

Workday Payroll for Canada

Workday Payroll for Canada addresses the full spectrum of enterprise payroll needs. And because payroll is one of the most manually intensive processes in HR and Finance, Workday is committed to making payroll more efficient and intelligent with continuous payroll calculations, smart payroll audits, and retro payroll processing. Workday Payroll for Canada offers the control, flexibility, and insight you need to support your unique organisation.

A single solution from hire to retire

Designed as part of a single solution alongside Workday Financial Management and Workday Human Capital Management (HCM), Workday Payroll for Canada helps you maximise your overall investment.

- Take advantage of the system of record in Workday for worker 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 single self-service application that works on both a browser and mobile device.
- View real-time, detailed journal lines before payroll completes and have them seamlessly post to the GL.

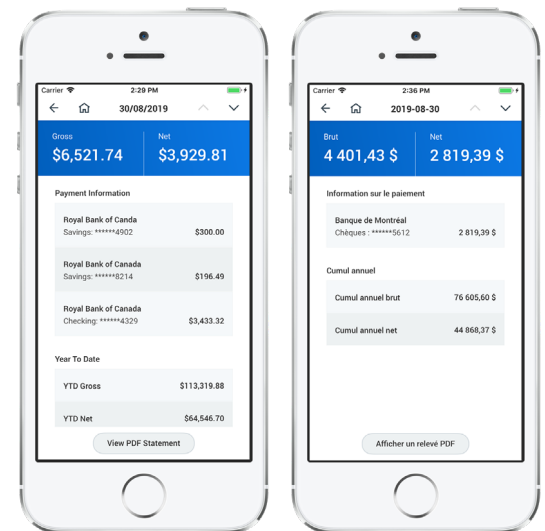
Flexibility to address unique requirements

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

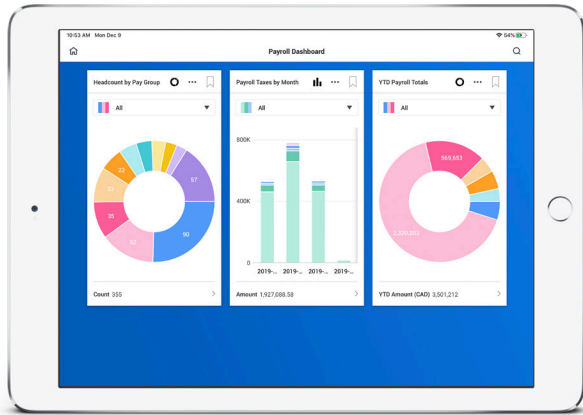
- **Robust calculation engine:** Automatically calculate pay results for each period so you can view up-to-date payroll information anytime, anywhere. The continuous calculation in Workday streamlines payroll processing by automatically recalculating payroll results in real time as pay-impacting events occur.
- **Highly configurable:** Configure accumulations, balance periods, and balances according to your current calculation and reporting needs. Group workers into logical pay groups according to organisational needs.

Key benefits

- Leverage a robust calculation engine to handle complex requirements and automatically calculate pay results in real time
- Define processing criteria for pay runs and run multiple pay groups together
- Offer mobile and online employee access to payslips in English and French and year-end forms (T4, T4A, RL-1)
- Offer self-service online for form TD1 (English and French) and tax elections
- Perform comprehensive audits before final payroll run
- View prebuilt reports for insights into payroll results
- Get automatic tax updates through a cloud-based model



Access mobile payslips
via self-service.



Run standard, prebuilt payroll reports or customise your own.

- **Role-based and segment-based security:** Access pay results with configurable role-based permissions. Configurable security improves collaboration, giving business partners outside of the payroll department the ability to provide input and view results before payroll completion.

Complete control to manage payroll

Workday Payroll for Canada 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 to calculate gross-to-net for different types of payroll runs. Define criteria for specific earnings and deductions.
- **Control over data:** Quickly access pay results for any worker 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.

Actionable insight with payroll analytics

Workday Payroll for Canada 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.

- **Smart audits:** Users can schedule recurring audits to run automatically, and view audit exceptions in real time as they are created with the audit summary report. Set up worker-based audit rules and mass update audit exceptions to cut down on audit time.
- **Visibility into actual costs:** Companies can now see what they are spending on workers globally. Compare payroll results across periods. Take action on a pay-calculation result via a one-click report.

Workday Global Payroll Cloud Partner Programme

Global companies that require payroll solutions beyond the native Workday Payroll offerings in the US, Canada, the UK, and France can take advantage of our global payroll cloud partner programme. The Workday Global Payroll Cloud Partner Programme helps reduce the costs associated with deploying, integrating, and managing third-party payroll solutions.

To make integration easier, Workday offers prebuilt integrations to partners through [Workday 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.

“We went with Workday Payroll because of challenges with outsourcers – disjointed processes, missed SLAs, and a lack of global data. Now we have the flexibility to run payroll the way we want and the ability to configure the system ourselves.”

– Payroll Manager, North America, Mosaic

Workday Payroll for Canada

Payroll processing

- Calculate on any earning, deduction, or accumulation for any time period.
- Calculate in batch mode for pay groups, at worker level with just one click, or in real time with continuous calculation.
- Calculate workers' 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.
- Manage each pay cycle from preprocessing to post-processing activities with the pay cycle command centre.

Earnings and deductions

- Unlimited number of earnings and deductions.
- Defined 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.

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, RL2, and NR-4).
- Paperless opt-in for payroll and tax documents.
- Compare payslips and pay components over time with the employee pay self-service dashboard.
- Enable self-service for voluntary deductions.

Audit and reporting

- Schedule recurring audits to run automatically.
- 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 worker level.
- View, track, and manage audit exceptions in real time via the payroll audit exception summary or the payroll audit exceptions report.
- Define criteria to perform audits against pay results.
- Configure new or edit current audit rules based on worker eligibility and severity levels.
- 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 (such as managers or benefits partners).
- Export any page or report directly to Excel or a PDF with a single click or use worksheets to collaborate in teams.

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, and so on.
- Tax updates are delivered seamlessly and automatically with the Workday cloud model.
- Tax remittance, workers' compensation, and health tax reporting for tax filing.
- Generate ROE data by period or worker.
- Integrate tax-filing and web services to the tax-deposit and filing service you choose.

Year-end processing

- Leverage year-end dashboard to get access to strategic trends and metrics across the year-end process.
- Manage tax forms reconciliation with the ability to drill into each box number.
- Configure, audit, preview, and print forms for T4, T4A, RL-1, RL-2, and NR-4.



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