

## Workday Payroll for Canada

Workday Payroll for Canada addresses the full spectrum of enterprise payroll needs. It offers the control, flexibility, and insight you need to support the unique aspects of your organisation.

### Unified with Workday HCM

Workday Payroll was designed as part of Workday Human Capital Management (HCM). A unified payroll and HCM solution helps you maximise your overall investment in Workday.

- Take advantage of Workday's core system-of-record for employee data across HCM and payroll to manage changes for benefits, terminations, and life events.
- Give employees the ability to request time off, view payslips, and make payment elections from a unified self-service application that works on both a browser and mobile device.

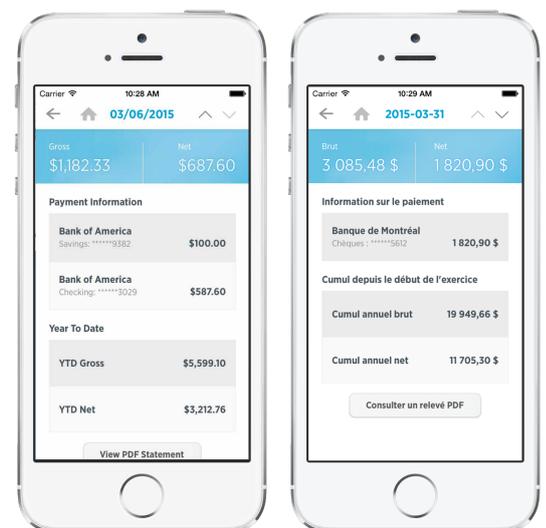
### Flexibility to address unique requirements

Traditional payroll applications provide hard-coded, out-of-the-box packages that are often unable to accommodate specific business needs. Workday's flexible and intuitive configuration supports your organisation's advanced requirements.

- **Robust calculation engine:** Run payroll calculations as often as you want with Workday's powerful payroll calculation engine, built to handle the most complex payroll requirements. Payroll processing time is drastically reduced from hours to minutes.
- **Highly configurable:** Configure accumulations, balance periods, and balances according to your current calculation and reporting needs. Group employees into logical pay groups according to organisational needs.
- **Role-based and segment-based security:** Access pay results with configurable role-based permissions. Configurable security improves collaboration, giving business partners outside the payroll department the ability to provide input and view results before payroll completion.

### Key benefits

- Use a modern calculation engine to handle complex requirements.
- Define processing criteria for pay runs and run multiple pay groups together.
- Offer employee access to mobile and online payslips in English and French.
- Offer self-service online TD1 (English and French), QC TP-1015.3, and payment elections.
- Online service for year-end forms T4, T4A, and RL-1.
- Perform comprehensive audits before final payroll run.
- View pre-built reports for insights into payroll results.
- Get automatic tax updates through a cloud-delivery model.



Access mobile payslips  
via self-service.

## Complete control to manage payroll

Workday Payroll provides complete control over your payroll processes, data, and costs. Eliminate the pain points found in traditional systems with intuitive payroll set-up and management tools.

- **Control over process:** Control how gross-to-net is calculated for different types of payroll runs. Define criteria for specific earnings and deductions.
- **Control over data:** Quickly access pay results for any employee or period. Run common predefined reports, such as pay balance summary and pay calculation results.
- **Control over cost:** No more cost-prohibitive charges for reports, pay components, or calculations from service bureaus. No more mandatory upgrades from ERP providers that are costly and time-consuming for your company.



Run standard, pre-built payroll reports or customise your own.

## Actionable insight with payroll analytics

Workday Payroll includes built-in analytics, allowing you to run reports and audits on all payroll data. Retrieve and act on payroll data immediately to make adjustments.

- **Automated audits:** Users can define audit criteria and create audit reports at the summary, pay group, or employee level. Set up comprehensive audits embedded into payroll results and drill into audit alerts to investigate details.
- **Visibility into actual costs:** Companies can now see what they are spending globally on employees. Compare payroll results across periods. Take action on a pay calculation result via a one-click report.

## Workday global payroll partner programme

Global companies that require payroll solutions beyond Workday's native payroll offerings in the US, Canada, UK, and France\* (will be generally available in 2016) can take advantage of our global payroll cloud partner programme. Workday's payroll partner programme helps to reduce the costs associated with deploying, integrating and managing third-party payroll solutions.

To make integration easier, Workday offers pre-built integrations to partners through Cloud Connect for Third-Party Payroll. Workday-certified partners build, offer, and maintain bidirectional integration, allowing payroll results to be displayed in Workday. Customers benefit by gaining a global view of payroll actuals from Workday, while still being able to use local payroll providers in each country that offer their desired level of service.

**“Now we can run reports and know that the payroll in the US and Canada is accurate – that has been greatly enhanced with the audit capabilities and reporting available out of the box in Workday.”**

– Mike Bause, Vice President, Technology, Equifax Inc.

## Workday Payroll for Canada

### Payroll processing

- Calculate on any earning, deduction, or accumulation for any time period.
- Calculate in both a batch mode for pay groups or at an employee level with one click.
- Calculate employees' compensation and health taxes.
- Determine how gross-to-net is calculated for different types of payroll runs.
- Define criteria for specific earnings and deductions, including gross-up calculations.

### Earnings and deductions

- Unlimited number of earnings and deductions.
- Define a set of rules for earnings and deductions.
- Intuitive mapping to compensation elements or benefits from Workday HCM.
- Eligibility criteria and scheduling logic for accurate processing.
- Flexible Worktag feature to identify unique allocations.
- Labour allocations splits at the employee, position and earning level.
- Configurable arrears calculations and net-pay validations.

### Accumulations and balances

- Add or modify accumulations easily.
- Define balance periods, even after periods have been processed.
- Report on balances and accumulations.

### Audit and reporting

- Run common predefined reports such as payroll register and pay calculation results.
- Configure reports to display any earning, deduction, or balance values.
- Create audit reports at the summary, pay group, or employee level.
- Define criteria to perform audits against pay results.
- Compare payroll results across periods.
- Take action on a pay calculation result via a one-click report.
- Configure specific earnings or deductions views for select security groups (e.g. managers, benefit partners).
- Export any page or report directly to Excel or PDF with a single click.

### Accounting and compliance

- Configure payroll chart of accounts and define account posting rules.
- Payroll accounting report provides drill-down analysis.
- Worktags allow for easy allocation to projects, cost centres, funds, grants, custom organisations, etc.
- Workday's cloud model delivers tax updates seamlessly and automatically.
- Configure, audit, preview, and print T4s, T4As, and RL-1s.
- Tax remittance, employees' compensation, and health tax reporting for tax filing.

### Employee self-service

- View payslip information.
- Add or edit federal and provincial withholding elections.
- Add or edit payment elections (direct deposit).
- View tax documents (T4, T4A, RL-1).
- Paperless opt-in for payroll and tax documents.

\*Our future product pages describe announced products that are not yet generally available and contain forward-looking statements for which there are risks, uncertainties, and assumptions. Our description of unreleased services, features, functionality or enhancements are subject to change at Workday's discretion and may not be delivered as planned or at all. Workday assumes no obligation for and does not intend to update any such forward-looking statements. Customers who purchase Workday services should make purchase decisions based upon currently available services, features, and functions.



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