



Employee Guide Self Service with Powerpay

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Using Self Service

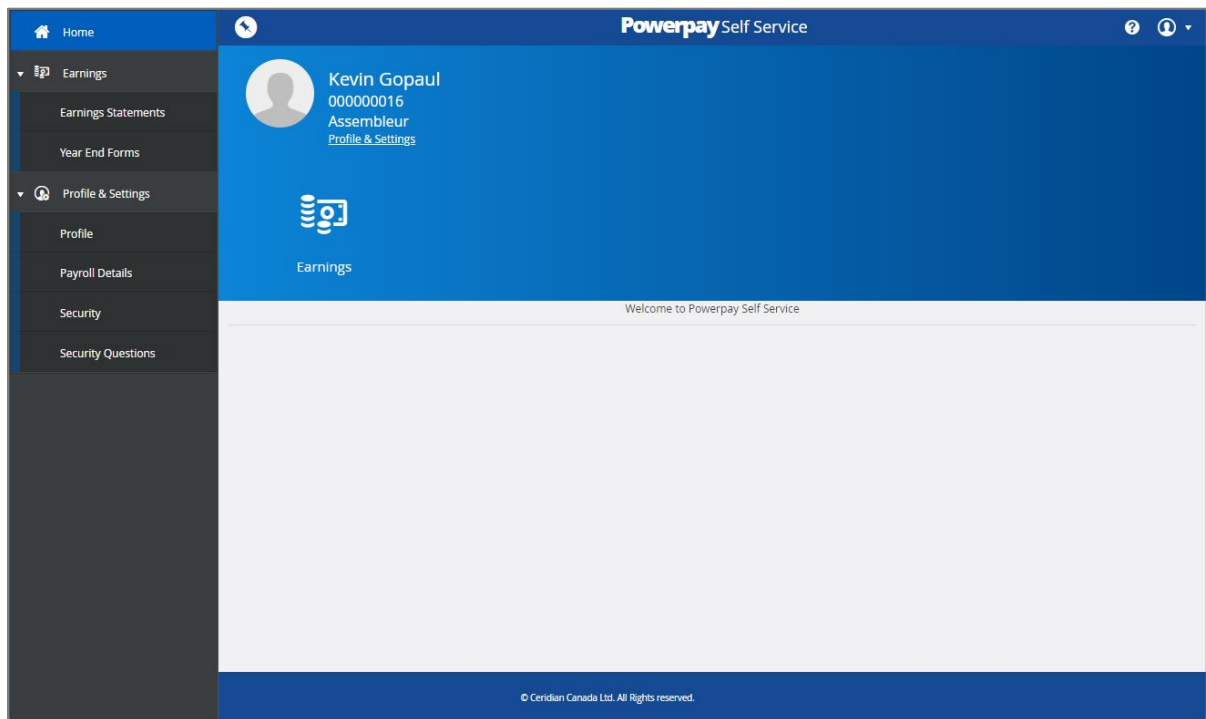
Powerpay Self Service is a tool that allows you to view your Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms. Depending on your company's settings, you may also be able to edit your address, contact,

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.

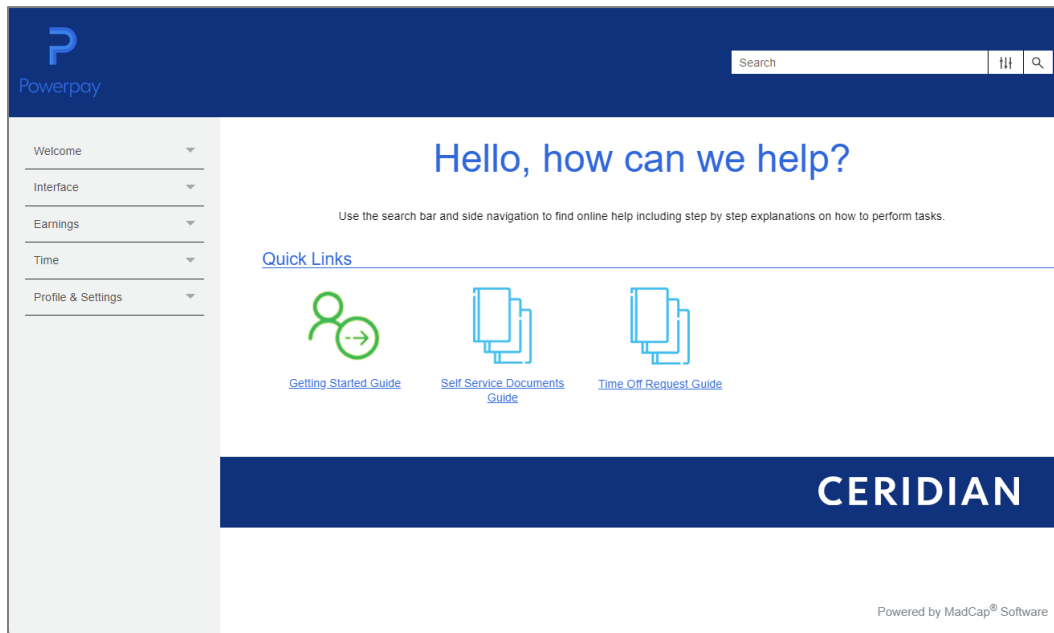
The feature you are currently using is highlighted in blue. You can navigate to another feature by clicking it in the navigation panel.



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.

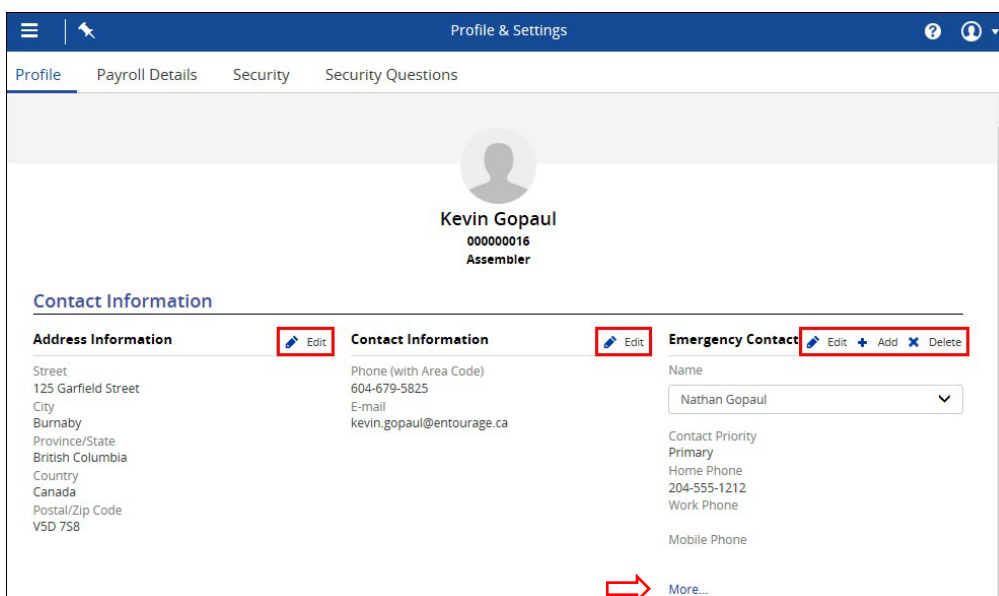


There are several methods to search for information:

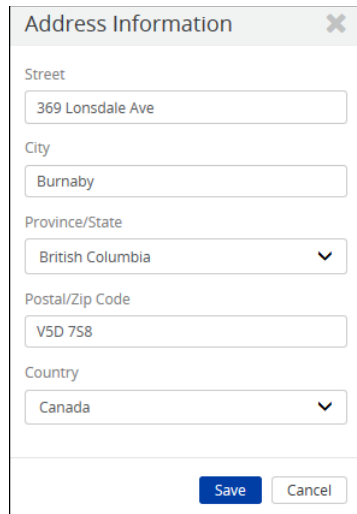
- Quick Links at the top of the Help Home page.
- The Menu on the left of the page.
- Enter text in the Search field.

Viewing Address, Contact, and Emergency Contact Information

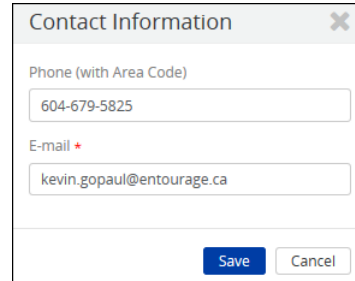
You can review your address record, contact information, and emergency contact information in the **Contact Information** section of the Profile page. If the information for a particular field is unavailable, no information displays in the field.



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.



A screenshot of the 'Address Information' form. It contains fields for Street (369 Lonsdale Ave), City (Burnaby), Province/State (British Columbia), Postal/Zip Code (V5D 7S8), and Country (Canada). There are 'Save' and 'Cancel' buttons at the bottom right.

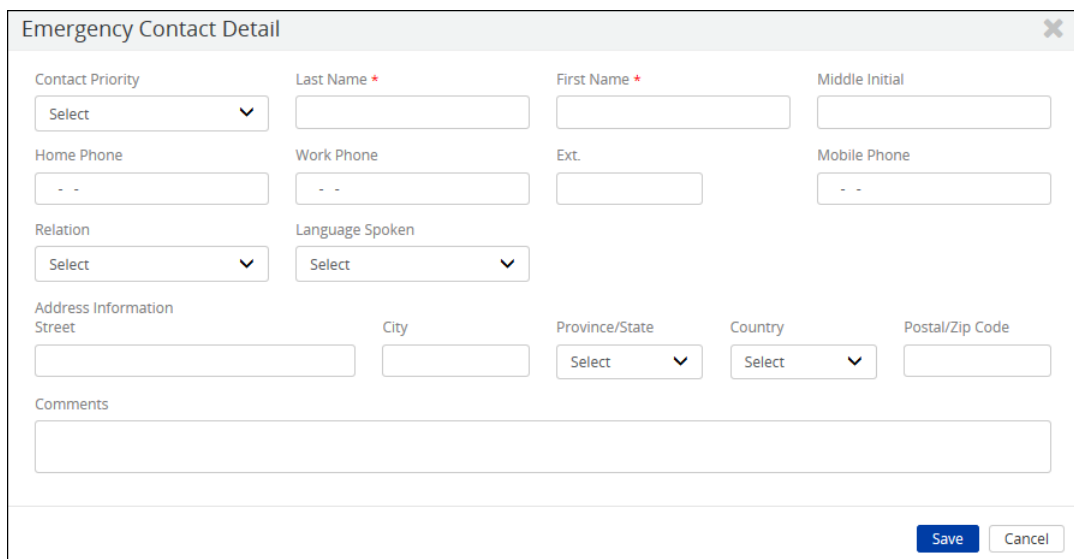


A screenshot of the 'Contact Information' form. It contains fields for Phone (with Area Code) (604-679-5825) and E-mail (kevin.gopaul@entourage.ca). There are 'Save' and 'Cancel' buttons at the bottom right.



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**.




A screenshot of the 'Emergency Contact Detail' form. It contains fields for Contact Priority (Select), Last Name, First Name, Middle Initial, Home Phone, Work Phone, Ext., Mobile Phone, Relation (Select), Language Spoken (Select), Address Information (Street, City, Province/State, Country, Postal/Zip Code), and Comments. There are 'Save' and 'Cancel' buttons at the bottom right.

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).

Personal Information  Edit		
Social Insurance Number	Earnings Statement & Year End Form Language	Birth Date
XXX XXX 649 View	English	16-Jul-XXXX View


Personal Information 

Social Insurance Number

Earnings Statement & Year End Form Language


Select 

Birth Date

DD/MM/YYYY 

Save

Cancel





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.

Work Information	
Direct Deposit	Earnings Statement & Year End Form Delivery  Edit
Name of Financial Institution	Electronic year end forms must be selected a minimum of 10 business days prior to the last pay date of the current year. If you have any questions please contact your payroll administrator.
001 - Bank of Montreal 	
Transit No. 12478	Earnings Statement Delivery 
Account No. XXXX125	Year End Form Delivery 
Enable Deposit Yes	Electronic Only

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.

The screenshot shows the 'Work Information' section of a system. On the left, under 'Direct Deposit', there is a dropdown for 'Name of Financial Institution' set to '001 - Bank of Montreal', and fields for 'Transit No.' (12478), 'Account No.' (XXXX125), and 'Enable Deposit' (Yes). On the right, the 'Earnings Statement & Year End Form Delivery' section is highlighted with a red box. It contains a note: 'Electronic year end forms must be selected a minimum of 10 business days prior to the last pay date of the current year. If you have any questions please contact your payroll administrator.' Below this, there are two rows: 'Earnings Statement Delivery' and 'Year End Form Delivery', both set to 'Electronic Only' with a green checkmark icon. An 'Edit' button is visible in the top right of this section.

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

The screenshot shows the 'Earnings Statement & Year End Form Delivery' settings page. It has a title bar with a close button. Under 'Earnings Statement Delivery', there are radio buttons for 'Printed (Paper Copy)' and 'Electronic Only' (selected), and a checked checkbox for 'Send e-mail notifications when new electronic earnings statements are available.' Under 'Year End Form Delivery', there are radio buttons for 'Printed (Paper Copy)' and 'Electronic Only' (selected), and a note: 'An e-mail notification will be sent when new electronic year end forms are available.' At the bottom right, there are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'Payroll Details' page within the 'Profile & Settings' section. The page is divided into several sections: 'Employer Information', 'Employee Information', 'Taxation', and 'Taxation Options'. The user's name is Kevin Gopaul, ID 000000016, Assembler. The Employer Information section shows Employer Number H777-2, Employer Name ENGLISH, and Next Scheduled Payment Date Thursday, March 30, 2017. The Employee Information section shows First Day Worked Saturday, July 30, 2005, Pay Type Hourly, and Pay Rate \$\$\$\$\$ View. The Taxation section shows Province of Employment British Columbia, Federal Tax Exemption Amount \$11,474, Provincial Tax Exemption Amount \$10,027, Tax Status Subject to Fed. & Prov. Tax, CPP/QPP Status Subject to CPP/QPP, E.I. Category Deducts EI, Provincial Payroll/Health Tax Indicator Subject to Provincial Health & Education Tax, QPIP (Quebec Parental Insurance Plan) Not Applicable. The Taxation Options section shows Federal Tax - Additional dollar amount to be taken \$20.00.

Employer Number H777-2	Next Scheduled Payment Date Thursday, March 30, 2017
Employer Name ENGLISH	

First Day Worked Saturday, July 30, 2005	Pay Type Hourly Pay Rate \$\$\$\$\$ View
---	---

Province of Employment British Columbia	CPP/QPP Status Subject to CPP/QPP
Federal Tax Exemption Amount \$11,474	E.I. Category Deducts EI
Provincial Tax Exemption Amount \$10,027	Provincial Payroll/Health Tax Indicator Subject to Provincial Health & Education Tax
Tax Status Subject to Fed. & Prov. Tax	QPIP (Quebec Parental Insurance Plan) Not Applicable

Federal Tax - Additional dollar amount to be taken \$20.00

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.

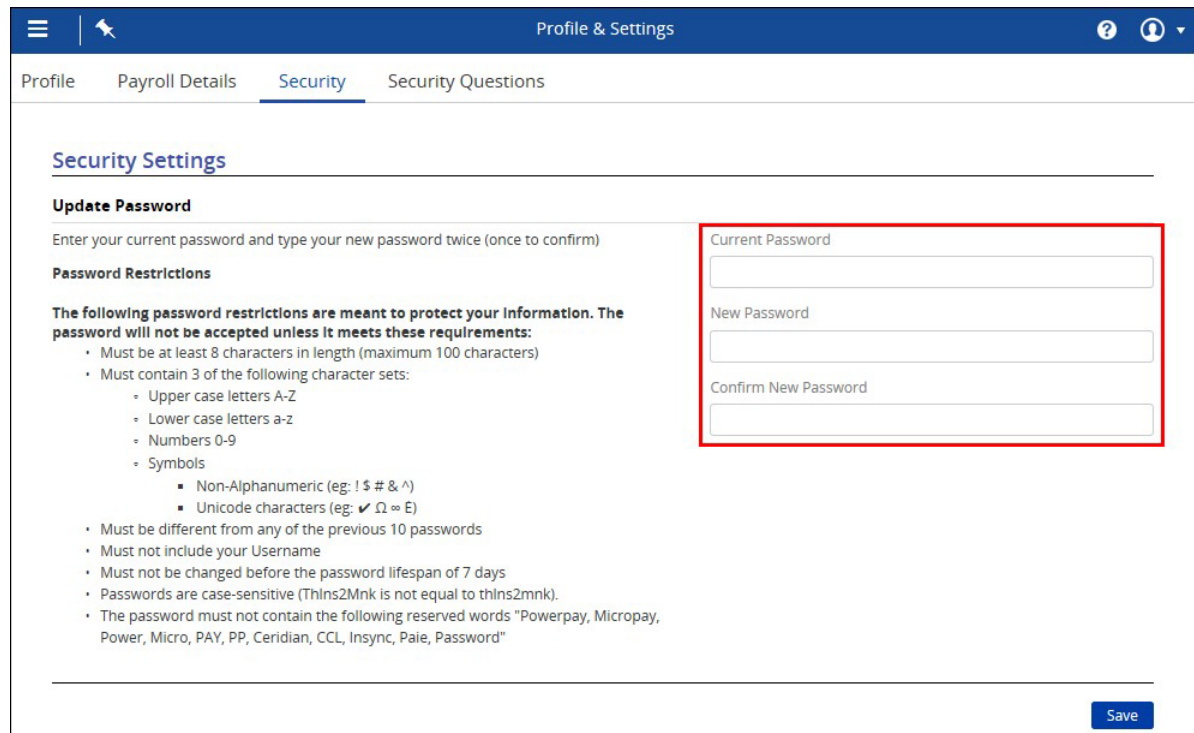


The Pay Rate may be masked, depending on the settings that have been enabled by the Payroll Administrator. Click the **View** link to unmask the rate. To hide the unmasked data, click the **Hide** link.

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.



Profile & Settings

Profile Payroll Details **Security** Security Questions

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 ∞ E)
- 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 (Thlns2Mnk is not equal to thlns2mnk).
- 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

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.

The screenshot shows the 'Security Questions' page. On the left is a navigation menu with 'Home', 'Earnings', 'Profile & Settings', and 'Security Questions' (highlighted). The main content area has tabs for 'Profile', 'Payroll Details', 'Security', and 'Security Questions'. Below the tabs, there's a heading 'Security Questions' and a note: 'Select a minimum of 4 unique security questions and their corresponding answers. These questions will be used to help verify your identity.' There are six questions, each with a dropdown menu for the question and a text input field for the answer. The first question is 'What was the color of your first car?' with the answer 'Black'. The second question is 'What was the make and model of your first car?' with a masked answer. The third question is 'In which city or town was your first job?' with a masked answer. The fourth question is 'What is the breed and color of current pet?' with a masked answer. The fifth and sixth questions are optional. There is a 'Save' button at the bottom right.

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 screenshot shows the 'Earnings Statements' page. On the left is a navigation menu with 'Home', 'Earnings', 'Earnings Statements' (highlighted), 'Year End Forms', 'Time', and 'Profile & Settings'. The main content area has tabs for 'Earnings Statements' and 'Year End Forms'. Below the tabs, there's a heading 'Earnings Statements' and a note: '7 Statement(s) Found'. There are filters for 'From' (01/10/2021) and 'To' (DD/MM/YYYY). There is a 'Filter' button and a 'Download' button. The list of statements includes: 'December 2021' (expanded) with three statements: '31-Dec-2021', '17-Dec-2021', and '03-Dec-2021'. There are also statements for 'November 2021' and 'October 2021'.



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.

STATEMENT OF EARNINGS					EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS					
TYPE	HOURS	RATE	AMOUNT	Y.T.D. A.JOUR	TYPE	CURRENT	Y.T.D. A.JOUR	TYPE	CURRENT	Y.T.D. A.JOUR
SALARY			4,140.00	94,778.75	FED TAX	838.29	23,823.32	RRSP ER	414.00	9,966.00
COMMISSN				450.00	E.I.		3,186.45	GRP LIF		1,760.00
VAC PAY				3,881.25	C.P.P.	2.00	48.00			
CAR ALLO			6,600.00	6,600.00	LTD	414.00	9,966.00			
					RRSP EE	2,865.71	68,116.69			
					NET PYMT					

SUMMARY				NET PAY ALLOCATION	
SOMMAIRE	GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY PAIE NETTE	DETAILS DE LA PAIE NETTE	
Current Courant	4,140.00	4,140.00	.00	DEPOSIT 010 05320 XXXX679	
Year-to-date Cumul annuel	105,710.00	105,710.00	.00		

Employer # H781-2 ENTOURAGE COMMUNICATIONS 675 COCHRANE DRIVE MARKHAM, ON L3R 0B8

CERIDIAN

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

Home | Earnings | Earnings Statements | **Year End Forms** | Profile & Settings

Earnings Statements | **Year End Forms**

☐ Select All Expand All Collapse All

☐ 2021

☐ T4 - 17-Dec-2021

☐ 2020

☐ 2019

☐ 2018

[Download](#)



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.

T4-Back-2021

Print this file

Report these amounts on your tax return.

14 - **Employment income** - Enter on line 10100.

15 - **Employer's CPP contributions** - See lines 35800 and 22215 in your tax guide.

17 - **Employer's QPP contributions** - See lines 30800 and 22215 in your tax guide.

18 - **Employer'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.

29 - **Security options deduction 110(1)(d)** - Enter on line 24600.

41 - **Security options deduction 110(1)(e.1)** - Enter on line 24900.

42 - **Employment commissions** - Enter on line 10100.
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 21300.

46 - **Charitable donations**

62 - **Pension adjustment** - Enter on line 20600.

65 - **Provincial parental insurance plan (PPP)** - Residents of Quebec, see the 31005 in your tax guide. Residents of provinces or territories other than Quebec, see line 91200 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.

79 - **Fishers - Gross Income** See Form T2121.
79 - **Fishers - Net partnership amount** Do not enter on line 10100.
90 - **Fishers - Shareperson amount**

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

85 - **Employee-paid premiums for private health services plan** - See line 30009 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** See Form P93. Do not enter this amount on line 10100 or lines 13499 to 14300.
88 - **Indian (exempt income) - Self employed**

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, 68, 69, 60, and 66 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**

68 - **Employment income - May 10 to July 4, 2020**

69 - **Employment income - July 5 to August 26, 2020**

60 - **Employment income - August 30 to September 26, 2020**

66 - **Indian (exempt income) - Non-eligible retiring allowances**

86 - **Security options election**

Privacy Act, personal information bank numbers CRA PPU-006 and CRA PPU-047

Veuillez déclarer ces montants dans votre déclaration de revenus.

14 - **Revenu d'emploi** - Inscrivez à la ligne 10100.

15 - **Cotisations de l'employeur au RPP** - Lisez les lignes 35800 et 22215 de votre guide d'impôt.

17 - **Cotisations de l'employeur au RPP** - Lisez les lignes 30800 et 22215 de votre guide d'impôt.

18 - **Cotisations de l'employeur à l'AE** - Lisez la ligne 31200 de votre guide d'impôt.

20 - **Cotisations à un RPA** - Comprenez 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.

29 - **Déduction pour options d'achat de titres 110(1)(d)** - Inscrivez à la ligne 24600.

41 - **Déduction pour options d'achat de titres 110(1)(e.1)** - Inscrivez à la ligne 24900.

42 - **Commissions d'emploi** - Inscrivez à la ligne 10100. Ce montant est déjà compris dans la case 14.

43 - **Déduction pour le personnel des Forces armées canadiennes et des forces militaires** - Inscrivez à la ligne 24400. Ce montant est déjà compris dans la case 14.

44 - **Union dues** - Inscrivez à la ligne 21300.

46 - **Charitable donations**

62 - **Pension adjustment** - Enter on line 20600.

65 - **Provincial parental insurance plan (PPP)** - Residents of Quebec, see the 31005 in your tax guide. Residents of provinces or territories other than Quebec, see line 91200 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.

79 - **Pêcheurs - Revenus bruts** Consultez le formulaire T2121.
79 - **Pêcheurs - Net partnership amount** N'inscrivez pas ce montant à la ligne 10100.
90 - **Pêcheurs - Montant du pêcheur à part**

81 - **Travailleurs d'agences ou de bureaux de placement** Revenu brut.
82 - **Chauffeurs de taxi ou d'un autre véhicule de transport de passagers** Consultez le formulaire T2125.
83 - **Barbiers et coiffeurs** 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**.

