

# DAYFORCE GETTING STARTED

Non-Exempt

# Dayforce Guide: Non-Exempt Role

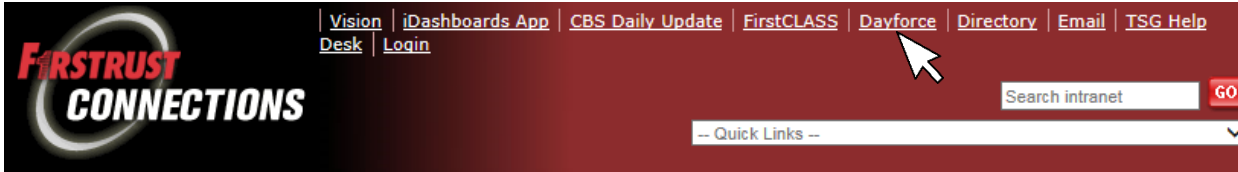
## Table of Contents

Getting Started.....	2
Navigate the Application.....	2
Navigation Panel: .....	3
Favorite Features: .....	4
Global Search: .....	6
Access Your Profile and Settings .....	7
Upload Your Picture: .....	7
Contact Information:.....	8
Update Your Address Information: .....	8
Update Your Contact Information: .....	9
Update Emergency Contact Information: .....	9
Personal Information: .....	9
Work Information: .....	9
Balances: .....	10
Security .....	10
Dayforce Mobile App: .....	10
Update Your Security Settings: .....	10
Manage Messages.....	11
View Messages:.....	11
Manage Your Inbox:.....	12
User Profile Roles .....	13
Help .....	14
Dayforce News .....	14
Employee Timesheet.....	15
Viewing Employee Timesheet.....	15

# Dayforce Guide: Non-Exempt Role

## Getting Started

Dayforce, our time and attendance application, can be accessed via the intranet home page.



<https://www.dayforcehcm.com/mydayforce/login.aspx>

**Company:** Firsttrust

**User Name:** five-digit employee ID number with leading zeros

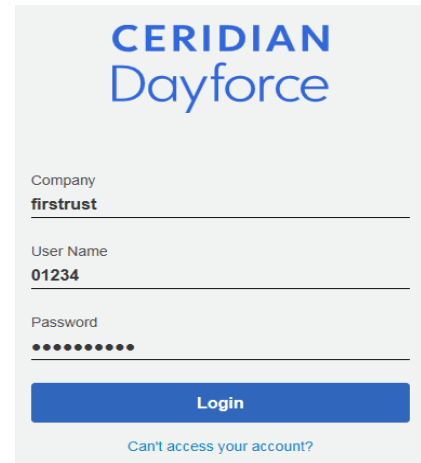
Examples:

- If your employee number is 1234, your user name is 01234
- If your employee number is 72, your user name is 00072

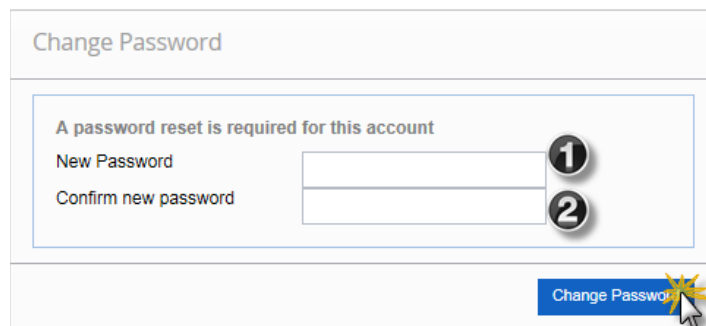
**Default Password:** The word First and the 4-digit year of your birth.

Example:

- If you were born in 1981, your initial login password is First1981



The system will prompt you to change your password after your initial log on:



### Password Rules

- Passwords must be complex containing 8-14 characters.
- Three out of four character types are required: upper case, lower case, number, and/or symbol.
- Passwords must be changed every 90 days.
- Passwords cannot be reused for 10 occurrences.
- Three failed login attempts will result in your account being locked. (See password reset section below for more information.)
- Passwords cannot contain the user's account or full name.

## Navigate the Application

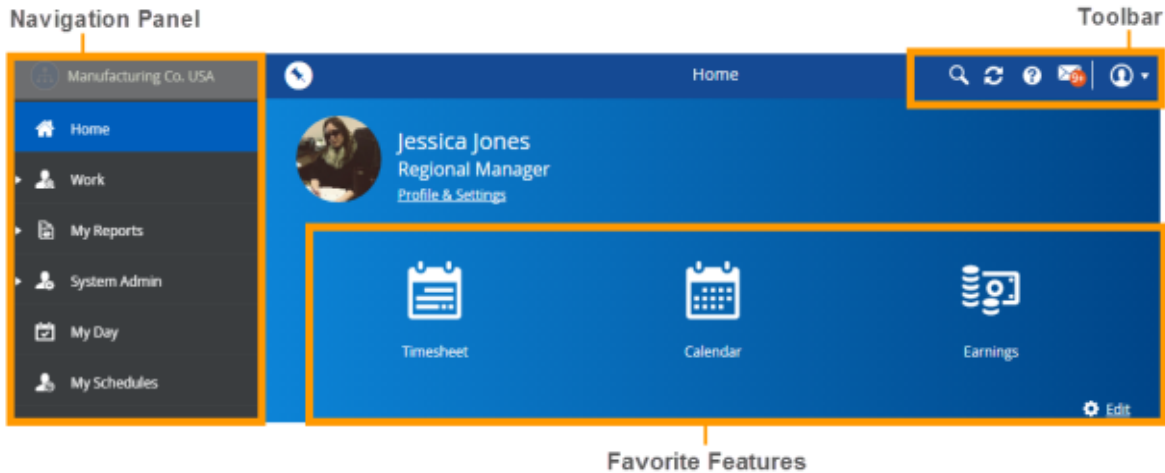
There are three main ways to navigate across the application:

- Navigation Panel

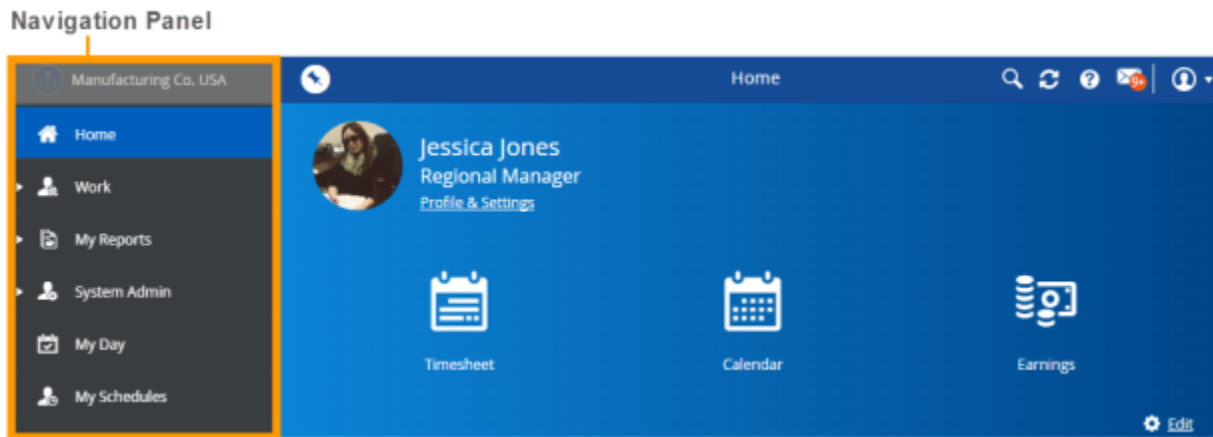
## Dayforce Guide: Non-Exempt Role

- Favorite Features
- Global search (located in the toolbar)

The image below provides an overview of where each of these are located in the application.



**Navigation Panel:** The navigation panel displays all of the features that you can access. It is displayed to the far left of the screen, and is always available (even if it is hidden, or “unpinned”) regardless of which feature you are currently using.



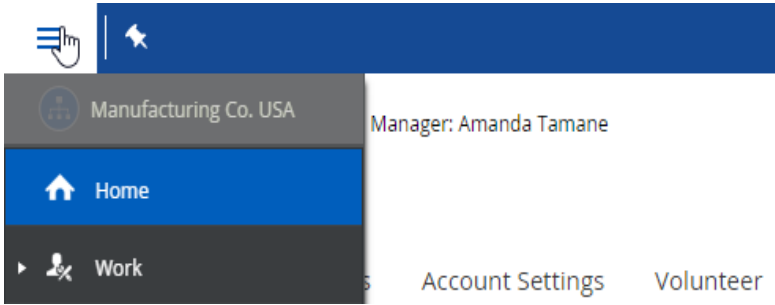
The application highlights the feature you are currently using in blue. You can navigate to another feature by clicking on it in the panel.

**Show and Hide the Navigation Panel:** By default, the navigation panel is hidden (“unpinned”) when you first log in to the application. You can display it by clicking the menu icon at the top left of the toolbar:



When the navigation panel is unpinned, the application opens it over top of the feature you are using:

# Dayforce Guide: Non-Exempt Role



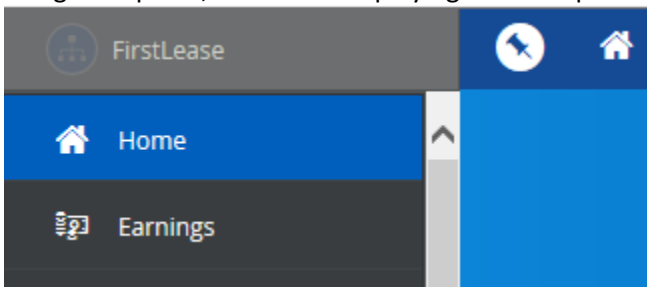
To hide (close) the panel, do any of the following:

- Click a feature in the panel.
- Click the menu icon again.
- Click anywhere outside of the navigation panel.

Pin the Navigation Panel: You can “pin” the navigation panel by clicking the pin icon:



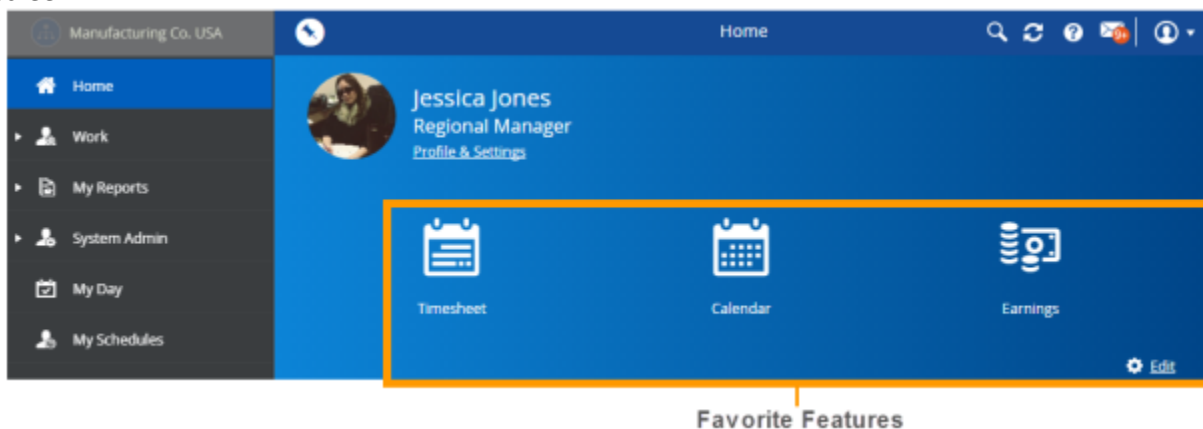
When the navigation panel is pinned, the application moves the content of the feature to the right to make space for the navigation panel, instead of displaying it over top of the feature:



The application continues to display the navigation panel until you unpin it.

Unpin the Navigation Panel: To unpin the navigation panel, click on the pin icon again. The application hides the navigation panel until the next time you click either the menu or pin icon.

**Favorite Features:** The Favorite Features functionality in Home provides a quick and easy way to access the six features that you use most frequently. When you log in, the application displays your favorites at the top of the Home screen:



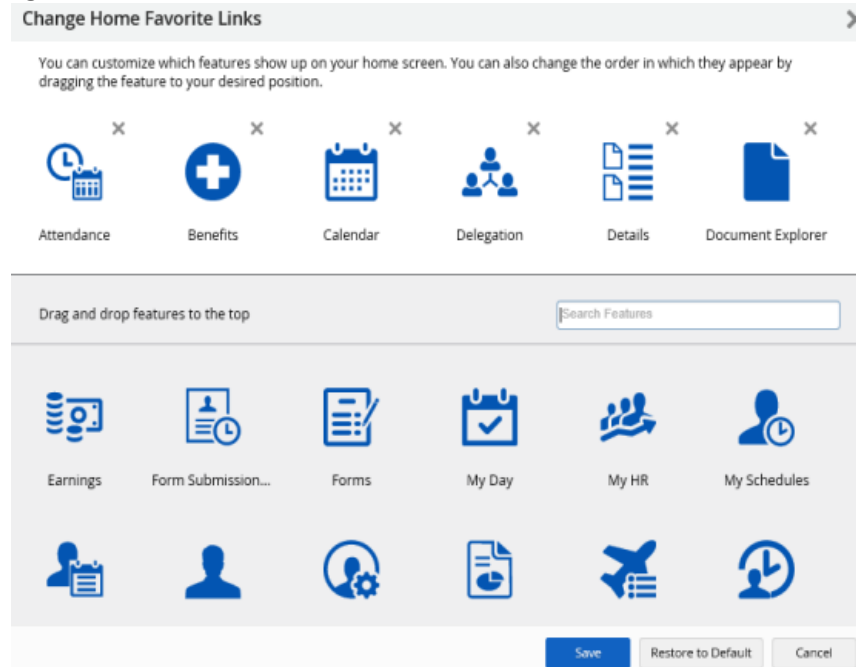
# Dayforce Guide: Non-Exempt Role

By default, your favorites are set the first six features you have access to, alphabetically.

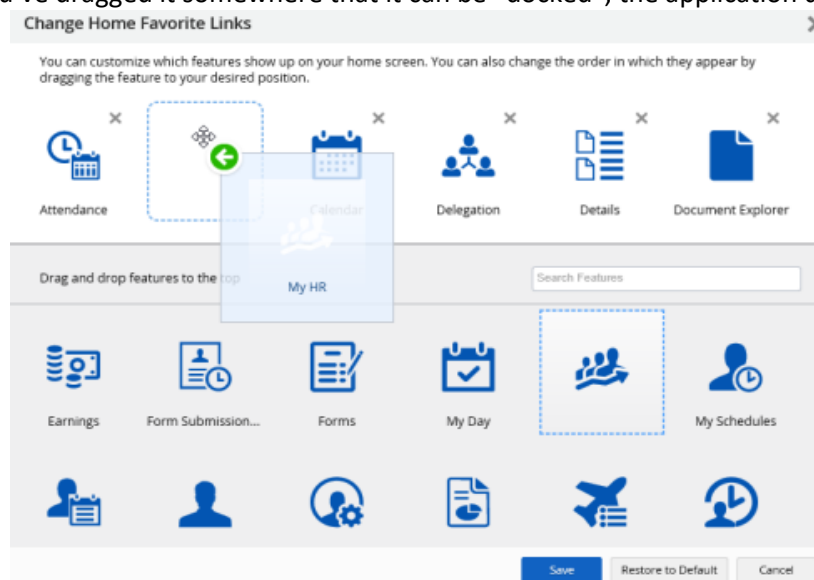
Note: Depending on your screen resolution, the application might display fewer than six favorite features. While you can still configure up to six favorites, the application only displays as many as can fit on the screen.

Edit Your Favorite Features: If the default features are not the features you most often use, you can change your favorites:

- Click the **Edit** link at the bottom right corner of the Favorite Features section of the screen. The application displays the **Change Home Favorite Links** control:



- To edit your favorites, do any of the following:
  - To add a feature to your favorites, drag and drop it from the bottom portion of the screen to the top. When you've dragged it somewhere that it can be "docked", the application displays a green arrow:



Note: If you have access to more features than can be displayed in the portion of the screen, use the Search Features field to find the feature you want to add to your favorites.

## Dayforce Guide: Non-Exempt Role

- To remove a feature from your favorites, click the **X** at the top right of the feature icon:

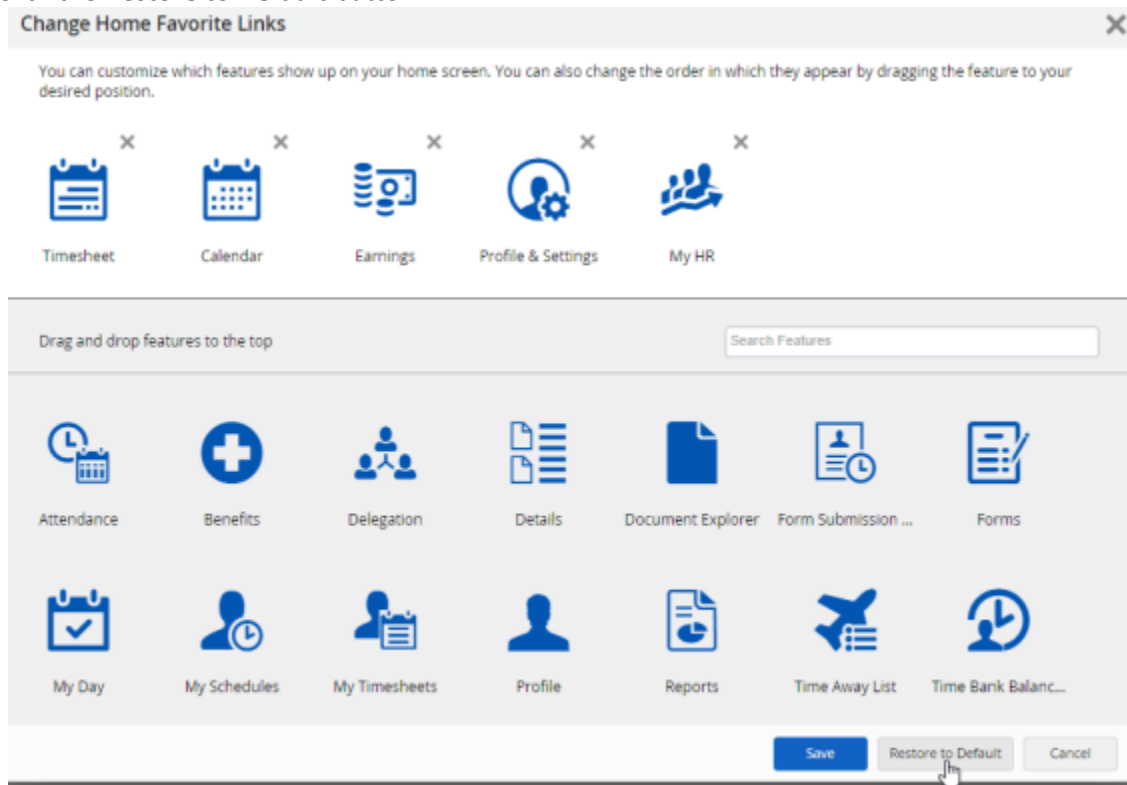


- Document Explorer
- To reorder your favorites, drag them to another position. As with adding favorites, the application displays a green arrow when you drag a feature to a place where it can be docked.
- When you have finished editing your favorites, click **Save**.

Note: Your favorites are specific to the role you are using. This means that if you have two user roles (e.g. manager role and an employee role), you can specify a different set of favorite features for each role.

Restore Default Favorite Features: If necessary, you can revert to the default list of favorite features:

- Click the **Edit** link.
- Click the **Restore to Default** button:



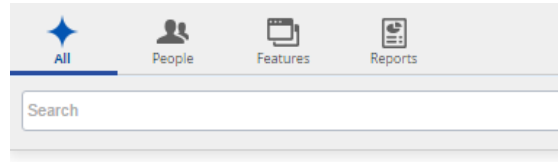
- Click **Save**.

**Global Search:** Global Search allows you to access people, features, and reports from one convenient location. To open Global Search, click the Global Search button in the toolbar:

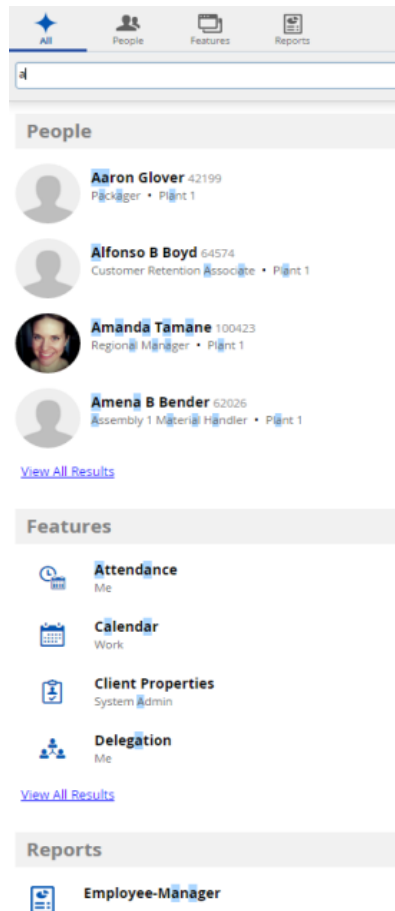


The application opens the Global Search panel at the far right of the screen, on top of the selected feature:

# Dayforce Guide: Non-Exempt Role



You can quickly search for employees, features, and reports by typing search text in the field in the **All** tab. The application displays matches that you have access to:



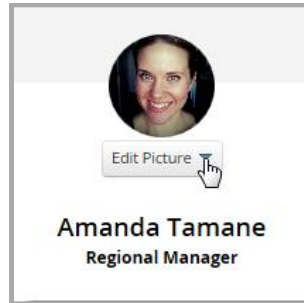
## Access Your Profile and Settings

This section describes how to modify your Dayforce user profile and preferences in Profile & Settings.

**Upload Your Picture:** Controls are displayed under your photo at the top of the Profile tab.

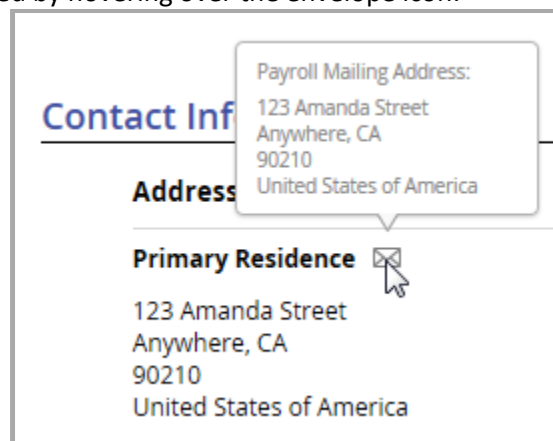


## Dayforce Guide: Non-Exempt Role



- To add a new picture, select Upload from the drop-down list.
- To delete your existing photo, select Remove from the drop-down list.

**Contact Information:** You can review address records in the Contact Information section. If you have a payroll mailing address defined, it is displayed by hovering over the envelope icon:



**Update Your Address Information:** To add, edit, or remove address, access the **Forms** tab and select **Address Change Form**.

A screenshot of the 'Address Change Form' interface. The form is titled 'Address' and has a blue header. Below the header, there is a section for 'Address information' with '+ Add' and 'Delete' buttons. A table lists the address information:

Type*	Country Code*	Address Line 1*	Address Line 2	City*	County
Primary Residence	United States of America	123 Amanda Street		Anywhere	

Below the table, there is a 'Supporting Documents' section with a file upload icon and an 'Upload Files' button. At the bottom, there is a 'Comment' section with a text area and a checkbox labeled 'Add comment to the employee's file.'. The form ends with 'Save Draft', 'Submit', 'Cancel', and 'Print' buttons.

# Dayforce Guide: Non-Exempt Role

**Update Your Contact Information:** Your phone numbers, email addresses, and online profiles are displayed on the Contact Information widget. To add, edit or remove contact information, access the **Forms** tab and select **Contact Details**.

The screenshot shows the 'Contact Details' form for Catherine M. Browning. It includes sections for 'Phone Numbers' and 'Electronic Addresses'. The 'Phone Numbers' section has a table with columns: Type, Country Code, Number\*, Extension, Alerts, Unblock\*, Start Date\*, and End Date. There are two entries: 'Home' and 'Business', both for the United States of America. The 'Electronic Addresses' section has a table with columns: Type, Address\*, Alerts, Start Date\*, and End Date. There is one entry: 'Business Email'.

**Update Emergency Contact Information:** You can specify a primary and secondary emergency contact in the Emergency Contacts dialog box. To add, edit or remove contact information, access the **Forms** tab and select **Emergency Contacts**.

The screenshot shows the 'Emergency Contacts' form for Catherine M. Browning. It includes a section for 'Primary Emergency Contact' with fields for First Name, Middle Name, Last Name, and Relationship. Below this is a table for contact methods with columns: Type, Country Code, Phone Number\*, Extension, Effective Start, and Effective End. There are two entries: 'Home' and 'Mobile', both for the United States of America. There is also a section for 'Secondary Emergency Contact' and a 'Comment' field.

**Personal Information:** Your **Marital Status**, **Tobacco/Smoker** information, **Dependents**, **Beneficiaries**, and **Biography** are displayed in the Personal Information section.

The screenshot shows the 'Personal Information' section. It includes fields for 'Marital Status' (Married), 'Tobacco/Smoker' (No tobacco/smoker information available), 'Dependents' (Loki Logan Tamane), and 'Biography' (I'm not just a technical writer! I love drawing, photography, food, yoga, and weightlifting. If you want a gym buddy, I'm your girl!). There is an 'Edit' button next to the Biography field.

**Work Information:** Your **Employee Information**, **Pay Information**, and **Payroll Information** are displayed in the **Work Information** section.

# Dayforce Guide: Non-Exempt Role

Work Information	
<b>Employee Information</b>	
Number	100423
Status	Active
Location	Plant 1 - Management
Position Title	Regional Manager
Department	Management
Original Hire Date	4/20/2015
First Day Worked	4/20/2015
Seniority Date	
Manager	Erin Walsh
<b>Pay Information</b>	
Pay Class	FT
Pay Group	USA - Bi-Weekly
Pay Type	Salaned(Exempt)
Pay Frequency	Bi-Weekly
Annual Salary	View
<b>Payroll Information</b>	
<b>Year End Form Delivery</b> <a href="#">Edit</a>	
Electronic-Only	[None]

Note: Your Base Rate or Annual Salary is not displayed by default, for your security. Click **View** to reveal your pay amount.

**Balances:** The Balances section displays your time off balances. Your time away from work reasons, such as flex or vacation days, are displayed on the Overview tab.

Balances								
Overview		Expiring Transactions			Time Bank Balances			
Type	Balance Grant	Accrued	Approved	Pending	Grant Remaining	Remaining	Exceeded	Unit
Years Of Service	0.00	400.00	0.00	0.00	0.00	400.00	0.00	Hours
Vacation Available Bal	120.00	70.00	-88.00	0.00	32.00	-18.00	0.00	Hours
Flex Available Bal	0.00	56.00	-32.00	-8.00	0.00	16.00	0.00	Hours
Vacation Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours
Sick Bank	0.00	80.00	0.00	0.00	0.00	80.00	0.00	Hours
Vacation - Buy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours

For each balance, your **Balance Grant, Accrued, Approved, Pending, Grant Remaining, Remaining** and **Exceeded** values are displayed.

## Security

You can update your security settings and access links to download the mobile application in the **Security** tab of **Profile & Settings**.

**Dayforce Mobile App:** The application displays information on the **Dayforce Mobile App**, including links to download the app on the App Store or Google Play, your Company ID and User Name, and a link to the Dayforce Mobile FAQ.

**Update Your Security Settings:** In the Security Settings dialog box, you can update your password, security questions, and PIN.

Update Password:

- Enter your **Current Password** into the parameter.
- Enter your **New Password** into the parameter, and enter it again into the **Repeat Password** parameter.

Update Security Questions:

- Select a question from the **Question #1** drop-down list, and enter the associated answer into the **Answer #1** parameter.
- Select a question from the **Question #2** drop-down list, and enter the associated answer in the **Answer #2** parameter.

Update Personal Identification Number (PIN):

## Dayforce Guide: Non-Exempt Role

- Enter a minimum of four digits into the **Enter New PIN** parameter.

When you have made the appropriate updates, click **Save**.

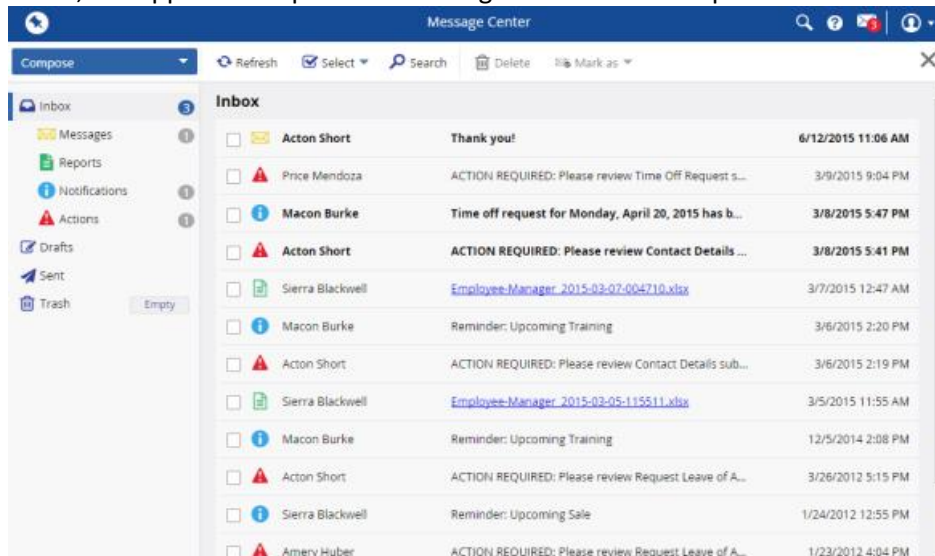
### Manage Messages

You can view and send messages directly within the application. These messages can be sent to you automatically (for example, to notify you that a report you generated is ready, or that a time away from work request is approved), or directly from another user.

When you have new messages, the application displays a red indicator on the messages icon in the toolbar:



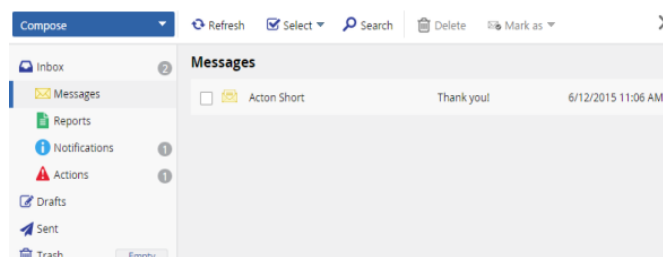
When you click this button, the application opens the Message Center slide-out panel:



Note: When you access Message Center in the main application using a device with a small screen, the application automatically hides the folder list. To view it, click the menu button at the top left corner of the screen.

**View Messages:** By default, the application displays all messages (including notes, broadcasts, reports, and actions) when you open Message Center. If necessary, you can click one of the filter buttons beneath the Inbox tab to view a specific type of message.

For example, to view only notes, click the Messages button. The application hides all other items in your inbox and displays only the notes:

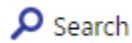


# Dayforce Guide: Non-Exempt Role

Similarly, to view your drafts, sent, or deleted messages, users click the **Drafts**, **Sent**, or **Trash** tab, respectively.

Search for Messages:

- Click the Search button:



- The application displays the search parameters:

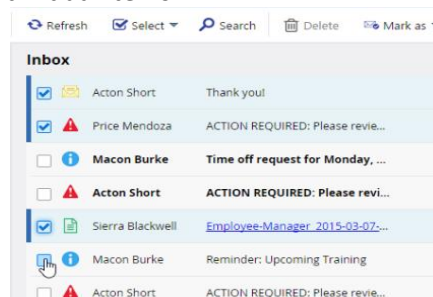
A screenshot of a search parameters form. At the top, there are buttons for 'Refresh', 'Select' (with a dropdown arrow), 'Search' (with a magnifying glass icon), 'Delete' (with a trash icon), and 'Mark as' (with a flag icon). Below these are four input fields: 'Author Name' (a text box), 'Subject' (a text box), 'Date Received' (with 'From' and 'To' date pickers), and 'Author Location' (with a dropdown menu and an 'X' button). At the bottom right, there are 'Apply' and 'Clear' buttons.

- To search for an item from a specific user, enter their name in the **Author Name** field.
  - To search for an item by the subject line, enter any of the words from the subject line in the **Subject** field. For example, to search for items pertaining to schedules, enter *schedule*.
  - To search for items received between specific dates, select the dates in the **From** and **To** date selectors.
  - To search for items for users who work at a specific location, click the org button next to the **Author Location** field and then select the location from the org picker.
- When you have specified your search criteria, click **Apply**.

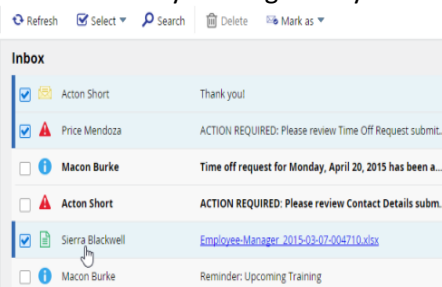
**Manage Your Inbox:** You can manager your inbox by selecting the necessary items and then marking them as read/unread, or deleting them.

Select Messages:

- By selecting the checkbox next to individual items:

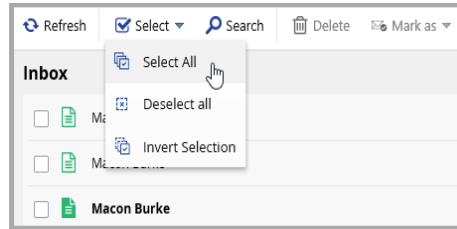


- By holding the Ctrl key and clicking the row for any messages they want to select:



- By clicking **Select All** in the Select drop-down list:

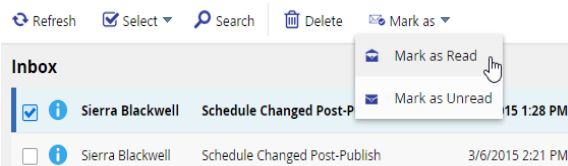
# Dayforce Guide: Non-Exempt Role



Note: You can also change your selections by clicking Deselect all to clear all of the checkboxes, or Invert Selection to clear all of the currently selected checkboxes, and select all of the currently cleared ones.

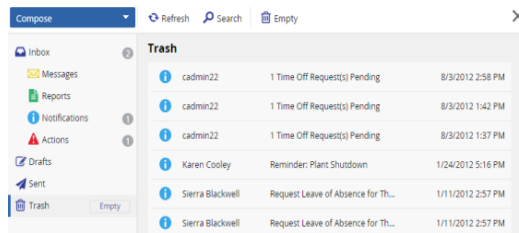
## Mark Messages as Read or Unread:

- Click the Mark as drop-down list.
- Select the appropriate option, depending on whether you want to mark the items as read or unread.

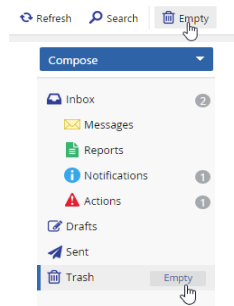


## Delete Messages:

- With the necessary items selected, click the Delete button. The application moves the deleted items to the Trash tab:



- If necessary, you can permanently delete all of these messages by clicking the Empty button, either in the Message Center toolbar, or to the right of the tab name:

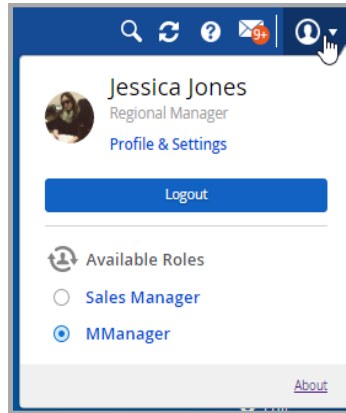


## User Profile Roles

If you are assigned more than one user profile role (for example, you can log in to the application as either an employee or a manager), you can switch between the roles without having to log out of the application. Switching roles provides access to features that you might not be able to access in your current role.

- From the toolbar, click the user icon:

# Dayforce Guide: Non-Exempt Role



- The application displays all roles in which you have been assigned. When you select one of the roles, the application reloads and displays the features you are assigned access to within that role.

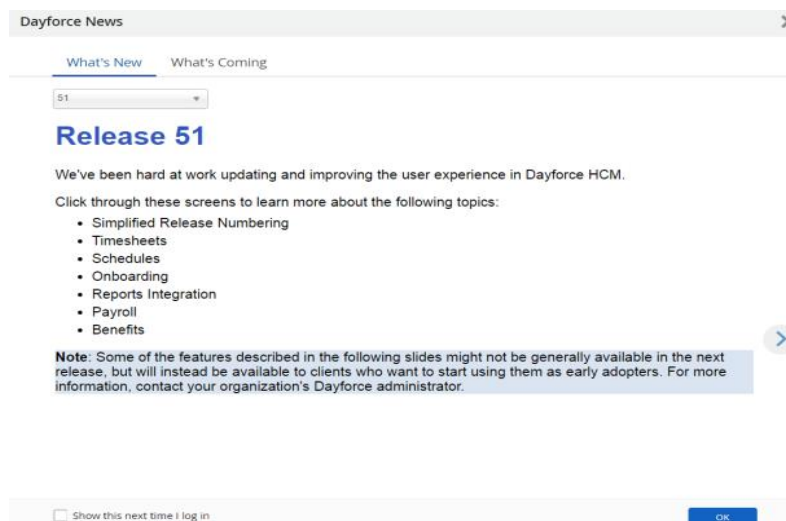
## Help

You can access help throughout the application by clicking the help icon in the toolbar:



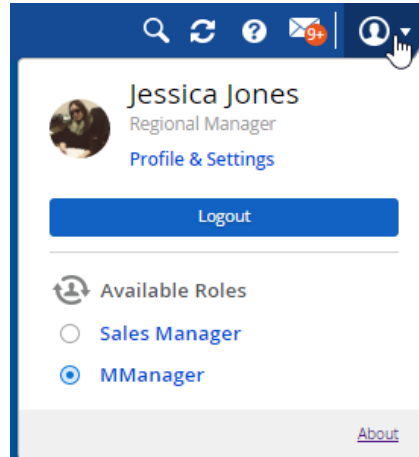
## Dayforce News

In addition to help, you can also access an overview of the new features added in the current release and the features being developed for future releases. The application displays Dayforce News by default the first time you log in after an upgrade:

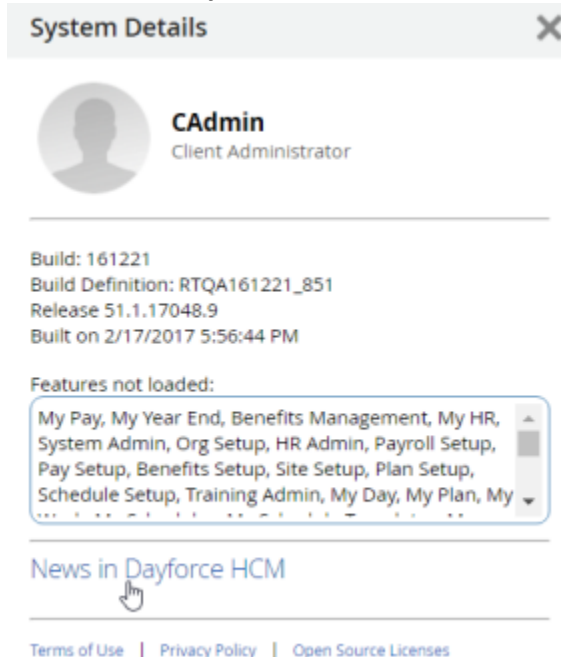


- To view after you have closed it, click the user icon in the toolbar:

# Dayforce Guide: Non-Exempt Role



- Click the **About** link.
- Click **News in Dayforce**.



- - To learn about new features for the release you are currently using, click the **What's New** tab.
  - To learn about new features being developed for upcoming releases, click the **What's Coming** tab. If content is not yet available, the application notifies you that content will be uploaded later in the release cycle.

## Employee Timesheet

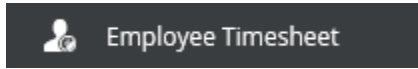
Dayforce allows you to track your time, transfers, and tips, view your pay and time away balances, and authorize your timesheets in the Employee Timesheet tab.

### Viewing Employee Timesheet

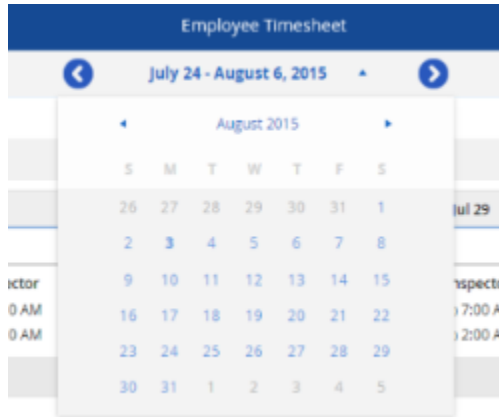
- Access your timesheets by clicking Employee Timesheet on the navigation panel:



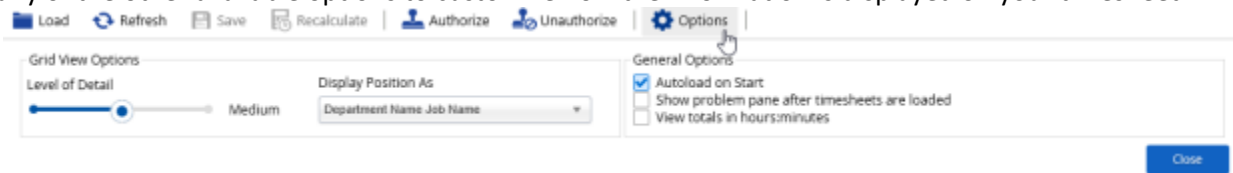
# Dayforce Guide: Non-Exempt Role



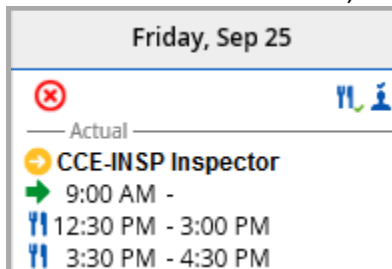
- The timesheet allows you to quickly record, view, and edit the times that you have worked throughout the week.
- The timesheet defaults to the current week. You can use the left and right arrows to navigate to the next week, or previous week/pay period, as needed.



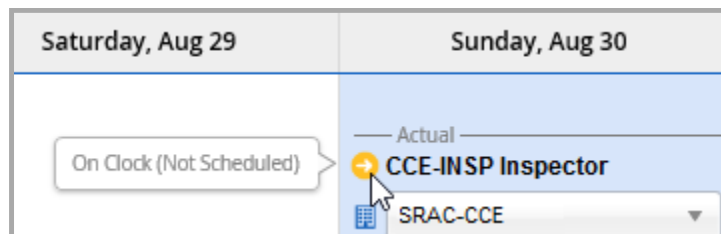
- With information loaded, you can toggle between low, medium, and high levels of detail when viewing your timesheet. Click the **Options** button to open the **Options** panel and select the required level of detail, as well as any of the other available options to customize how the information is displayed on your timesheet.



- The application uses a number of indicators to provide details about the shifts on the timesheet. Indicators are used when the shift is authorized, when a meal has been waived, when there is a problem, and so on:



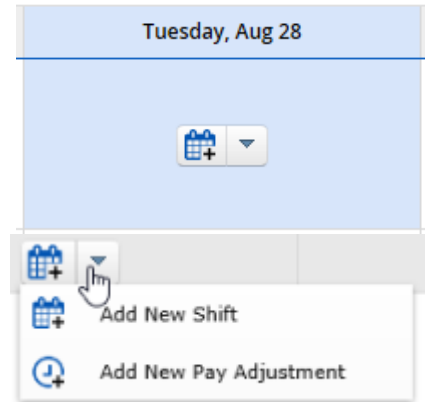
- The application also uses indicators for the shift status, such as Worked (Scheduled), or On Clock (Not Scheduled):



## Recording Time on Employee Timesheet

- To add a shift that you have worked, click the **Add New Shift** icon in the cell representing the appropriate date, or click the arrow to open the drop-down list and select **Add New Shift**:

## Dayforce Guide: Non-Exempt Role



- Edit the start and end times to reflect your true time worked.

A screenshot of a dialog box titled 'Browning, Catherine M - Tuesday, Aug...'. It has two tabs: 'Schedule' and 'Actual'. Under 'Actual', there are three rows of shift information. The first row is 'Support Center' with a start time of '09:00 AM' and an end time of '05:00 PM', both with green checkmarks. The second row is 'HRIS & Data Reporting Ana...' with a start time of '09:00 AM' and an end time of '05:00 PM', both with green checkmarks. The third row is '[None]' with a start time of '09:00 AM' and an end time of '05:00 PM', both with green checkmarks. Below the shift information, there is a 'Total' section showing '0.00h' and '0.00h'. At the bottom, there is a text input field labeled 'Enter Comment Here' and two buttons: 'OK' and 'Cancel'.

- Confirm your start and end time by clicking the checkmark next to each.

A close-up screenshot of the shift time selection interface. It shows two rows of shift information. The first row is '09:00 AM' with a green checkmark and a blue arrow icon to its left. The second row is '05:00 PM' with a green checkmark and a blue square icon to its left. To the right of the checkmarks are two buttons: a plus sign and a minus sign. Below the shift information, there is a 'Total' section showing '0.00h' and a text input field labeled 'Enter Comment Here'.

- After you click the checkmark, it is replaced by an up arrow, and a down arrow:

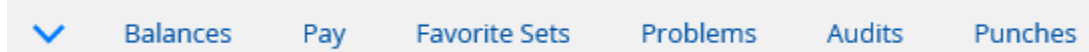
A close-up screenshot of the shift time selection interface. It shows two rows of shift information. The first row is '09:00 AM' with a green checkmark and a blue arrow icon to its left. The second row is '05:00 PM' with a green checkmark and a blue square icon to its left. To the right of the checkmarks are two buttons: a plus sign and a minus sign. Below the shift information, there is a 'Total' section showing '0.00h' and a text input field labeled 'Enter Comment Here'.

- You can adjust the scheduled times by typing a new time directly into the field, or by clicking up and down arrows. Click the up arrow and the time is incremented by one minute. Click the down arrow, and the time is decremented by one minute.
- If you work more than one shift in a day, click **Add New Shift** again to add a second shift.
- You can add a meal break during a shift by clicking on the add meal button next to the shift start and end times. Enter the start and end of the meal, and then click ok.

# Dayforce Guide: Non-Exempt Role

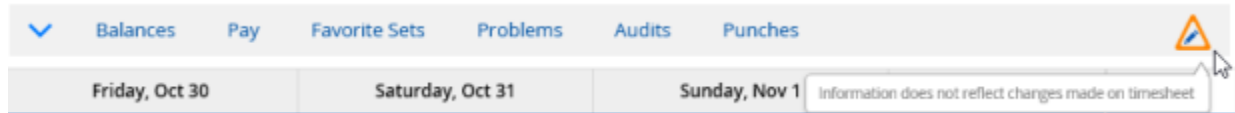
## Viewing Additional Information in Employee Timesheet

A number of tabs are displayed along the top of the Employee Timesheet:

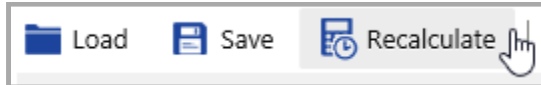


When you select a tab, a panel opens displaying additional information about your balances, pay, and so on. These panels are described in detail below.

- If there are unsaved changes to the timesheet, the application displays a warning to inform you that the information does not reflect the most recent changes:



- You can click the **Recalculate** button to ensure that the data displayed in these panels are up to date:

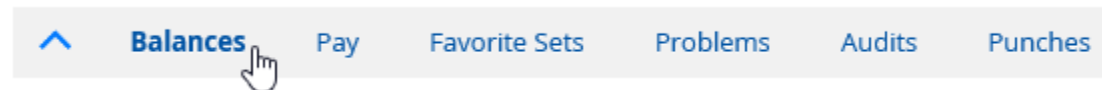


## Balances

You can view any balances you have accrued, such as vacation days or sick time, on the **Balances** panel in Employee Timesheet.

To view your balances:

- Navigate to **Employee Timesheet**
- Load the appropriate week.
- Click the **Balances** tab.



- The application displays the Balances panel:



Type	Start	End	Accrued	Remaining	Exceeded	Unit
USRR	Fri, Jul 10		163.49	150.49		HOURS
VACATION	Fri, Jul 10		160.73	122.73		HOURS

- Select one of the three tabs to view details about your entitlement balances.
  - **Summary:** Provides details for **Grant, Accrued, Approved, Pending, Remaining Grant, Remaining** and **Exceeded** hours.
  - **Daily:** Provides transaction details for the selected day.
  - **Expiring Transactions:** Provides details about transactions that are expiring. For example, if you are eligible to take a day off within 30 days of working on a holiday, the Expiring Transactions tab shows this entitlement until it expires.

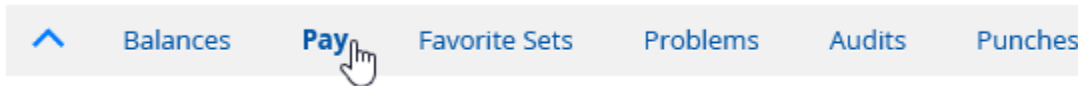
## Pay

You can view the details of your pay records on the **Pay** panel in the **Employee Timesheet**.

To view your pay:

## Dayforce Guide: Non-Exempt Role

- Navigate to **Employee Timesheet**.
- Load the appropriate week.
- Click the **Pay** tab.



- The application display the Pay panel.

A screenshot of the 'Pay' panel in the application. At the top, there are tabs for 'Balances', 'Pay', 'Favorite Sets', 'Problems', 'Audits', and 'Punches'. Below the tabs are three sub-tabs: 'Weekly', 'Daily', and 'Retros'. The 'Weekly' tab is selected. The main content area shows a table for 'Week 1'.

Date	Location	Department	Job	Amount	REG	OT	OT2	PREM	HOL	UNPAID
Mon, Aug 03	SRAC-CCE	CCE-INSP	Inspector	\$345,5000	10.00					
Total				\$345,5000	10.00					

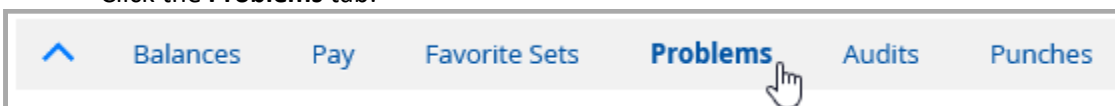
- Select one of the three tabs to view your pay details. Each tab provides the following information:
  - **Weekly**: Provides details such as **Date**, **Location**, **Department**, and so on, along with a total that includes all days for the selected week.
  - **Daily**: Provides details about the pay for the selected day.
  - **Retros**: Provides information about changes made to the time and attendance records after the pay period was transmitted to payroll.

### Problems

You can view any problems that exist on the timesheet, as well as any warnings or messages, in the Problems panel in Employee Timesheet.

To view timesheet problems:

- Navigate to **Employee Timesheet**.
- Load the appropriate week.
- Click the **Problems** tab:



- The application displays the **Problems** panel:

A screenshot of the 'Problems' panel in the application. It shows a list of issues on the left and a detailed view of one issue on the right. The list on the left includes:

- 1 Error (red icon)
- 0 Warning (yellow icon)
- 0 Message (blue icon)

The detailed view on the right shows:

Severity	Message
Error	shift starting Fri Sep 25 at 9:00 am does not have a valid Out time.

- Select one of the three tabs to view errors, warnings, and messages, as needed.

### Audits

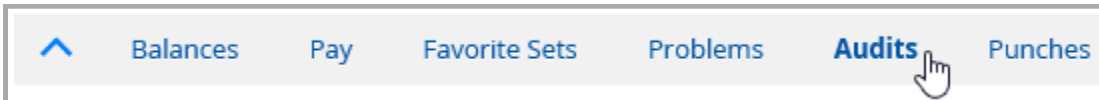
You can view a record of all changes made to the **Employee Timesheet** in the **Audits** panel.

To view your timesheet change record, complete the following steps:

- Navigate the **Employee Timesheets**.
- Load the appropriate week.

# Dayforce Guide: Non-Exempt Role










- Click the **Audits** tab:



- The application displays the **Audits** panel:



- There are a number of columns on the **Audits** panel that use icons to indicate shift details. Most of these columns display a checkmark when the column heading applies. The following is a description of each of these columns.

	Call In	Displays a checkmark if the user was called in for the shift.
	Employee Authorized	Displays a checkmark when the user has authorized the shift or pay adjustment.
	Manager Authorized	Displays a checkmark when a manager has authorized the shift or pay adjustment.
	Biometric Verification Failure	Displays a checkmark when a user's punch fails biometric verification at the clock.
	Facial Verification Failure	Displays a checkmark when a user's punch fails facial verification on the Dayforce Touch Clock.
	Premiums	Displays a checkmark when there are premiums applied to the selected shift.
	Auto Injected	Displays a checkmark when a user's meals or breaks were automatically inserted into their shift to comply with their punch policy.
	Employee Comment	Displays any comments that the employee added.
	Manager Comment	Displays any comments that the manager added.

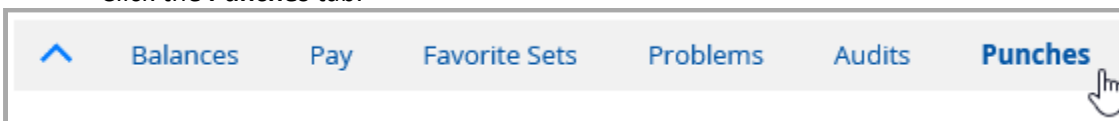
Note: These indicators are also displayed on the shift itself, when applicable.

## Punches

You can view your raw punch data on the **Punches** panel in **Employee Timesheet**.

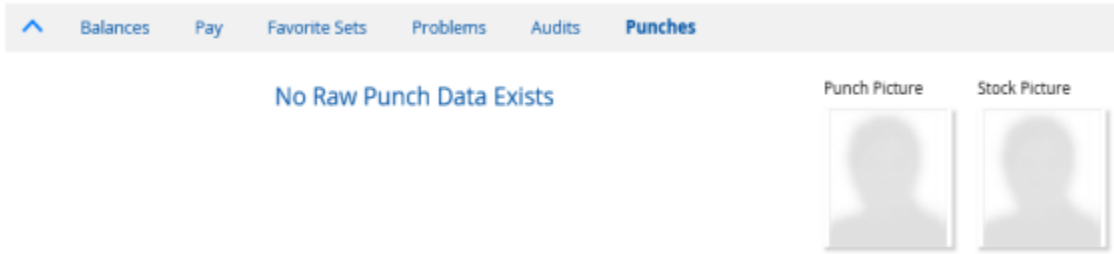
To view your raw punches:

- Navigate to **Employee Timesheet**.
- Load the appropriate week.
- Click the **Punches** tab.



- The application displays the **Punches** panel. If there is no available information, the application displays the following message:

# Dayforce Guide: Non-Exempt Role



## Authorizing and Unauthorizing Your Time

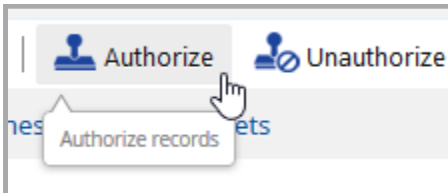
The application can track whether or not you authorize the time and attendance records on your timesheet. When you authorize your time, you agree that the records are accurate.



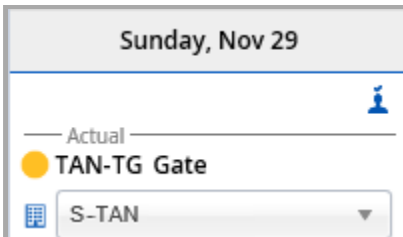
If the worked shifts on the timesheet accurately represent when you worked, and the pay details are correct, you can authorize them to record that you have reviewed the records.

To authorize or unauthorize your time:

- Navigate to **Employee Timesheet**.
- Select the time and attendance records you want to authorize.
- Click the **Authorize** button.



- The shift is marked as authorized:



- To unauthorize a shift that has been authorized, click the Unauthorize button.
- Click Save.

## Work Feature

Dayforce provides you with the important information about your work life, such as your schedule, availability, and time away from work. You can quickly access this information in the **Work** feature.

The **Work** feature consists of the following sub-features:

- **Calendar** allows you to view your worked and scheduled time in a convenient, calendar-based format.
- **Time Away List** allows you to view and request time away from work.

# Dayforce Guide: Non-Exempt Role

## Manage Your Calendar

This section describes the following:

- Viewing Your Calendar: You can view your schedule in the **Work > Calendar** feature. There are several different options that you can configure to determine what your schedule looks like.
- Manage Your Availability: You can view and modify your availability in the **Work > Calendar** feature.
- View Your Attendance: You can view your attendance scores and violations in the **Work > Calendar** feature.

## Viewing Your Calendar

Your managers set your schedule within the application based on your availability, the jobs you perform, and their staffing needs. You can see when you are scheduled to work as soon as your managers publish the schedule.

## Manage Your Time Away

Dayforce keeps track of how much time you can take away from work and how much you have already taken. These amounts are categorized into different accruals, which are account that record the balances you have earned or received for different reasons for time away from work.

When you request time away from work using the application, your request is sent automatically to your manager for review and approval. The application displays the status of any request you have made, and any accruals you have earned, in **Work > Time Away List**.

## Your Balances

For each accrual, the application displays how much time you have earned, used, and have remaining in the Balances panel in **Work > Time Away List**, along with the amount of time used by pending requests that your manager has not yet approved or rejected. Vacation time and sick leave are examples of accruals you might receive and are reasons for your time away.



The screenshot shows the 'Balances' panel in the application. It includes a 'Summary' tab, 'Expiring Transactions', and an 'As Of' date of 12/21/2015. The table below displays the following data:

Type	Start	End	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Vacation Salary	Thu, Jan 01			128	-15	-8		105		Hours
Remembrance Day	Fri, Apr 10			7.5	-7.5					Hours
Sick Pay	Thu, Jan 01		45	45	-37.5		7.5	7.5		Hours

So, if you looked up your vacation hours and the application displayed the above example, you have earned, or accrued, 128 vacation hours. You have taken 15 hours off, and have requested eight hours that are pending approval. This leaves you with 105 hours of vacation left.

The application can display the balance of your different time away from work reasons, such as the number of personal days or vacation hours you have, in two different ways; with the 'full balance display' the application displays the Accrued, Approved, Pending, Remaining, and Exceeded columns:

## Dayforce Guide: Non-Exempt Role

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Sick	Sun, Mar 29		30.00	0.00	0.00	30.00	0.00	Hours
Vacation Ho...	Sun, Mar 29		100.00	50.00	-5.50	45.50	0.00	Hours

The application displays the following in the full balance display:

- **Accrued.** The amount you have earned or accumulated; in the example above, you have accrued 100 hours of vacation.
- **Approved.** When you are reviewing an approved request, this is the amount of the balance the request used. In the example above, a request for eight hours of vacation has been approved.
- **Pending.** When you are making a new request or reviewing another that has not been approved yet and is still pending, the application displays the total amount of hours or days the request will use, if it gets approved.
- **Remaining.** The amount you have left in your balance; this is your accrued amount minus all used, approved, or pending amounts. In the example above, you have 45.5 vacation hours left from the 100 that you accrued, because 50 hours were in a previous request and another 5.5 hours are being used in the opened request.
- **Exceeded.** If you have a negative balance, where you have used or will use more than you have accrued, the application displays the negative amount in the **Exceeded** column.

You can also view balances from within your time away from work request when you are creating it.

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Sick	3/29/2015		30.00	8.00	0.00	22.00	0.00	Hours
Vacation Hours	3/29/2015		128.00	15.00	-8.00	105.00	0.00	Hours

### View and Edit Existing Requests

When you open Work > Time Away List, the application displays your existing requests:

[+ Request New Time Off](#) Select Status to Filter:

---

**Balances**

}

Tuesday, October 06, 2015

Vacation

1 day

✕ Canceled ▾

}

Thursday, October 01, 2015

Vacation

2 days

✔ Approved ▾


}

Wednesday, September 30, 2015

Vacation

1 day

+ Pending ▾

You can view more information about each request by clicking the expand icon (  ). The application expands the request directly in the list:



## Dayforce Guide: Non-Exempt Role

Monday, June 12, 2017 Requested Tuesday, June 06, 2017 Manager 1 day Pending

Time Off Details

Time Requested: **8.00 Hours**

Reason: Sick Start: 6/12/2017 End: 6/12/2017

Type	Remaining	Unit
Vacation Hours	4,020.00	Hours
Personal	1,260.00	Hours
Sick	1,440.00	Hours

Employee Comments

Balances

Override Hours

2017 June

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
11	12 08.00	13	14	15	16	17	8.00

Cancel Request Submit Close

For pending requests, you can edit the details of the request directly from this expanded view:

- Change the reason for the request by clicking the **Request** drop-down list and selecting a new reason.
- Edit the request start and end date by clicking on the calendar icon (📅) and selecting the new dates.
- Cancel approved requests by clicking **Cancel Request**.

You can also click Balances to view information about your available balances and expiring transactions, and click History to view the history of the request.

### Requesting Time Away

You can request time away from work for a single day or a range of dates in the Work > Time Away List feature.

When you make a time away from work request, you specify a reason, such as vacation time or sick leave. The reason you select determines how you are paid for the time. It can also determine whether you are allowed to request the time away from work, or not, as the application tracks how much time you've taken away from work for each reason. It then compares this amount against how much time you are allowed.

Note: You cannot use a time away from work reason if you have already used up your accrued time for that reason.

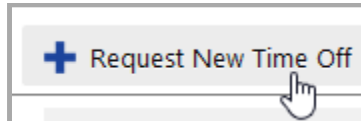
All these details – which reasons are available, how you're paid for time away from work, and how much time off you're allowed for each reason – are set by your management and preconfigured in the application. You should select the most appropriate reason for your time away from work, as it can impact how you're paid. For example, if you have paid vacation time but your personal days are unpaid, then the reason you select will impact your pay.

## Dayforce Guide: Non-Exempt Role

Note: The options you have for making time away from work requests depend on how the application was configured for your location.

To request time away from work:

- Navigate to Work > Time Away List.
- Click the Request New Time Off button:



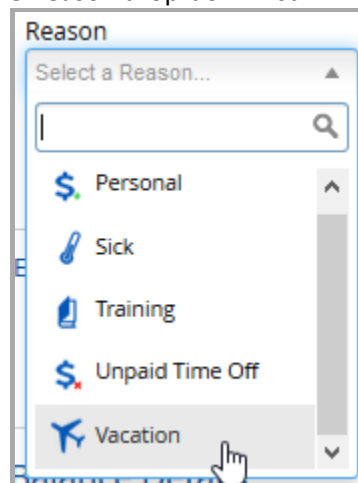
- The Create Time Off Request slide-out panel opens:

A slide-out panel titled 'Create Time Off Request'. At the top, it shows 'Time Requested: 7.50 Hours' and 'Status: Pending'. Below this are fields for 'Reason' (a dropdown menu), 'Start' (12/23/2015), and 'End' (12/23/2015). There is a 'Type of Request' section with 'All Day' and 'Partial Day' buttons. An 'Employee Comments' text area is below that. At the bottom, there is a 'Balance Details' section with a dropdown arrow. On the right side, there is a table with columns 'Type', 'Remaining', and 'Unit'.

Type	Remaining	Unit
Vacation Hours	144.50	Hours
Sick	22.00	Hours

At the bottom right of the panel are 'Submit' and 'Close' buttons.

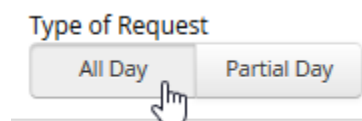
- Select the reason for the time off from the Reason drop-down list.



- Select the dates you are requesting away from work.

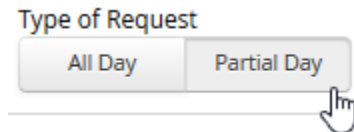
Note: Select the same date for the Start and End fields to request one day away from work.

- In the Type of Request section, do one of the following depending on whether you're requesting a full day or partial day off work:
  - If you are requesting entire days off work, click the **All Day** button:

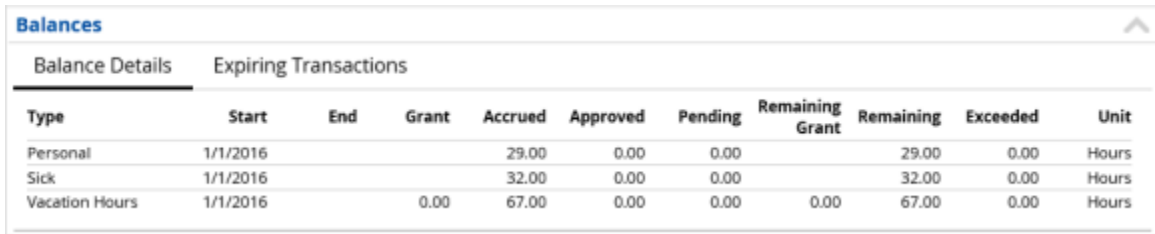


## Dayforce Guide: Non-Exempt Role

- If you are requesting a partial day off, and your time off policy has been configured to allow you to request partial days, click the **Partial Day** button:



- To view information about your available balances, click the expand icon (⌵). The application expands this section:



The image shows a screenshot of the "Balances" section in the application. It features a table with two tabs: "Balance Details" (selected) and "Expiring Transactions". The table has the following data:

Type	Start	End	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Personal	1/1/2016			29.00	0.00	0.00		29.00	0.00	Hours
Sick	1/1/2016			32.00	0.00	0.00		32.00	0.00	Hours
Vacation Hours	1/1/2016		0.00	67.00	0.00	0.00	0.00	67.00	0.00	Hours

- When you are finished recording the details of your request, click the **Submit** button.

After you save a time away from work request, it is sent to your manager for review and approval. Once it is approved, the application marks this time on the calendar in Dayforce.

With each time away request, the application displays the date(s) requested off and the reason for the time away from work. Approved requests are marked with a green checkmark, rejected requests are displayed with a red "X", and requests your manager hasn't responded to yet are displayed with an orange circle and labeled **Pending**.

## Earnings Management

This section describes how to view, print, or save your earning statements for current and past pay periods, as well as year-end tax forms and year-to-date total compensation, if the application has been configured to display them. You can also print or save your earning statements.

- Accessing Your Compensation
- Accessing Your Earning Statements
- Accessing Your Year End Tax Forms
- Saving or Printing Your Earning Statements of Year End Tax Forms

### Accessing Your Earning Statement

You access your earning statements in **Earnings**.

To view your earning statements:

- Select the **Earning Statements** tab and click the arrow button (▶) to expand a month and view the available earnings statements:

# Dayforce Guide: Non-Exempt Role

Earning Statements    Year End Forms    Compensation

From: 7/10/2014    To: 8/10/2015    Filter

4 Statement(s) Found

Earning Statement	Pay Date	Type	Net Pay
▸ August 2015			
◀ May 2015			
USAlegall - #000002369	5/8/2015	Normal	\$1,044.21
▸ April 2015			
▸ February 2015			

- The drop-down list contains the following information for each earning statement:
  - i. The pay group associated with the earning statement.
  - ii. The check number.
  - iii. The pay date of the associated pay run.
  - iv. The type of check associated with the earning statement.
  - v. The net pay amount.
  - vi. Hours worked.
- You can also filter the list by date using the **From** and **To** calendar fields and **Filter** button.
- Select the earning statement you want to view, and the application opens a slide-out panel with the **Summary** tab displayed:

Earning Statements    Year End Forms    Compensation

USAlegall - #000002369 • 5/8/2015 • Normal

Summary    Statement

<b>Earnings</b>	<b>\$1,244.66</b>	100.00%
Taxes	\$196.09	15.75%
Post Tax Deductions	\$4.36	0.35%
<b>Net Pay</b>	<b>\$1,044.21</b>	83.9%

<b>Hours</b>	<b>40.00</b>	100.00%
Reg/Earn	40.00	100.00%

Net Pay Distribution	Amount
Check - 000002369	\$1,044.21

- The **Summary** tab displays the following information:
  - i. Total earnings for the earning statement.
  - ii. Total taxes for the earning statement.
  - iii. Total net pay for the earning statement.
  - iv. Total hours for the earning statement.

# Dayforce Guide: Non-Exempt Role

- To view the earning statement, click the Statement tab in the slide-out panel:

Earning Statements Year End Forms Compensation

USALegali - #000002369 • 5/8/2015 • Normal

Summary **Statement** Print

Employee Name: Antonio Fischer Pay Date: 5/8/2015  
 Employee #: 524 Pay Period: 4/1/2015 - 4/30/2015  
 Employee Address: 4543 Rocky Road Bensalem, PA 19020 Check #: 000002369  
 Department: QADepartment1Id Pay Frequency: Monthly  
 Job Title: QATesterJob Pay Rate: \$6,250.00  
 Position: QA Tester Position Federal Filing Status: Single  
 Corporate: Corporate Federal Exemptions: 0/\$100.00  
 Pay Group: QA USA Mixed State Filing Status: (PA)  
 Site: Pennsylvania Site State Exemptions: (PA)

Employer Name: Test Logo  
 Employer Phone: 416-789-4545  
 Employer Address: 414 Test lane Los Angeles, CA 91331

	Current 4/1/2015 - 4/30/2015			YTD As of 4/30/2015	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	40.00		\$ 1,244.66	40.00	\$ 1,244.66
Reg/Earn	40.00	31.1164	\$ 1,244.66	40.00	\$ 1,244.66
Memo Information					
WCB ER			\$ 1.87		\$ 1.87
Taxes			\$ 196.09		\$ 196.09
Fed WH			\$ 100.00		\$ 100.00
FICA EE			\$ 77.17		\$ 77.17
Fed MWT EE			\$ 18.05		\$ 18.05
PA UT EE			\$ 0.87		\$ 0.87
Post Tax Deductions			\$ 4.36		\$ 4.36
WCB EE			\$ 4.36		\$ 4.36
	Routing #	Account #	Amount		Amount
Net Pay			\$ 1,044.21		\$ 1,044.21
Check			\$ 1,044.21		\$ 0.00

- You can collapse the earning statement slide-out panel by clicking the right arrow at the far left of the panel.

## Accessing Your Compensation

You access your year-to-date total compensation in Earnings.

To view your year-to-date total compensation statements:

- Select the Compensation tab and click the arrow button (▶) to expand a month and view the available earning statements:

Earning Statements Year End Forms **Compensation**

2015

Refresh Print

**Your Total Compensation for 2015 to Date**  
**USALegali: \$4,185.00**

Total Compensation: USALegali		
<b>Earnings</b>	<b>\$3,733.98</b>	<b>89.22%</b>
Regular/Earning	\$3,733.98	
<b>Employer Paid Benefits</b>	<b>\$5.61</b>	<b>0.13%</b>
WCB ER	\$5.61	
<b>Employer Paid Taxes</b>	<b>\$445.41</b>	<b>10.64%</b>
Fed MWT ER	\$54.15	
Fed UT ER	\$22.41	
FICA ER	\$231.51	
PA UT ER	\$137.34	
<b>Total:</b>	<b>\$4,185.00</b>	

## Dayforce Guide: Non-Exempt Role

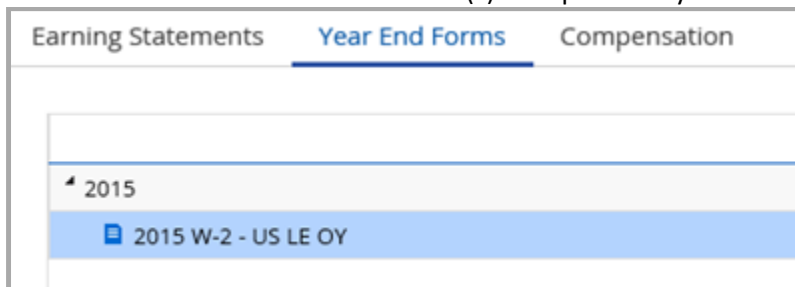
- The Total Compensation summary contains a graph and pie chart that, depending on your organizational setup, display the following information:
  - i. Total compensation for the current year-to-date.
  - ii. Year-to-date Earnings.
  - iii. Employer Paid Benefits with associated percentage of total compensation.
  - iv. Employer Paid Taxes with associated percentage of total compensation.
  - v. Percentages represented in a pie chart that responds when you hover your mouse over it.
- To navigate from year to year, click the arrows to the left or right of the current year.
- To print the total compensation for the year statement, click **Print**.

### Accessing Your Year End Tax Forms

You access your year-end tax forms in Earnings.

To view year-end tax forms:

- Select the Year End Forms tab and click the arrow button (▶) to expand the year.



- The application displays the tax form(s) for the selected year.
- Select the tax form you want to view, and the application opens the slide-out panel:

Earning Statements   **Year End Forms**   Compensation

2015 W-2 - US LE OY

Total Forms: 1

Original: Electronic Only on 07/08/2015 02:46 PM

To the right is an explanation of the contents of the wage boxes on your W-2. Please note that the gross amount shown may include adjustments.		Federal Box 1		Soc. Sec. Box 3 & 7		Medicare Box 5	
		Gross Wages		1244.66		1244.66	
		Benefits					
		Group Term Life					
		Adoption					
		Deferred Comp					
		Section 125					
		Other Pretax/Wage Limit					
		W-2 Wages		1244.66		1244.66	
		1 WAGES, TIPS, OTHER COMPENSATION		1244.66		2 FEDERAL INCOME TAX WITHHELD	
						100.00	
E. CONTROL NUMBER 00000479301		F. EMPLOYER IDENTIFICATION NUMBER 78-7878787		A. EMPLOYEE'S SOCIAL SECURITY NUMBER 555-55-5555		3 SOCIAL SECURITY WAGES 1244.66	
C. EMPLOYER'S NAME, ADDRESS, AND ZIP CODE US LE OY 127 Wyoming Casper, WY 55144		4 SOCIAL SECURITY TAX WITHHELD 77.17		5 MEDICARE WAGES AND TIPS 1244.66		6 MEDICARE TAX WITHHELD 18.05	
I. EMPLOYEE'S FIRST NAME AND INITIAL Antonio		LAST NAME Fischer		7 SOCIAL SECURITY TIPS		8 ALLOCATED TIPS	
4543 Rocky Road Bersalem, PA 19020		11 NONQUALIFIED PLANS		9 OTHER		10 DEPENDENT CARE BENEFITS	
F. EMPLOYEE'S ADDRESS AND ZIP CODE		12 a-d		13 STATUTORY EMPLOYEE		14 RETIREMENT PLAN	
15 STATE PA		16 STATE WAGES, TIPS, ETC 1244.66		17 STATE INCOME TAX 38.21		18 LOCAL WAGES, TIPS, ETC	
EMPLOYER'S STATE ID. NO.		19 LOCAL INCOME TAX		20 LOCALITY NAME		13 STATUTORY EMPLOYEE	

- The displayed form will indicate whether you are receiving this tax form as a paper statement if you have consented to receiving this tax form electronically without a paper statement (Electronic Only). If

## Dayforce Guide: Non-Exempt Role

enabled for your location, this is located in the **Year End Form Delivery** under the **Payroll Information** section **Home > Profile**.

- You can collapse the tax form slide-out by clicking the right arrow at the far left of the slide-out.

### Saving or Printing Your Earning Statements or Year End Tax Forms

You can save or print earning statements or year-end tax forms as PDF files using Adobe Acrobat Reader.

### Save or Print Your Earning Statements

To save or print an earning statement or year-end tax form:

Note: The following examples feature earning statements. The process for saving and printing year-end tax forms is identical.

- Open the item you want to save or print in the slide-out viewing pane.

Chicago Pay Group - 00485 • 5/9/2014 • Normal

Summary **Statement** Print

**CERIDIAN**

Employee Name: Scott Henderson  
Employee #: 0837768893  
Employee Address: 1115 North Blvd.  
Oak Park, IL 60301  
Department: Marketing  
Job Title: Graphic Designer  
Corporate: Corporate  
Pay Group: Chicago Pay Group  
Position: Designer  
Site: Chicago Site

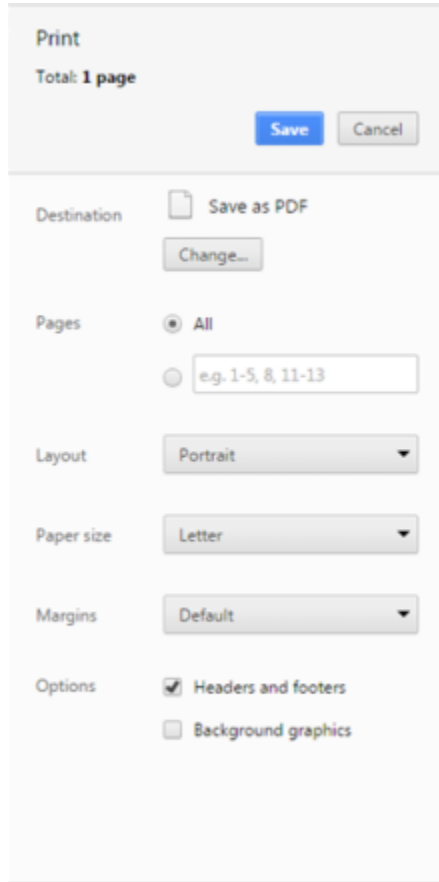
Pay Date: 5/9/2014  
Pay Period: 4/2/2014 - 5/1/2014  
Check #: 440637985  
Pay Frequency: Monthly  
Federal Filing Status:  
Federal Exemptions:  
State Filing Status: (IL)  
State Exemptions: (IL)

Employer Name: Chicago Employer  
Employer Phone: 3129586789  
Employer Address: 121 N LaSalle St  
Chicago, IL 60602

	Current 4/2/2014 - 5/1/2014			YTD As of 5/1/2014	
	Hours/Units	Rate	Amount	Hours/Units	Amount
<b>Earnings</b>			\$ 4,000.00		\$ 20,000.00
Regular Earning			\$ 4,000.00		\$ 20,000.00
<b>Taxable Benefits</b>			\$ 50.00		\$ 50.00
W2 - GroupTerm (B12C)			\$ 50.00		\$ 50.00
<b>Taxes</b>			\$ 1,156.58		\$ 5,763.58
Fed W/H			\$ 607.81		\$ 3,039.05
FICA EE			\$ 251.10		\$ 1,243.10
Fed MWT EE			\$ 58.73		\$ 290.73
AL W/H			\$ 157.94		\$ 789.70
AttilaCityOT			\$ 81.00		\$ 401.00
	Routing #	Account #	Amount		Amount
<b>Net Pay</b>			\$ 2,843.42		\$ 14,236.42
Check	075900575	X0006789	\$ 200.00		\$ 0.00
			\$ 2,643.42		\$ 0.00

- Click the **Print** button to open the **Print** dialog box:

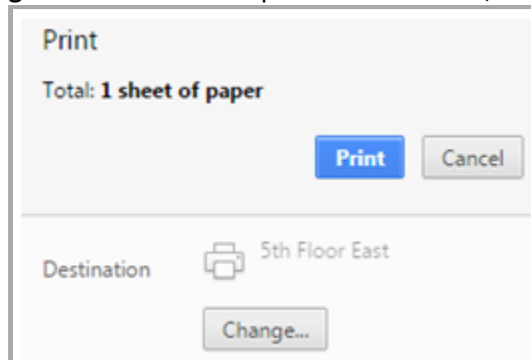
## Dayforce Guide: Non-Exempt Role



The screenshot shows a 'Print' dialog box with the following settings:

- Print** (Title)
- Total: **1 page**
- Buttons: **Save** (highlighted in blue), **Cancel**
- Destination:** Save as PDF (with a document icon), **Change...** button
- Pages:**  All,  e.g. 1-5, 8, 11-13
- Layout:** Portrait (dropdown menu)
- Paper size:** Letter (dropdown menu)
- Margins:** Default (dropdown menu)
- Options:**  Headers and footers,  Background graphics

- The application displays the Save as PDF option by default. Click the **Save** button to save the item as a PDF file.
- To print the item, click the **Change** button to select a printer destination, and then click the **Print** button:



The screenshot shows the 'Print' dialog box after selecting a printer destination:

- Print** (Title)
- Total: **1 sheet of paper**
- Buttons: **Print** (highlighted in blue), **Cancel**
- Destination:** 5th Floor East (with a printer icon), **Change...** button

Note: Depending on how your web browser is set up, PDF files might open in Adobe Acrobat Reader in a separate window. You can also save or print the PDF files from within Acrobat Reader.