

Inside this issue

Payworks Named One of Canada's Best Managed Companies

Get to Know Them: CSR Wayne Newcombe

Upcoming Events

New Navigation Menu

Coming Soon: Absence Management

New: Employee Self Service Timesheets

Minimum Wage Increases in 2017

Payworks
Spring 2017
Newsletter

the
works



Payworks Named One of Canada's Best Managed Companies for Fifth Straight Year

Payworks was recognized for excellence in business performance with a 2017 Gold Standard winner designation from Canada's Best Managed Companies program. The Best Managed program recognizes the best-in-class of Canadian-owned and managed companies, demonstrating strategy, capability and commitment to achieve sustainable growth. Payworks has maintained its Best Managed status since first being named a winner of the program in 2012.

"We are honoured to have achieved the Gold Standard level of the Canada's Best Managed Companies program again in 2017. It is through our team's hard work and dedication to providing innovative

solutions and world-class service, and through the continued support of our partners and clients, that we have maintained this prestigious designation for five consecutive years," said JP Perron, President of Payworks.

Payworks' growth and success is in large part due to its proprietary suite of online workforce management solutions, which are supported by Payworks' customer-centric service philosophy and purpose of "Doing right by people." Payworks has created a culture that emphasizes collaboration and innovation, and that encourages community involvement and cultivating long-lasting relationships with clients.

Established in 1993, Canada's Best Managed Companies is one of the country's leading business awards programs recognizing Canadian-owned and managed companies for innovative, world-class business practices. Applicants are evaluated by an independent judging panel made up of judges from Deloitte, CIBC, Canadian Business, Smith School of Business and MacKay CEO Forums. Best Managed companies share commonalities that include an emphasis on culture and people, innovation, sustained performance and strong financial results.

"It's much more than just financial performance," said Lorrie King, Partner,



Deloitte and Co-Leader, Canada's Best Managed Companies program. "The ingredients to success also include overall business performance and sustained growth. It takes dedication and commitment from the entire organization. These companies serve as role models to help make all Canadian businesses better."

Get to Know Them

Get to know the people at Payworks

Wayne Newcombe is a Client Service Representative at Payworks, working with our Corporate Business Accounts Team. He has been with Payworks for more than 8 months, and is based out of our National Service Centre in Winnipeg.

"On the Corporate Team everyone gets along great and is a valued team member," says Wayne. "The perks of being an employee at Payworks is you're treated like you matter. You don't feel like just a number."

Before joining the Payworks team, Wayne worked in TV broadcasting for 14 years as a video editor. After

being laid off, he took the opportunity to go back to school in a field that had always interested him - payroll. He took the Accounting and Payroll Administrator Program at CDI College, and applied for a position that became available at Payworks while he was still completing his diploma. After completion of the program, Wayne started at Payworks and the rest is history!

Wayne's ideal work day would be one where all clients' calls receive immediate answers, and the best part of his day is learning more about the clients he works closely with.

When Wayne is not at work, he spends time with his wife of 13 years, his son who will be 7-years-old this month, and their family Labrador Retriever/Border Collie cross named Winnie. He also enjoys working around the house doing yard work and light renovations. His family does not have any immediate plans for a vacation, but Wayne does want to visit his home in Halifax soon, which he refers to as 'The Best Coast'.

Wayne's Payroll Tip: Do not wait until year-end to do manual entries. Manual entries can be done at any time throughout the year, and doing so will make your year-end process smoother.



Wayne Newcombe
Client Services Representative



Upcoming Events

Stop by and visit the Payworks booth at one of these tradeshow

CPABC Pacific Summit

Chartered Professional Accountants British Columbia's (CPABC) 2017 Spring Pacific Summit at the Vancouver Convention Centre West May 17-19. Tradeshow: May 18 9 a.m. - 6 p.m.

SHHA Hotel, Bar & Restaurant Tradeshow

The Saskatchewan Hotel and Hotel Association (SHHA) is holding their 86th annual convention at the Delta Regina Hotel May 30-31. Tradeshow: May 31 12 p.m. to 5 p.m.

The CPA Conference and Trade Show

The Canadian Payroll Association's (CPA) 35th Annual Conference and Trade Show in Niagara Falls, Ontario, from June 13-16. This is the premier payroll event of the year and your opportunity to connect with top compliance, employment standards, and strategic management leaders. Tradeshow: June 14 Scotiabank Convention Centre 10:30 a.m. to 5 p.m.

IPBC Ignite 2017

The Institute of Professional Bookkeepers of Canada (IPBC) 6th Annual Conference in Richmond Hill, Ontario at the Sheraton Parkway Hotel and Conference Centre September 27-30. A fun filled event with over 50 education breakout sessions, sponsor exhibits, a networking cocktail party, and an awards banquet. Tradeshow: September 28 & 29 September 28: 9 a.m. to 8 p.m. September 29: 9 a.m. to 6 p.m.

When is the next stat holiday?

Payworks offices, as well as financial institutions across Canada, will be **closed on Friday, April 14** for Good Friday. Payworks offices will reopen on Monday, April 17.

New: Payworks Navigation Menu

On February 2 a new navigation was launched for the Payworks desktop application, not including Employee Self Service (ESS). This new navigation menu is designed to improve the usability and performance of the menu within the application.

Key changes include:

- + Improved location for log off button, Company Name/ID, and year selection when logging into previous year database.
- + The new navigation menu has a different location within the Payworks application and expands as you navigate over it. It also has clickable tabs to group items.
- + There is a 'Menu Search' function, which helps users find screens quickly.

- + The menu now uses a breadcrumbs navigation technique, which lets users know where they are in the application at all times, and allows them to quickly return to that location by clicking on the breadcrumb.
- + New functions added/moved within the Tools menu.
- + The My Account screen has been made into its own section.

All menu items remain the same when compared to the previous menu structure for the Payworks desktop application. The redesigned menu does not impact Employee Self Service.

For more details on the new navigation, please read the complete product bulletin within the Payworks application.

Coming Soon: Absence Management

March 1, 2017 – In spring 2017, Payworks will launch its new Absence Management module, an easy-to-use time off request system that integrates with payroll and lets you intelligently and efficiently track employee absences.

Features include:

SMART AND EFFICIENT FUNCTIONALITY

- + Integrated to Payroll, Employee Self Service, and Time Management for a seamless user experience
- + Easy-to-use design and navigation
- + Intelligent multi-day time off requests, including recognized weekends, holidays, etc.
- + Manager access to employee accrual balances
- + Manager and employee access to all historical information

EXTENSIVE CONFIGURATION OPTIONS

- + Highly customizable administrative functionality
- + Unlimited time off types with integration to payroll when applicable
- + Establish company and employee-based defaults, including typical workweeks
- + Configurable holiday calendars for different groups of employees
- + Optional ability to configure approval authorization for Absence Management

POWERFUL MANAGER TOOLSET

- + Manager request review dashboard
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Advanced filter capabilities to focus on absence types, departments, or specific people
- + Summary tables of employee activity across all absence types

MOBILE-OPTIMIZED EMPLOYEE SELF SERVICE

- + Time off request screens include a convenient balances table
- + Employees only see the holidays, time off types, and accrual balances that apply to them
- + Calendar view provides insight into a month at a glance with powerful filtering options and embedded request editing tools
- + Clean design that supports both simple requests and complex multi-day time off requests

To learn more, contact Payworks at 1.866.788.3500 or visit payworks.ca.

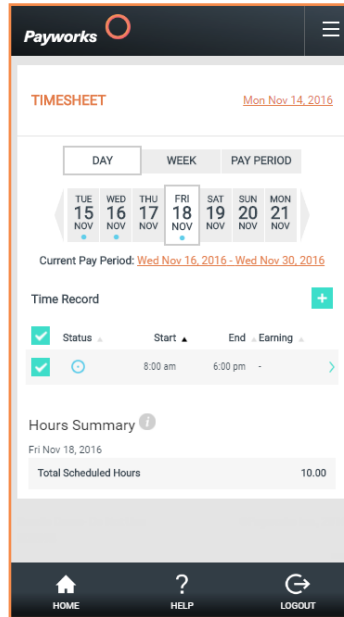
New: Employee Self Service Timesheets

On February 23, Payworks launched our new Timesheet screen in Employee Self Service (ESS) – Time Management as part of our mobile-optimization efforts.


The mobile-optimized ESS Timesheet screen builds upon current capabilities with the following new features and functions:


- + Touch screen capabilities (touch, swipe, etc.) for applicable devices
- + Freshly redesigned and intuitive interface results in an improved display of information
- + Icons alert users to the current status of a time record
- + Hours Summary Table displays the sum of the time records loaded in to the time record table (for the selected day, week, or pay period). This table is also available to managers reviewing individual employee timesheets in the main application.


The FAQ section within ESS was also updated, and the ESS Timesheet screen contains screen-specific overlays that can be explored while navigating through the new page.




This Just In...

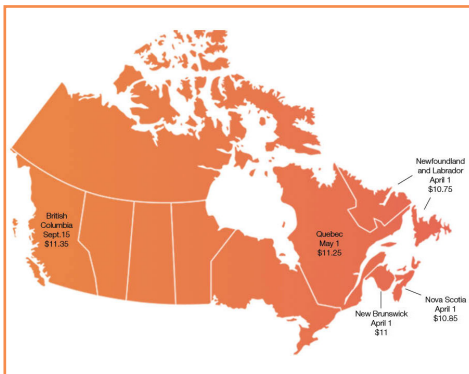
 Doing business to business, person to person: @PayworksInc is a #BestManaged winner since 2012. *Posted March 9.*

 Today is #InternationalWomensDay! At Payworks, women make up 55% of our overall staff and 24% of just our DEV Team (the women of the DEV Team are pictured) *Posted March 8.*

 Meet Marketing Assistant Douglas Santos! *Posted March 9.*

 Always be careful with your personal information! Here is how to tell if a website or email is legitimate or not: <http://ow.ly/oSKS309yAT8> *Posted March 6.*

Minimum Wage Increases in 2017



Six provinces in Canada are scheduled to increase the rate of minimum wage in 2017.

Next month, on April 1, three of the Maritime provinces will increase their minimum wage rates. The rate in New Brunswick will increase from \$10.65 per hour to \$11.

The rate in Newfoundland and Labrador will increase from \$10.50 to \$10.75. The province also has a secondary increase scheduled for this year; the rate will be \$11 come October 1, 2017. The rate in Nova Scotia will increase from \$10.70 to \$10.85, and the inexperienced rate will increase from \$10.20 to \$10.35.

On May 1, Quebec's minimum wage will increase from the general rate of \$10.75 to \$11.25. The rate for employees receiving tips will increase from \$9.20 to \$9.45.

On September 15, British Columbia will increase its minimum wage rate by 50 cents, from \$10.85 to \$11.35, while the rate for liquor servers will increase from \$9.60 to \$10.10.

Lastly, on October 1, Alberta will increase its minimum wage from \$12.20 to \$13.60.

Payworks offers a number of resources for current federal and provincial legislative payroll administration updates for Canada. On Payworks.ca, payroll legislation updates are located on the Resources page.

Alberta	\$12.20 (Oct. 1: \$13.60)
British Columbia	\$10.85 (Sept. 15: \$11.35) \$9.60 Liquor Servers (Sept. 15: \$10.10)
Saskatchewan	\$10.72
Manitoba	\$11.00
Ontario	\$11.40 General Workers \$9.90 Liquor Servers \$10.70 Student Under 18 (less than 28 hrs/wk)
Quebec	\$10.75 (May 1: \$11.25) \$9.20 if gratuities apply (May 1: \$9.45)
New Brunswick	\$10.65 (April 1: \$11)
Nova Scotia	\$10.70 (April 1: \$10.85) \$10.20 Inexperienced Workers (April 1: \$10.35)
PEI	\$11.00
Newfoundland	\$10.50 (April 1: \$10.75)
Yukon	\$11.07
NWT	\$12.50
Nunavut	\$13.00
Federal Rate	Prevailing rate of province in which work is performed