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Payworks Payroll Employee Self Service

Do you have employees on Payworks Payroll Employee Self Service (ESS)? After you have finalized your payroll, have you ever forgotten to generate the employee pay statements and send the email notifications?

If, as the payroll administrator, you like to control when pay statements are generated and notifications are sent to your employees using ESS, you will find that nothing has changed, as the Payworks application default behaviour has been maintained as is. However, if you would like to automate the pay statement generation and

notification step, Payworks has some great news for you. Payworks now offers a range of configuration options that will allow you to automate this process.

Four new options are available regarding automatic generation of the ESS pay statement generation and email notifications. The new automated notification options are:

- When payroll is finalized;
- 2 calendar days prior to payday;
- 1 calendar day prior to payday;
- On payday.

For the "When payroll is finalized" option, the pay statements will be generated and notifications sent to active self service employees with a valid email address as part of the payroll processing process, and will be available for employee viewing within two (2) hours of final payroll submission.

With each of the remaining three automated notification options, the pay statements will be generated and notifications sent early morning of the date specified, and will be available no later than 6 a.m. local time.

Note: the automation options only apply to "Regular" runs. All "Bonus" and "Extra" runs require manual initiation of the pay statement generation and notification process via the 'Reports>Payroll Reports>Email/Print Statements' screen.

Want to learn more or turn this feature on? It's FREE, and you can do it by yourself. Just look up the July 17, 2013 Product Bulletin for complete details. If you'd like to talk about it first or need some help, contact your Customer Service Representative at 1.866.788.3500.

Get to Know Them

Get to know your Client Service Representative

Terri-Ann Ames is a Corporate Customer Service Representative working out of the Payworks National Service Centre in Winnipeg, Manitoba. Terri-Ann assists 200 clients, and she has worked for Payworks for more than 11 years. Terri-Ann was one of Payworks' first service representatives!

"My coworkers and the variety of products we offer are the best things about working for Payworks. We have grown so much!" says Terri-Ann. She develops great working relationships with her clients, and describes her favourite client as friendly, understanding, and patient.

Outside of work, Terri-Ann's favourite thing to do is to just be with her family. She has a wonderful husband and two beautiful daughters aged

5-years-old and 22-months-old. They love to camp and keep the girls busy! This summer, they are building a huge play structure and getting ready for Kindergarten. They are also fixing their yard and doing some remodeling. Terri-Ann says that before having her girls, she used to cross-stitch and do crafts, but now she doesn't have any free time!

A fun fact about Terri-Ann is that her favourite breakfast is tapsilog, a Filipino meal consisting of fried or grilled Tapa (dried or cured beef, mutton, or venison) served with rice, fried egg and achara.

Terri-Ann's Payworks Tip: Press Control-F on a report to get a find option. It is much easier than scrolling!



Terri-Ann Ames
Corporate Customer Service
Representative

CPA Conference 2013

Payroll Champions

On June 18-21, approximately 850 payroll specialists from across the country gathered at the largest payroll trade show in Canada. The Canadian Payroll Association's (CPA) 31st Annual Conference and Tradeshow: Payroll Champions took place at the Westin Bayshore Hotel in Vancouver, British Columbia.

Payworks was a gold sponsor of this prestigious event. We sponsored the Super Natural BC Snack Food Break during the trade show on Wednesday, June 19. The snack break provided delegates with a taste of British Columbia's snack offerings, such as West Coast trail mix, Nanaimo bars, and pomegranate açai smoothies.

Payworks held a grand prize draw for a \$500 gift card to Flight Centre and Florazon Charvet-Narciso of Burnaby, British Columbia was our lucky winner! Congratulations Florazon, and to all of our draw winners throughout the day who took home a pair of Footzyrolls Luxe foldable ballet flats with a carrying pouch. Payworks also handed out Handies Screen Wipes to all attendees.

See you next year at the CPA conference in Toronto, ON, June 17-20, 2014! ○



Small Biz Bits

Business tips from CFIB

Are you tired of dealing with the Canada Revenue Agency (CRA)? Not sure if they're giving you the right answers to your questions? Did you know that you can now send your tax questions to CRA online, and get a binding written response in return?

For years, business owners who had questions or needed clarification from CRA were taking a big chance. If a CRA agent gave you incorrect information and you acted on it, you

were on your own. If you missed a filing deadline, remitted an incorrect amount or failed to meet any other CRA requirement, pointing to misinformation from CRA was no defense.

Now it is, thanks to a recent change in CRA policy. Today, when you submit a question via CRA's My Business Account, you will receive a written response within ten business days. And not only that, CRA will honour

that information, even if it turns out to be wrong. So you won't be left holding the bag for someone else's mistake.

One of the key benefits of CFIB membership is access to our business counselors to help you through the myriad of processes and other requirements involved in running a business. Visit CFIB.ca or call us today at 1-855-204-9755 to learn more about the benefits of joining CFIB.

What's Up?

Come and stop by the Payworks booth at these upcoming conferences and tradeshows:

September 18-22

CGA-BC Conference 2013
Tradeshow: September 19, 10:00 AM - 6:00 PM
The Whistler Conference Centre
4010 Whistler Way, Whistler, BC
www.cga-bc.org

October 8

The Manitoba Hotel Association/
Centrex 2013 Tradeshow
Tradeshow: October 8
Victoria Inn Winnipeg
1808 Wellington Ave., Winnipeg, MB
www.centrex.ca