


# New Powerpay Design & Features

## New and improved Powerpay modern design including more flexibility on the Rapid Entry page

Ceridian is committed to ensuring that every user has a great experience using Powerpay, and we are dedicated to finding ways to continually improve the experience for our users. We have added more support for the way you work – desktop, tablet, mobile. The simple and responsive design is optimized across both web and mobile platforms.

This document outlines the changes to the new design, so you can become accustomed to what has changed.

### Toggle button

Use the new Powerpay style by clicking the **toggle**  button on the Powerpay toolbar.



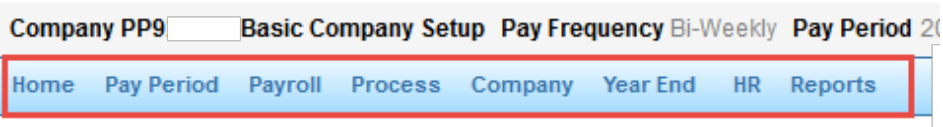
### New navigation

We made it easier to get around, added tab navigation and improved our indicators and signposting to ensure you are aware of where you are in Powerpay.

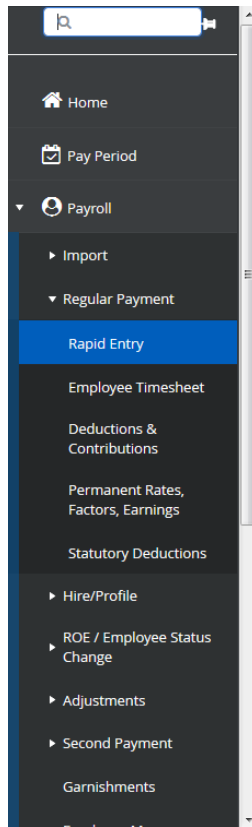
### Main menu navigation

We have moved the main menu navigation bar from the top to the left side of the page and highlighted the current page. This change makes Powerpay navigation consistent on desktop, tablet and mobile devices.


#### Classic Powerpay menu navigation



## New Powerpay menu navigation



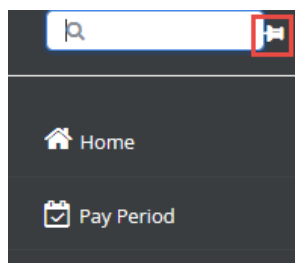
The menu in the new Powerpay design includes all the pages that you can access. It is displayed to the far left of the screen, and is always available (even if it's hidden, or "unpinned") regardless of which page you're currently using.

To open the menu, click the menu button  at the top left corner. Once open, expand parent features as necessary, and then click the page you want to open. The page you are currently using is highlighted in blue. You can navigate to another page by clicking it in the menu.

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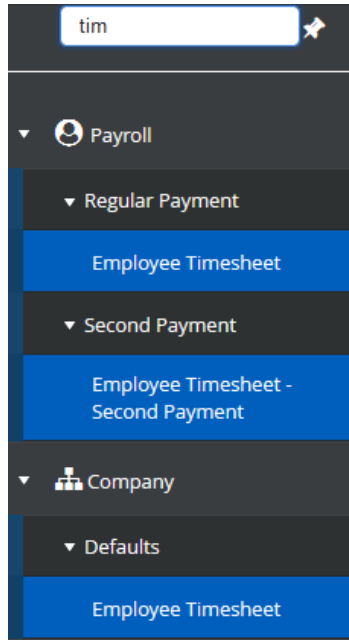
**Tip:** To "pin" the menu so that it's always displayed, click the pin icon above the menu in the toolbar.

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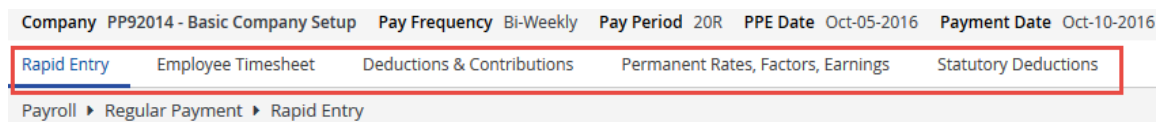
## Searchable menu

The searchable menu provides a fast and easy way to find the page you need. Using the search feature, you do not need to open and close menu items to locate the page you need. Simply start typing the name of the page you are looking for, and the menu sorts automatically to only display the pages that meet your criteria. For example, to locate the employee timesheet for second payments, type time in the search bar and all the pages meeting the search criteria are highlighted.



## Tab navigation

We have streamlined the navigation between pages belonging to the same parent feature using tabs at the top of the page.



For example, from the **Rapid Entry** page (Payroll → Regular Payment → Rapid Entry), you can quickly navigate to the Employee Timesheet. Deductions & Contributions, Permanent Rates, Factors Earnings or Statutory Deductions pages by clicking on the tabs at the top of the page.

## Rapid Entry redesign

The Rapid Entry pages have been redesigned for improved functionality, including:

- select more than six columns to include in the grid
- select the number of employees to display per page
- rapid entry totals

- export to spreadsheet
- keyboard arrow key grid navigation
- printable Employee Profile and Employee Timesheet pop-ups
- tap Enter on your keyboard to save the page
- smaller minimum column width to allow more columns to be simultaneously visible in the grid without having to scroll
- resize columns as required
- slide columns through the grid to temporarily change the sort order
- move any of the additional column fields beside the Employee column to pin the column in place and stop the column from scrolling, ensuring it always remains visible
- click Tab to move to the next cell for data entry
- click Shift + Tab to move to the previous cell for data entry
- field focus remains in place when saving or resizing the page

## Set up

With the new design, the rapid entry set up is integrated into the Rapid Entry pages. When you first navigate to the Rapid Entry page (regular or second payment), the first step is to select the earnings and deduction columns to include in the rapid entry grid. If your rapid entry grid is already set up, use these steps to modify the grid is required.

### ► To set up the rapid entry grid:

1. Navigate to the **Rapid Entry** page (Payroll → Regular Payment → Rapid Entry).

The screenshot shows the top navigation bar with links for [Rapid Entry](#), [Employee Timesheet](#), [Deductions & Contributions](#), and [Permanent Rates, Factors, Earnings](#). Below this is a breadcrumb trail: [Payroll](#) ► [Regular Payment](#) ► [Rapid Entry](#). The main header area displays **Regular Payment - Rapid Entry** and **Applicable Period of Time: Bi-Weekly**. At the bottom of this header are three links: [Edit Earnings / Deductions](#), [Sort](#), and [Additional Columns](#).

2. Click [Edit Earnings / Deductions](#).

The screenshot shows the 'Edit Earnings / Deductions' modal window. It has a title bar with a close button (X) on the right. Below the title bar, there is a instruction: "Select fields from the lists below to make them available for data entry. Drag and drop the fields selected to reorder the columns." Below this instruction are four buttons with dropdown menus: **Hours**, **Earnings**, **Deductions**, and **Contributions**. At the bottom right of the modal is an **Apply** button.

- Select the fields to add to the grid from the Hours, Earnings, Deduction and Contribution lists. You can select as many items as required as well as multiple items from each list. As you select items, they display below the selection lists.

Edit Earnings / Deductions ✕

Select fields from the lists below to make them available for data entry. Drag and drop the fields selected to reorder the columns.

⌚ Hours ▾

\$ Earnings ▾

📄 Deductions ▾

📄 Contributions ▾

⌚ Regular Hours

⌚ Overtime Hours ✕

⌚ Double Time

⌚ stat pay ✕

Apply

- The columns display in the order they display. Drag and drop the fields to reorder the columns. Click the X to remove a field from the list.

**Note:** If there is no X to remove the field from the list, a value has been entered in the column. Remove the values in the column, and the X displays to remove the field.

- Click **Apply**.

The rapid entry grid displays with the selected fields.

Payroll ▶ Regular Payment ▶ Rapid Entry Quit

Regular Payment - Rapid Entry Applicable Period of Time: Bi-Weekly

**i** INFORMATION

Salaried employees may have vacation and/or additional accumulator(s) that accrue a fixed number of hours. 'Hours per Pay' are included on a Regular Run for those active salaried employees, even if the employees are not receiving a payment. If the hours should not apply, enter an adjustment on the Accumulators Adjustment page.

[Edit Earnings / Deductions](#)  
 [Sort](#)  
 [Additional Columns](#)

No employee selected

Employee	Pay Type <span style="font-size: small;">↓</span>	Department/Distribution	Prov. of Empl.	Pay Rate	Regular Ho...	Overtime H...	Double T
					Hours	Hours	Hours
<span style="font-size: x-small;">📄</span> 00000002 Duke, Daisy	Salary EE	1 - Winnipeg / - / - / 100 - D...	NS	\$36.79	75.00		
<span style="font-size: x-small;">📄</span> 00000001 John, Doe	Salary EE	1 - Winnipeg / 4 - Manitoba ...	QC	\$1331.25	70.00		
<span style="font-size: x-small;">📄</span> 00000003 Jones, James	Salary EE	1 - Winnipeg / - / - / 100 - D...	AB	\$46.32	Timesheet	Timesheet	Timesheet
<span style="font-size: x-small;">📄</span> 00000015 Smith, James	Salary EE	- / - / - / 100 - Default	QC	\$0.00	60.00		1.00
<span style="font-size: x-small;">📄</span> 00000004 Smith, John	Salary EE	- / - / - / 100 - Default	MB	\$32.00	80.00	5.00	

- Click Sort to select a sort order for the employees in the grid.

Sort ✕

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Select values by which to sort and group the employees. Data is sorted by value within each group.

Sort By Group By

Employee Surname Province of Employment

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[Apply](#)

7. Select values by which to sort and group the employees. Data is sorted by value within each group. The selected Group By field appears in a column to the right of the employee name in the grid.
8. Click **Apply**.
9. Click [Additional Columns](#) to select the employee information elements to include on the rapid entry grid. These fields are not for data entry.

Additional Columns ✕

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Select additional fields to be displayed on this page.

i Additional Columns ▾

- Pay Rate
- Pay Type
- Position
- GL - ID Dept - Department
- GL - ID Z - Type
- GL - ID Y - Province
- GL - ID X - City
- Province of Employment

[Apply](#)

10. Click **Apply**.

## Rapid Entry Totals

Rapid entry totals now display at the bottom of the rapid entry grid.

Only entries made on the page are included in the totals. For comprehensive payment totals for the payroll, navigate to the Data Verification page by clicking on the link at the bottom of the page.

## Export to spreadsheet

Rapid entry data can now be exported to a spreadsheet. The spreadsheet includes all the data and columns entered on the rapid entry page. You can export the data after saving the page by clicking **Spreadsheet** at the bottom of the page.

## Select Pay redesign

The Select Pay page has been redesigned for ease of use and to provide a consistent experience on desktop, mobile and tablet devices.

Select Pay - Pay Frequency: Bi-Weekly

Open Payroll 19R-2016 Create New Run ▾

**2016 - 20 Regular** ✎

Opened Submitted Processing Processed

<b>Pay Period Ending Date</b> Oct-05-2016	<b>Submit For Processing By</b> Sep-30-2016
<b>Payment Date</b> Oct-10-2016	<b>Processed Date</b>
<b>Deduction Cycle</b> Life_LTD Ins.	<b>Earning Cycle</b> None

View Enter

**Calendar** ⓘ

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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2016 ☰

Pay Period Number	Payroll Type	Run Details	Pay Period Ending Date	Payment Date	Processed Date	Deduction Cycle	Earning Cycle	
19	Regular	Skipped	Sep-21-2016	Sep-21-2016	Oct-05-2016			View
18	Regular	Skipped	Sep-07-2016	Sep-07-2016	Oct-05-2016			View
17	Regular	Skipped	Aug-24-2016	Aug-24-2016	Oct-05-2016			View
16	Regular	Skipped	Aug-10-2016	Aug-10-2016	Oct-05-2016			View

The current pay period displays in the top left-hand side of the page.

- A progress bar indicates the status of the current pay period.
- Click *Enter* to access the data entry pages for the pay period.

A Calendar displays in the top right-hand side of the page.

The calendar displays important dates pertaining to the current pay period.

- Pink – Submit for Processing By date
- Blue – Pay Period Ending Date
- Green – Payment Date.