



Workday Payroll for Canada

Workday Payroll for Canada addresses a broad 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 organization.

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 maximize 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 pay slips, and make payment elections from a single self-service application that works on both a browser and a 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 organization's advanced requirements.

- **Agile 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.
- **High configurability:** Configure accumulations, balance periods, and balances according to your current calculation and reporting needs. Group workers into logical pay groups according to organizational needs.
- **Role- 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.

Key Benefits

- Reduce costs with a single cloud-based system
- Run payroll your way with the flexibility and control to make changes and update payroll in real time
- Streamline payroll processing with an agile, automated calculation engine that handles complex requirements
- Support compliance and improve payroll accuracy with comprehensive audits
- Increase productivity and employee satisfaction with self-service to access pay slips and year-end forms in English and French

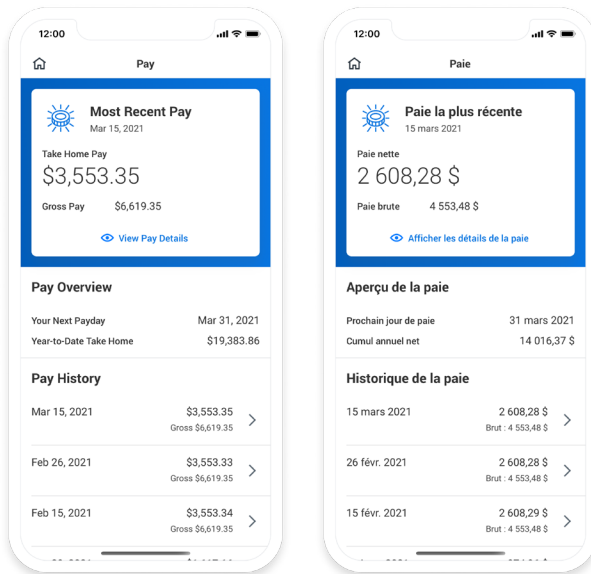
Key Features

- Continuous payroll processing
- Automatic tax, garnishment, and legislative updates delivered in the cloud
- Real-time visibility into the general ledger
- Highly flexible, anytime audits
- Built-in reporting and analytics
- Mobile-first employee experience
- Employee self-service for TD1 and TD1X tax elections (English and French)

Results

- 81% reduction in payroll processing times
- 62% reduction in payroll cycle time
- 50% reduction in time spent on the year-end payroll cycle

- **Flexible payment options:** Support workers financially with flexible payments and deduction options, such as pay advances and loans, to help workers during difficult times. Set up repayment plans and track payments and deductions in a centralized process.

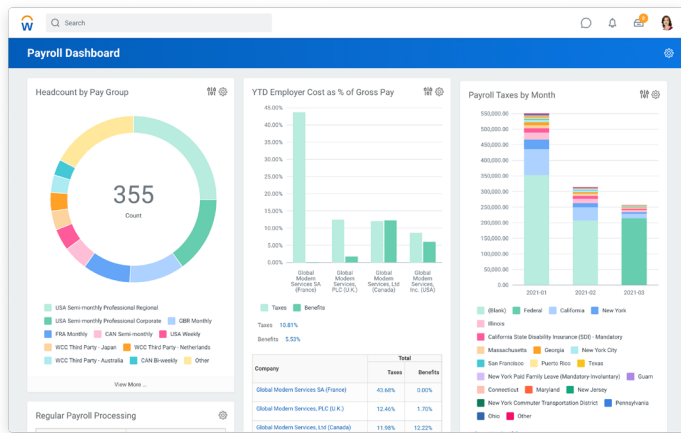


Access mobile pay slips via self-service.

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 setup 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.



Run standard, prebuilt payroll reports or customize your own.

Transparent, Actionable Insight with Payroll Analytics

Workday Payroll for Canada includes built-in analytics, enabling 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 can view audit exceptions in real time as they are created, with the audit summary report. They can also 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, and take action on a pay calculation result via a one-click report.

Workday Global Payroll Cloud Partner Program

Global companies that require payroll solutions beyond the native Workday Payroll offerings in the U.S., Canada, the UK, and France can take advantage of our global payroll cloud partner program. The Workday Global Payroll Cloud Partner Program 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, enabling 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.

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 postprocessing activities, with the Pay Cycle Command Center.

Earnings and Deductions

- Benefit from an unlimited number of earnings and deductions.
- Define a set of rules for earnings and deductions.
- Use intuitive mapping to compensation elements or benefits from Workday HCM.
- Set eligibility criteria and scheduling logic for accurate processing.
- Use the flexible worktag feature to identify unique allocations.
- Determine labor allocation splits at the employee, position, and earning level.
- Configure 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 pay slip information.
- Add or edit federal and provincial withholding elections.
- Add or edit payment elections (direct deposit).
- View tax documents (T4, T4A, RL-1, RL2, T4A-RCA, and NR-4) and use paperless opt-in for payroll and tax documents.
- Compare pay slips and pay components over time with the employee pay self-service dashboard.
- Enable self-service for voluntary deductions.

Accounting and Compliance

- Configure payroll chart of accounts and define account posting rules.
- Do drill-down analysis with the payroll accounting report.
- Use worktags, which allow for easy allocation to project cost centers, funds, grants, custom organizations, and so on.
- Get tax and garnishment updates, which are delivered seamlessly and automatically with the Workday cloud model.
- Deliver tax remittance, workers' compensation, and health tax reporting for tax filing.
- Use Workday Time Tracking's Statutory Holiday support for federal as well as provincial workers.
- Generate Record of Employment (ROE) data to send to Service Canada.
- Integrate tax-filing and web services to the tax filing service you choose.

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 exceptions 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.

Year-End Processing

- Leverage year-end dashboard to get access to strategic trends and metrics across the year-end process. Preview year-end information anytime.
- Configure, audit, preview, and generate T4, T4A, RL-1, RL-2, T4A-RCA, and NR4 year-end forms.

To learn more, please visit workday.com/payroll.

Deploy Workday and Get Significant Value Fast

Workday offers deployment services, training, support, and continuous innovations to help you use its products with confidence as your organization evolves. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles.

To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools, and expertise for an even deeper understanding of Workday.

For more information, visit workday.com/cx.



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