dayforce

Employee Guide Self Service with Powerpay

Contents

Using Self Service

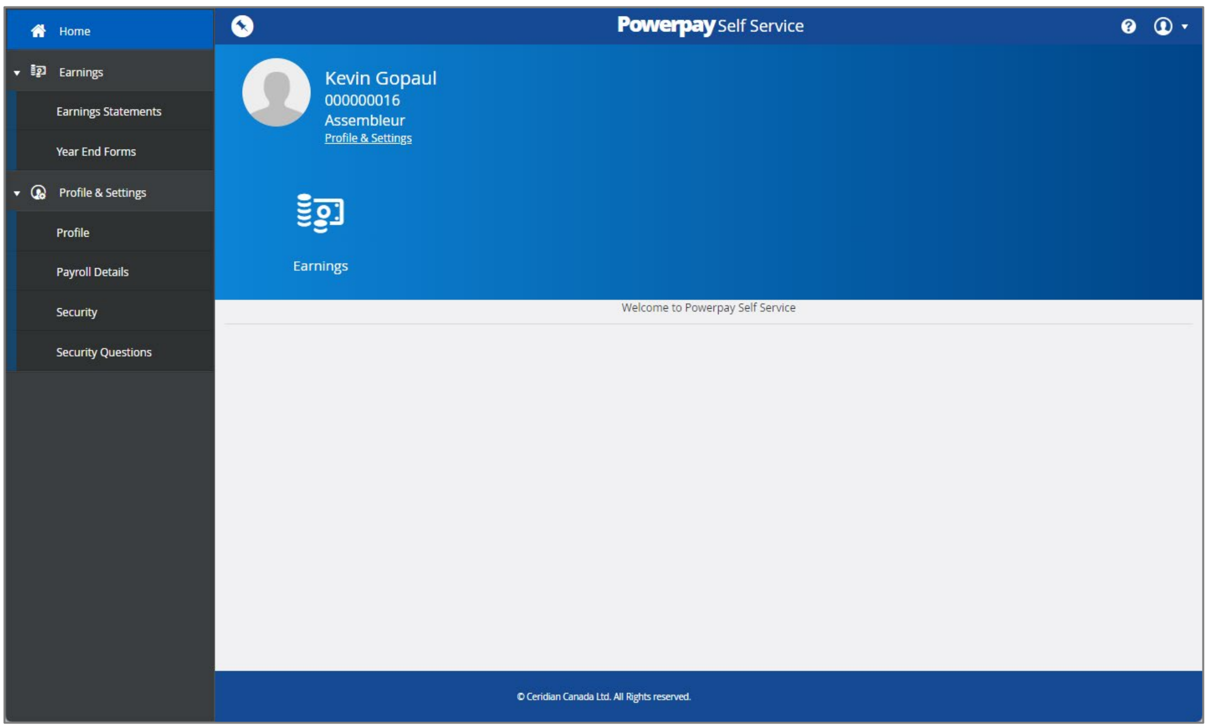
Powerpay Self Service is a tool that allows you to view your Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms. Depending on your company's settings, you may also be able to edit your address, contact,

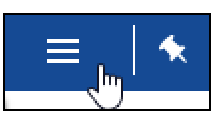
emergency contacts, and personal information. The Edit icon ( ) will display next to the section(s) where your Payroll Administrator has enabled the Edit feature.

Navigating in Self Service

The navigation panel displays all the features that you can access. It is displayed to the far left of the screen, and is always available (even if it's hidden, or "unpinned") regardless of which feature you are currently using.

The feature you are currently using is highlighted in blue. You can navigate to another feature by clicking it in the navigation panel.

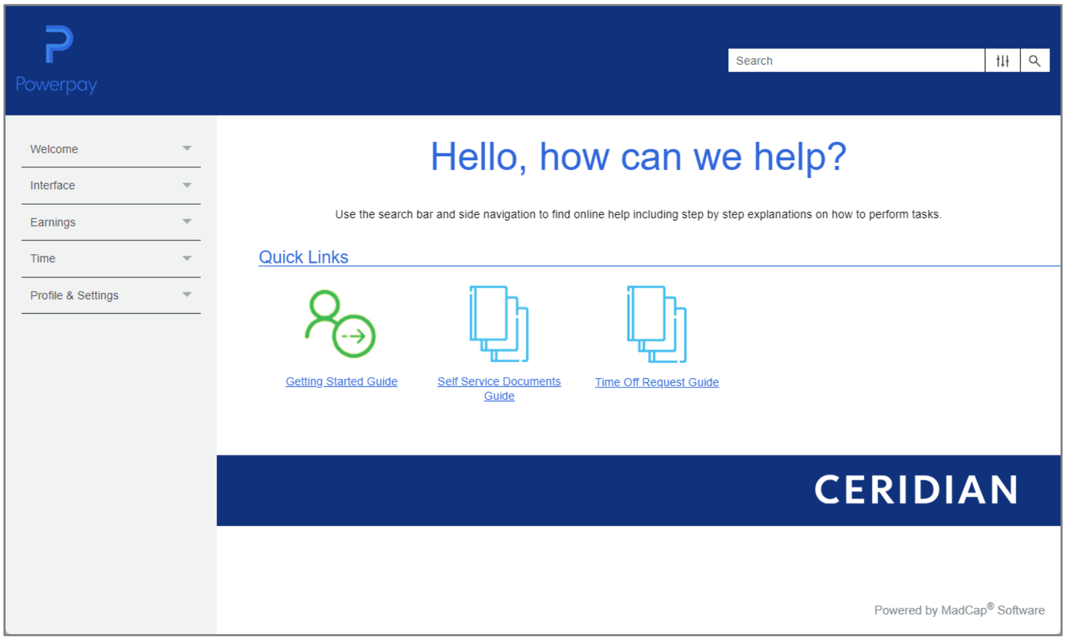




By default, the navigation panel is hidden ("unpinned") when you first log into Self Service. You can display it by clicking the menu button at the top left of the toolbar.

Accessing Help in Self Service

You can access the extensive Help library from any page in Self Service. Click the Help icon (?) on the Toolbar, in the upper right corner of the page. Help will open in a new tab in your browser.

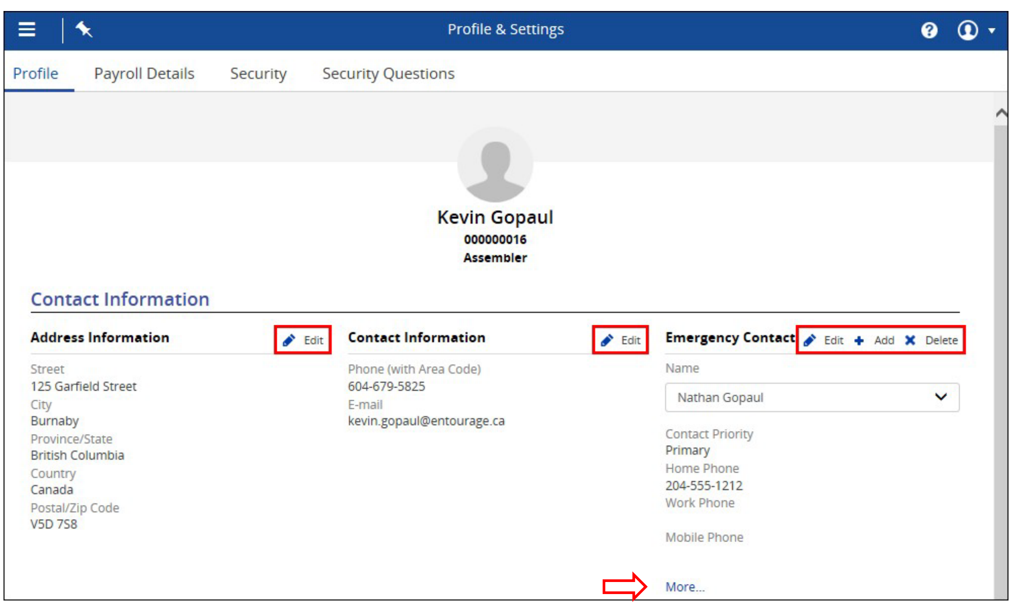


There are several methods to search for information:

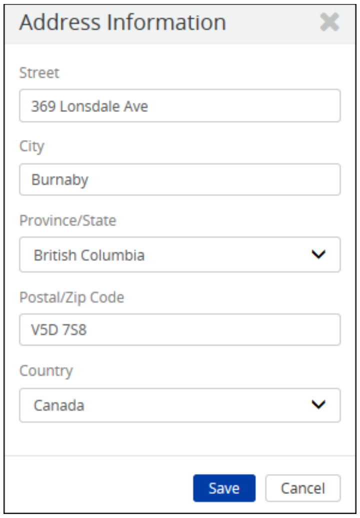
- Quick Links at the top of the Help Home page.
- The Menu on the left of the page.
- Enter text in the Search field.

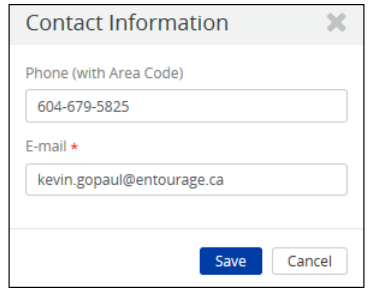
Viewing Address, Contact, and Emergency Contact Information

You can review your address record, contact information, and emergency contact information in the **Contact Information** section of the Profile page. If the information for a particular field is unavailable, no information displays in the field.



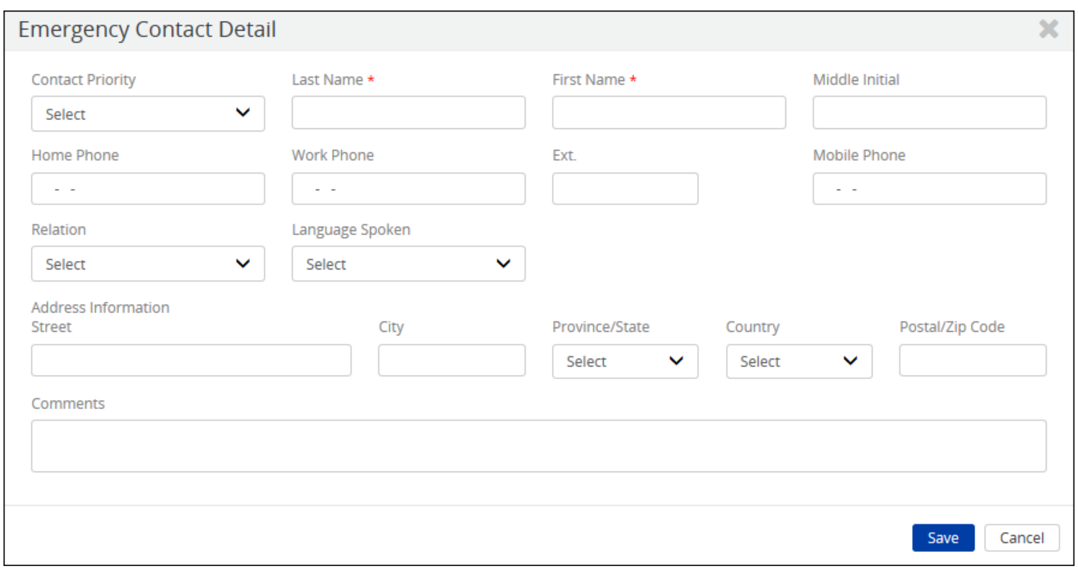
1. Navigate to the **Profile** page (Profile & Settings → Profile).
2. Your address, phone number, and email address display the information on file with your employer.





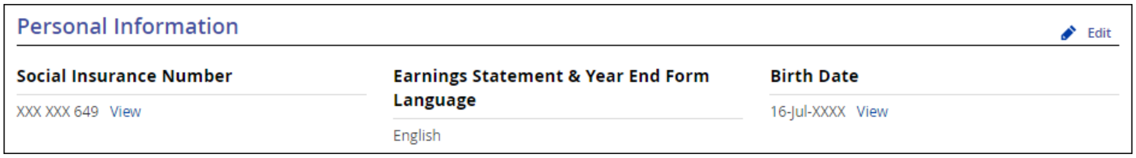
Depending on the settings for your company, employees may be able to edit or update address, contact, and emergency contact information. Edit or Add buttons will display next to the section(s) that have been enabled by the Payroll Administrator. The Emergency Contact section only displays when the HR features are enabled for the company.

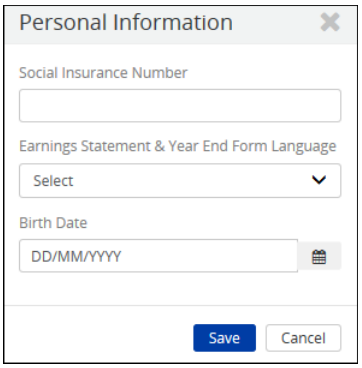
3. Emergency Contact information can be added, edited and deleted from the Profile page.
4. To view additional information about the selected emergency contact, click the **More…** link.
5. If you make changes to any of the fields, be sure to click **Save.**



How to View and Update Personal Information

The **Personal Information** section of the Profile page displays the Social Insurance Number (masked), Social Insurance Number Expiry Date (for temporary SINs beginning with a 9), Earnings Statements & Year End Tax Form Language, and Birth Date (masked).



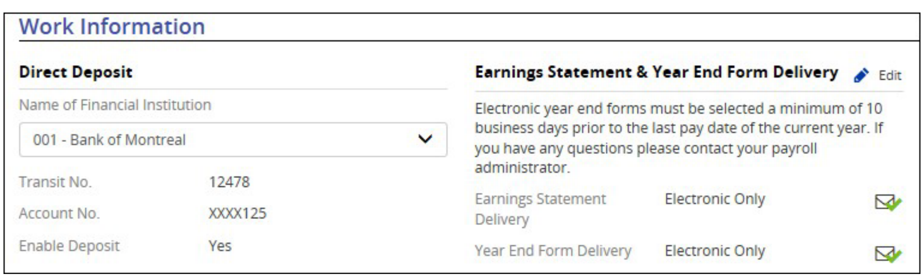


1. Navigate to the **Profile** page (Profile Settings → Profile).
2. To **update** the Social Insurance Number, Earnings Statement & Year End Form Language, or Birth Date in the Personal Information section, click the **Edit** ( ) icon, if enabled for your company.

Some masked personal information may be viewed, depending on the settings that have been enabled by the Payroll Administrator. Click the **View** link to unmask the Social Insurance Number or Birth Date. To hide the unmasked data, click the **Hide** link.

How to View Work Information

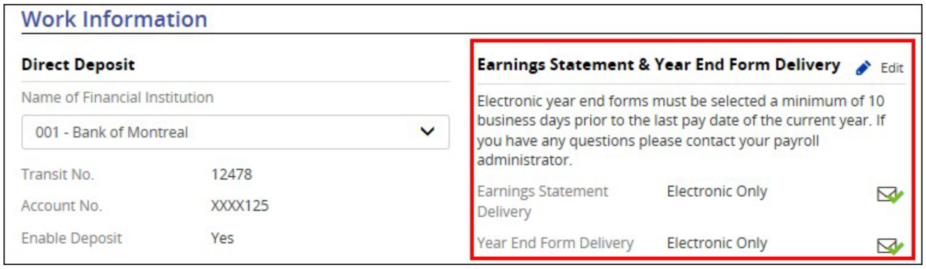
The **Work Information** section displays Direct Deposit information, Earnings Statement & Year End Form Delivery settings.



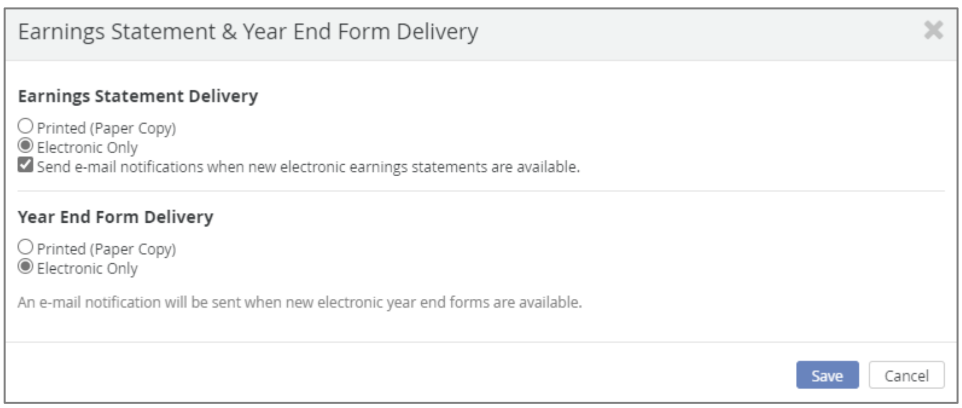
1. Navigate to the **Profile** page (Profile & Settings → Profile).
2. The **Direct Deposit** section contains bank information, including priority number, and the amount or percent to be deposited in each account when multiple direct deposit accounts are set up and enabled.
3. The **Earnings Statement & Year End Forms Delivery** section displays your currently selected options for receiving forms on paper or electronically and email notifications.

How to Select Earnings Statement and Year End Tax Forms as Electronic Statements

The **Earning Statement & Year End Form Delivery** section contains information on how an employee will receive their earning statement and/or year-end tax forms: printed (paper copy) or electronic statement.



1. In the **Work Information** section, click the **Edit** button.
   The Earning Statement &*Year End Form Delivery* page displays.
2. Select **Electronic Only**.

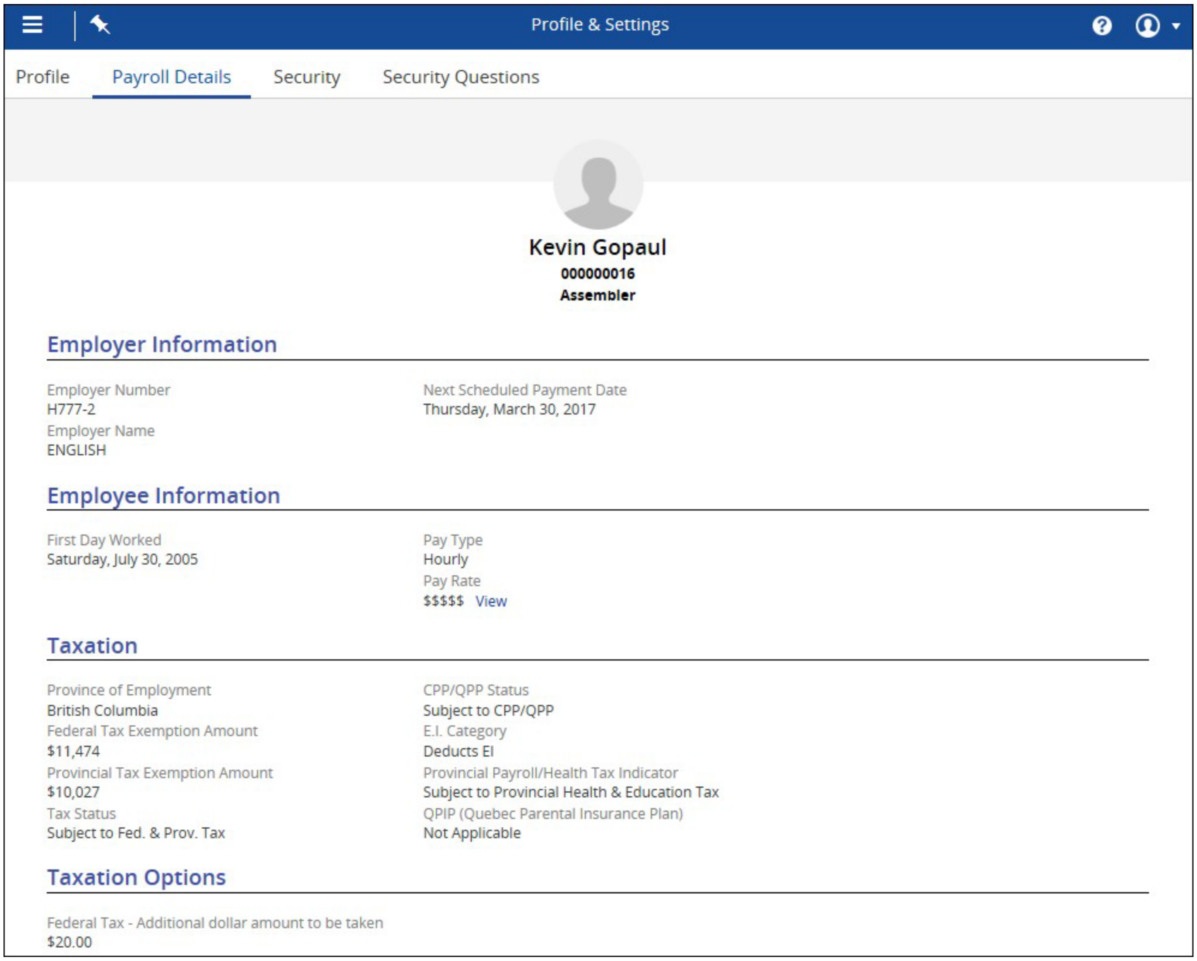


3. Select **Send e-mail notifications when new electronic earnings statements are available**.
4. Click **Save**.

How to View Employer, Employee and Taxation information on the Payroll Details page

Verify the work, pay, and taxation information your employer has on file on the **Payroll Details** page. If the information for a particular field is unavailable, no information displays in the field.

All items on this page are view only.



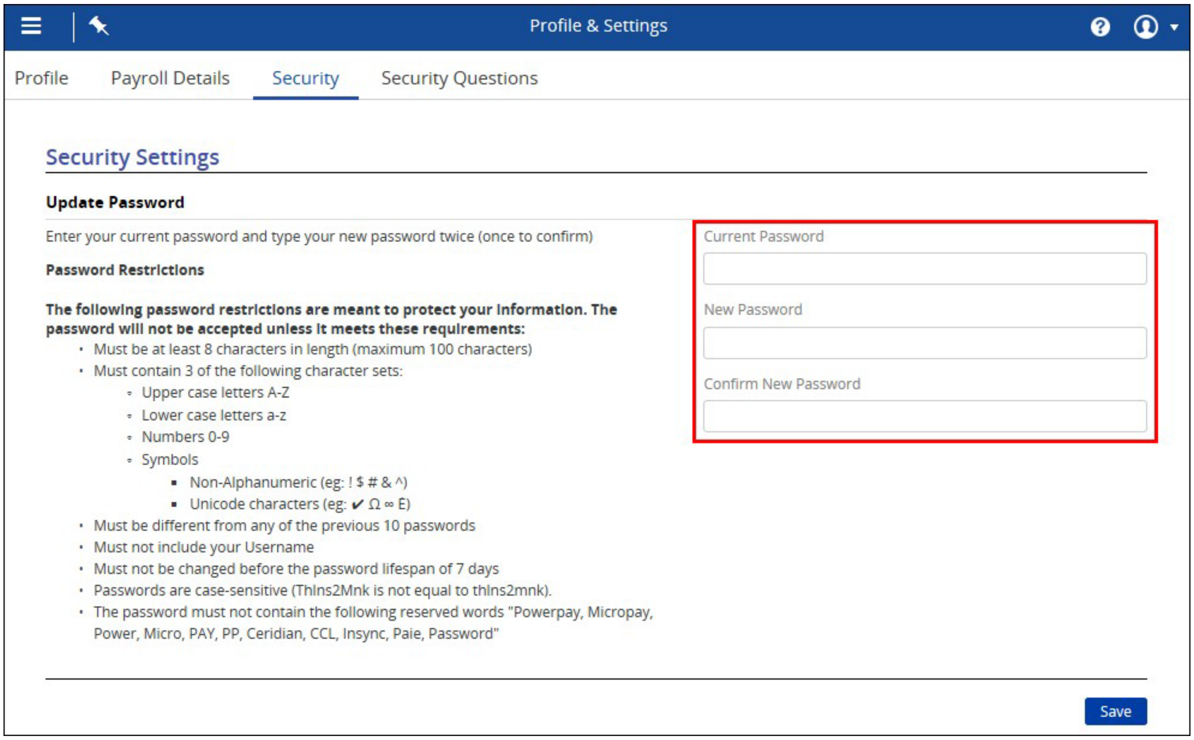
1. Navigate to the **Payroll Details** page (Profile & Settings → Payroll Details).
2. The **Employer** section displays the Employer Number and Name as they display in Powerpay. In addition, you'll see the next scheduled Payment Date.
3. The **Employee** Section displays the first day worked, Pay Type (Hourly or Salary), and Pay Rate.

The Pay Rate may be masked, depending on the settings that have been enabled by the Payroll Administrator. Click the **View** link to unmask the rate. To hide the unmasked data, click the **Hide** link.

4. The **Taxation** section displays the jurisdictional taxes based on the Province of Employment.
5. The **Taxation Options** section will display if you have any additional permanent Statutory Deduction amounts scheduled to be withheld.

How to Change your Password

The first time an employee logs into Powerpay Self Service they are required to change their password.



1. Navigate to the **Security** page (Profile & Settings → Security).
2. Enter the current password in the **Current Password** field.
3. Enter the new password in the **New Password** field and the **Confirm New Password** field.
4. Click **Save**.

Your welcome email provides the initial link to set up your self service account including the requirement to change your password. This link is available for 10 days. If your Employer issues a “Reset Password” request, the link is only available for 24 hours. If you forget your password and select “forgot password” this link is valid for 15 minutes.

How to Update Security Questions

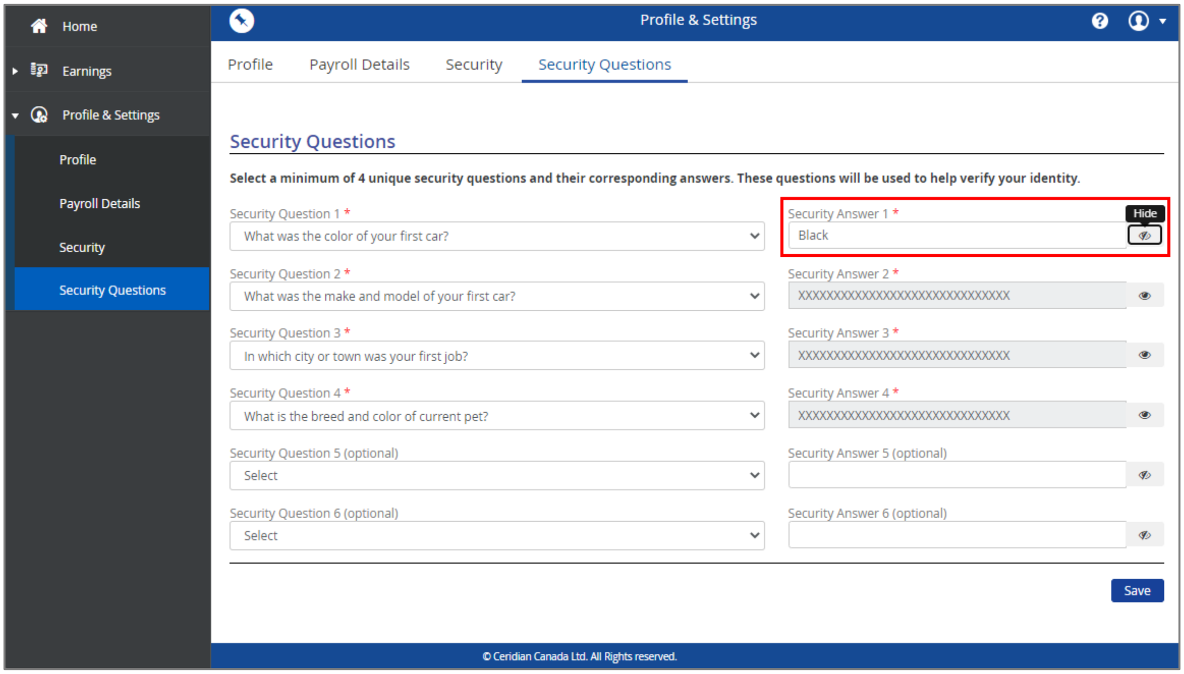
Security Questions are used for password retrieval, reset and sign-in verification.

Safeguarding your employee username, password and online identity is crucial to protecting your employee information. Caution must be exercised in setting up Security Questions and answers.

It is important to keep the answers confidential. Choose questions with answers that can easily be remembered but are difficult to guess and known only by you, the employee. Never write down or share this information with anyone. Dayforce does not recommend questions with answers that can be found in a wallet, purse or at the desk by your computer.

Avoid questions asking for information that is available to the public, such as on a social media page, or easily guessed.

If you request to have your password reset, you will be prompted to answer one of the 4 to 6 security questions you originally set up on the Security page.



1. Navigate to the **Security Questions** page (Menu button → Profile & Settings → Security Questions).
2. A minimum of 4 unique security questions were required on initial setup. To change or edit the questions, select from the drop-down list and enter the corresponding answer.
3. Click **Save**.

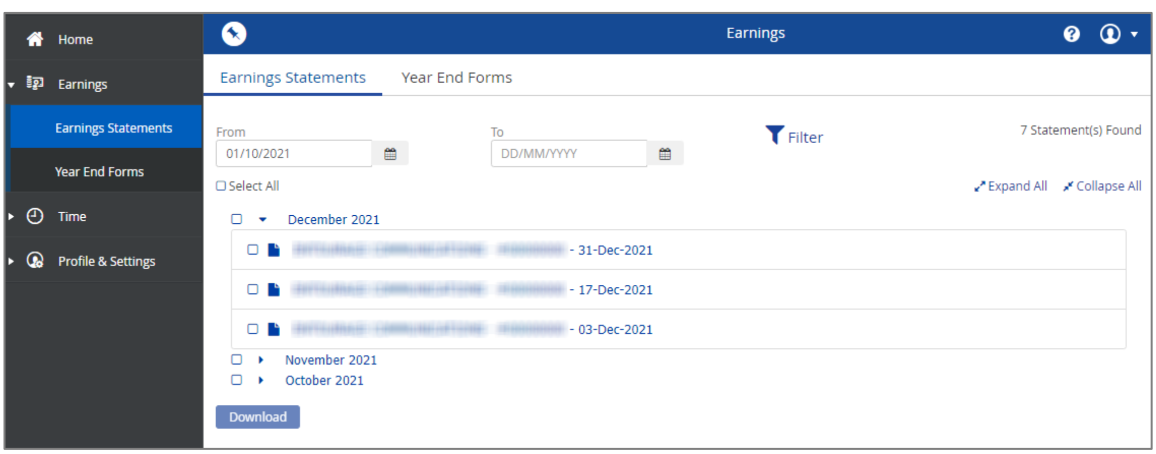
Security Answers are masked. Click the 

to view / edit the answer. Click Save after viewing or editing the answer.

How to View and Print Earnings Statements

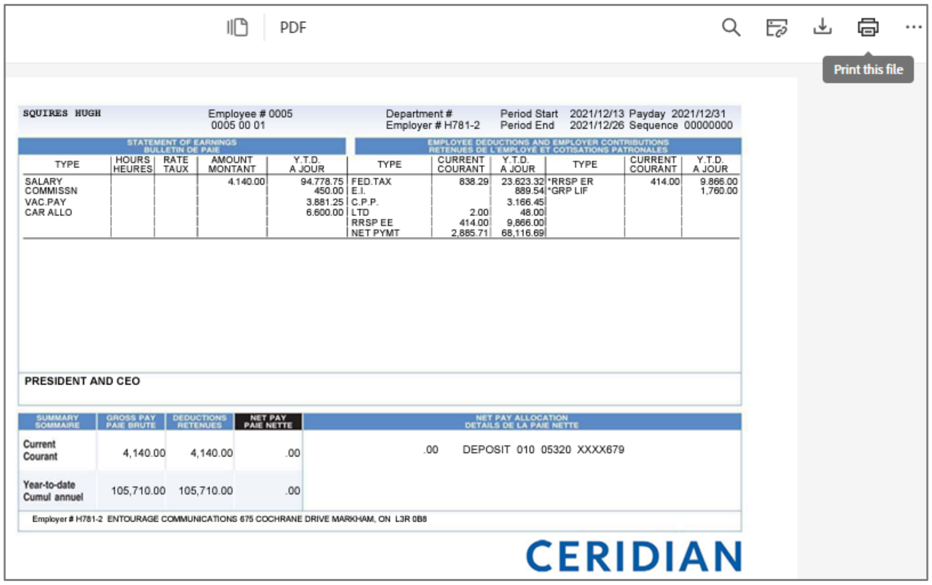
Employees can view and print earnings for the latest pay period as well as every pay period in the past.

Past pay periods are only available from the time the Company's Self service account was activated.



The download feature allows employees to consolidate multiple Earning Statements into one zip file, rather than downloading them manually one at a time.

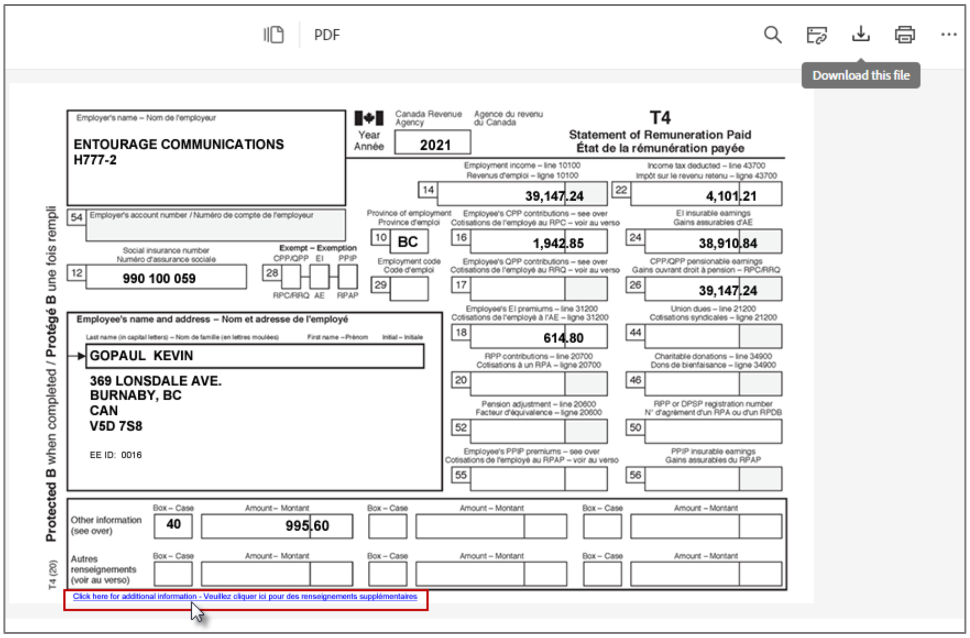
1. Navigate to the **Earnings Statements** page (Earnings → Earnings Statements).
2. Click the arrow button (▸) to expand a month and view the available earning statements.
3. You can filter the list by date using the **From** and **To** calendar fields and **Filter** button.
4. Select the earning statement you want to view.
5. Click **Open**. A PDF version of your pay statement displays; View/ Download / Print.



How to View and Print Year End Forms (T4, T4A, Releve1, and Releve2)

The download feature allows employees to consolidate multiple year end forms into one zip file, rather than downloading the forms manually one at a time

1. Navigate to the *Year End Forms* page (Earnings → Year End Forms).
2. Click the arrow button (▸) to expand the year.
3. Select the tax form you want to view.
4. Click **Open**. A PDF version of your tax form displays.
5. To view the back of the tax form, click the **Click here for additional information** link at the bottom of the page.



PDF

Download this file

Employer's name – Nom de l'employeur
ENTOURAGE COMMUNICATIONS
H777-2

Canada Revenue Agency / Agence du revenu du Canada

Year / Année: 2021

T4
Statement of Remuneration Paid
État de la rémunération payée

Protected B when completed / Protégé B une fois rempli

14	Employment income – line 10100 / Revenus d'emploi – ligne 10100	39,147.24
22	Income tax deducted – line 43700 / Impôt sur le revenu retenu – ligne 43700	4,101.21
54	Employer's account number / Numéro de compte de l'employeur	
10	Province of employment / Province d'emploi	BC
16	Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso	1,942.85
24	EI insurable earnings / Gains assurables d'AE	38,910.84
12	Social insurance number / Numéro d'assurance sociale	990 100 059
28	Exempt – Exemption: CPP/QPP, EI, PPIP / RPC/RRQ, AE, RPAP	
29	Employment code / Code d'emploi	
17	Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso	
26	CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ	39,147.24
18	Employee's EI premiums – line 31200 / Cotisations de l'employé à l'AE – ligne 31200	614.80
44	Union dues – line 21200 / Cotisations syndicales – ligne 21200	
20	RPP contributions – line 20700 / Cotisations à un RPA – ligne 20700	
46	Charitable donations – line 34900 / Dons de bienfaisance – ligne 34900	
52	Pension adjustment – line 20600 / Facteur d'équivalence – ligne 20600	
50	RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB	
55	Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso	
56	PPIP insurable earnings / Gains assurables du RPAP	

Employee's name and address – Nom et adresse de l'employé
Last name (in capital letters) – Nom de famille (en lettres moulées) First name – Prénom Initial – Initiale
GOPAUL KEVIN
369 LONSDALE AVE.
BURNABY, BC
CAN
V5D 7S8

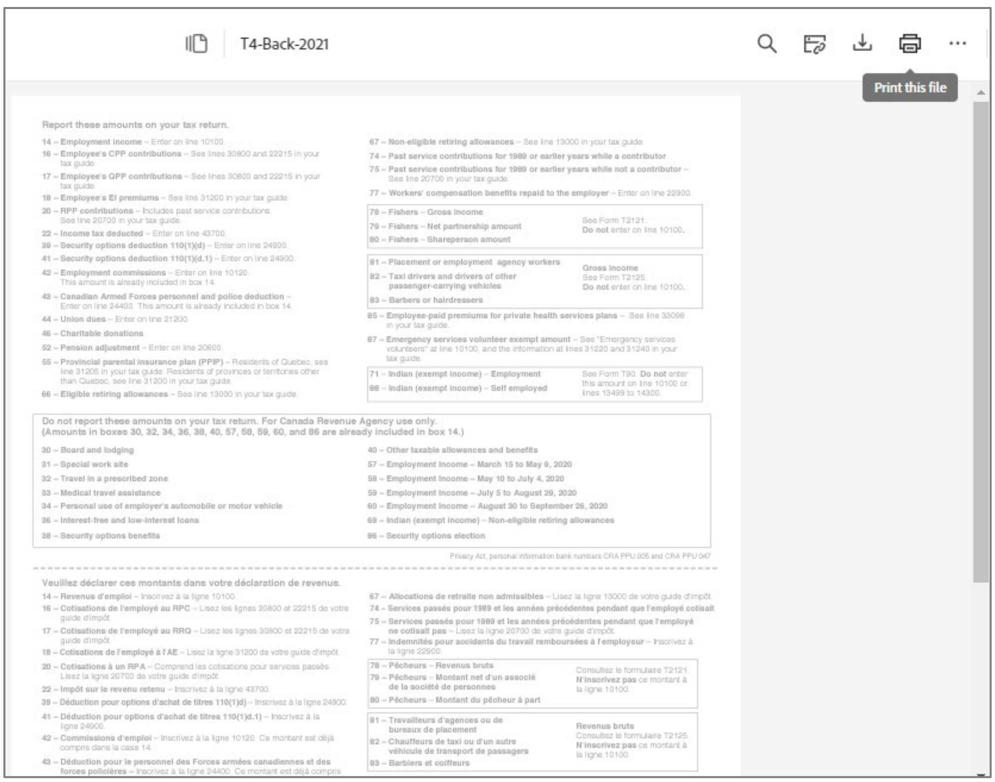
EE ID: 0016

Other information (see over) / Autres renseignements (voir au verso)

Box – Case	Amount – Montant	Box – Case	Amount – Montant	Box – Case	Amount – Montant
40	995.60				

T4 (20)

Click here for additional information - Veuillez cliquer ici pour des renseignements supplémentaires



T4-Back-2021

Print this file

Report these amounts on your tax return.

14 – **Employment income** – Enter on line 10100.
16 – **Employee's CPP contributions** – See lines 30800 and 22215 in your tax guide.
17 – **Employee's QPP contributions** – See lines 30800 and 22215 in your tax guide.
18 – **Employee's EI premiums** – See line 31200 in your tax guide.
20 – **RPP contributions** – Includes past service contributions. See line 20700 in your tax guide.
22 – **Income tax deducted** – Enter on line 43700.
39 – **Security options deduction 110(1)(d)** – Enter on line 24900.
41 – **Security options deduction 110(1)(d.1)** – Enter on line 24900.
42 – **Employment commissions** – Enter on line 10120. This amount is already included in box 14.
43 – **Canadian Armed Forces personnel and police deduction** – Enter on line 24400. This amount is already included in box 14.
44 – **Union dues** – Enter on line 21200.
46 – **Charitable donations**
52 – **Pension adjustment** – Enter on line 20600.
55 – **Provincial parental insurance plan (PPIP)** – Residents of Quebec, see line 31205 in your tax guide. Residents of provinces or territories other than Quebec, see line 31200 in your tax guide.
66 – **Eligible retiring allowances** – See line 13000 in your tax guide.

67 – **Non-eligible retiring allowances** – See line 13000 in your tax guide.
74 – **Past service contributions for 1989 or earlier years while a contributor**
75 – **Past service contributions for 1989 or earlier years while not a contributor** – See line 20700 in your tax guide.
77 – **Workers' compensation benefits repaid to the employer** – Enter on line 22900.

78 – **Fishers – Gross income**
79 – **Fishers – Net partnership amount**
80 – **Fishers – Shareperson amount**
See Form T2121. **Do not** enter on line 10100.

81 – **Placement or employment agency workers**
82 – **Taxi drivers and drivers of other passenger-carrying vehicles**
83 – **Barbers or hairdressers**
Gross income See Form T2125. **Do not** enter on line 10100.

85 – **Employee-paid premiums for private health services plans** – See line 33099 in your tax guide.
87 – **Emergency services volunteer exempt amount** – See "Emergency services volunteers" at line 10100, and the information at lines 31220 and 31240 in your tax guide.

71 – **Indian (exempt income) – Employment**
88 – **Indian (exempt income) – Self employed**
See Form T90. **Do not** enter this amount on line 10100 or lines 13499 to 14300.

Do not report these amounts on your tax return. For Canada Revenue Agency use only.
(Amounts in boxes 30, 32, 34, 36, 38, 40, 57, 58, 59, 60, and 86 are already included in box 14.)

30 – **Board and lodging**
31 – **Special work site**
32 – **Travel in a prescribed zone**
33 – **Medical travel assistance**
34 – **Personal use of employer's automobile or motor vehicle**
36 – **Interest-free and low-interest loans**
38 – **Security options benefits**
40 – **Other taxable allowances and benefits**
57 – **Employment income – March 15 to May 9, 2020**
58 – **Employment income – May 10 to July 4, 2020**
59 – **Employment income – July 5 to August 29, 2020**
60 – **Employment income – August 30 to September 26, 2020**
69 – **Indian (exempt income) – Non-eligible retiring allowances**
86 – **Security options election**

Privacy Act, personal information bank numbers CRA PPU 005 and CRA PPU 047

Veuillez déclarer ces montants dans votre déclaration de revenus.

14 – **Revenus d'emploi** – Inscrivez à la ligne 10100.
16 – **Cotisations de l'employé au RPC** – Lisez les lignes 30800 et 22215 de votre guide d'impôt.
17 – **Cotisations de l'employé au RRQ** – Lisez les lignes 30800 et 22215 de votre guide d'impôt.
18 – **Cotisations de l'employé à l'AE** – Lisez la ligne 31200 de votre guide d'impôt.
20 – **Cotisations à un RPA** – Comprend les cotisations pour services passés. Lisez la ligne 20700 de votre guide d'impôt.
22 – **Impôt sur le revenu retenu** – Inscrivez à la ligne 43700.
39 – **Déduction pour options d'achat de titres 110(1)d)** – Inscrivez à la ligne 24900.
41 – **Déduction pour options d'achat de titres 110(1)d.1)** – Inscrivez à la ligne 24900.
42 – **Commissions d'emploi** – Inscrivez à la ligne 10120. Ce montant est déjà compris dans la case 14.
43 – **Déduction pour le personnel des Forces armées canadiennes et des forces policières** – Inscrivez à la ligne 24400. Ce montant est déjà compris

67 – **Allocations de retraite non admissibles** – Lisez la ligne 13000 de votre guide d'impôt.
74 – **Services passés pour 1989 et les années précédentes pendant que l'employé cotisait**
75 – **Services passés pour 1989 et les années précédentes pendant que l'employé ne cotisait pas** – Lisez la ligne 20700 de votre guide d'impôt.
77 – **Indemnités pour accidents du travail remboursées à l'employeur** – Inscrivez à la ligne 22900.

78 – **Pêcheurs – Revenus bruts**
79 – **Pêcheurs – Montant net d'un associé de la société de personnes**
80 – **Pêcheurs – Montant du pêcheur à part**
Consultez le formulaire T2121. **N'inscrivez pas** ce montant à la ligne 10100.

81 – **Travailleurs d'agences ou de bureaux de placement**
82 – **Chauffeurs de taxi ou d'un autre véhicule de transport de passagers**
83 – **Barbiers et coiffeurs**
Revenus bruts Consultez le formulaire T2125. **N'inscrivez pas** ce montant à la ligne 10100.

Logging out of Self Service

Employees should always log out of Self Service to protect their personal information when they are finished with their session.

1. Select the **System Details** icon from any page.
2. Click **Logout**.