



EMPLOYEE LEVEL PAYROLL INFORMATION QUESTIONNAIRE

Company Name: _____

Instructions for use of this form:

Fill in the fields, in Adobe 8 or later. You can save the filled in form.

Email the completed questionnaire and attach your completed Report Scope

Worksheet to Powerpay.Service@Ceridian.com

Request Details

Contact Name: _____ Date: _____

Contact Title: _____

Phone Number: _____ Email: _____

Questions

1. List all applicable payroll numbers that require this report:

2. How frequently do you want to generate this report?

One Time Request Each Pay Monthly Other (specify) _____

3. **For One Time Requests only** – Which reporting periods should be included in the report?
The reporting periods must be less than 18 months old from the current date.

Payroll Numbers	Pay Periods to include in the report

4. Complete the [Report Scope Worksheet](#) to capture your report requirements. See the Sample Worksheet tab for how to complete the worksheet.

Additional Details

CERIDIAN

Phone

All Provinces except Quebec 1-866-398-2572

Quebec 1-877-483-3701