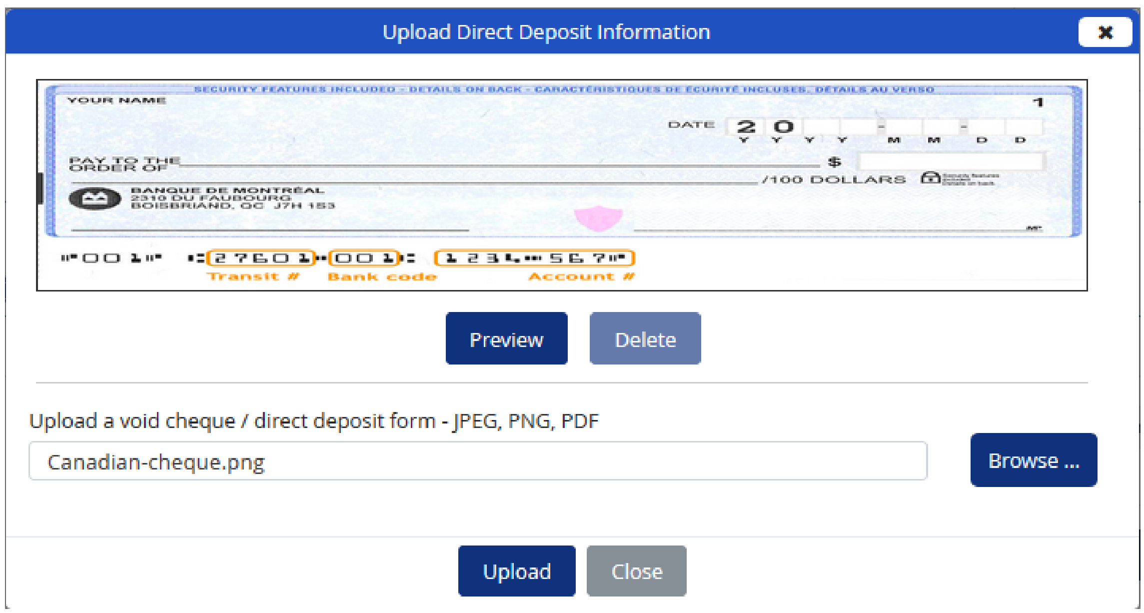
If an employee's direct deposit information changes you can replace the void cheque/direct deposit form on file.

▶ **To replace a void cheque or direct deposit form:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to replace the image from the People List.
3. Go to the **Banking Information** section.

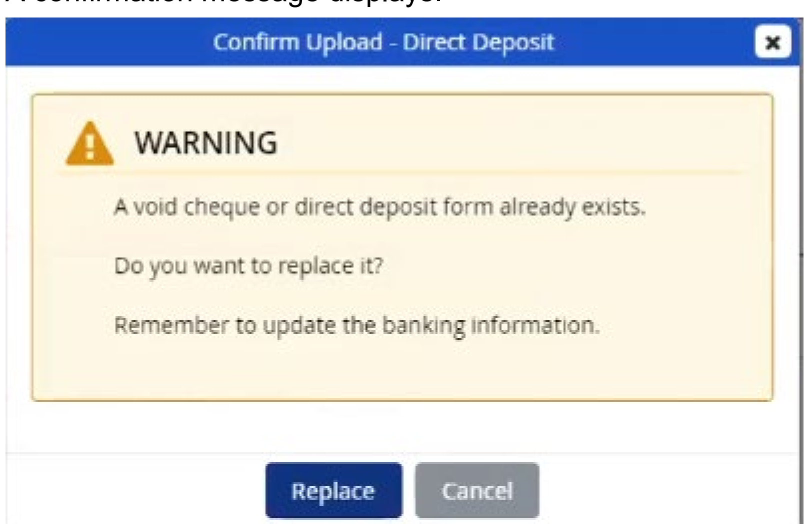


4. Click the Attach File button in the Actions column for the account to replace the image.



5. Click **Browse** to locate the new image. The following file types are supported: .jpeg, .png or .pdf.
6. Select the file to attach and click **Open**.
7. Click **Upload**.

   A confirmation message displays.

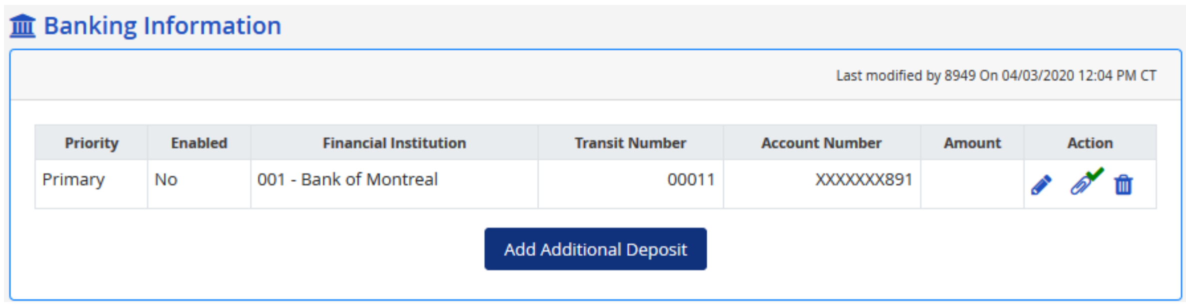


8. Click **Replace**.

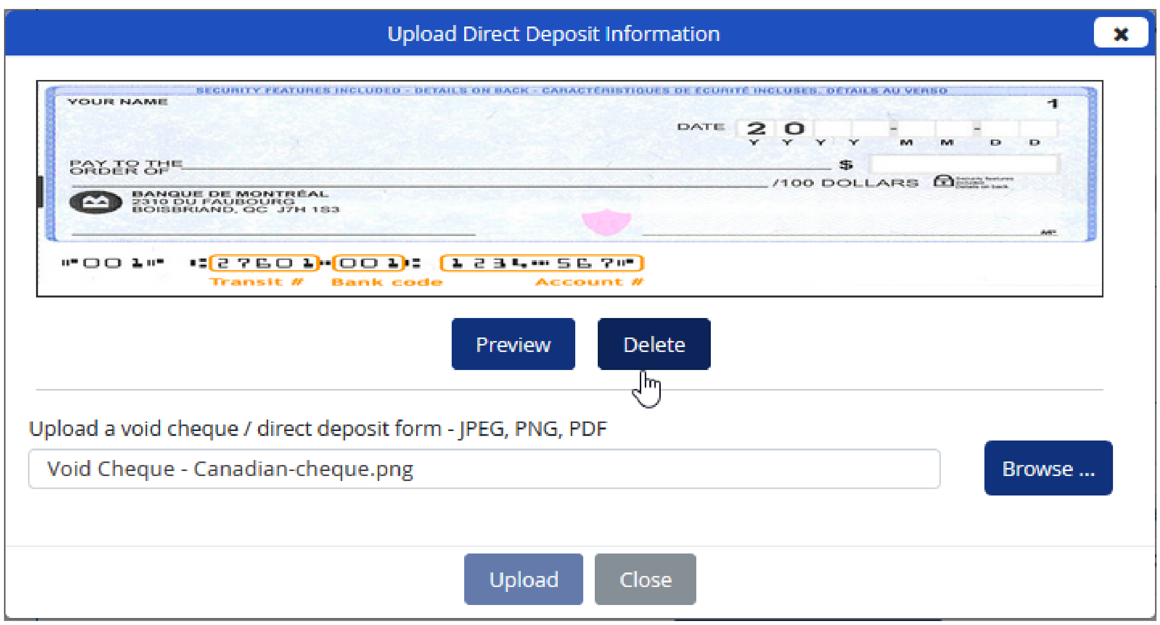
Delete a void cheque/direct deposit form

▶ **To delete a void cheque or direct deposit form:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to delete the image from the People List.
3. Go to the **Banking Information** section.

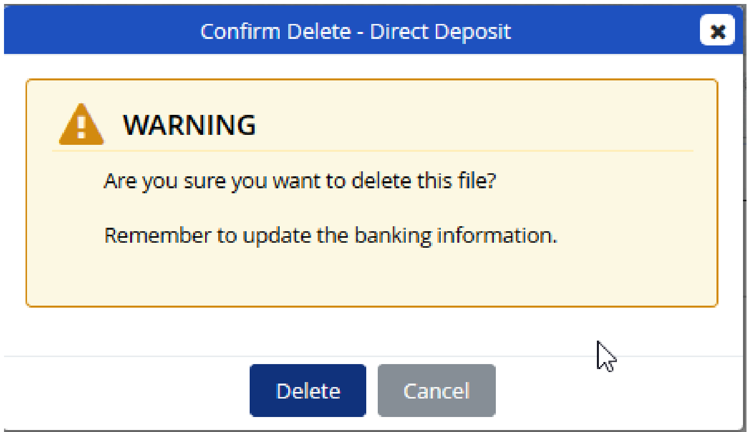


4. Click the Attach File button in the Actions column for the account to delete the image.



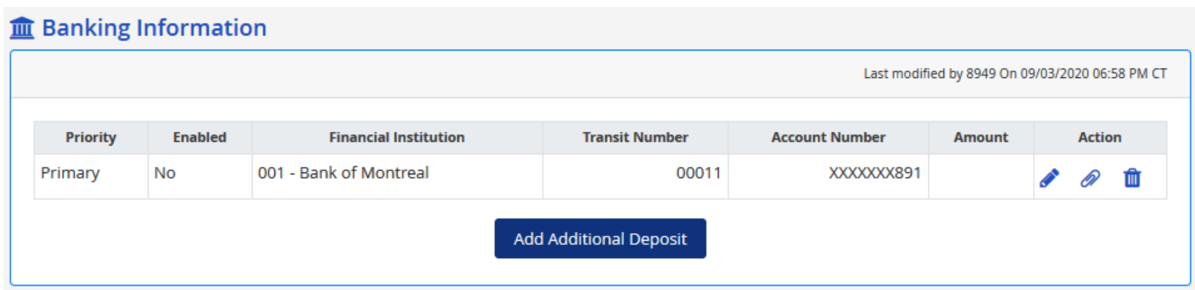
5. Click **Delete.**

   A warning message displays.



6. Click **Delete**.

The attached image is deleted, and the checkmark no longer appears adjacent to the paperclip button.

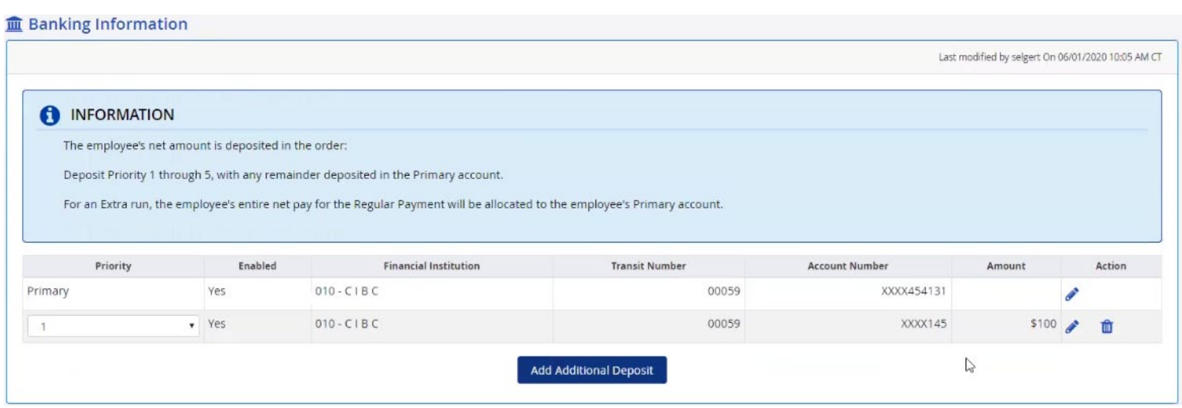


Delete a direct deposit account

Note: The Primary deposit account cannot be deleted when additional accounts are set.

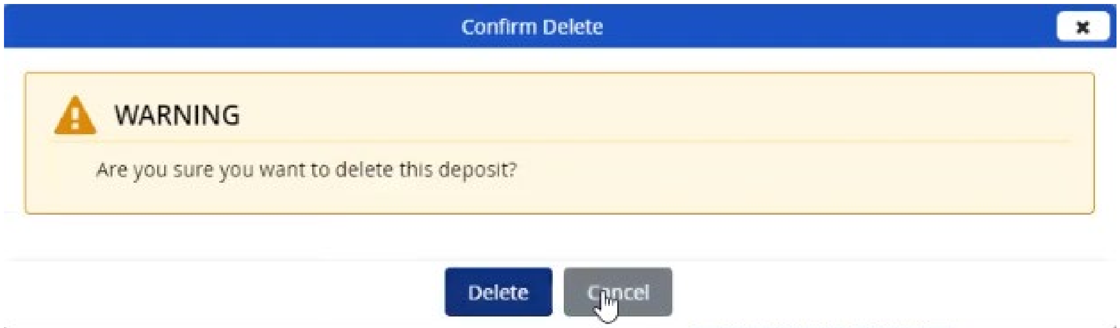
► **To delete a direct deposit account from the list:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to delete an additional direct deposit account from the People List.
3. Go to the **Banking Information** section.



4. In the Action column, click the trash can button for the account to delete.

   A confirmation message displays.



5. Click **Delete** .

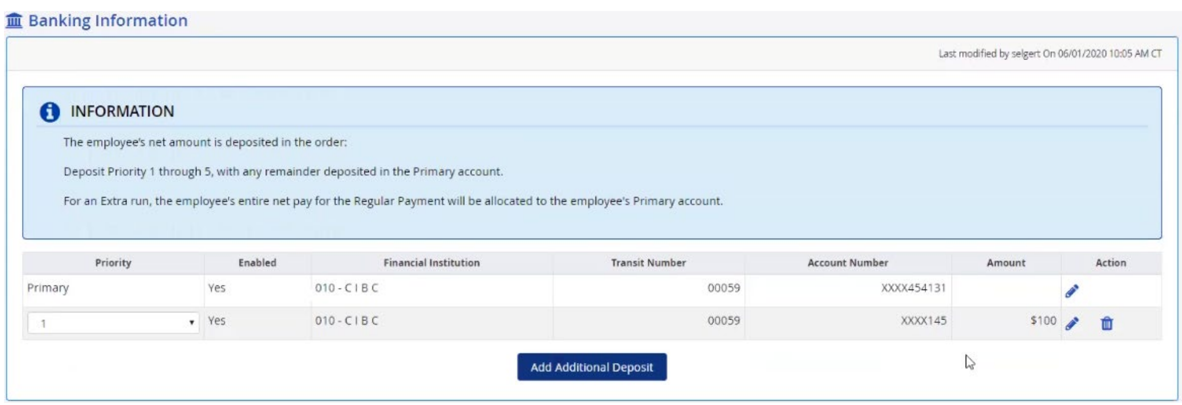
   The account is removed from the Banking Information list.
6. Click **Save**.

The account is permanently deleted for the selected person.

Modify direct deposit account information

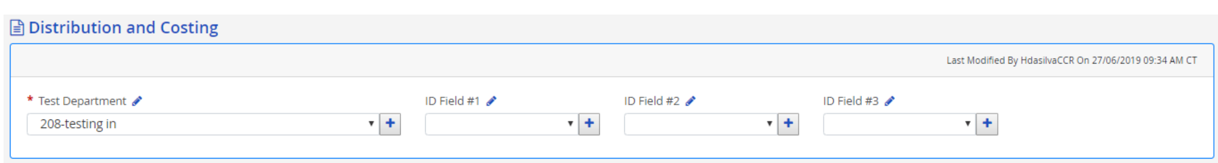
▶ **To modify a direct deposit account setup:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Select the person for whom to modify a direct deposit account setup from the People List.
3. Go to the **Banking Information** section.



4. In the Action column, click the edit button ✏ for the account to modify.
5. Modify the account information as required.
6. Click **Save**.

Distribution and Costing



- **Pay Statement Delivery** – the person's pay statement delivery selection from Self Service. This option can be edited.

- **Tax Form Delivery** – the person's tax form delivery selection from Self Service. This option can be edited.

  Note: For payrolls with Self Service enabled, and employees with Self Service accounts only.

- **Cheque/Pay Statement Delivery Location** – when distributed delivery/transfer payment is set up for your payroll assign the person's cheque/pay statement delivery location. The default value is primary location.

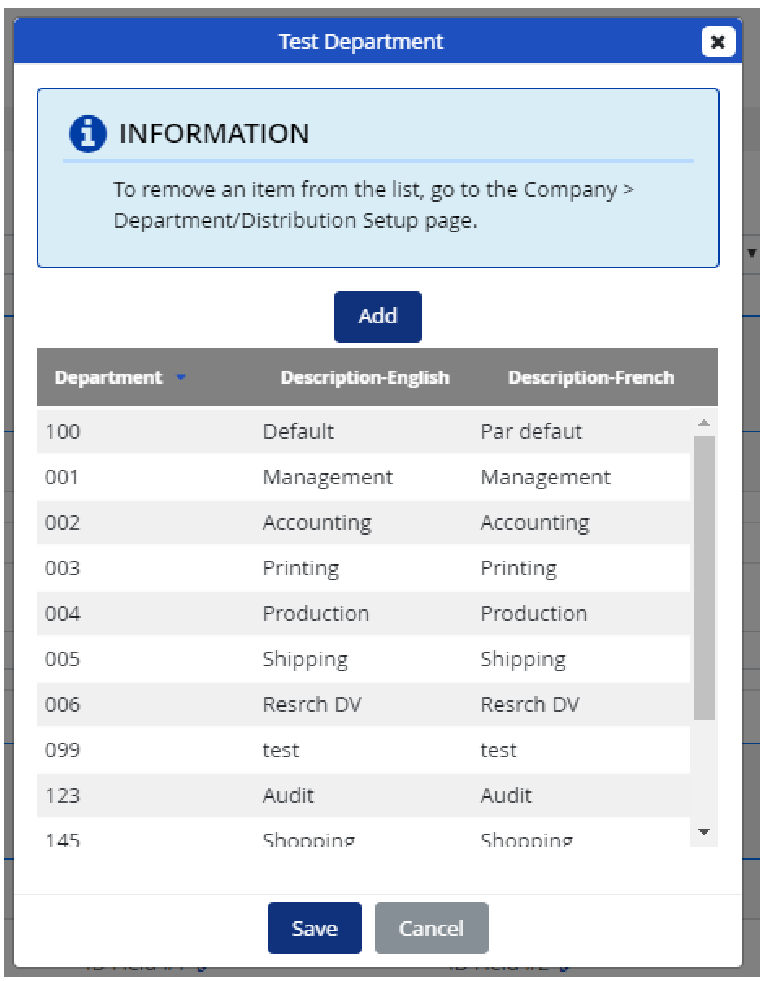
  Note: Cannot be used in conjunction with the pay statement only option.

- **Department** – the person's distribution department. This is used to allocate (cost) earnings and the company expenses to the person's home department.
- **ID Field 1, 2 and 3** – the person's ID category.

Add a department

▶ **To add a department not in the list:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Go to the Distribution and Costing section.
3. Click the plus button adjacent to the Department list.



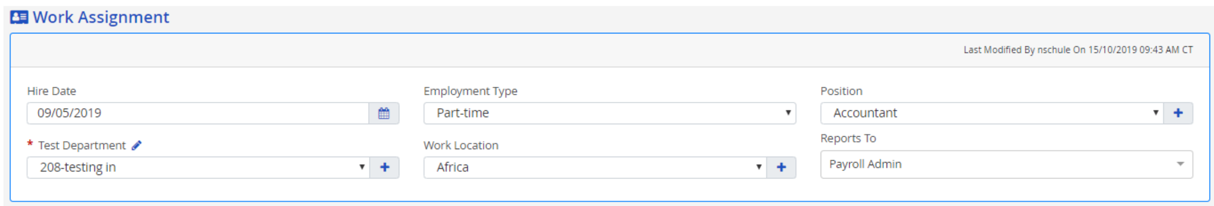
4. Click **Add**.
5. Enter a department number, and English and French description.
6. Click **Save**.

The new department is available in the **Department** list for all people in the People list.

To remove a department from the list, go to the Department/Distribution Setup page (**Company** > **Department/Distribution Setup)**.

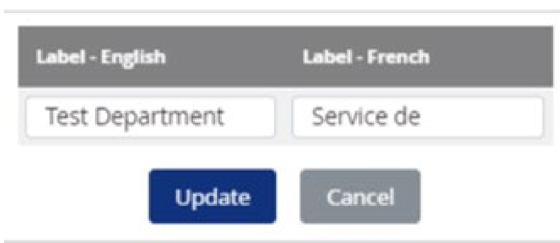
Modify the Department label

The label on the Department field can be modified.



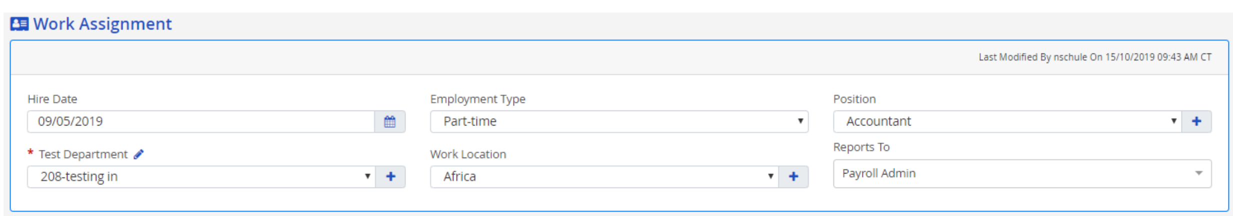
▶ **To modify the Department label:**

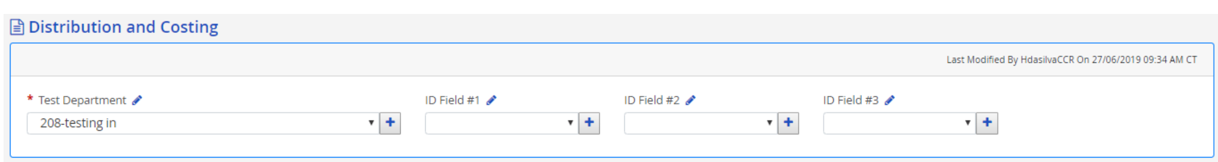
1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Go to the Distribution and Costing section.
3. Click the edit button beside the Department label.



4. Modify the label as appropriate in both English and French
5. Click **Update**.

The label is updated throughout the application, in the Work Assignments section on the Profile tab and the Distribution and Costing section on the Compensation tab.



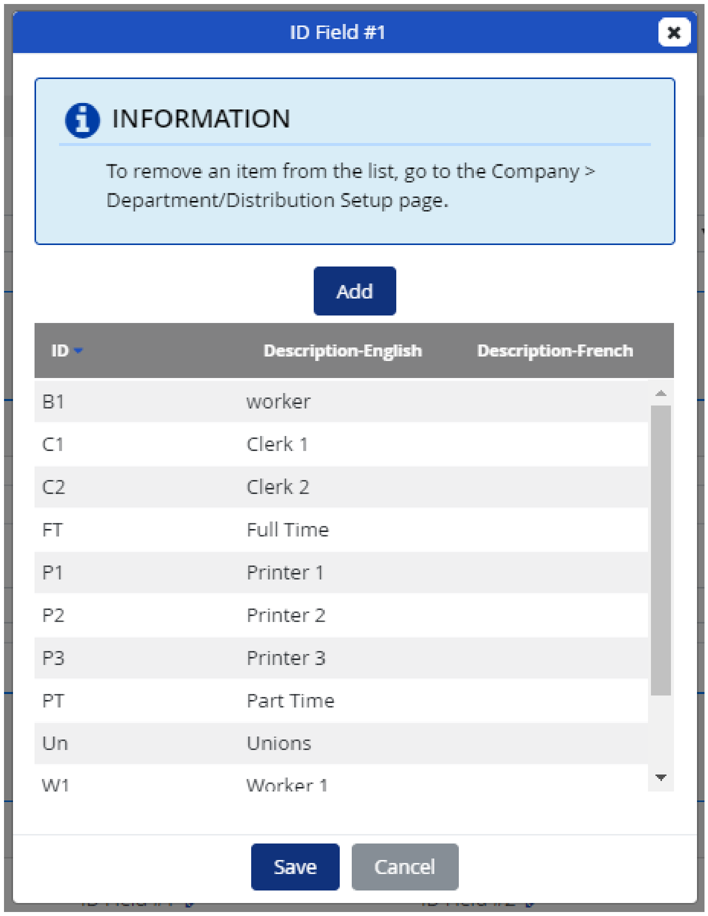


Add a Field

The fields default to Field 1(Y), Field 2 (Z) and Field 3 (X) unless they were setup for the payroll in Powerpay before the payroll was migrated to Powerpay People.

▶ **To add a field not in the list:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Go to the Distribution and Costing section.
3. Click the plus button adjacent to the field list.

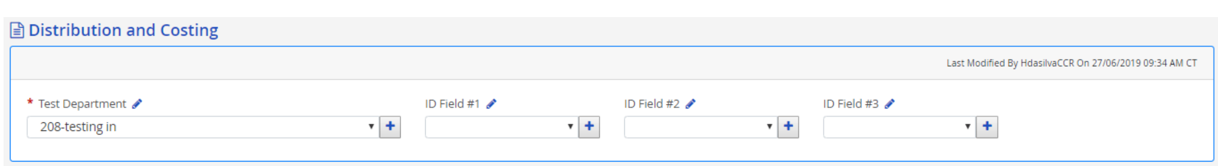


4. Click **Add**.
5. Enter the field ID, and English and French description.
6. Click **Save**.

   The new field is available for all people in the People list.

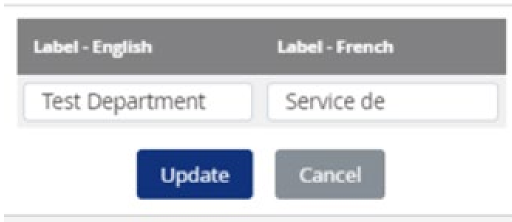
Modify the Field label

The field labels can be modified.



► **To modify the field label:**

1. Navigate to the Compensation tab (**People > People List > Compensation**).
2. Go to the Distribution and Costing section.
3. Click the edit button beside the field label.



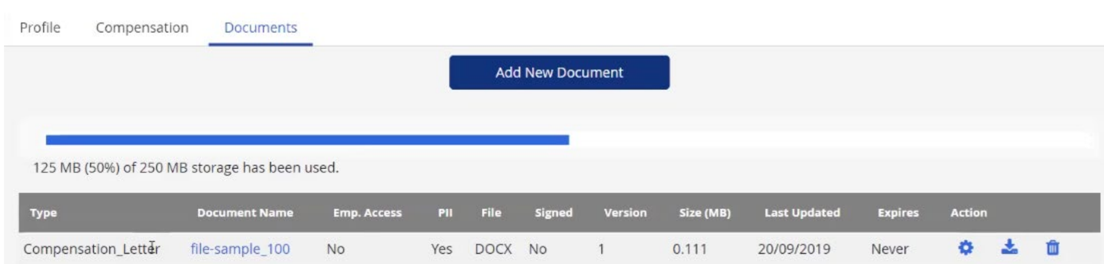
4. Modify the label as appropriate in both English and French
5. Click **Update**.

Employee Documents

The Documents tab includes documents uploaded specific to the employee and company documents assigned to the employee on the Company Documents page. It allows you to securely store all electronic documents related to the employee in one location and reduces paper.

A virus scan is run on all documents during upload to ensure viruses are kept out of your system.

Note: The Documents feature should **not** be used to save personally sensitive information, such as medical records.



Each document uploaded for the person selected from the People List displays in a separate row, with the document's properties.

The following information is displayed:

- **Type** – the Document Type specified when the document was uploaded.
- **Document Name** – the file name specified when the document was uploaded. Open the document by clicking the linked file name.

  If the document is an image or PDF file, a window opens displaying a preview of the document.

  For Office documents, the documents are downloaded and can be viewed in the appropriate application.
- **Emp Access** – indicates if the employee has access to view the document.

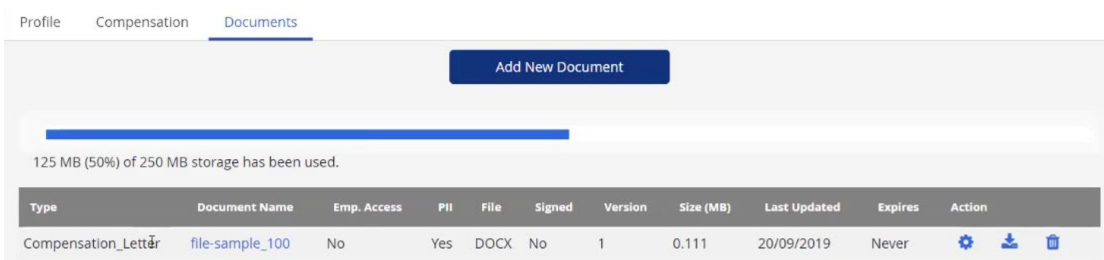
- **PII** – indicates if the document includes personal or identifiable information (i.e., the **Contains Personal/Private Information** checkbox was selected when the document was uploaded).
- **File** – the file type (e.g., PDF, docx, jpeg, etc.).
- **Signed** – indicates if the employee signed the document.

  When a document is assigned to an employee from the Company Documents page, you can indicate if the document requires sign off by the employee in Self Service.
- **Version** – the version number assigned to the document when the document was uploaded or edited.
- **Size (MB)** – the file size in megabytes.
- **Last Updated** – the date and time that the file was last modified.
- **Expires** – the date the document is set to expire as assigned when the document was uploaded or edited.
- **Action** – edit, download or delete the document.

Upload a new document

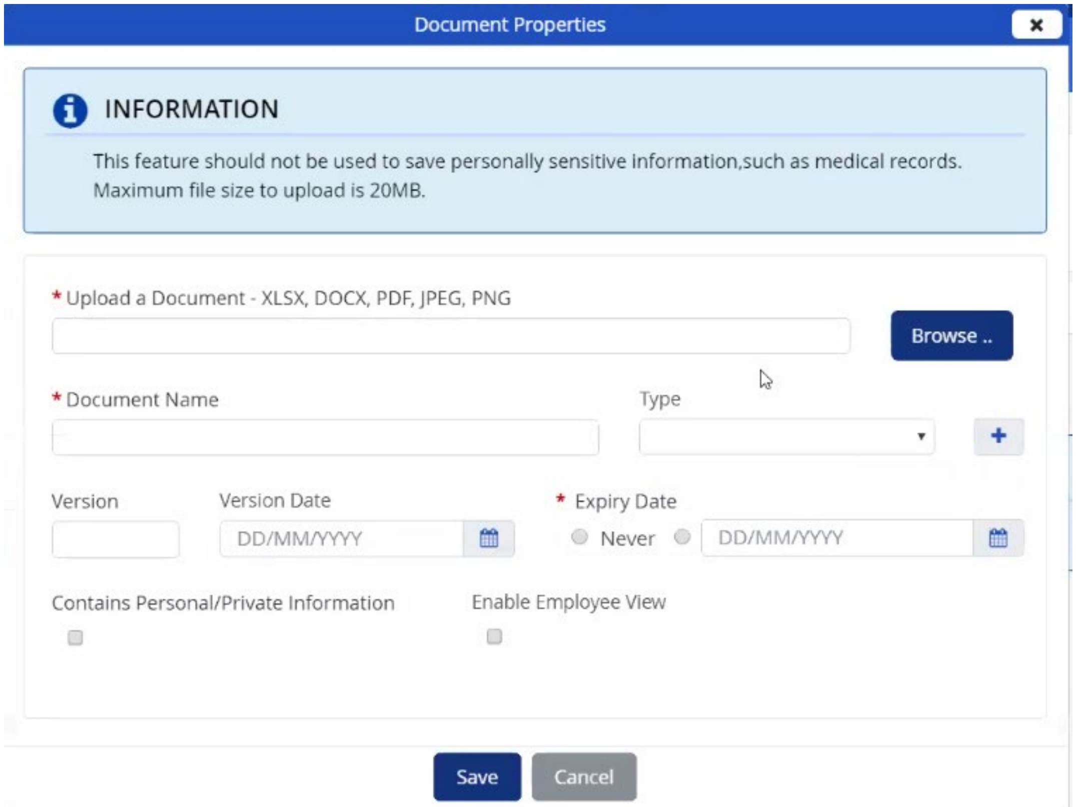
▶ **To upload a new document:**

1. Navigate to the Documents tab (**People > People list > Documents**).



2. Select the person from the People List for whom to upload the document.
3. Click the **Add New Document** button on the Documents tab.

   The Document Properties window opens.

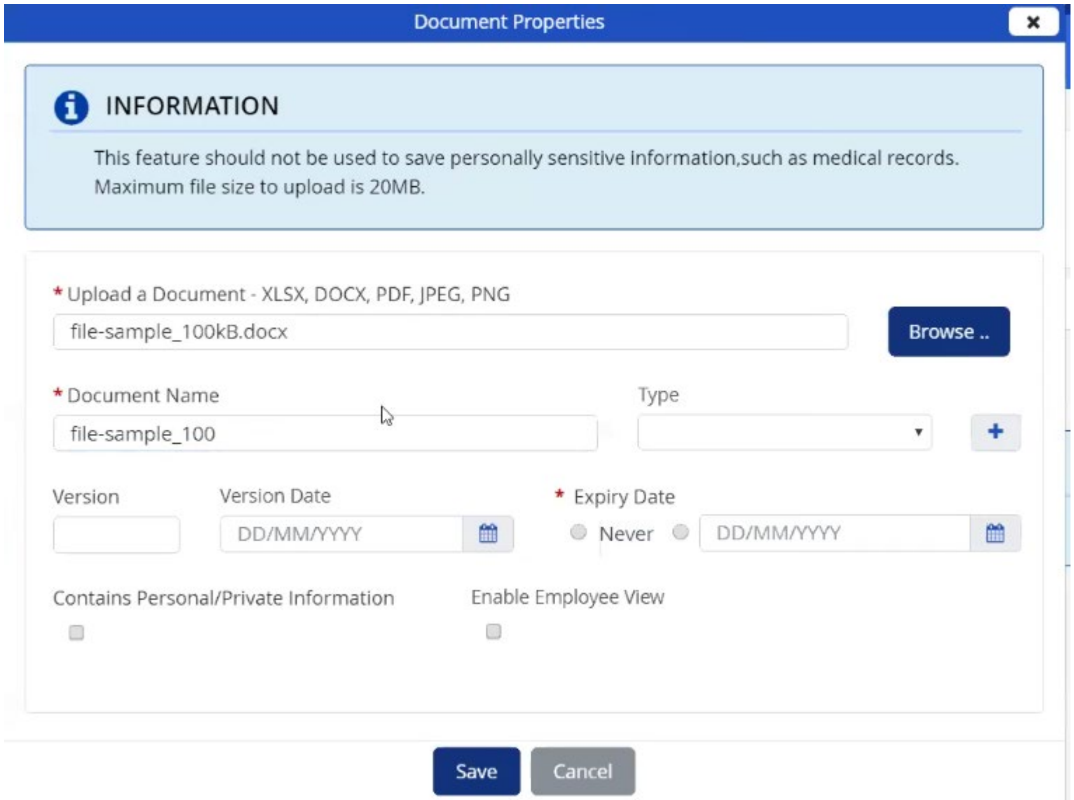


4. Click the **Browse** button to select the document to upload.

   The following document types can be uploaded: .xlsx, .docx, .pdf, .jpeg and .png.

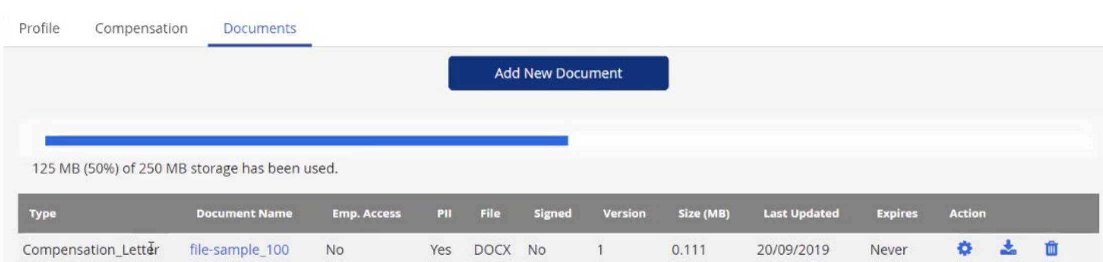
5. Select the file to upload and click **Open**.

   The selected file displays in the **Document Name** field. You can rename the document if required.



6. (optional) Select the document type from the **Type** list. To add a type not in the list, see “Add a document type,” page 68.
7. (optional) Enter a version number for the document.
8. (optional) Select or enter the version date.
9. Set the document expiry date.
10. (optional) If the document contains personal identifiable information (PII) such as a birth certificate or drivers license, select the **Contains Personal/Private Information** checkbox.
11. To make the document visible to the employee in Self Service, select the **Enable Employee View** checkbox.
12. Click **Save**.

The document is added to the list on the Documents tab.



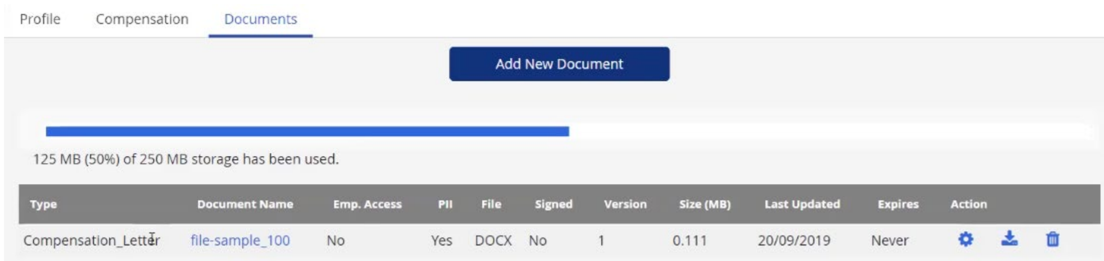
Repeat these steps to add additional documents.

Note: There is a 250 MB size storage limit per employee. The progress bar at the top of the page indicates the amount of storage available.

Delete an existing document

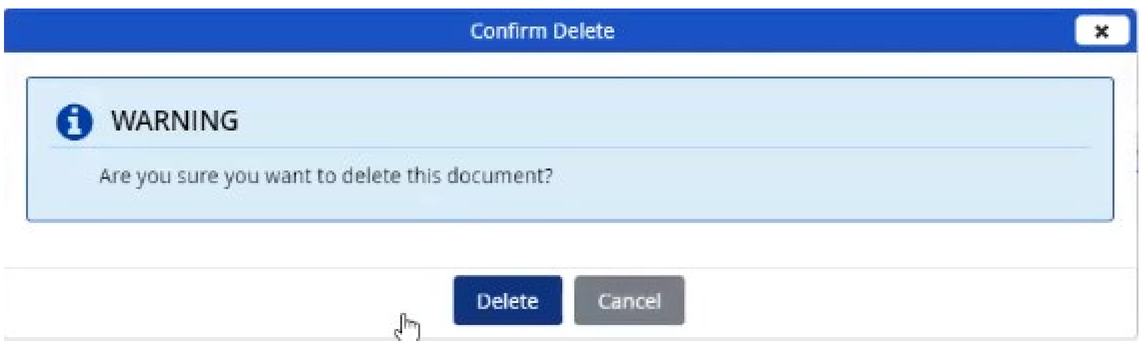
▶ **To delete an existing document for a selected person:**

1. Navigate to the Documents tab (**People > People List > Documents**).



2. Select the person from the People list associated with the document to delete.
3. Click the trash can button in the Action column for the document to delete.

   A confirmation message displays.



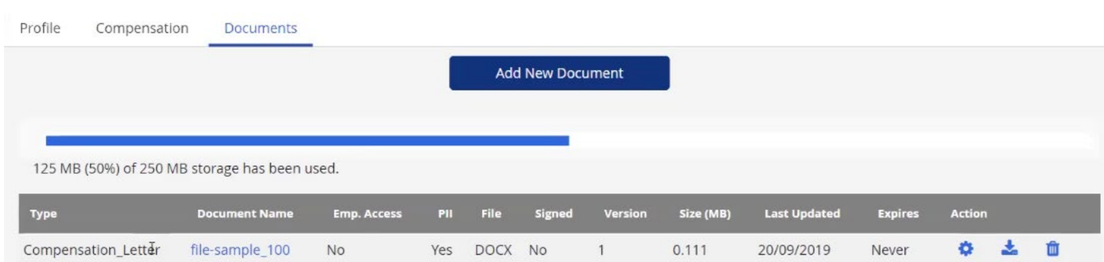
4. Click **Delete**.

The document is permanently deleted.

Download a document

▶ **To download an existing document for a selected person:**

1. Navigate to the Documents tab (**People > People List > Documents**).



2. Select the person from the People list associated with the document to download.
3. Click the download button for the document to download to your system.

The document downloads.

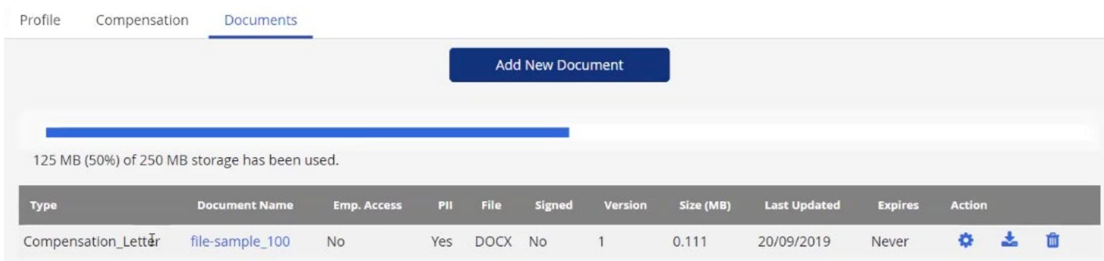
Edit a document

Use the edit feature to update document properties or replace the existing document. This is useful in cases where the document has been updated since it was uploaded, or where you accidentally upload the wrong document.

Once you upload a new file or link, the application deletes the previous one.

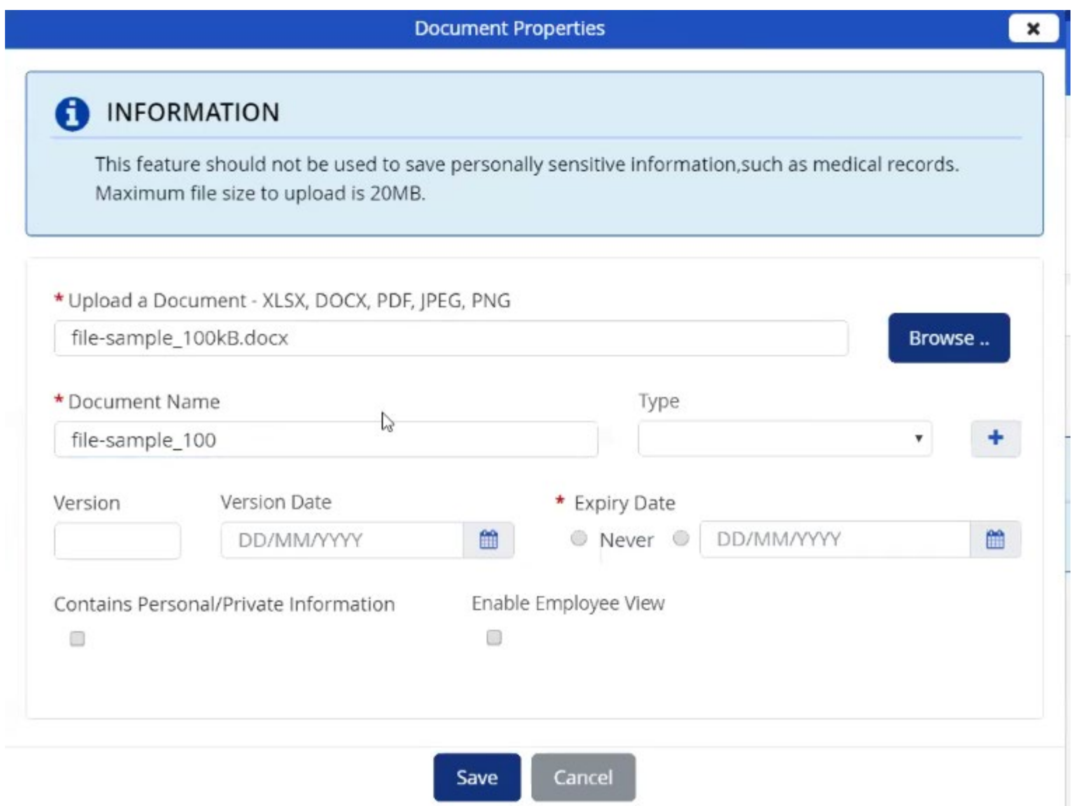
▶ **To edit an existing document:**

1. Navigate to the Documents tab (**People > People List > Documents**).



2. Select the person from the People list associated with the document.
3. Click the properties button in the Action column for the document to edit.

   The document Properties window opens.

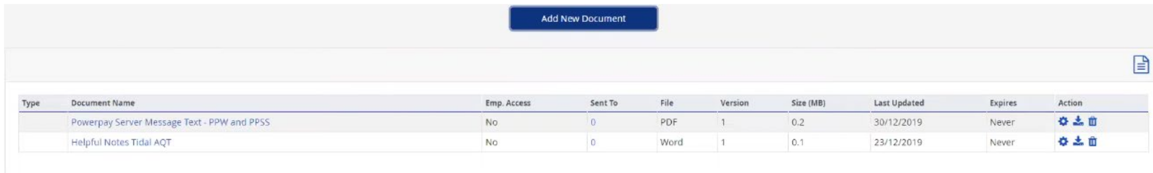


4. Make any required changes such as uploading a new version of the document or updating the expiry date.
5. Click **Save**.

Preview a document

▶ **To preview a company document:**

1. Navigate to the Documents tab (**People > People List > Documents**).



2. Click the document name.

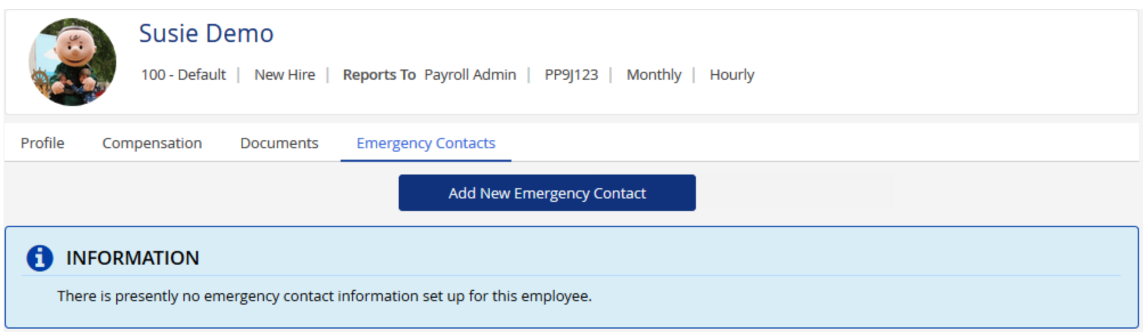
   If the document is an image or PDF file, a window opens displaying a preview of the document.

   For Office documents, the documents are downloaded and can be viewed in the appropriate application.

3. Click **Close** to close the preview window.

Emergency Contacts

Use the Emergency Contacts tab to review, add, edit and delete emergency contact information for an employee.



The following information is available for emergency contacts:

First Name – the emergency contact's first name (required)

Middle Initial – the emergency contact's middle initial

Last Name – the emergency contact's last name (required)

Contact Priority – the emergency contact's priority, primary or secondary. Primary contacts will be contacted first in case of emergency.

Relation – the emergency contact's relationship to the employee.

Language Spoken – the language the emergency contact communicates in

Phone Numbers – the emergency contact's home, work and cellular phone numbers including the area code. You can enter the value with or without dashes or spaces. After saving, the field displays the telephone number in a standard format.

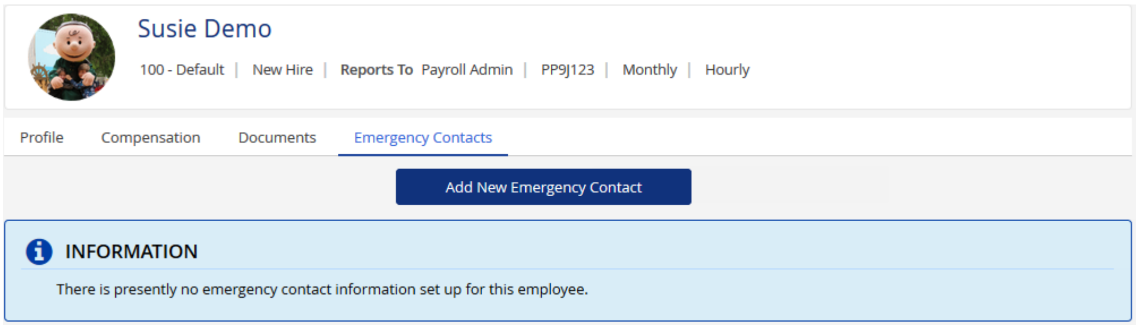
Address information – the emergency contact's home address.

Comments – any additional comments relevant for the emergency contact

Add emergency contact information for an employee

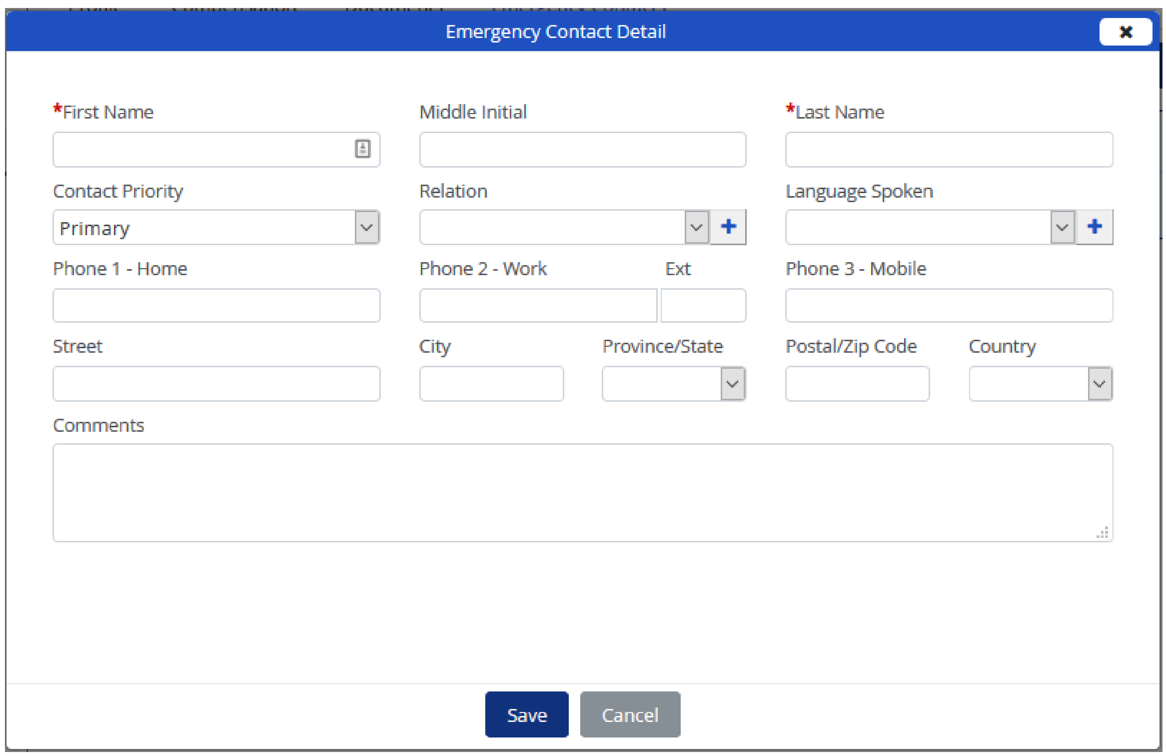
▶ **To add emergency contact information for an employee:**

1. Navigate to the Emergency Contacts tab (**People > People List > Emergency Contacts**).



2. Select the person for whom to add emergency contact information from the People List.
3. Click **Add New Emergency Contact**.

   The Emergency Contact Detail page opens.

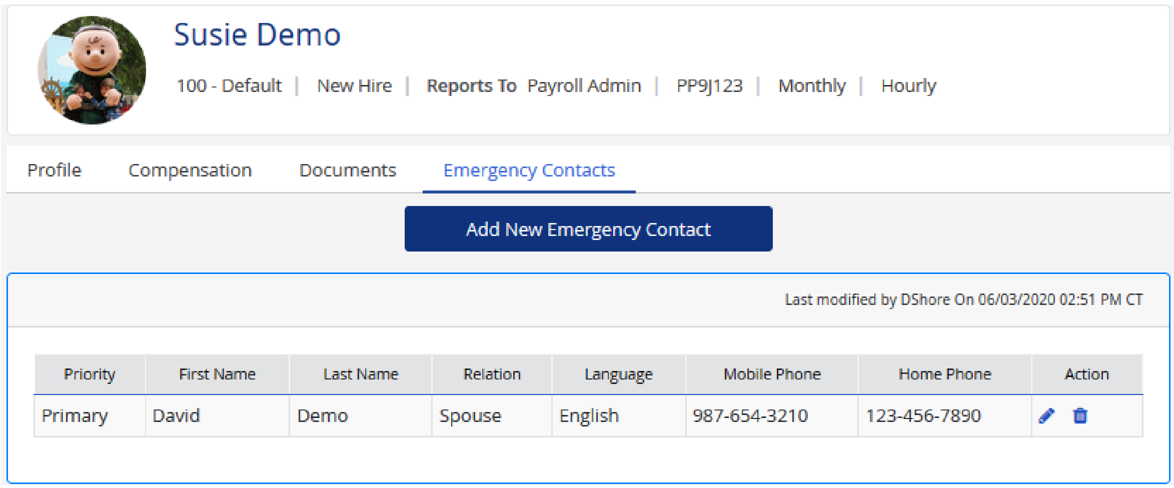


4. Complete the details for the emergency contact. First name and last name fields are required.
5. Click **Save**.

Edit emergency contact information for an employee

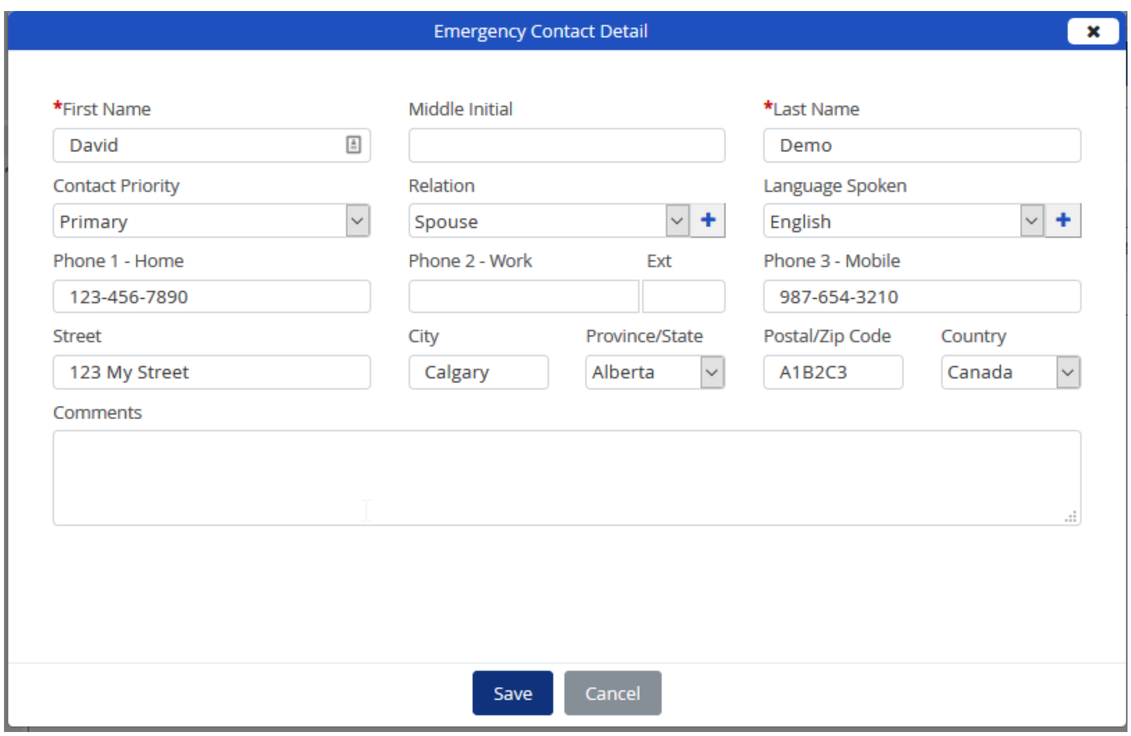
▸ **To edit emergency contact information for an employee:**

1. Navigate to the Emergency Contacts tab (**People > People List > Emergency Contacts**).



2. Select the person for whom to edit emergency contact information from the People List.
3. Click the pencil icon for the contact to edit.

   The Emergency Contact Detail page opens.

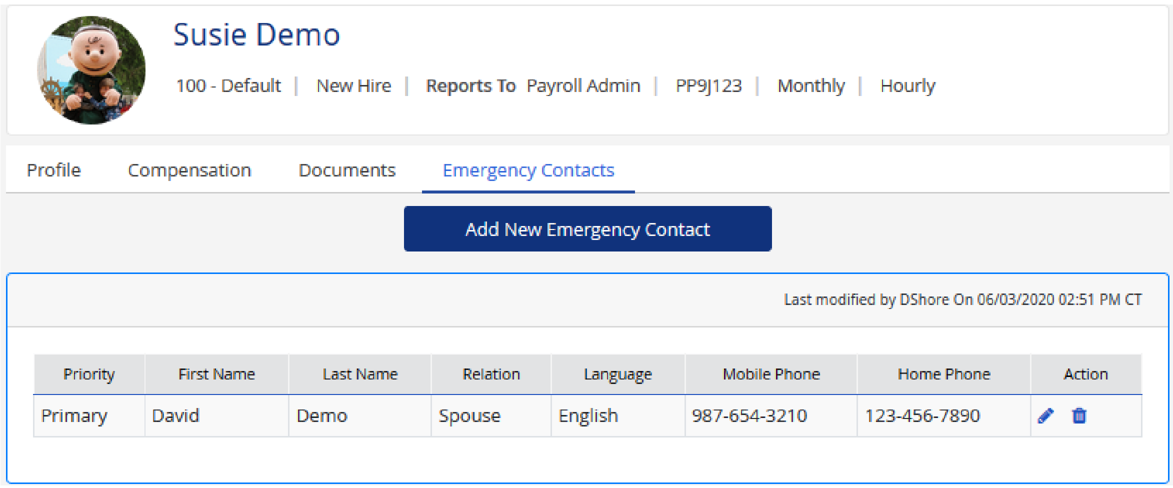


4. Edit the details for the emergency contact as required.
5. Click **Save**.

Delete an emergency contact for an employee

▶ **To delete an emergency contact for an employee:**

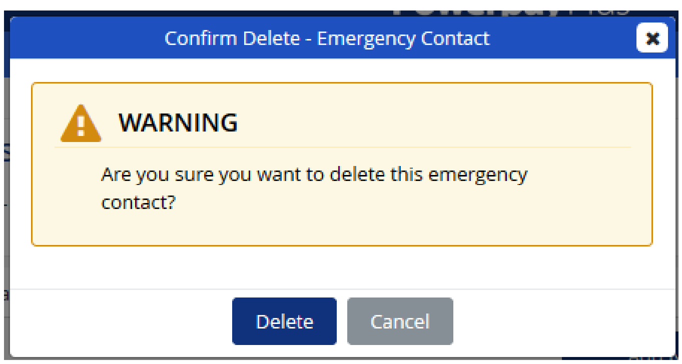
1. Navigate to the Emergency Contacts tab (**People > People List > Emergency Contacts**).



2. Select the person for whom to delete the emergency contact from the People List.

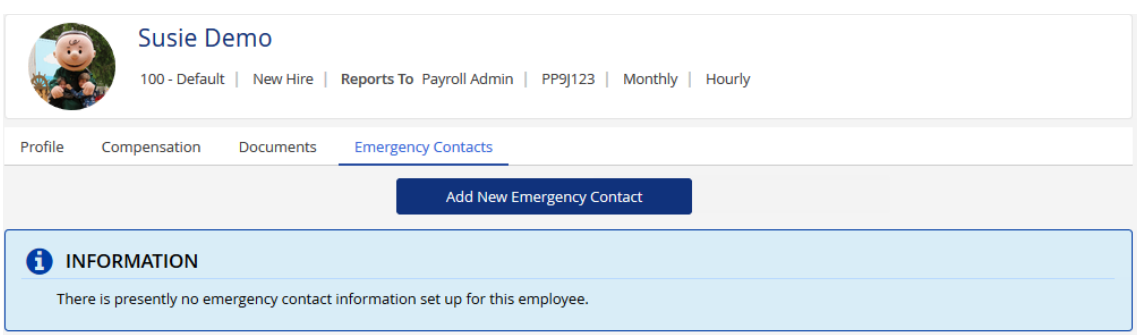
3. Click the trash can icon for the contact to delete.

   A confirmation message displays.



4. Click **Delete**.

The emergency contact is permanently deleted from the employee's emergency contact list.

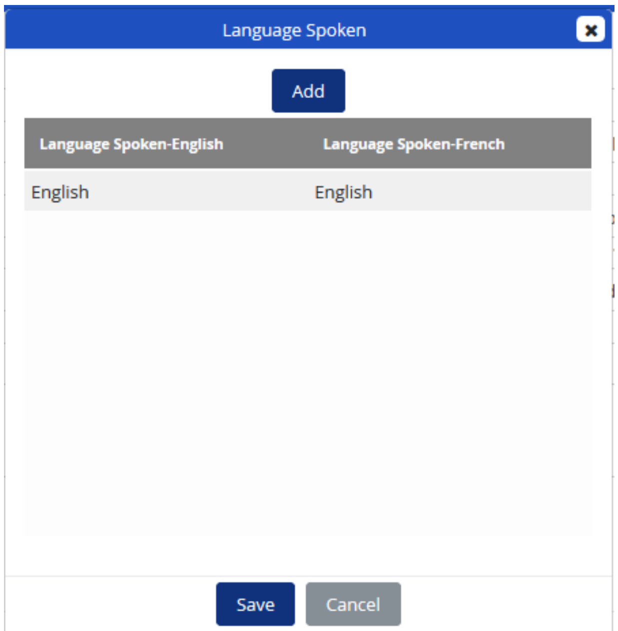


dayforce

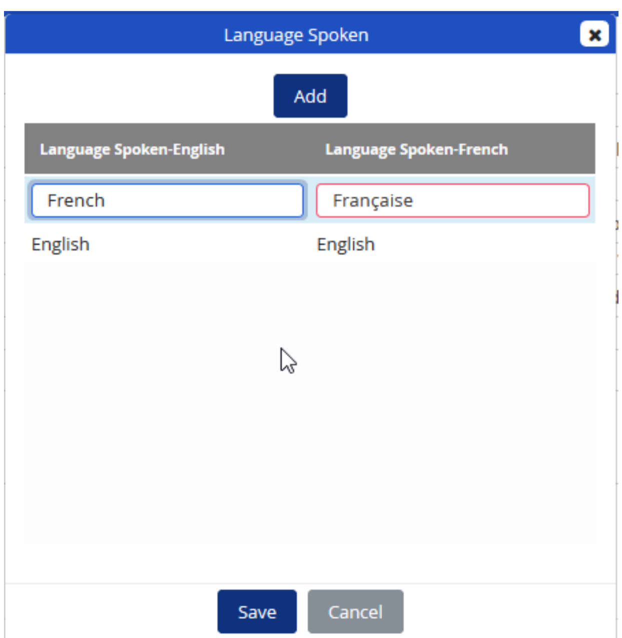
Add a relation or language spoken type not on the Emergency Contact Details page

▸ **To add a relation or language spoken type not in the list:**

1. On the Emergency Contact Detail page (**People > People List > Emergency Contacts > Add New Emergency Contact**), click the plus button adjacent to the **Relation** or **Language Spoken** list.



2. Click **Add.**
3. Enter the type in English and French.



4. Click **Save**.

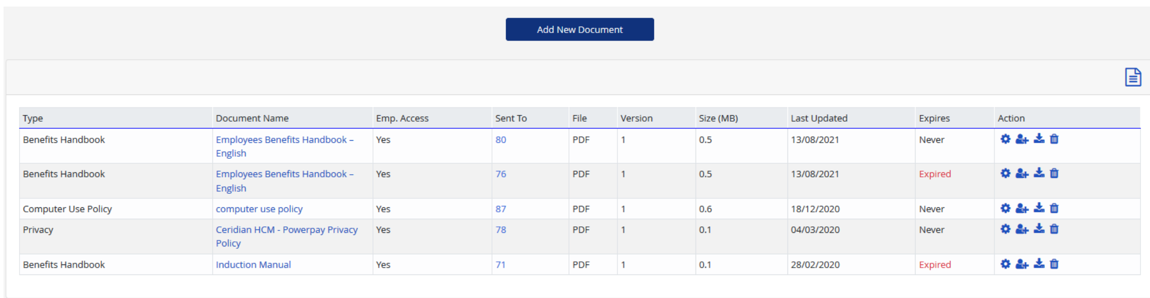
The new type is available in the list.

Company Documents

Use the Company Documents feature to securely upload, track, manage, approve, share and store electronic documents in one location and reduce paper.

A virus scan is run on all documents during upload to ensure viruses are kept out of your system.

Note: The Company Documents feature should **not** be used to save personally sensitive information, such as medical records.



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

Each document uploaded for the person selected from the People List displays in a separate row, with the document's properties.

The following information is displayed:

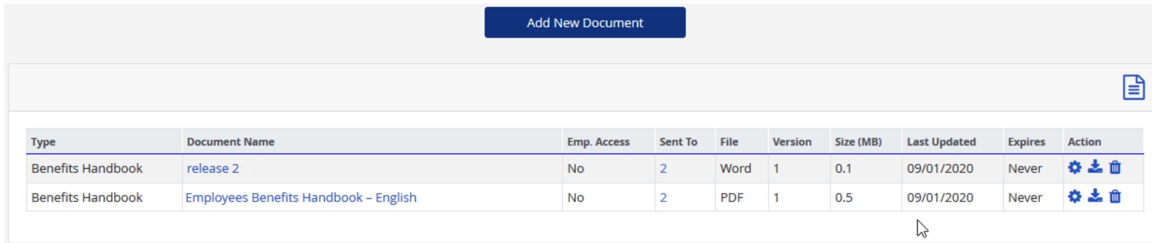
- **Type** – the Document Type specified when the document was uploaded.
- **Document Name** – the file name specified when the document was uploaded. Open the document by clicking the linked file name.
- **Emp Access** – indicates if the employee has access to view the document.
- **Sent To** – the number or employees the document has been distributed to

  Click the number to view the list of employees with access to the document, and identify who has signed off on the document.
- **File** – the file type (e.g., PDF, docx, jpeg, etc.).
- **Version** – the version number assigned to the document when the document was uploaded or edited.
- **Size (MB)** – the file size in megabytes.
- **Last Updated** – the date and time that the file was last modified.
- **Expires** – the date the document is set to expire as assigned when the document was uploaded or edited.
- **Action** – edit, download or delete the document.

Upload a new company document

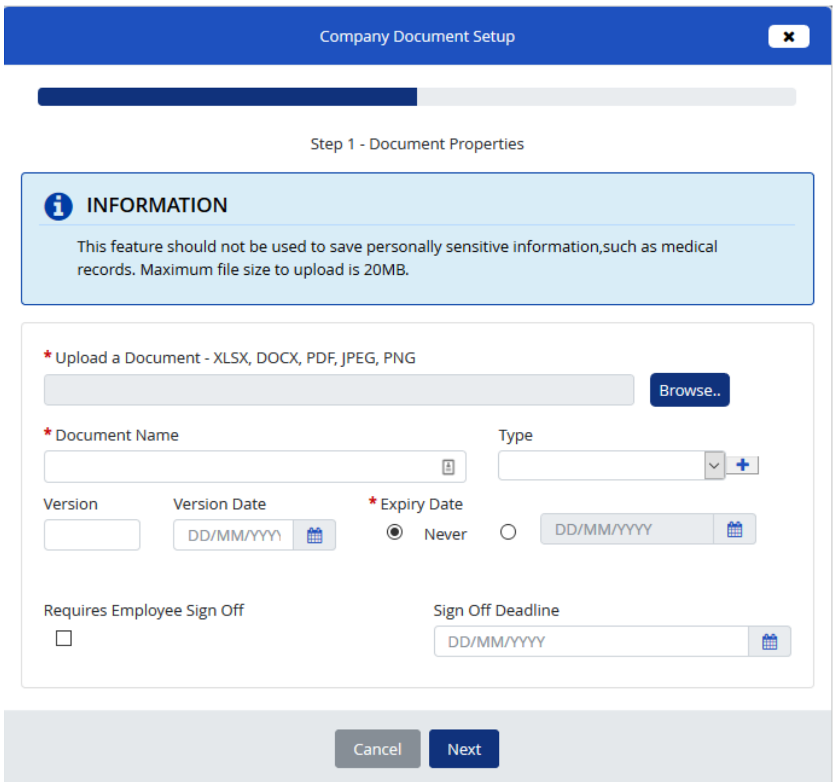
▶ **To upload a new company document:**

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



2. Click the **Add New Document** button.

   The Document Properties window opens.

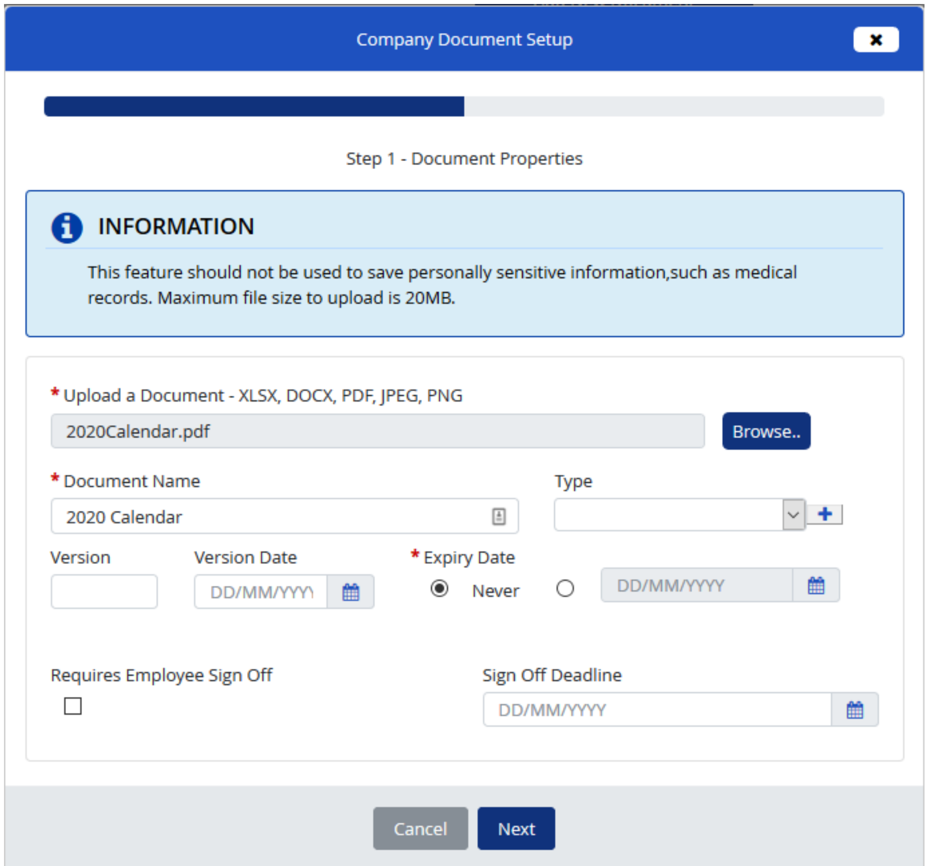


3. Click the **Browse** button to select the document to upload.

   The following document types can be uploaded: .xlsx, .docx, .pdf, .jpeg and .png.

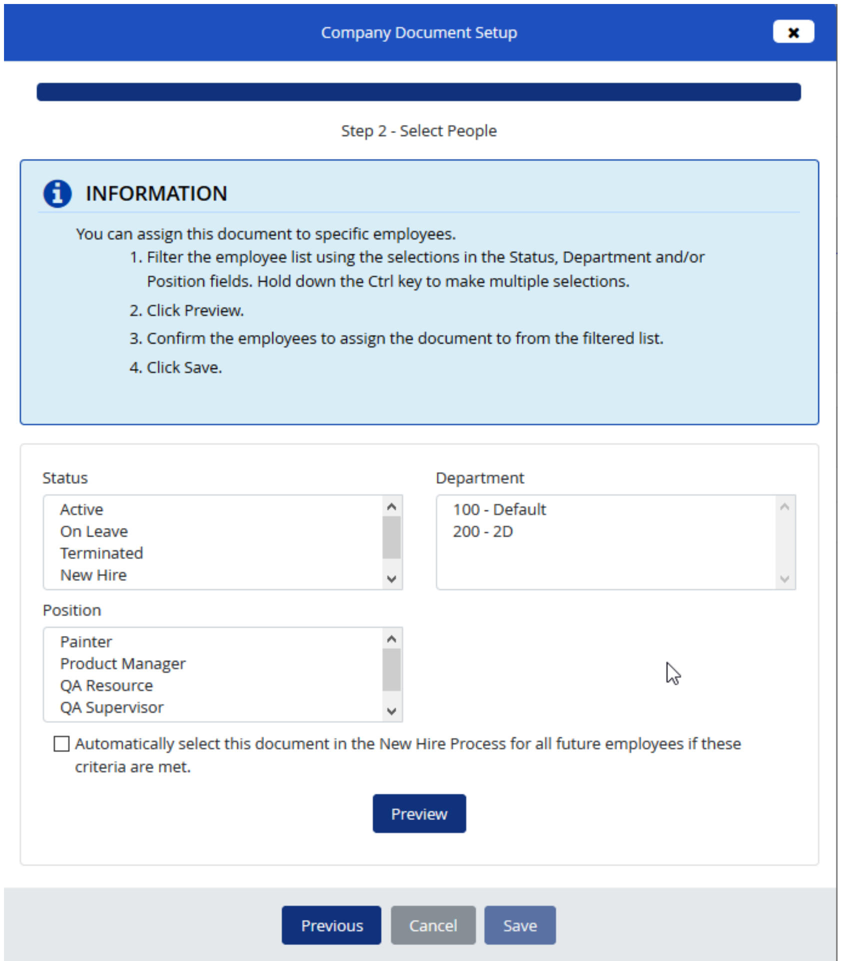
4. Select the file to upload and click **Open**.

   The selected file displays in the **Document Name** field. You can rename the document if required.



5. (optional) Select the document type from the **Type** list. To add a type not in the list, see “Add a document type,” page 68.
6. (optional) Enter a version number for the document.
7. (optional) Select or enter the version date.
8. Set the document expiry date.
9. (optional) If the document requires the employee’s sign off, select the **Requires Employee Sign Off** checkbox. The employee will have the ability to sign off on the document in Self Service.
10. (optional) Select a sign off deadline date. When a deadline is defined, it displays on the Company Documents page.
11. Click **Next**.

    The Select People page displays.



Use this page to assign the document to specific employees. You can filter the employee list by status, department and position.

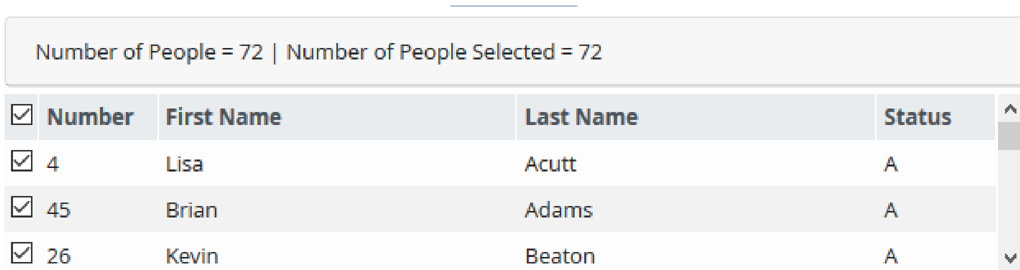
To make multiple selections from an individual list, press and hold the **Ctrl** key while clicking each of the items you want to select.

12. Select the status, departments and positions of the employees to send the document to.

    For example, to send the document to all Active employees in departments 100 and 200, select Active in the Status list and while pressing the **Ctrl** key select 100 and 200 in the Department list.

13. Select the **Include all new hires that meet these criteria** checkbox to send the document to all future new hires that meet the filter criteria.
14. Click **Preview**.

    All the people in the People list who meet the selected criteria display and are selected by default.

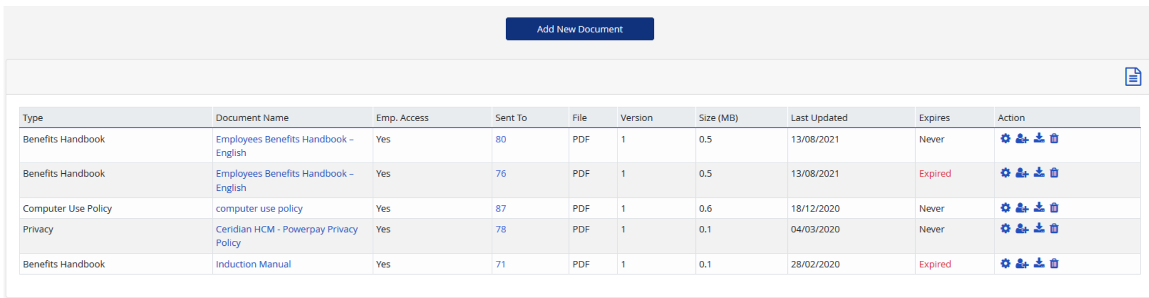


Number of People = 72 | Number of People Selected = 72

☑ Number	First Name	Last Name	Status
☑ 4	Lisa	Acutt	A
☑ 45	Brian	Adams	A
☑ 26	Kevin	Beaton	A

15. (optional) Click the checkbox in the header to clear all of the selections and select the individual checkboxes of the people to send the document to.
16. Click **Save**.

The document is added to the list on the Company Documents page.



Add New Document

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

The document displays for the assigned employees in Self Service and on the Documents tab (**People > People List > Documents**) in Powerpay.

Repeat these steps to add additional documents.

Note: There is a 250 MB size storage limit per employee. The progress bar at the top of the page indicates the amount of storage available.

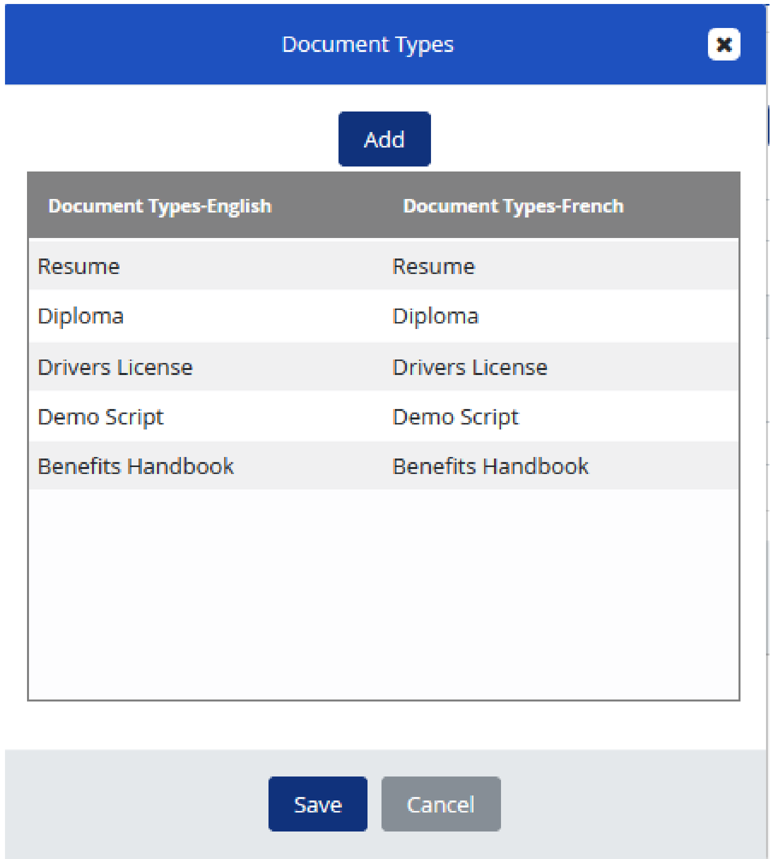
Document Types

Document types help you identify which area the uploaded document is associated with. You can add any additional document types as required.

Add a document type

▶ **To add a document type not in the list:**

1. On the Documents Properties window (**People > Documents > Add New Document**), click the plus button ✚ adjacent to the **Type** list.



2. Click **Add.**
3. Enter the document type in English and French.
4. Click **Save**.

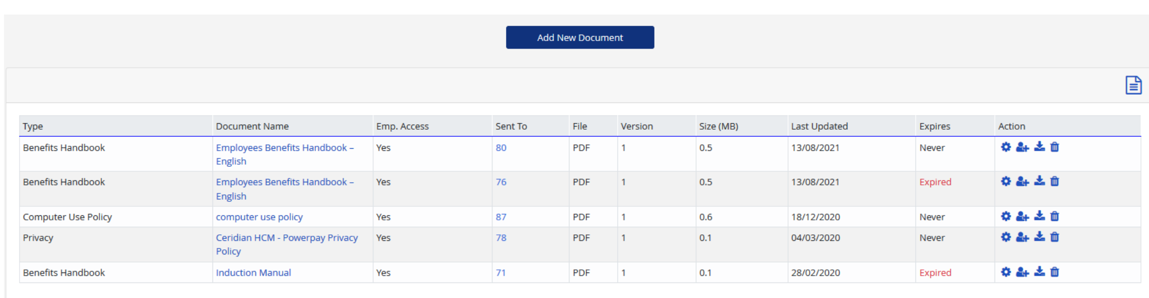
   The new document type is available in the **Type** list.

View company document access status

Once a document has been added to the company document list you can view the number of people the document has been assigned to, the number of people who have accessed the document and who has signed off on the document.

▶ **To view document access status:**

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

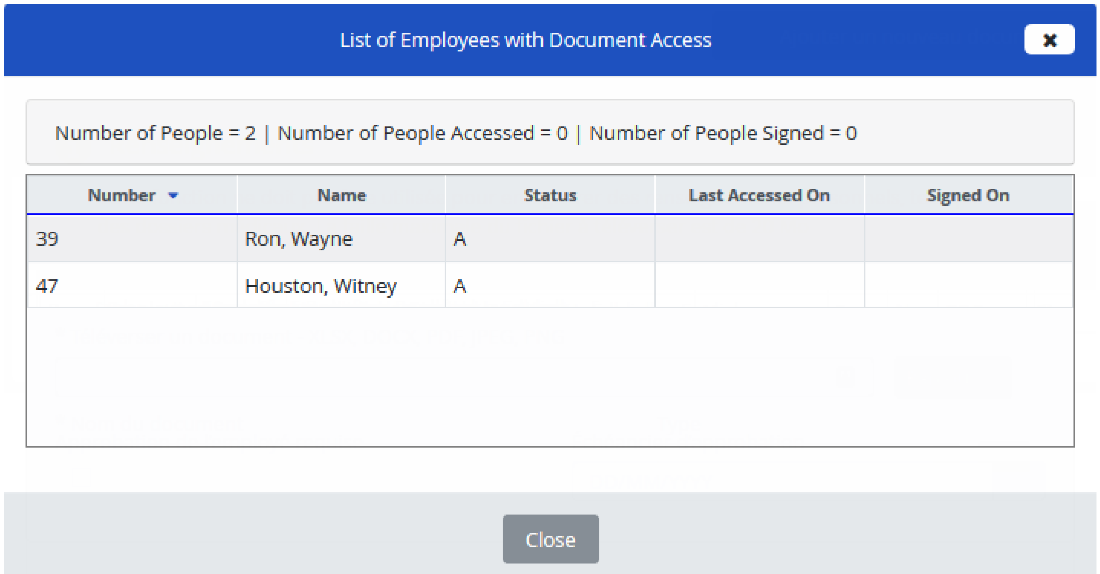


Add New Document

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

2. Click the number in the Sent To column.

   The List of Employees with Document Access window opens.


List of Employees with Document Access

Number of People = 2 | Number of People Accessed = 0 | Number of People Signed = 0

Number	Name	Status	Last Accessed On	Signed On
39	Ron, Wayne	A		
47	Houston, Witney	A		

Close

3. The page display:
   - The number of people the document has been sent to
   - The number of people who have accessed the document
   - The number of people who have signed off on the document
   - The employee names and numbers of the people with access to the document
   - The employee's status: Active, On Leave, Terminated, New Hire
   - When the document was last accessed by each employee
   - If the document was signed and when

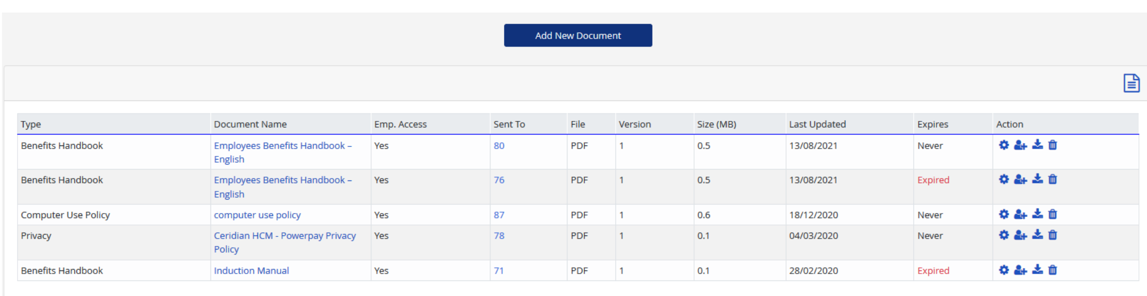
Edit a company document

Use the edit feature to update document properties or replace the existing document. This is useful in cases where the document has been updated since it was uploaded, or where you accidentally upload the wrong document.

Once you upload a new file or link, the application deletes the previous one.

▶ **To edit an existing document:**

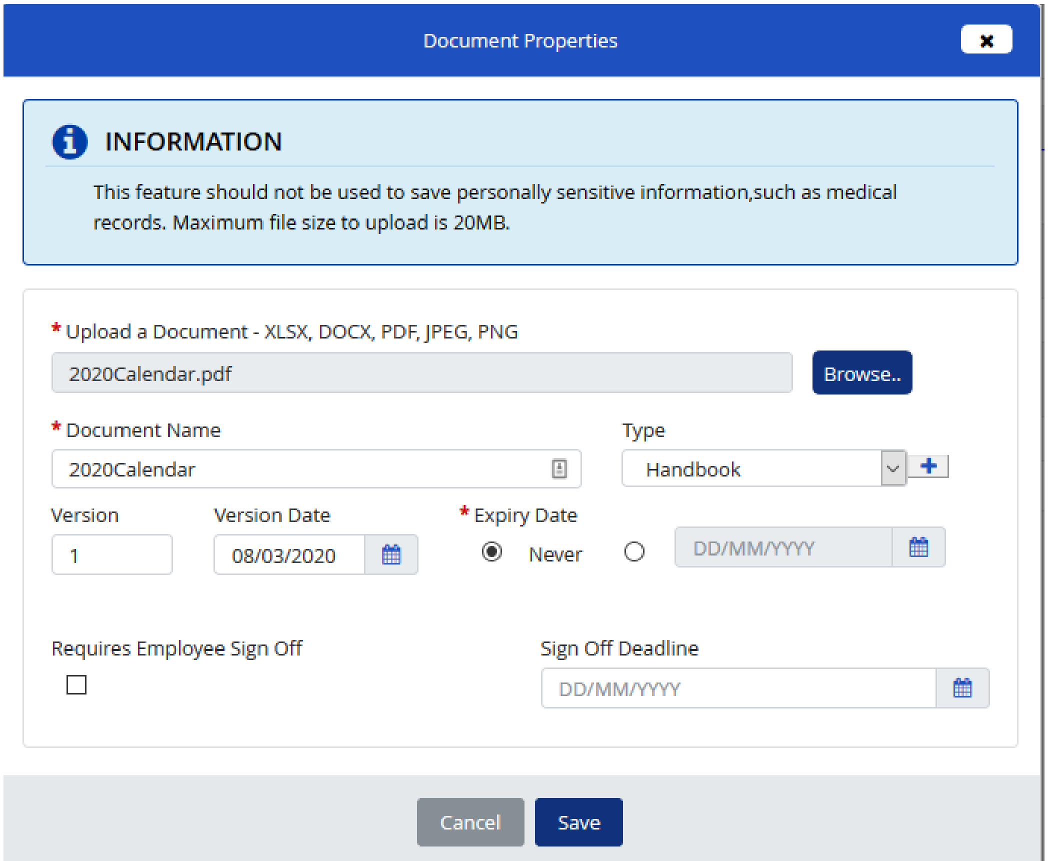
1. Navigate to the Company Documents page (**People > Company Documents**).


Add New Document

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

2. Click the properties button ⚙ in the Action column for the document to edit.

   The Document Properties window opens.

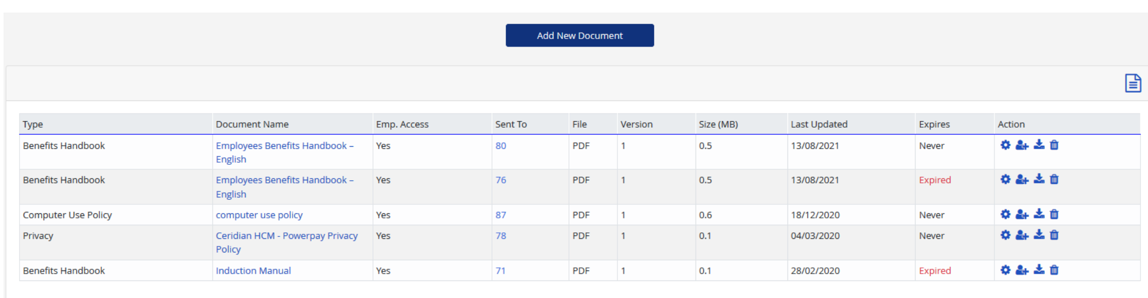


3. Make any required changes such as uploading a new version of the document, updating the expiry date or changing or adding a sign off deadline.
4. Click **Save**.

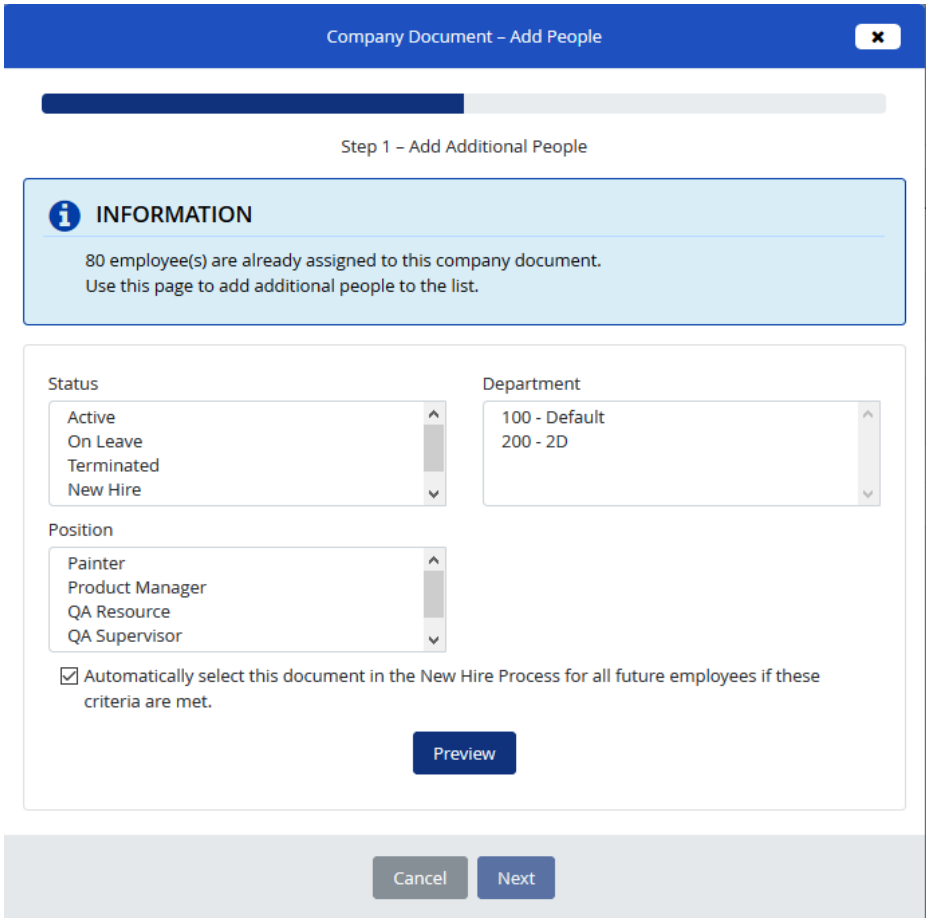
Assign a company document to additional employees

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

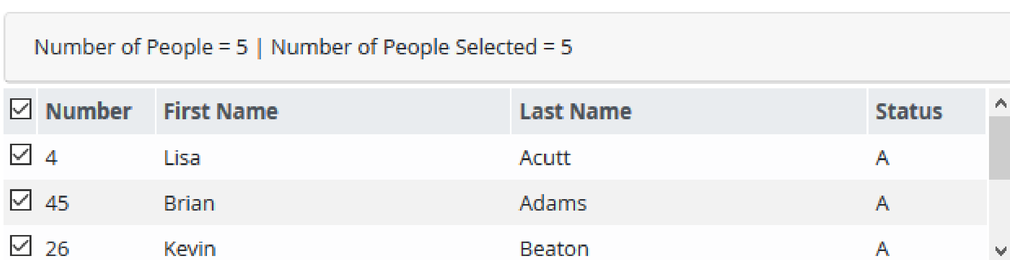
1. Navigate to the Company Documents page (**People > Company Documents**).



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

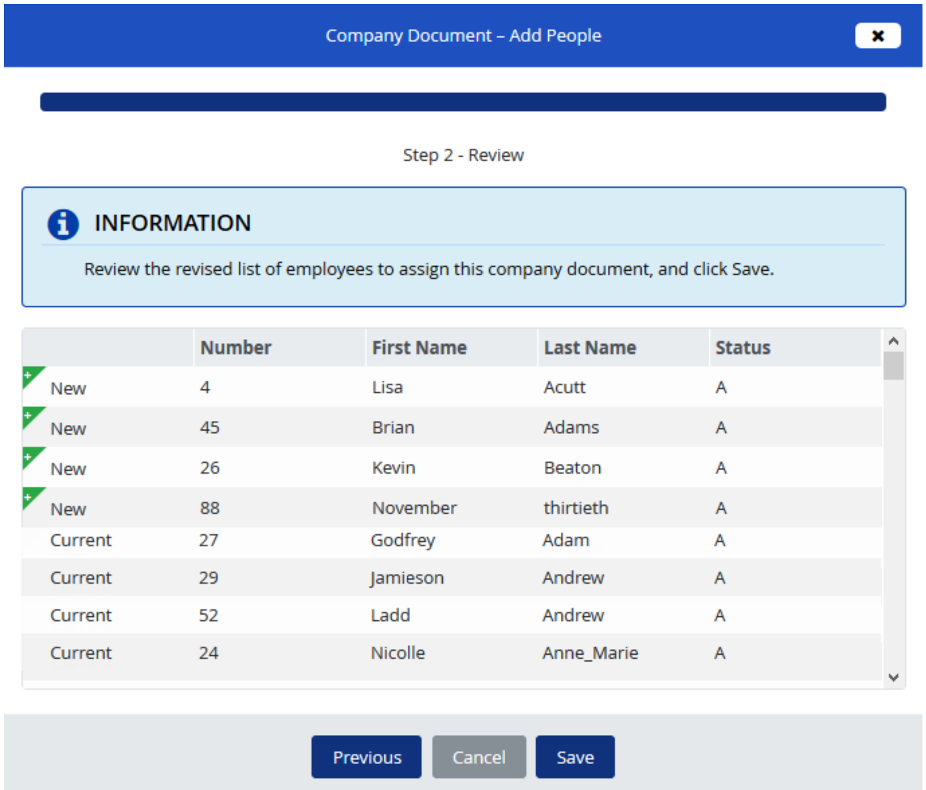


3. Select the status, departments and positions of the employees to send the document to.
4. Select the **Include all new hires that meet these criteria** checkbox to send the document to all future new hires that meet the filter criteria.
5. Click **Preview**.



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

   The Review page displays.

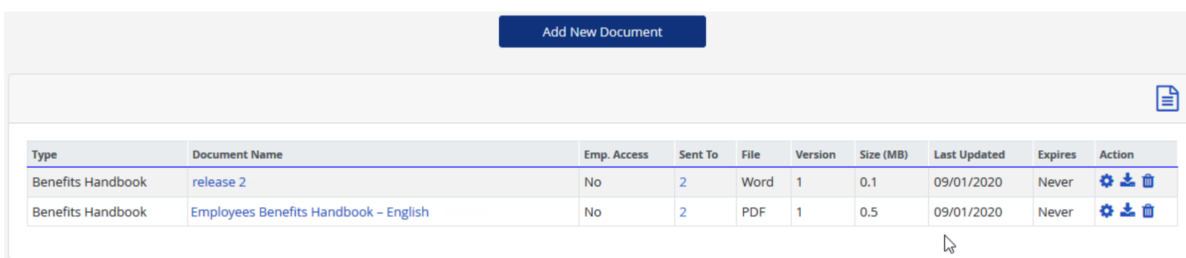


8. The list displays all of the employees already assigned the document (Current) and the additional employees selected on the previous page (New). Review the list for accuracy.
9. Click **Save**.

Preview a company document

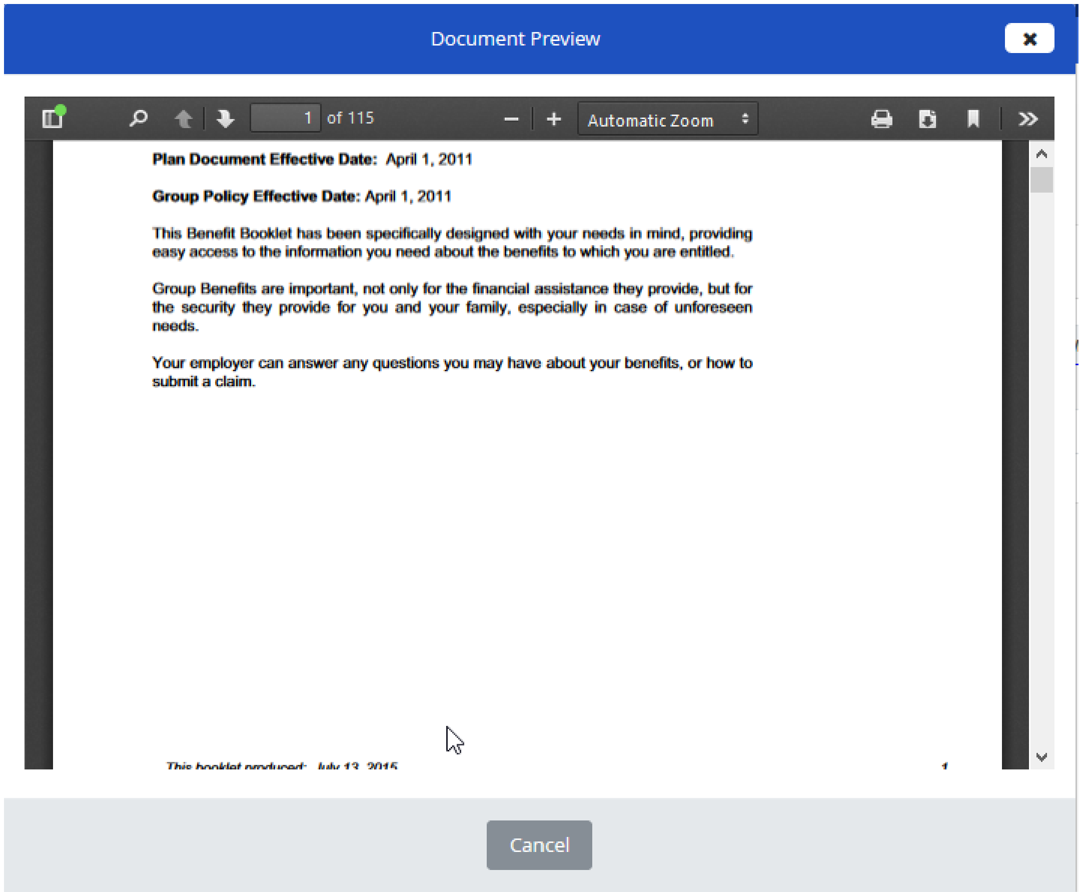
▶ **To preview a company document:**

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

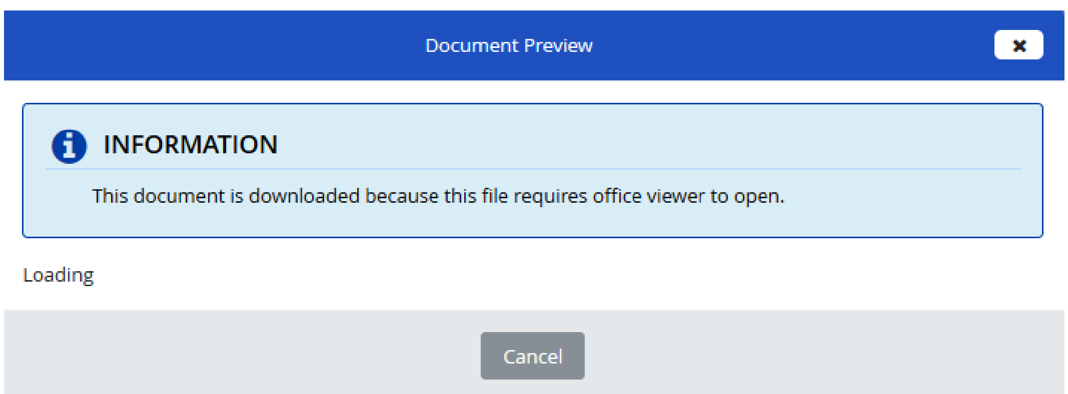


2. Click the document name.

   If the document is an image or PDF file, a window opens displaying a preview of the document.



For Office documents, the documents are downloaded and can be viewed in the appropriate application.

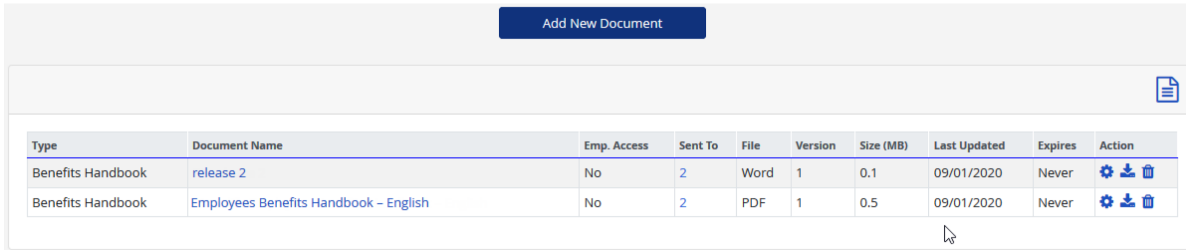


3. Click **Close** to close the preview window.

Download a company document

▶ **To download a company document**

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

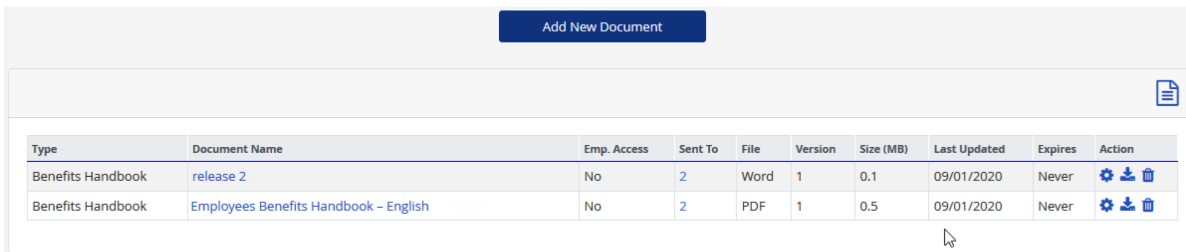


2. Click the download button for the document to download to your system.
   The document downloads.

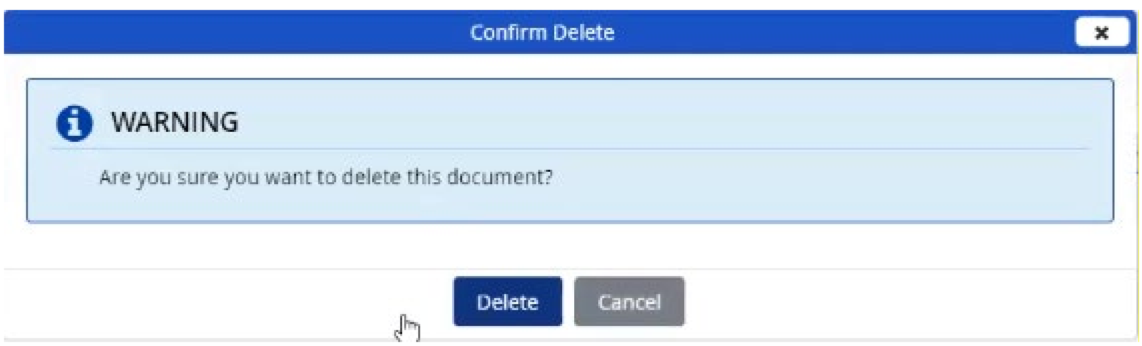
Delete an existing company document

▶ **To delete an existing company document:**

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



2. Click the trash can button in the Action column for the document to delete.
   A confirmation message displays.

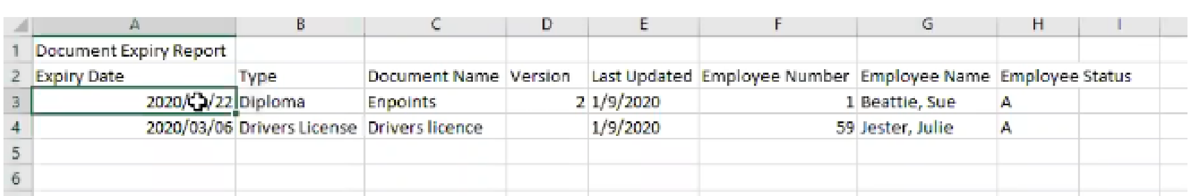


3. Click **Delete**.

The document is permanently deleted.

Expiry Report

The Expiry report provides a list of all documents and the employees (active, new hires or on leave) that they are assigned to that are expired or will be expiring soon.



	A	B	C	D	E	F	G	H	I
1	Document Expiry Report								
2	Expiry Date	Type	Document Name	Version	Last Updated	Employee Number	Employee Name	Employee Status	
3	2020/03/22	Diploma	Enpoints	2	1/9/2020	1	Beattie, Sue	A	
4	2020/03/06	Drivers License	Drivers licence		1/9/2020	59	Jester, Julie	A	
5									
6									
7									

dayforce

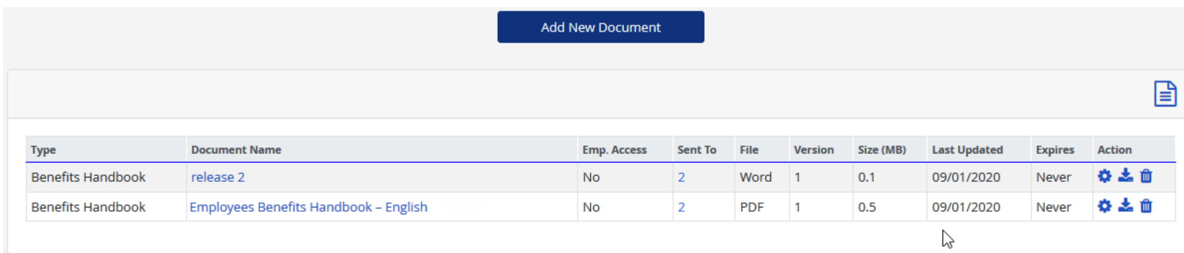
It includes:

- Document name
- Expiry date
- Document type
- Version
- Last Updated
- Employee Number
- Employee Name
- Employee Status

Documents without an expiry date do not display.

▶ **To view the Expiry report:**

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



2. Click the Expiry report button in the top right corner.

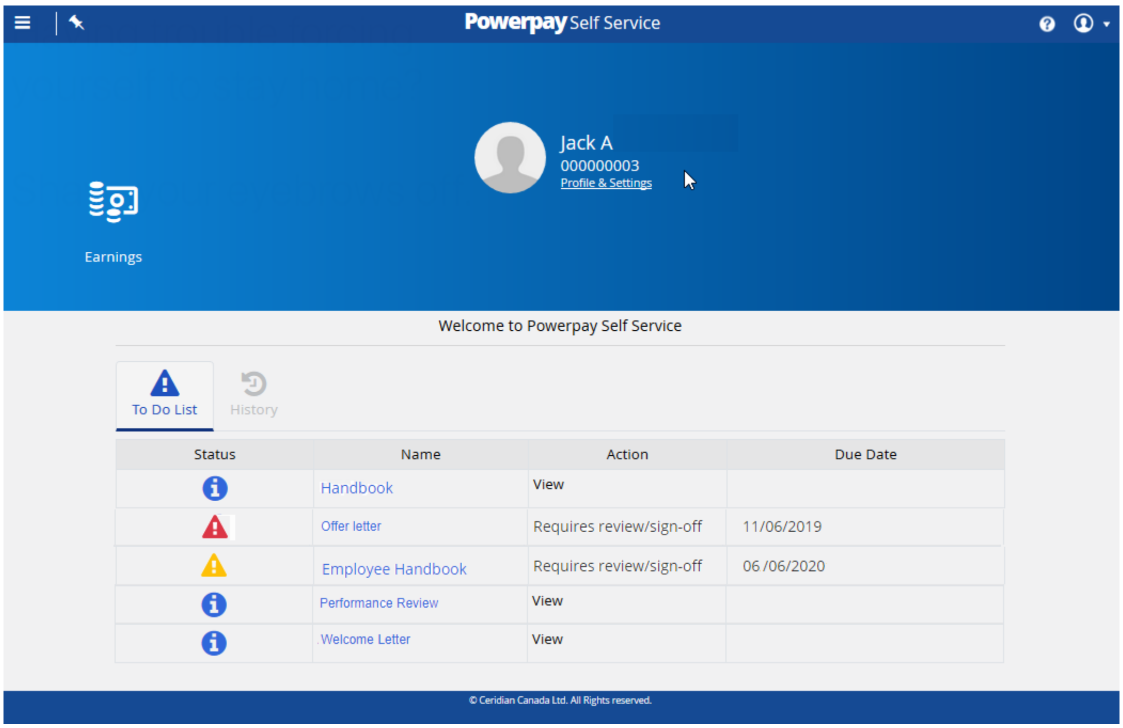
The report downloads and can be opened in Microsoft Excel.

Self Service with Powerpay People

Self Service Task Pane

When you log into Self Service the Task pane displays your To Do List and a History of completed items.

To Do List



Each item displays in a separate row, with the following information:

- **Status** – One of three status types display depending on the status of the task:
  - To Do (yellow)
  - New (blue)
  - Overdue (red)
- **Name** – The name of the task. Click the name link to perform the action.
- **Action** – A description of the action required.
- **Due Date** – If an expiry or due date was placed on the action, the date displays.

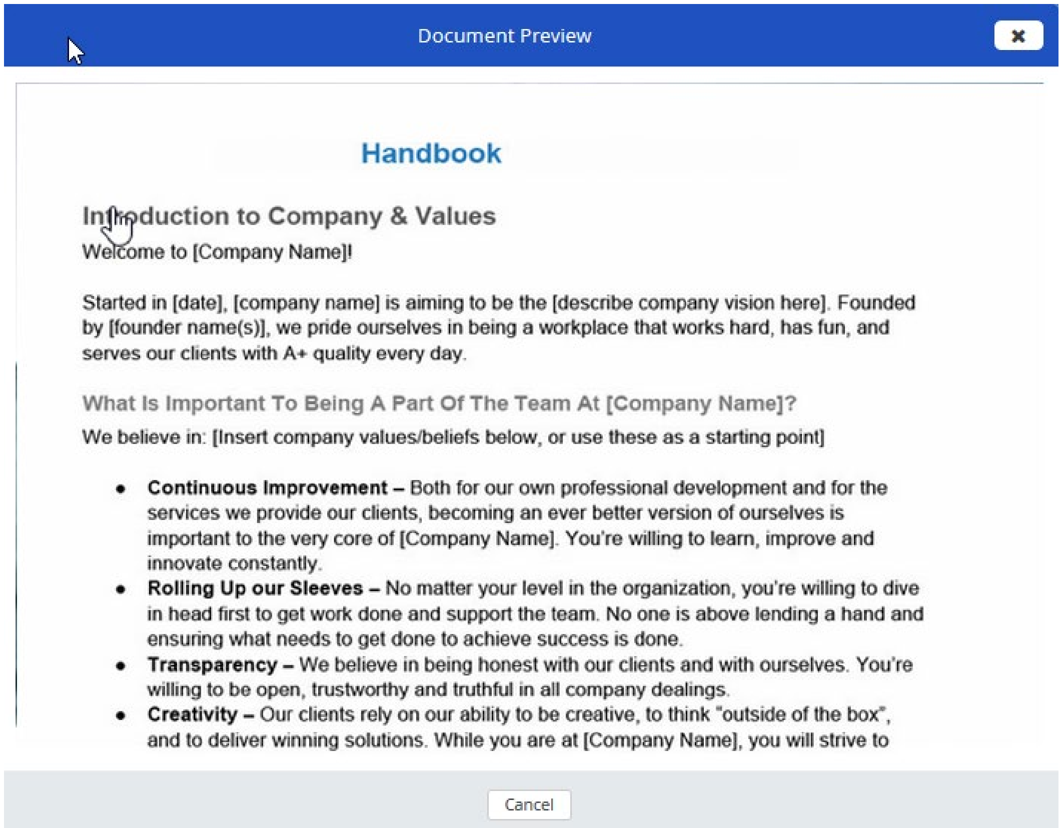
To complete an action, click the link for the action in the Name column.

View a document in the To Do List

▶ **To view a document in your To Do List:**

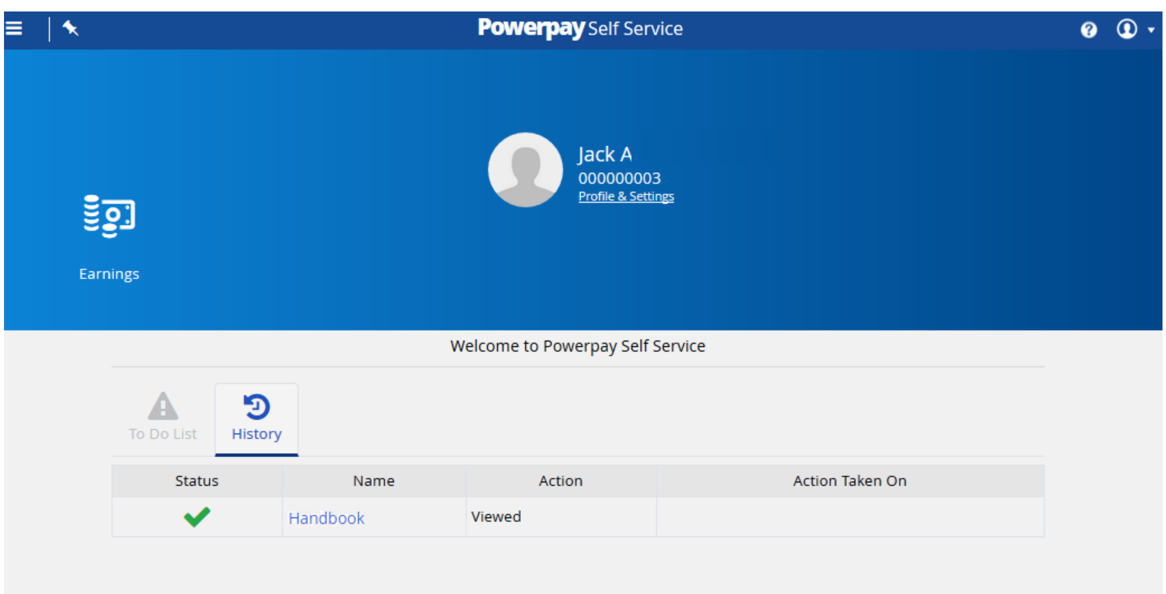
1. From the Home page, click the document name link in the Name column.

   A Preview window opens.



2. Review the document.
3. Click **Close**.

   After you have viewed the document, the task is removed from the To Do List and displays in the History tab. A green checkmark displays in the Status column for the document.



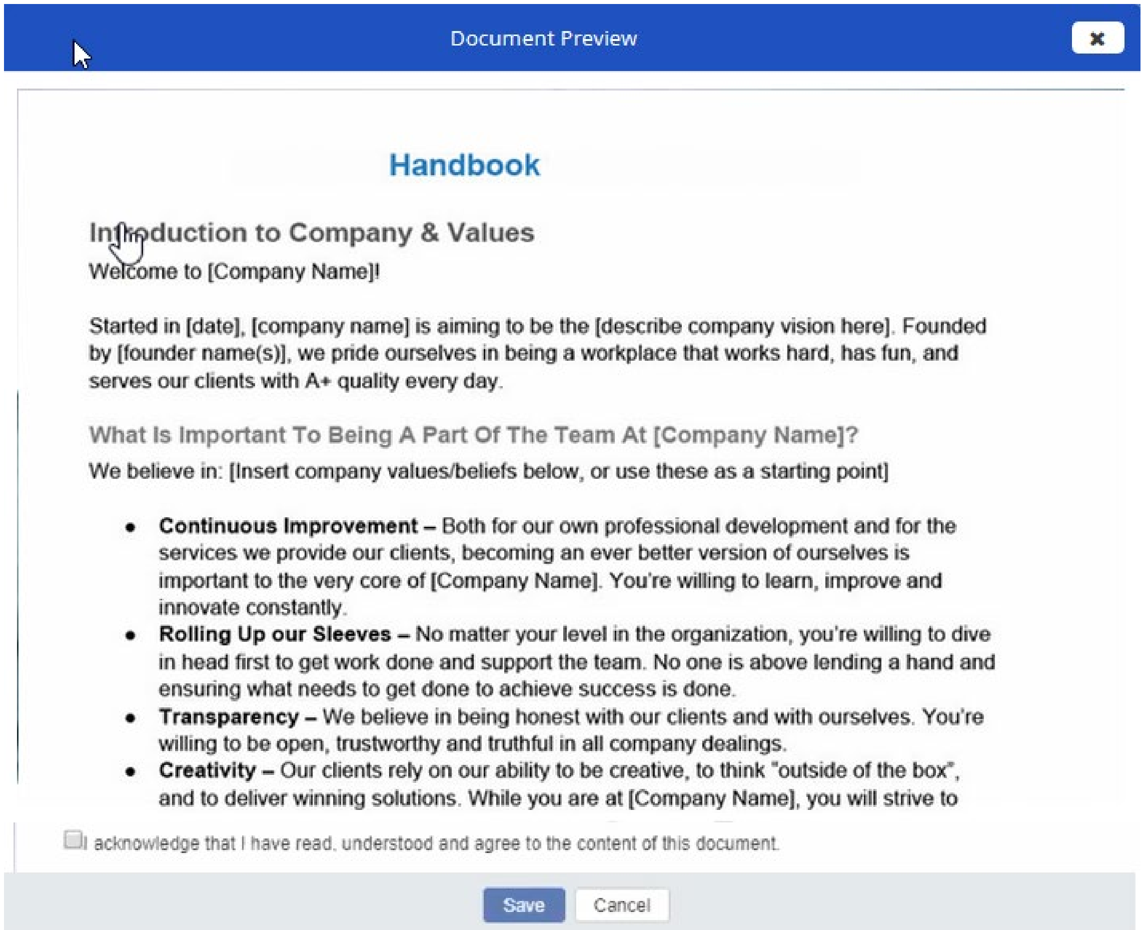
dayforce

Sign-off on a document in your To Do List

▶ **To review and sign-off on a document from your To Do List:**

1. From the Home page, click the document name link for the document requiring sign-off in the Name column.

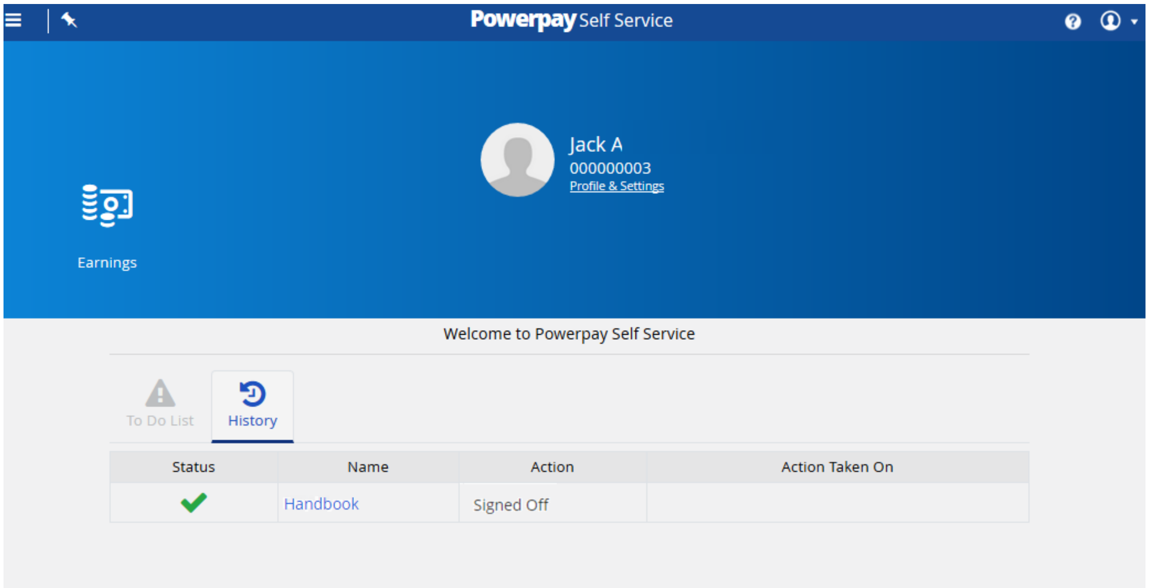
   A Preview window opens.



2. Click the **I acknowledge that I have read, understood and agree to the content of this document** checkbox.
3. Click **Save**.

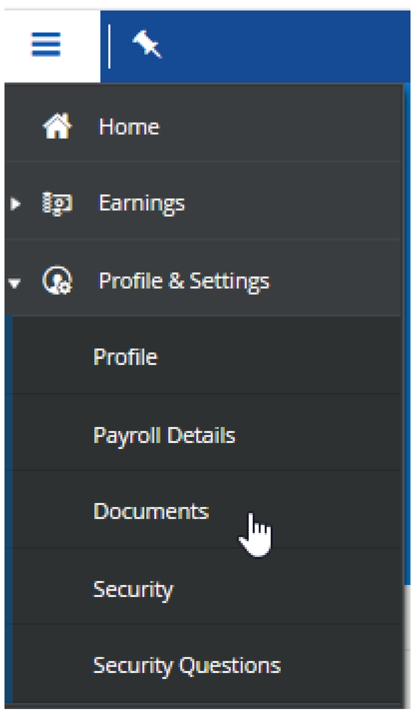
   Once the document is signed:

   - the value in the Signed/Signature column displays **Yes** on the Documents page (**Profile & Settings > Documents**)
   - the task is moved to the History tab. A green checkmark displays in the Status column, the Action is updated to reflect the current status of the item and the date the action was taken displays.



Self Service Documents

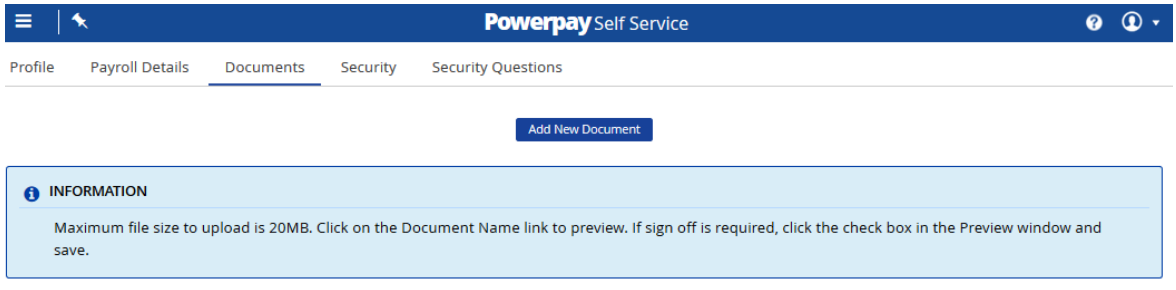
Use the Self Service Documents page (**Profile & Settings > Documents**) to upload, edit and preview documents.



Upload a Document

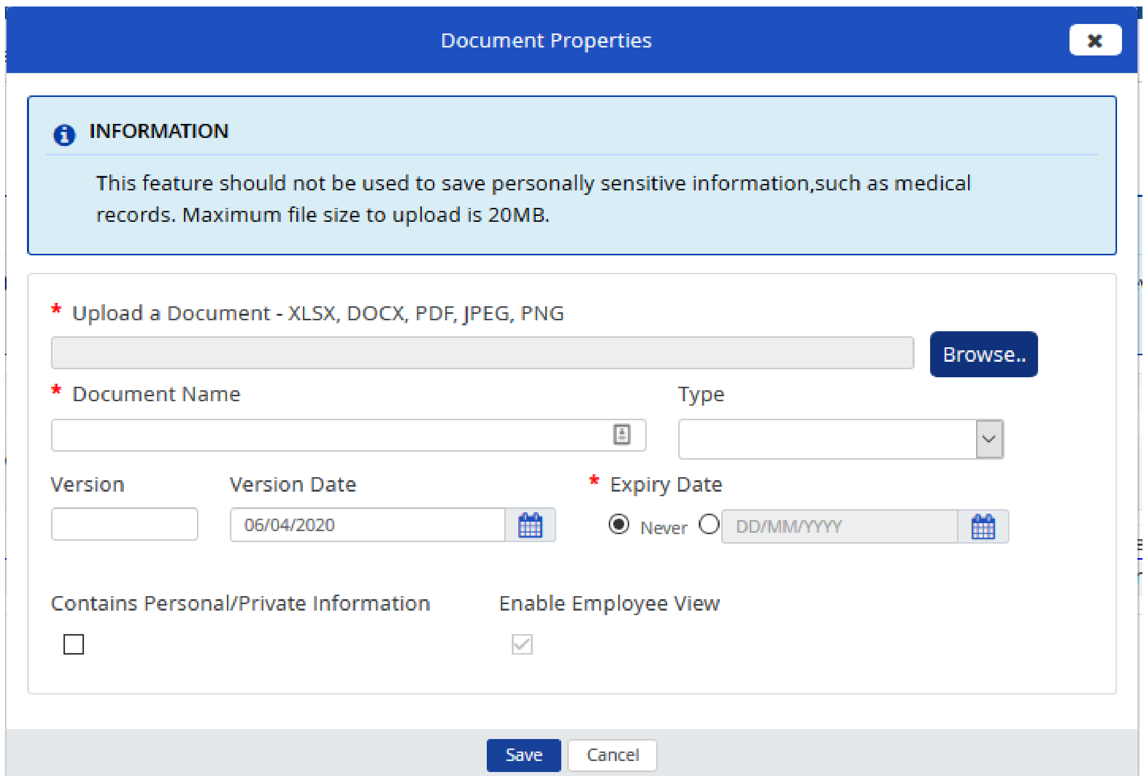
▶ **To upload a new document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



2. Click the **Add New Document** button.

   The Document Properties window opens.



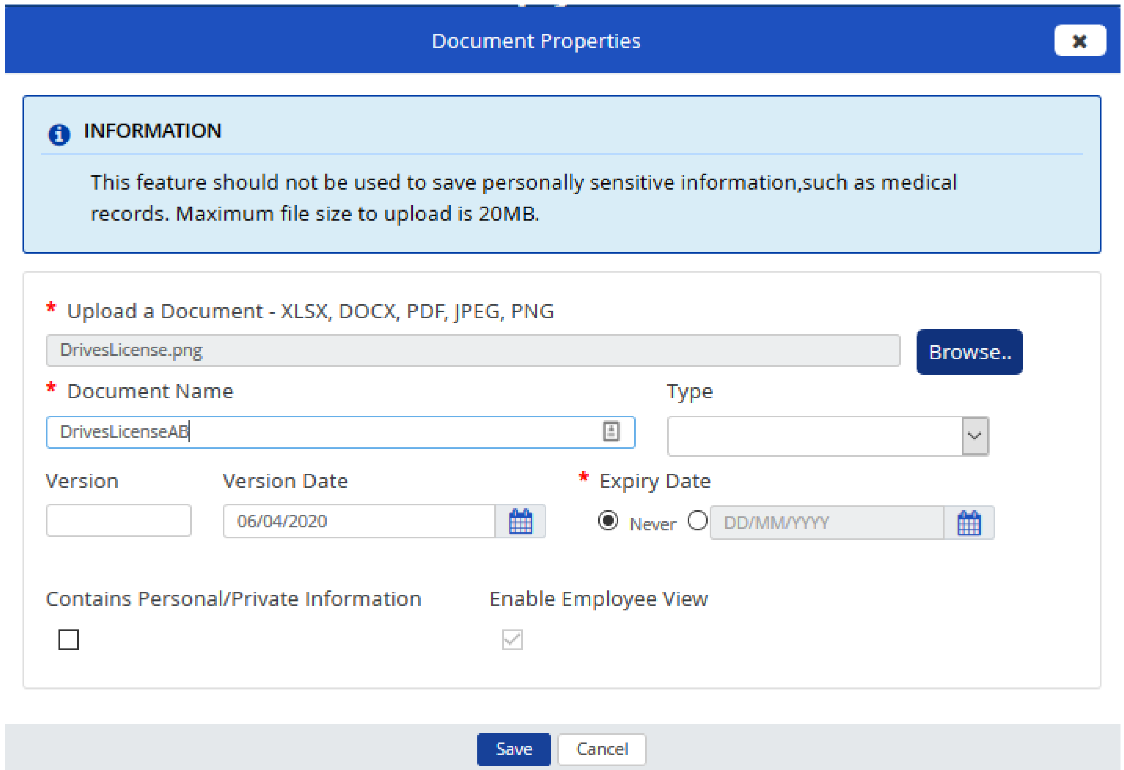
3. Click the **Browse** button to select the document to upload.

   The following document types can be uploaded: .xlsx, .docx, .pdf, .jpeg and .png.

4. Select the file to upload and click **Open**.

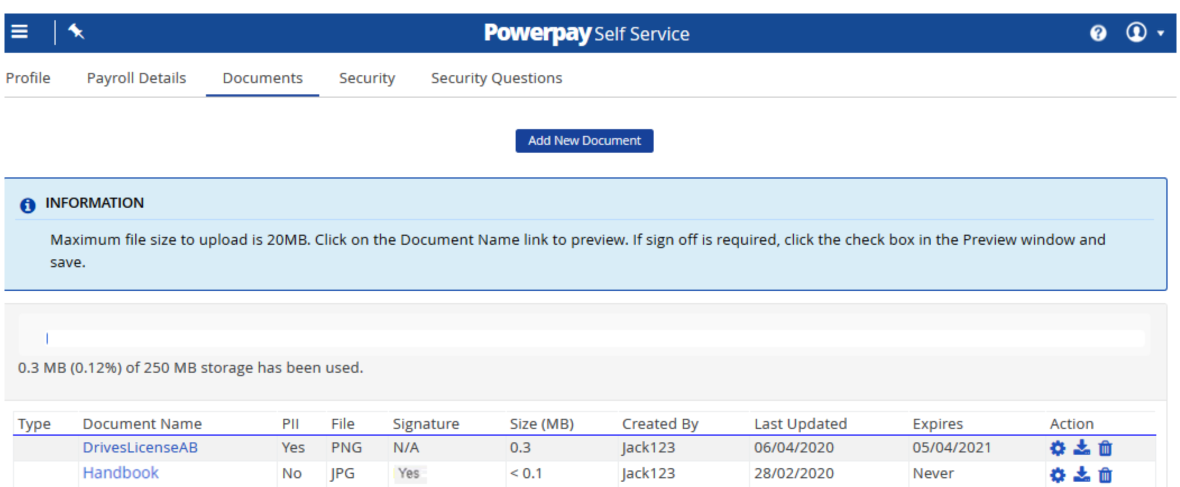
   The selected file displays in the **Document Name** field. You can rename the document if required.

dayforce



5. (optional) Select the document type from the **Type** list.
6. (optional) Enter a version number for the document.
7. (optional) Select or enter the version date.
8. Set the document expiry date.
9. (optional) If the document contains personal identifiable information (PII) such as a birth certificate or driver's license, select the **Contains Personal/Private Information** checkbox.
10. Click **Save**.

The document is added to the list on the Documents page.



Repeat these steps to add additional documents.

Note: There is a 250 MB size storage limit for all documents. The progress bar at the top of the page indicates the amount of storage available. The size limit per single document is 20MB.

Each document uploaded displays in a separate row, with the document's properties.

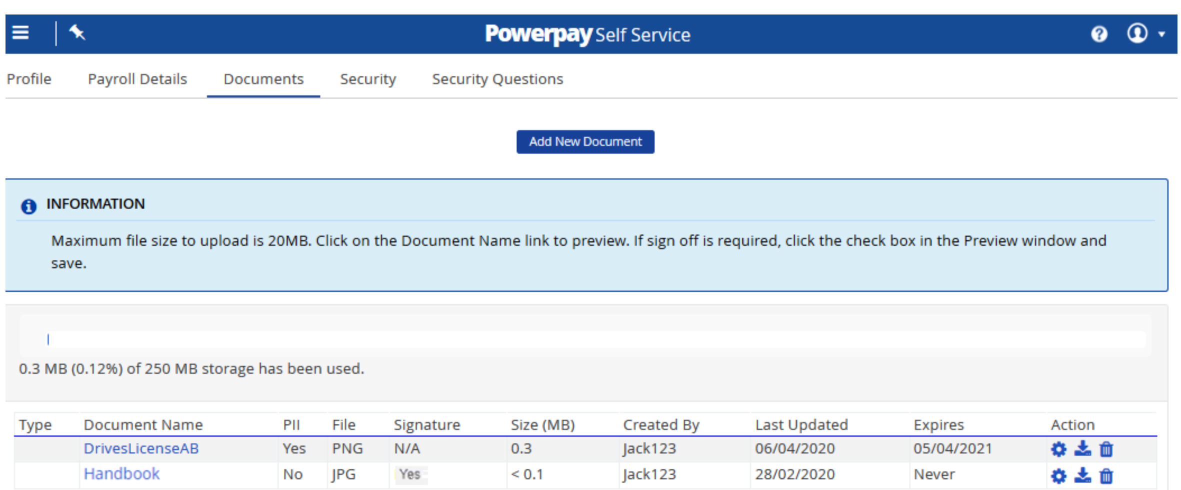
The following information is displayed:

- **Type** – the Document Type specified when the document was uploaded.
- **Document Name** – the file name specified when the document was uploaded. Open the document by clicking the linked file name.
- **PII** – indicates if the document includes personal or identifiable information (i.e., the **Contains Personal/Private Information** checkbox was selected when the document was uploaded).
- **File** – the file type (e.g., PDF, docx, jpeg, etc.).
- **Signed/Signature** – indicates if the document requires signoff or if the document has been signed.

  When a document is assigned to you by the payroll administrator it may require your signoff. For information on signing documents see "Sign a document requiring a signature," page 83.
- **Version** – the version number assigned to the document when the document was uploaded or edited.
- **Size (MB)** – the file size in megabytes.
- **Last Updated** – the date and time that the file was last modified.
- **Expires** – the date the document is set to expire. The expire date is assigned when the document is uploaded or edited.
- **Action** – edit, download or delete the document.

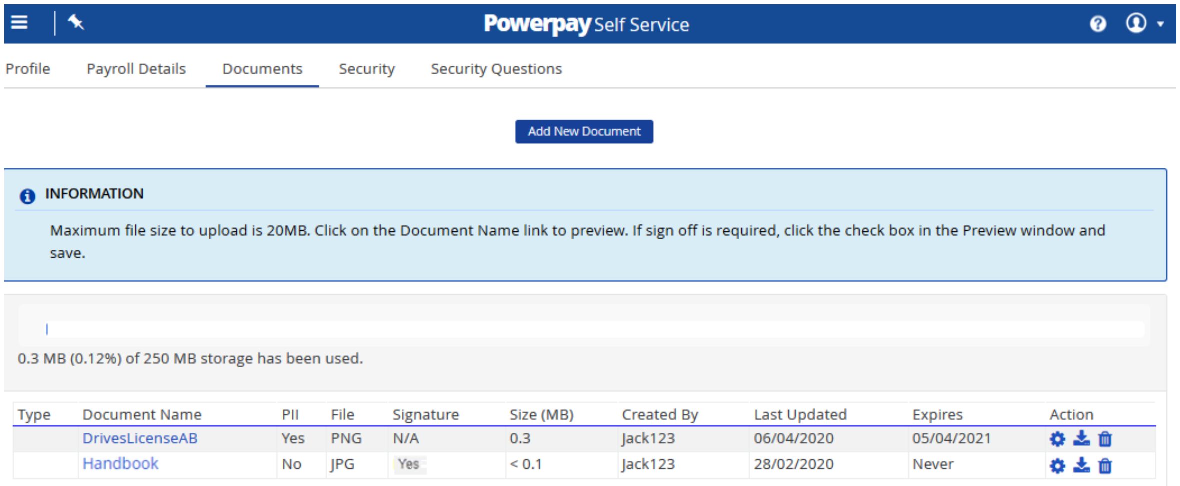
Sign a document requiring a signature

The Documents page includes all documents uploaded by you and all documents assigned to you by your payroll administrator. Some documents assigned by your payroll administrator may require you to sign the document. Documents that require your signature display the text **Required** in the Signed/Signature column.

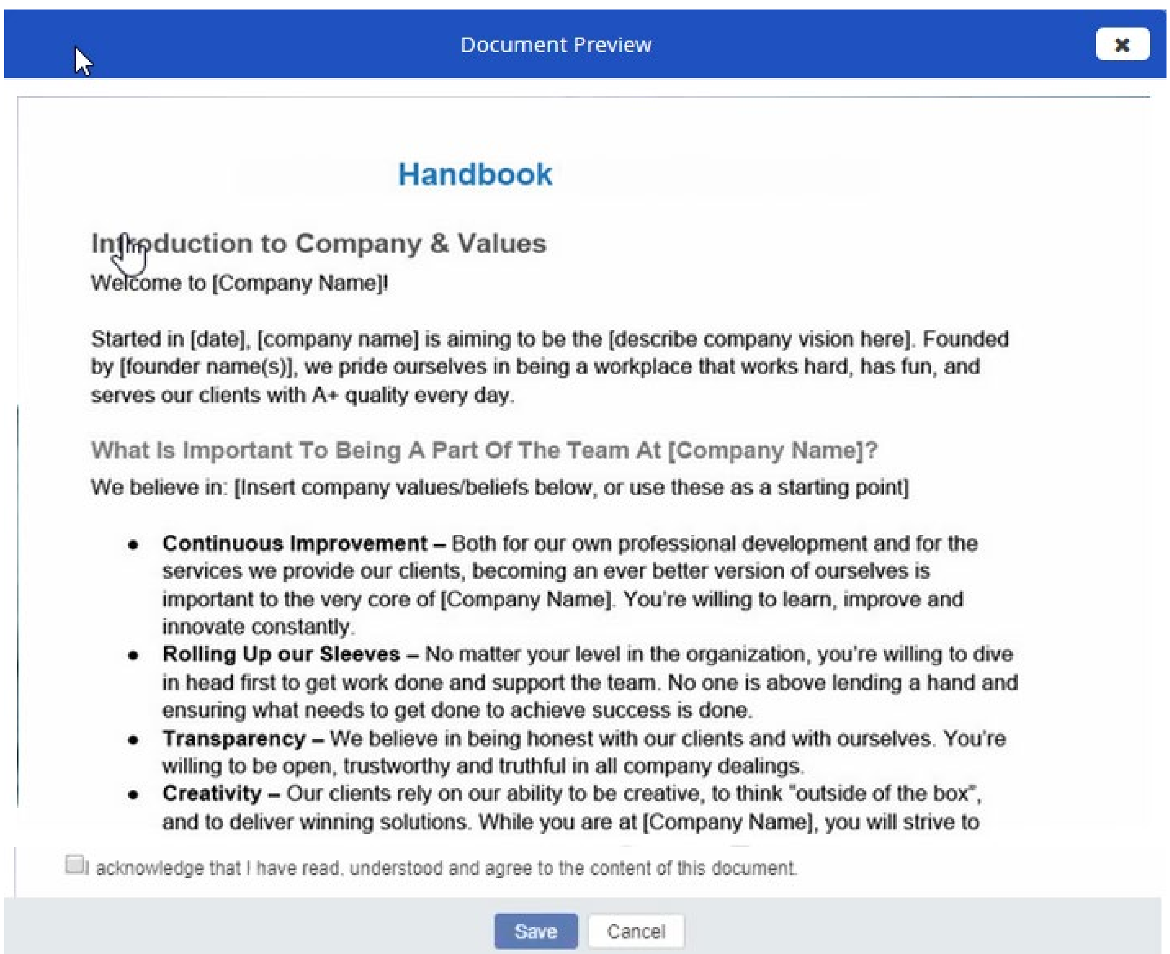


▶ **To sign a document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



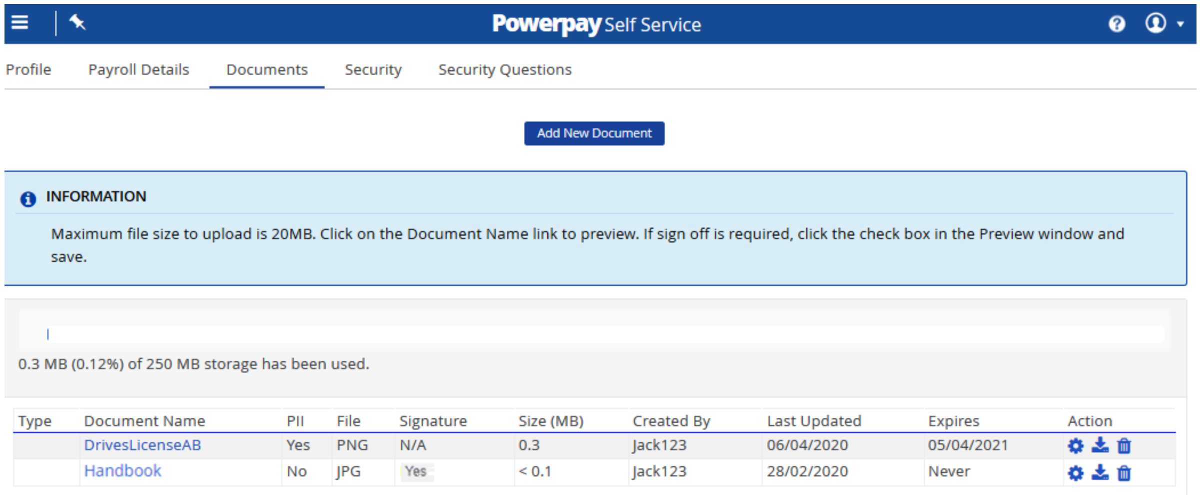
2. Click the **Required** link in the Signed/Signature column for the document to sign.
   A Document Preview window displays.



3. Click the **I acknowledge that I have read, understood and agree to the content of this document** checkbox.

4. Click **Save**.

Once the document is signed, the value in the Signed/Signature column displays **Yes**.

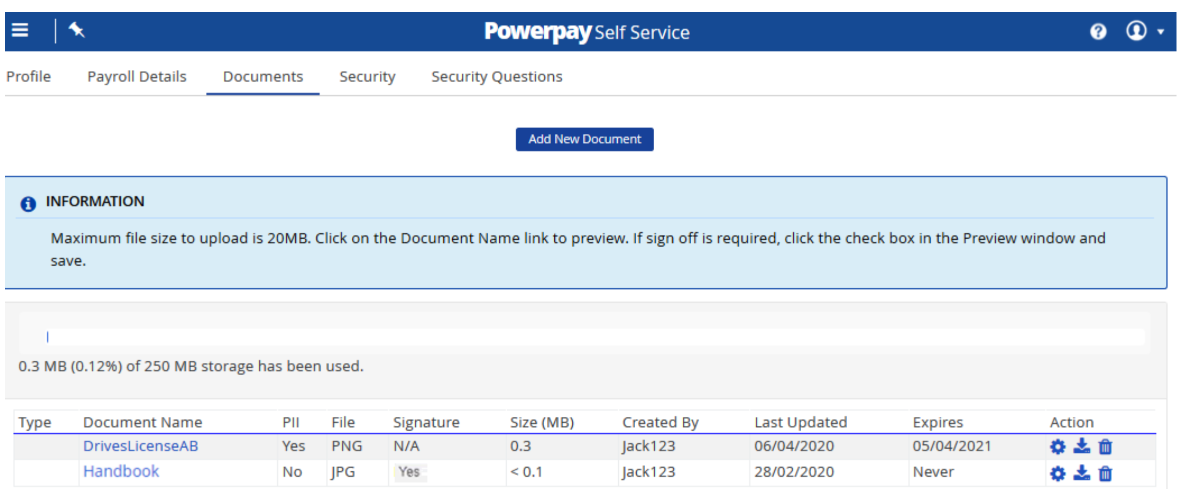


Delete an existing document

Note: Documents added by your payroll administrator cannot be edited or deleted.

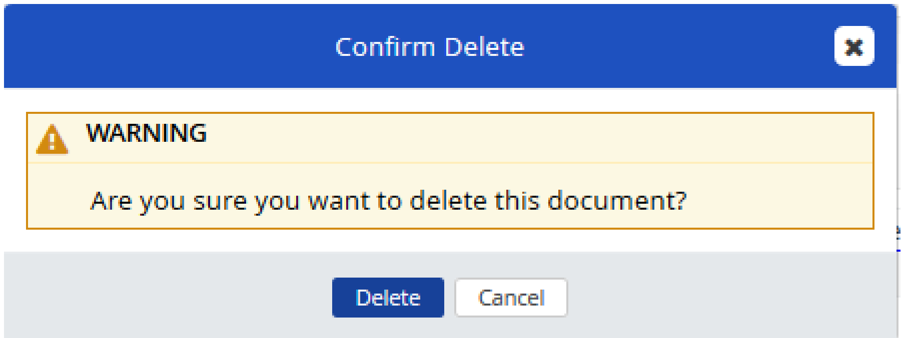
▶ **To delete an existing document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



2. Click the trash can button in the Action column for the document to delete.

   A confirmation message displays.



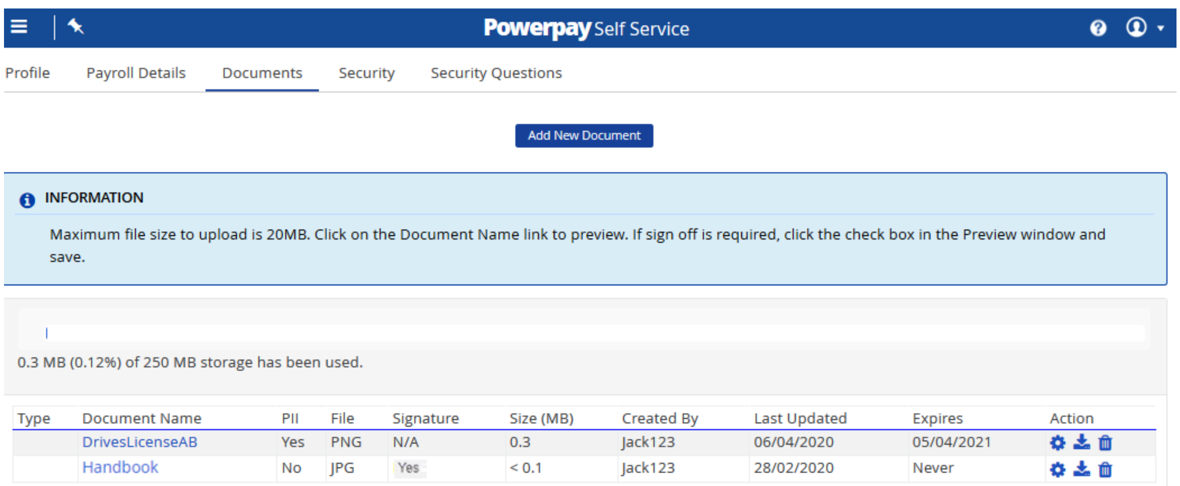
3. Click **Delete**.

The document is permanently deleted.

Download a document

▶ **To download an existing document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



2. Click the download button for the document to download to your system.

The document downloads.

Edit a document

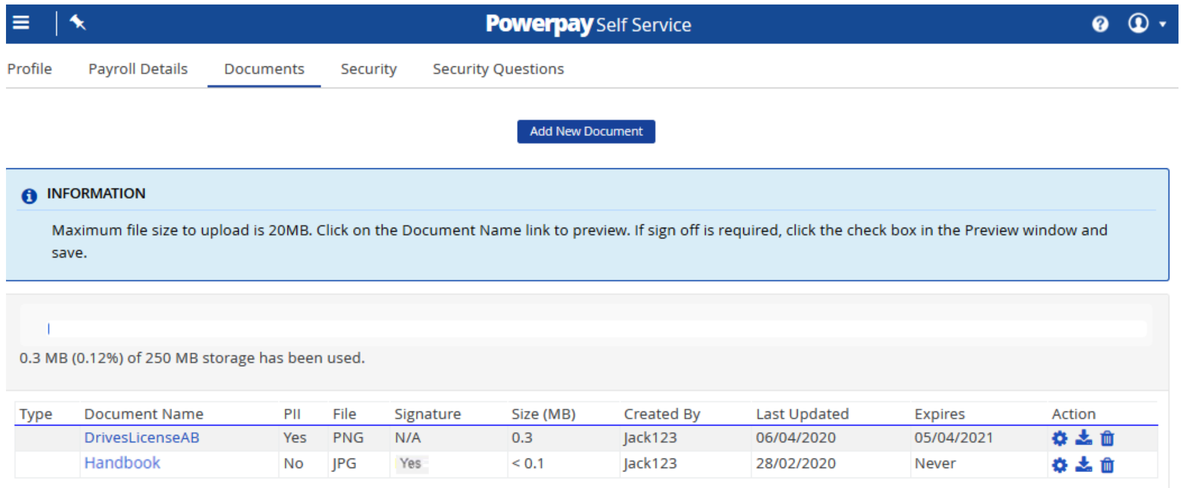
Note: Documents added by your payroll administrator cannot be edited or deleted.

Use the edit feature to update document properties or replace the existing document. This is useful in cases where the document has been updated since it was uploaded, or where you accidentally upload the wrong document.

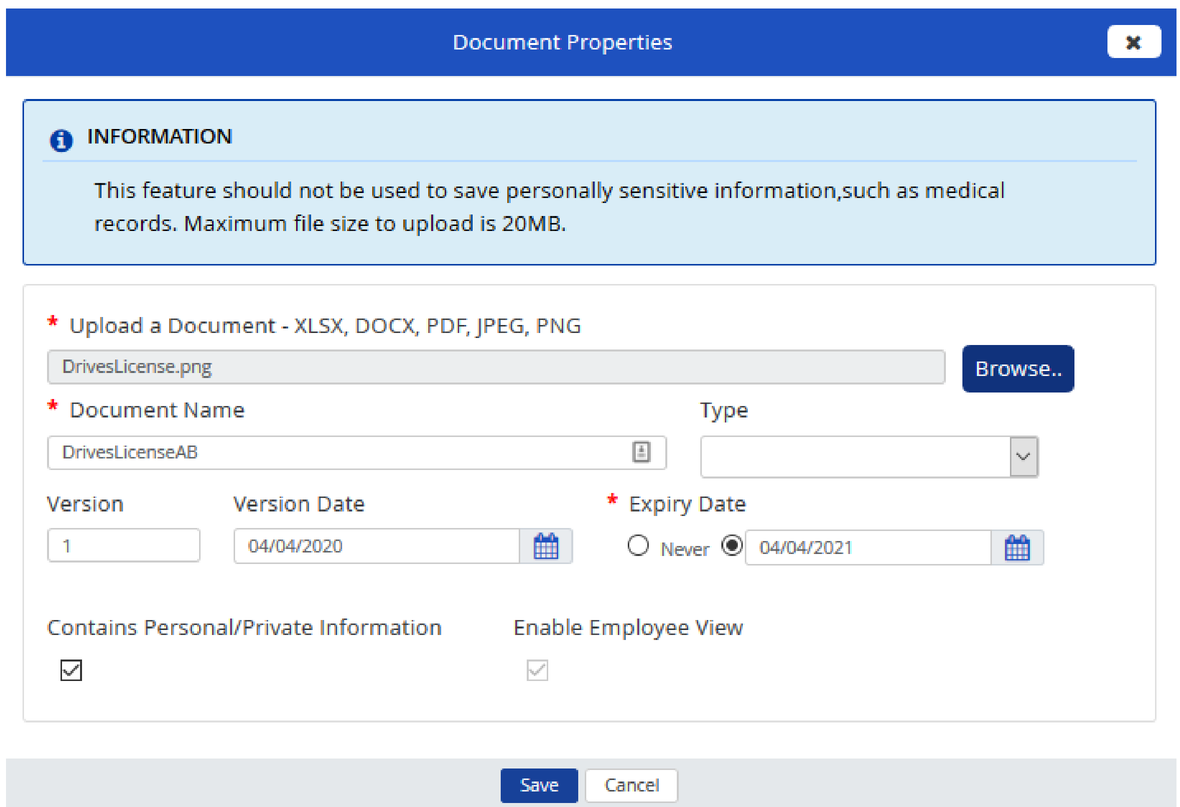
Once you upload a new file or link, the application deletes the previous one.

▶ **To edit an existing document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



2. Click the properties button in the Action column for the document to edit.
   The Document Properties window opens.

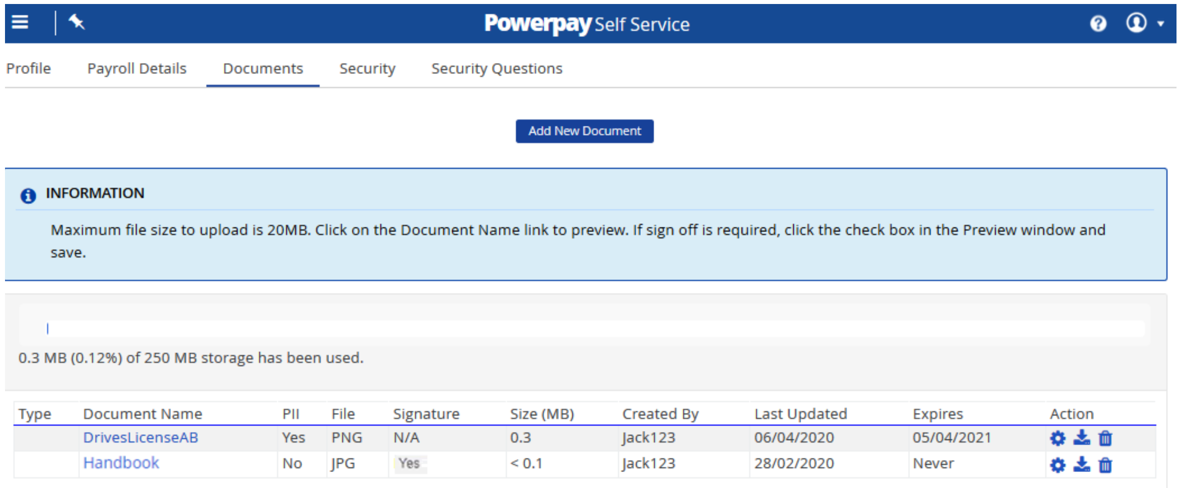


3. Make any required changes such as uploading a new version of the document or updating the expiry date.
4. Click **Save**.

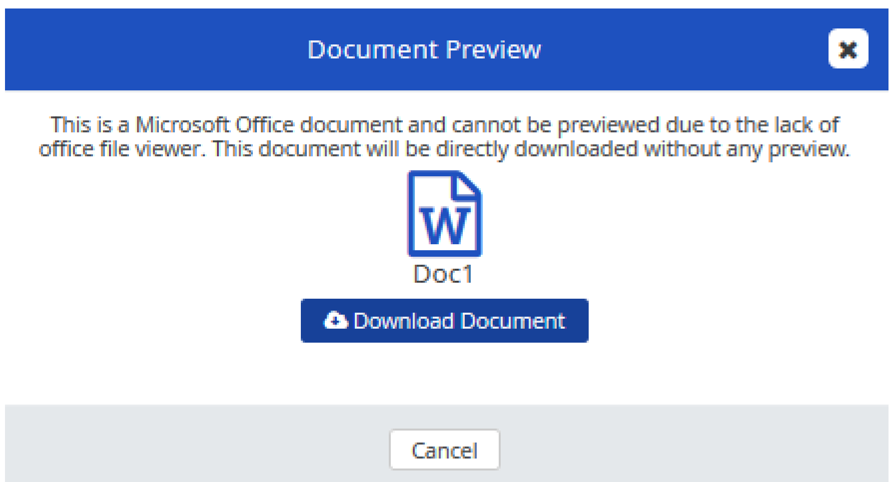
Preview a document

▶ **To preview a document:**

1. Navigate to the Documents page (**Profile & Settings > Documents**).



2. Click the document name.
   - For image or pdf documents, a window opens displaying a preview of the document.
   - For Office documents, the documents are downloaded and can be viewed in the appropriate application. Click **Download Document**.



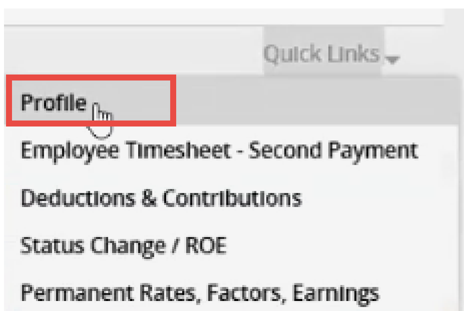
3. Click **Cancel** to close the preview window.

Enhancements – Powerpay for payrolls with Powerpay People enabled

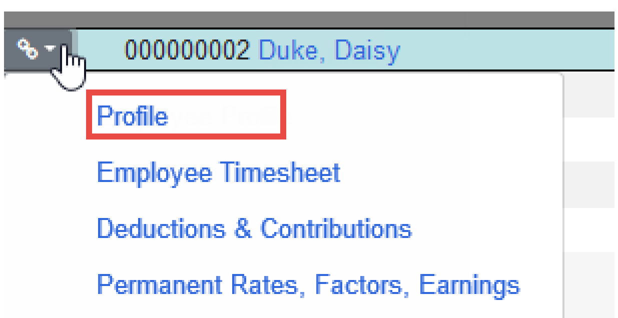
Hire/Profile menu removed

When Powerpay People functionality is enabled:

- the Hire/Profile menu item (**Payroll > Hire/Profile**) does not display when Powerpay People is enabled. All other functionality that was available through the Hire/Profile menu is available in the Profile and Compensation tabs on the People page.
- the Quick Links menu is updated to Profile and navigates to the Profile tab (**People > Profile**).



- the link drop down on the Rapid Entry page is updated to Profile and links to the Profile tab (**People > Profile**).

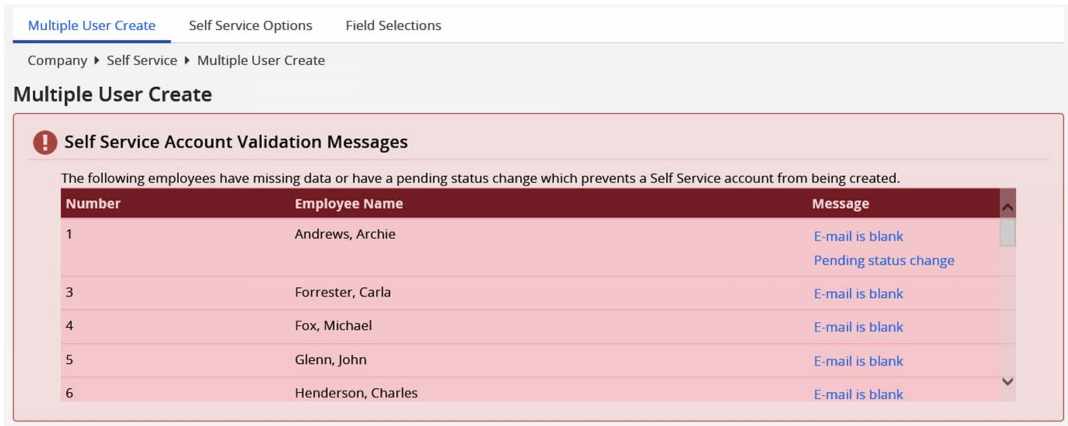


Self Service User Maintenance page removed

The Self Service User Maintenance menu item does not display in the Powerpay menu (**Company > Self Service > User Maintenance**) when Powerpay People is enabled. All the functionality from the Self Service User Maintenance page is available in the Profile tab on the People page.

Self Service Multiple User Create page

When Powerpay People is enabled, selecting the E-mail is blank message on the Multiple User Create page (**Company > Self Service > Multiple User Create**) opens the People Profile tab for the selected employee.



Warning message when terminated employee has direct reports

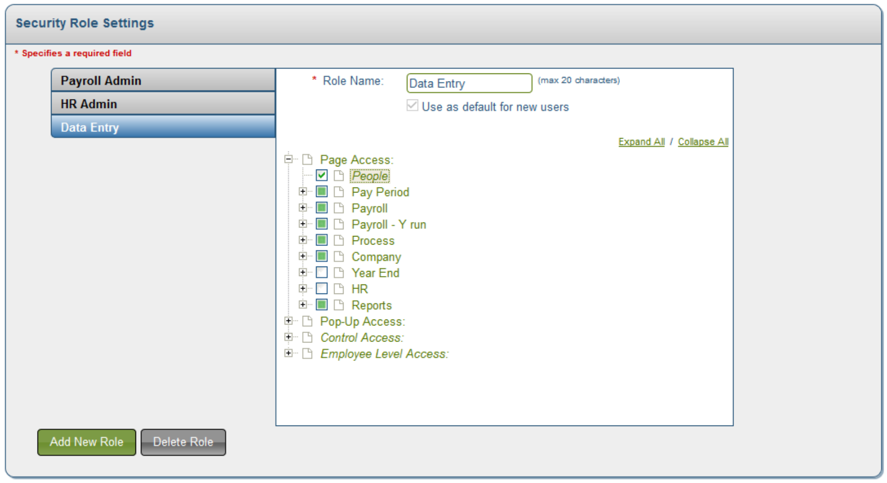
Note: Only applies to payrolls with Powerpay People enabled

When an employee with direct reports (set up in Powerpay People) is terminated, a warning message now displays, and the direct reports are assigned to the Payroll Admin.

Security Role Settings - Powerpay People

The new **People** page is now available for configuration on the Security Roles page (**Company > Security Roles**).

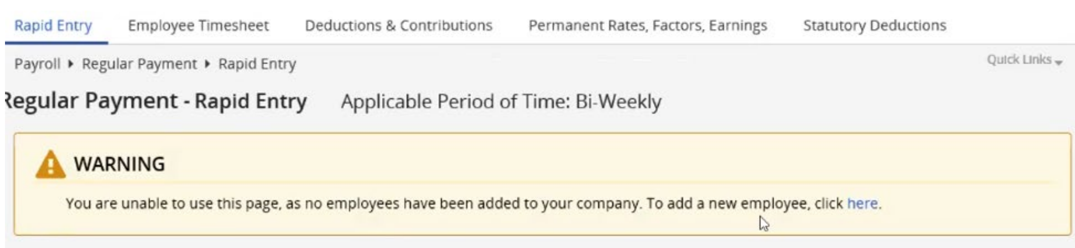
Security Roles



Add employee link

An **add new employee** link displays on the following pages when the company has no employees. Clicking the link opens the New Hire Wizard.

- Rapid Entry page (**Payroll > Regular Payment > Rapid Entry**)



- Employee Timesheet page (**Payroll > Regular Payment > Employee Timesheet**)