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 organization.

Part of a Single System with Workday Human Capital Management

Designed as part of a single system alongside Workday Human Capital Management (HCM), Workday Payroll helps you maximize your overall investment.

- Take advantage of the Workday core system-of-record 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.
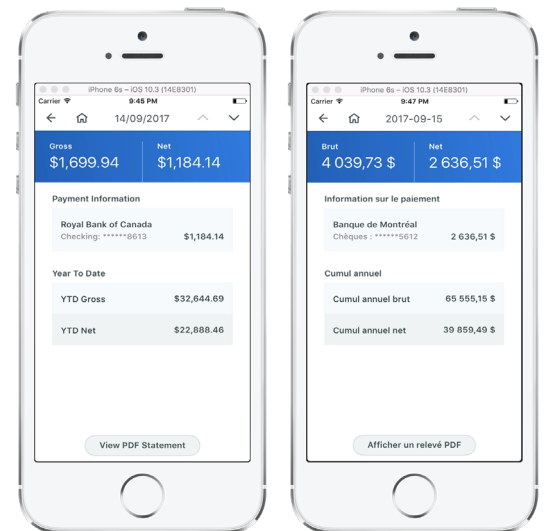
Flexibility to Address Unique Requirements

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

- **Robust calculation engine:** Run payroll calculations as often as you want. Workday smart calculation streamlines payroll processing and auditing of results for an entire pay group or only a selected subset of affected workers.

- **Highly configurable:** 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-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.

Key Benefits

- Leverage an up-to-date 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 prebuilt reports for insights into payroll results
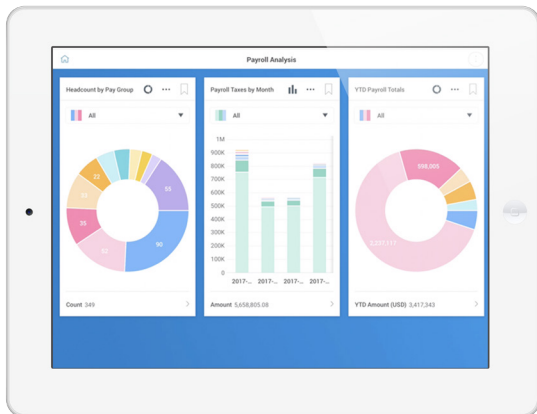- Get automatic tax updates through a cloud-based model

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 setup 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 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.

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 worker 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 workers. Compare payroll results across periods. Take action on a pay-calculation result via a one-click report.

Workday Global Payroll 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, 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 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 both a batch mode for pay groups or at a worker level with one click
- 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 center

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
- Labor 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

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 T4s, T4As, RL-1s, and RL-2s

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 sumary, pay-group, or worker 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 (such as managers, benefits partners)
- Export any page or report directly to Excel or a 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 centers, funds, grants, custom organizations, and so on
- The Workday cloud model delivers tax updates seamlessly and automatically
- 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

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)
- Paperless opt-in for payroll and tax documents
- Compare payslips and pay components over time with the employee pay self-service dashboard

Workday, Inc. | 6230 Stoneridge Mall Road | Pleasanton, CA 94588 | United States
1.925.951.9000 | 1.877.WORKDAY (1.877.967.5329) | Fax: 1.925.951.9001 | workday.com