CERIDIAN

Release Notes

Powerpay

Release 6.19

November 1, 2023

Publication Record

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6.19	11/1/2023	Original publication date

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

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

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

For questions, please contact your Ceridian representative.

Summary

Welcome to the 6.19 release of Powerpay.

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

- **Bill 64 Compliance**
- **T4/T4A Dental Codes, Canadian Dental Care Plan (CDCP) –** To comply with new legislation, Powerpay now includes the ability for employers to report on the T4 or T4A whether an employee, former employee or a spouse of a deceased employee was eligible on December 31st of the reporting tax year, to access dental insurance or dental coverage of any kind, due to current or former employment.
- **Security Enhancements**
  - Current password is required to reset a password in Self Service.

Contents

New Functionality

T4/T4A Dental Codes, Canadian Dental Care Plan (CDCP)

As part of the federal budget for 2023, the CDCP is intended to provide coverage for uninsured Canadians with an annual family income of less than $90,000. Since eligibility is determined, in part, based on uninsured status, employers and payors must report on the dental coverage they offer to their employees and retirees as of December 31 on their T4 or T4A tax slip.

What does this mean for employers?

Employers need report on the T4 or T4A whether an employee, former employee or a spouse of a deceased employee was eligible on December 31st of the reporting tax year, to access dental insurance or dental coverage of any kind, due to current or former employment. Powerpay now includes the ability to add the appropriate dental code values to your individual employees.

Note: The last payroll of the year cannot be submitted without assigning dental code values to your individual employees.

The tax form options are as follows:

Code	Explanation
1	No access to any dental care insurance, or coverage of dental services of any kind.
2	Access to any dental care insurance, or coverage of dental services of any kind for only the employee.
3	Access to any dental care insurance, or coverage of dental services of any ding for employee, spouse, and dependents. *
4	Access to any dental care insurance, or coverage of dental services of any kind for only the employee and their spouse.
5	Access to any dental care insurance, or coverage of dental services of any kind for only the employee and dependents.

*It does not matter what option an employee has selected as their dental benefit. If family coverage is available, select code 3.

Assign Dental Code values

1. Click the Pay Period menu and click the **Enter** button for the pay period you want to work with.
2. Go to the T4/T4A Dental Benefits page (**Payroll > Adjustments > T4/T4A Dental Benefits** or **Payroll > T4/T4A Dental Benefits on Year End runs**).

Note: Access to this page is controlled by Role Based Security when enabled. For more information see Security Roles.

3. Does your company offer dental care insurance or coverage of dental services of any kind to any employees on the payroll?

- **No**
  a. Select **No**.
  b. Click **Next**.

  All employees are defaulted to the value:

  1 - No dental insurance or coverage of any kind.

  This value will be displayed in the applicable box on the T4/T4A for each employee.

  - Box 45 - T4 Employer-Offered Dental Benefits / Prestations dentaires offertes par l'employeur
  - Box 015 - T4A Payer-Offered Dental Benefits / Prestations dentaires offertes par le payeur
  c. A preview of your employee list displays the default value each employee will be assigned in the New Value column. Review the preview to ensure the values are correct as of December 31 of the current year.

Adjustments - T4/T4A Dental Benefits   Expand All / Collapse All

Dental Care T4/T4A Tax Reporting   ⊟

Does your company **offer** dental care insurance or coverage of dental services of any kind to any employees on this payroll?

○ Yes   ◉ No

[Next]

ⓘ INFORMATION

All employees are being set to 1 for the tax year 2023. The values will display in the applicable boxes on the T4/T4A based on which forms are produced for the employee.
Box 45 - T4 Employer-Offered Dental Benefits / Prestations dentaires offertes par l'employeur
Box 015 - T4A Payer-Offered Dental Benefits / Prestations dentaires offertes par le payeur

Employee List   ⊟

Employee Number	Employee Name	Status	Employment Type	First Day Worked	Department	Current Value	New Value
1	John, Doe	Active	Full-time	07/02/2012	101 - HR		1 - No dental insurance or coverage of any kind
2	Duke, Daisy	Active	Part-time	13/02/2012	100 - Default		1 - No dental insurance or coverage of any kind
3	Jones, James	Active	Full-time	05/02/2012	100 - Default		1 - No dental insurance or coverage of any kind
4	Smith, John	Active	Full-time	02/03/2015	101 - HR		1 - No dental insurance or coverage of any kind
15	Smith, James	Active	Full-time		101 - HR		1 - No dental insurance or coverage of any kind

[Save]

d. Click **Save**.

- **Yes**
  a. Select **Yes**.
  b. Click **Next**.
  c. In the Set Defaults section, select the code that applies to each **group** of employees.
      o   1 – No dental coverage offered
      o   2 – Dental coverage limited to employees
      o   3 – Dental coverage offered to employees, spouses and children
      o   4 – Dental coverage is limited to employees and their spouses
      o   5 – Dental coverage is limited to employees and children

  This value will be displayed in the applicable box on the T4/T4A for each employee.

      o   Box 45 - T4 Employer-Offered Dental Benefits / Prestations dentaires offertes par l'employeur
      o   Box 015 - T4A Payer-Offered Dental Benefits / Prestations dentaires offertes par le payeur

  After selecting the default code for each group you will be able to change the value for individual employees as required.

  d. Click **Preview**.
  e. A preview of your employee list displays the default value each employee will be assigned in the New Value column. Review the preview to ensure the values are correct as of December 31 of the current year.
  f. If you need to change values for individual employees, select the new value as required.

  For example, if you offer family dental coverage to all active employees, but have a new employee that doesn't qualify for benefits as of December 31 of

the tax year, select option 3 as your default value and update the new employee's value to 1.

g. Click **Save**.

Note: Default values are only applied to employees without a current assignment. Employees who are already assigned a value are not affected by the defaults. If changes are required, new values can be selected for individual employees in the Employee List section.

Adjustments - T4/T4A Dental Benefits   Expand All / Collapse All

Dental Care T4/T4A Tax Reporting   ⊟

Does your company **offer** dental care insurance or coverage of dental services of any kind to any employees on this payroll?
○ Yes   ○ No

[Next]

ℹ INFORMATION

Select the code to apply as the default for each group of employees:

1 - NO Dental coverage offered
2 - Dental coverage is limited to employees
3 - Dental coverage is offered to employees, spouses and children*
4 - Dental coverage is limited to employees and their spouses
5 - Dental coverage is limited to employees and children

*Single coverage? It does not matter what option an employee has selected as their dental benefit. If family coverage is available, select code 3.

Click Preview to verify the values applied to your employees.

If you need to change values for individual employees, select the new value as required and click Save. E.g. If you offer family dental coverage to all active employees, but have a new employee that doesn't qualify for benefits as of December 31, select option 3 as your default value and update the new employee's value to 1.

Set Defaults   ⊟

*Specifies a required field

* Active	* On Leave	* Terminated
3 - Payee (Employee), spouse and children ▾	3 - Payee (Employee), spouse and children ▾	1 - No dental insurance or coverage of any ▾

[Preview]

ℹ INFORMATION

For tax year 2013, these are the values set for your employees for the following tax form boxes (as applicable)
Box 45 - T4 Employer-Offered Dental Benefits / Prestations dentaires offertes par l'employeur
Box 015 - T4A Payer-Offered Dental Benefits / Prestations dentaires offertes par le payeur

The values must reflect **offered** coverage as of **December 31st** of the tax year.

If the values in the Current Value column are correct, click Save. For any employees that should be different than the default, select a new value and click Save.

**Employee List**   ⊟

Employee Number	Employee Name	Status	Employment Type	First Day Worked	Department	Current Value	New Value
1	John, Doe	Active	Full-time	07/02/2012	101 - HR	3 - Payee (Employee), spouse and children	▾
2	Duke, Daisy	Active	Part-time	13/02/2012	100 - Default	3 - Payee (Employee), spouse and children	▾
3	Jones, James	Active	Full-time	05/02/2012	100 - Default	3 - Payee (Employee), spouse and children	▾
4	Smith, John	Active	Full-time	02/03/2015	101 - HR	3 - Payee (Employee), spouse and children	▾
15	Smith, James	Active	Full-time		101 - HR	3 - Payee (Employee), spouse and children	▾

[Save]

Enhancements

Bill 64 Compliance

Quebec's adoption of Bill 64 requires technological products or services to provide the highest level of confidentiality by default without any intervention by the person concerned. To comply with the bill, Quebec customers are now required to accept or reject cookies on the Cookie banner.
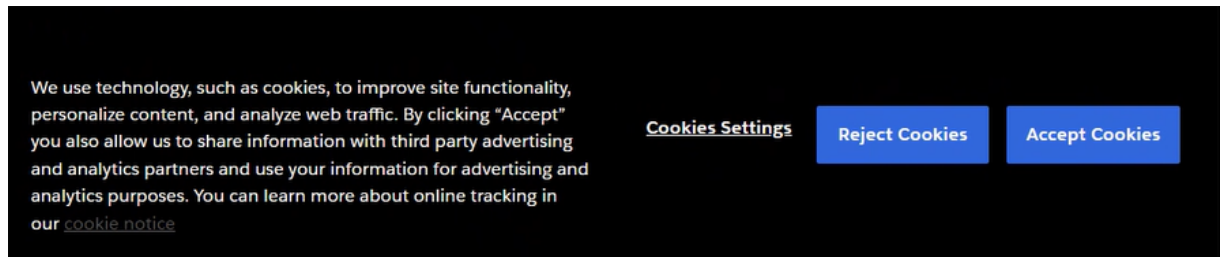
Security Enhancements – Self Service

Password Reset

When resetting a password in Self Service by selecting the Security tab on the Profile & Settings page, users are now required to enter their current password along with their new password and confirming their new password.

Security Settings

Update Password

Enter your current password and type your new password twice (once to confirm)

Password Restrictions

The following password restrictions are meant to protect your information. The password will not be accepted unless it meets these requirements:

- Must be at least 8 characters in length (maximum 100 characters)
- Must contain 3 of the following character sets:
  - Upper case letters A-Z
  - Lower case letters a-z
  - Numbers 0-9
  - Symbols
    - Non-Alphanumeric (eg: ! $ # & ^)
    - Unicode characters (eg: ✓ Ω ∞ É)
- Must be different from any of the previous 10 passwords
- Must not include your Username
- Must not be changed before the password lifespan of 7 days
- Passwords are case-sensitive (ThIns2Mnk is not equal to thIns2mnk).
- The password must not contain the following reserved words "Powerpay, Micropay, Power, Micro, PAY, PP, Ceridian, CCL, Insync, Paie, Password"

Current Password

New Password

Confirm New Password

Save