

Employee Using Dayforce – Job Aid

Changing Password

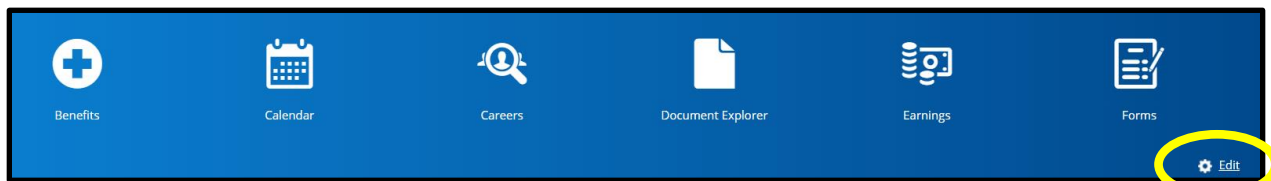
- Once you have logged in for the first time you will need to reset your password. Go to the top right-hand corner, click on your initials. *Select Profile>> Settings>> Security.*

- Click the little house (top left corner) to take you back to the home page.

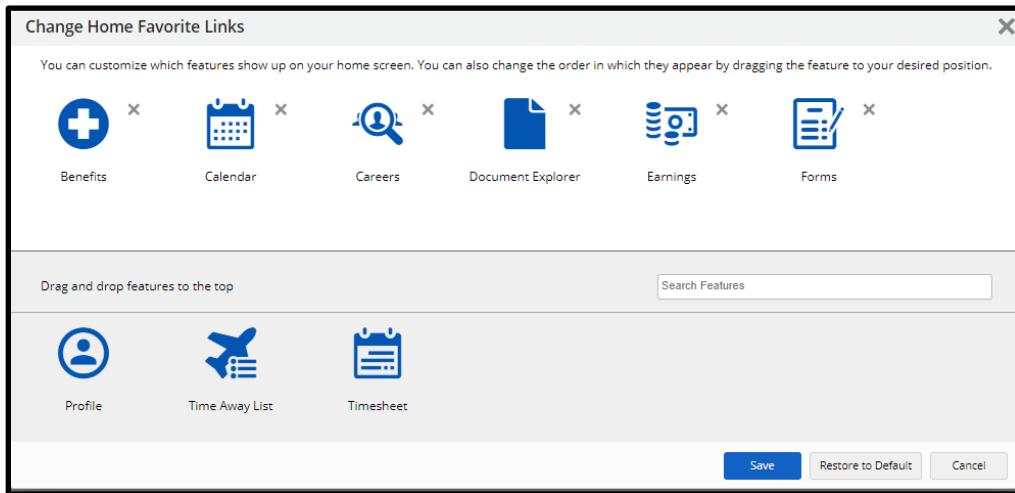


Editing the Homepage

- Click 'Edit' on the right-hand side of the blue area:



- Remove items by clicking on the 'X' on the icon from the top.
- Add items by clicking and pulling the icon from the bottom to the top.




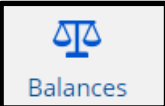


- There is a maximum of 6 icons allowed on the homepage.
- Click 'Save' on bottom right corner to save changes.

Features

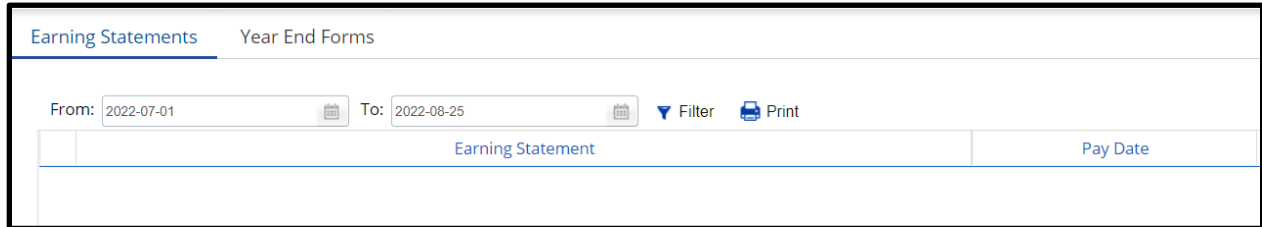
- All features can be accessed on the left-side panel by clicking on the three lines or from the homepage.



Feature	Location	Icon
View pay statement	Click on 'Earnings'	 Earnings
View timesheet, punches, hours worked	Click on 'Timesheets'	 Timesheet
View schedule	Click on 'Calendar'	 Calendar
View vacation, lieu, sick balances	Click 'Balances' on homepage	 Balances

Earnings

- Under the 'Earnings' icon, you have two options; Earning Statements or Year End Forms.

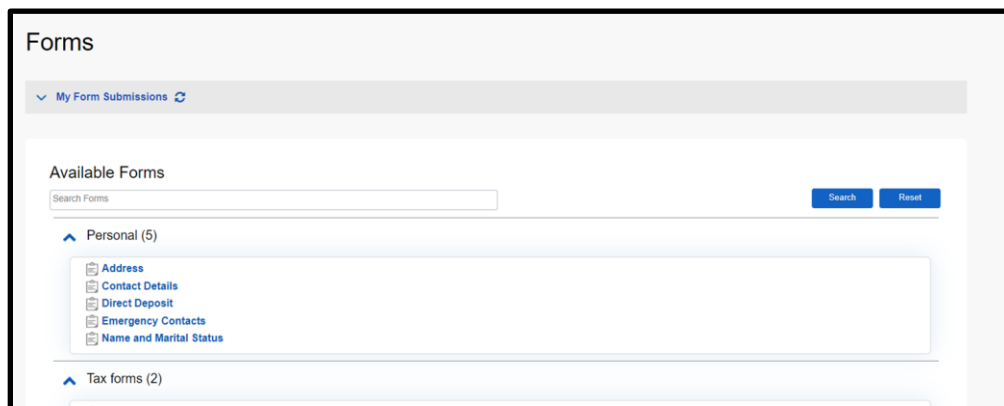


- Earning statements** - displays weekly paystubs
- Year End Forms** - displays T4 slips for the year

Changing Personal Information

- All personal information can be changed by going to 'Profile' (*top right under initials or under your name/title on the home page*).

Information Being Changed	Location
Address, phone, emergency contacts:	Under 'Forms' tab; select appropriate form under 'personal'
Banking information:	Under 'Forms' tab, choose 'Direct Deposit', then '+ Add'
Tax forms:	Under 'Forms' tab, choose 'Federal TD1' or 'Provincial Tax Form'
Password:	Under 'Security' tab

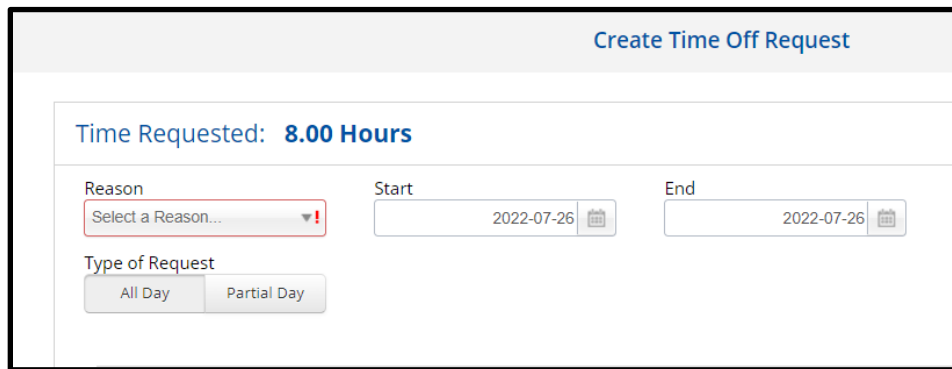


Requesting Time Off

- Click the three lines top left-hand side of screen or the 'Balances' icon on home page.



- Click 'View Time Away' option. Select + Request New Time Off.

A screenshot of the 'Create Time Off Request' form. The title 'Create Time Off Request' is at the top right. Below it, the text 'Time Requested: 8.00 Hours' is displayed. The form contains three main sections: 'Reason' with a dropdown menu showing 'Select a Reason...' and a warning icon; 'Start' with a date field set to '2022-07-26' and a calendar icon; and 'End' with a date field set to '2022-07-26' and a calendar icon. At the bottom, there is a 'Type of Request' section with two buttons: 'All Day' and 'Partial Day'.

- Identify the reason (sick, vacation, lieu, etc.), and the date. You may choose full days ('all day') or partial days ('partial day').
- Balances are displayed on the right to help you. You will receive an error if you do not have enough balance for the request.
- Click 'Submit' when done.
- New 'Time off Request' will display under 'View Time Away' page. The time off will be pending until your manager will approve, deny, or edit your request.
- You can continue to check the status of your Time Off Request under the View Time Away page.