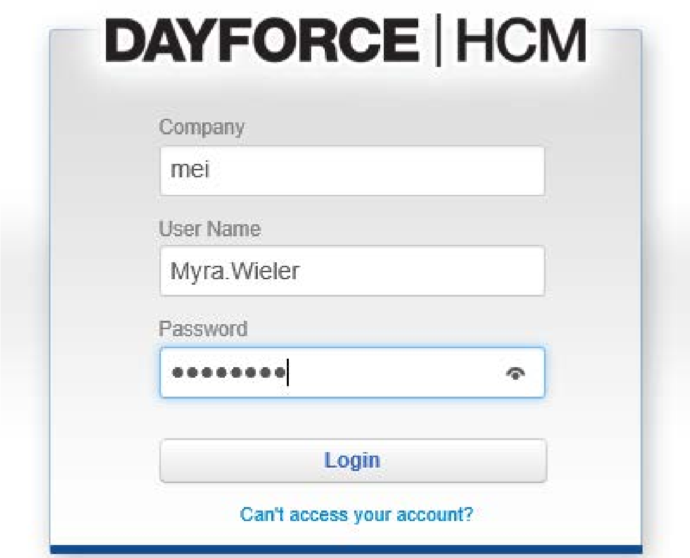
Dayforce HCM Employee Access Guide

Log into Dayforce

1. URL: www.dayforcehcm.com
    a. Access this website via Internet Explorer ONLY
2. Company: mei
3. User Name: Firstname.Lastname
4. Password: 2017Login
5. Click Login
6. WRITE DOWN your login credentials, as you will have to change your password as soon as you Log into Dayforce.
7. Set up Security Questions to retrieve and change passwords in the future.

Settings & Profile > Security Tab > Complete password update & questions > SAVE



Note: When you open Dayforce WFM for the first time, you may see a message prompting you to install Microsoft Silverlight—a free application required to run Dayforce WFM. Some features may not be displayed within Dayforce if Silverlight is not installed. To check whether any of your features are affected, click the **User** application tool. The System Details window displays and any Silverlight features that are not currently displayed are listed in the **Features not loaded** box.

Dayforce HCM Employee Access Guide

Tool Bar Buttons

The following buttons appear on the Tool Bar when navigating Dayforce as an employee:

Icon	Description	Definition
	Folder	Load information on the page.
	Floppy disc	Save changes.
	Circular arrows	Refresh the current page to display the most recent changes.
	Left and right downward arrows	Undo an action you just performed, or redo an action that you just canceled.
	Green plus	Add a new item to the workspace.
	Papers	Create a copy of the selected item.
	Red X	Delete the selected item.
	Clipboard	Modify the way information is displayed.
	Stamp	Authorize completed timesheet entries.
	Error	Display any problems on the timesheet.
	Pen	Show any changes made to the timesheet.
	Money bag	Displays a summary of employee pay according to the timesheet entries.
	Punches	View all punches that have been entered by an employee.

2. Hours Entry

Upon login, see the "My Time sheet" column on the left side of the page (Path: "My Work">My Timesheet). Click on the "Load" button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week.

Under "Pay Code", click on the drop down to select the pay code desired, then, close the pop up. Enter the number of hours worked for each date of the week**. Click on "Save" after each** entry, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled "Add a Row" and repeat.

Maximize the **Time Sheet** pane on the My Work screen, if desired, by clicking on the black box in the upper right side of the "My Time Clock" column. Minimize the screen again by clicking on the black rectangle.

Review time sheet by going to "Employee Time Sheet", then click on "Load". In this view, "View Pay" may be utilized.

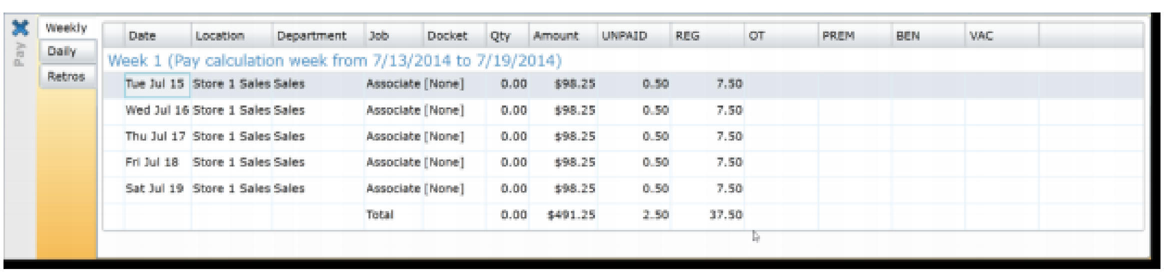
The View Pay Panel

Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in "View Pay".** It is important for supervisors and employees to preview employee pay in **My Timesheets.** Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly
- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.



Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)

Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Tue Jul 15	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Wed Jul 16	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Thu Jul 17	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Fri Jul 18	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Sat Jul 19	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
			Total		0.00	$491.25	2.50	37.50				

For each view, scroll to the right to see all pay codes used.

Authorize the Timesheet

Path: **My TimeSheet > Authorize**

Some managers may require the employee to approve their time sheet. If so, select (highlight the week by clicking on Monday and drag across the week and click **Authorize**.

Please note, each week of the pay period must be authorized, so use the green arrows at the top/left of the time sheet to navigate to the second week of the pay period.

Log off by clicking on the door icon to the far right of the top row.

3. Time In/Out Manually Entered

Upon login, click on the "Employee TimeSheet" option on the top of the page. Click on the "Load button next to the date and calendar. Use the green arrow to go to the appropriate week, or click on the calendar to pick another payroll week. Click on the date, and a green plus sign will appear. Click on the green plus sign and "add a shift".

The first drop down will allow a change of cost center, if appropriate; otherwise the employee's default cost center will be used.

The second drop down will allow a change of jobs (and different pay rates will automatically be applied if appropriate).

The third drop down will offer pay type, i.e. "work", "sick", etc., select the applicable code.

The next two fields allow for the times in and out to be entered.

If additional shifts are to be added to the same date, click on the green arrow at the bottom of the information already entered.

Save information added by clicking on the "Save" button at the top of the screen. It is advisable to save after each entry.

The View Pay Panel

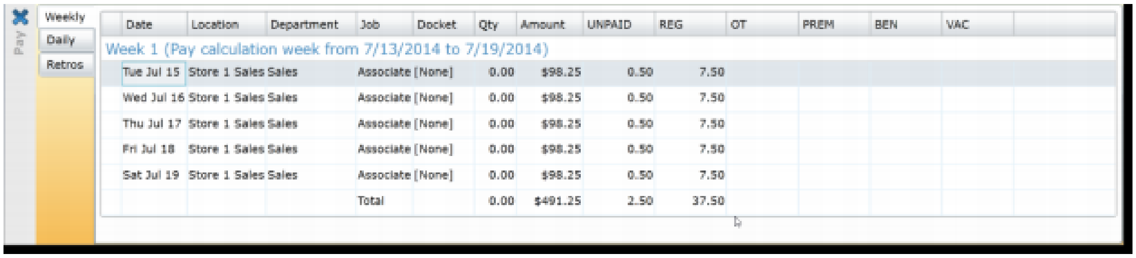
Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in "View Pay".** It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly

- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.



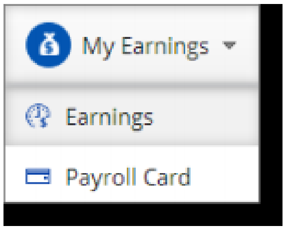
Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)												
Tue Jul 15	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Wed Jul 16	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Thu Jul 17	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Fri Jul 18	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
Sat Jul 19	Store 1 Sales	Sales	Associate	[None]	0.00	$98.25	0.50	7.50				
			Total		0.00	$491.25	2.50	37.50				

For each view, scroll to the right to see all pay codes used.

Log off by clicking on the door icon to the far right of the top row.

My Earnings

My Earnings is where employees to track their gross pay, net pay, and deductions over time by viewing their earning statements. Each time payroll is processed a new earning statement is generated here.



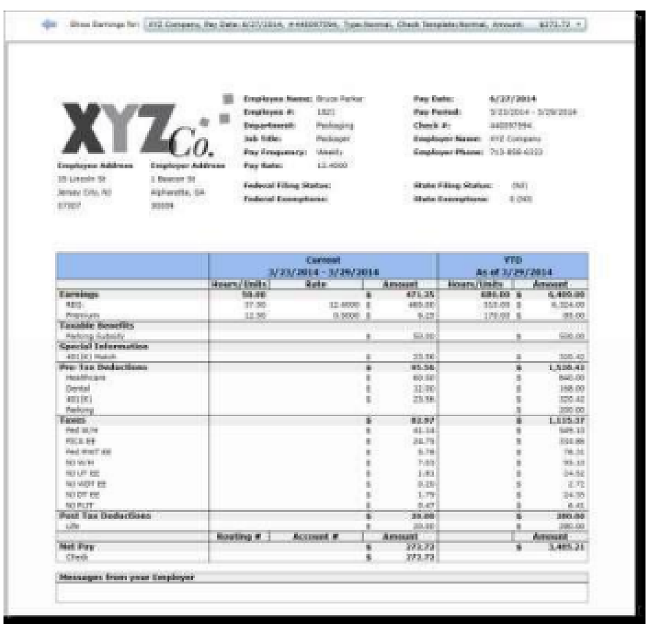
Earnings

Path: **My Earnings > Earnings**

Earnings displays an employee's earning statements.

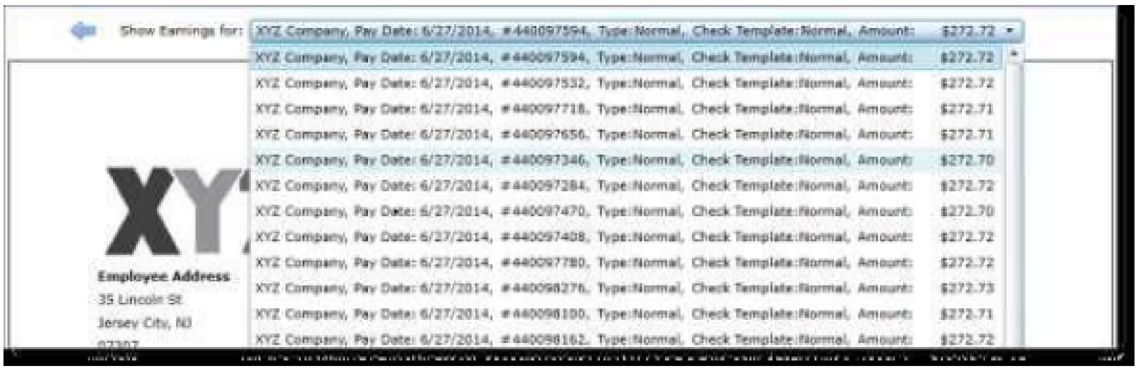
An earnings statement is a record of one payment. It displays:

- **Gross pay** - regular earnings and any special rates of pay, such as sick pay or overtime.
- **Other Earnings –** items such reimbursements, 401(k) match, or taxable benefits.
- **Deductions –** items such as insurance premiums and 401(k) contributions.
- **Taxes paid**
- **Net pay –** total take-home pay for the employee.



The earnings statement also displays the year-to-date (YTD) totals for each section. These are the total amounts that have been earned or deducted from each category since the beginning of the year.

The most recent earnings statement displays automatically. An earnings statement from any past pay period can be viewed by selecting it from the menu at the top of the screen.



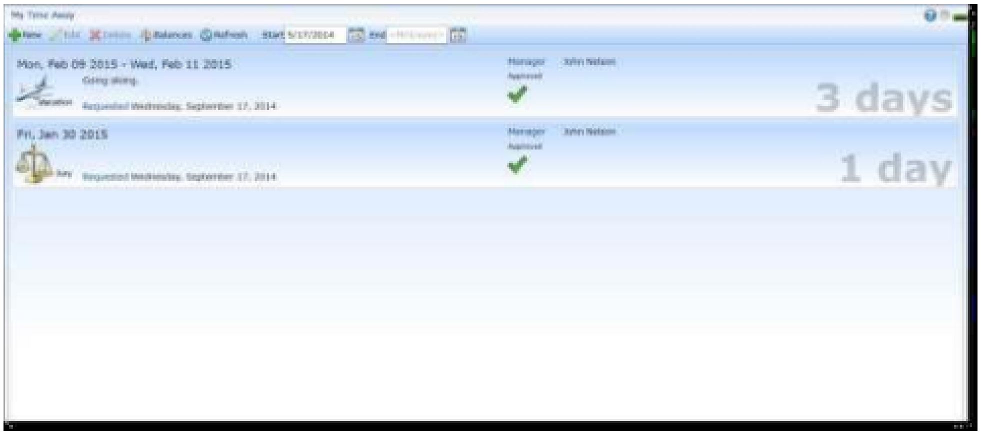
The blue arrow beside the menu is used to navigate to the earning statement from the most recent previous period.

A paper copy of any earning statement can be printed by selecting **Print** from the tool bar.

Time Away from Work Requests

Path: **My Work > My Time Away**

All employees take time away from work occasionally. **My Time Away** is used to manage employee time away requests within Dayforce.



From the workspace in this feature you can:

- Create a request for time away from work
- Change a pending time away request
- View approved and denied requests
- Check remaining accrual balances

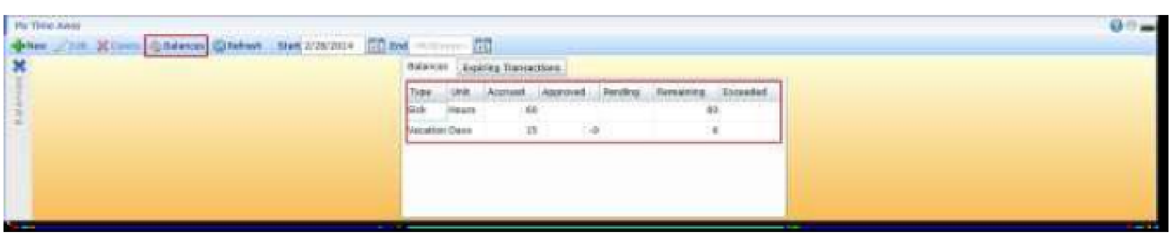
Balances

Balances displays the amount of time off that an employee has remaining. For example, if you have accrued twelve vacation days per year and have used two days so far, the remaining vacation day balance would be ten.

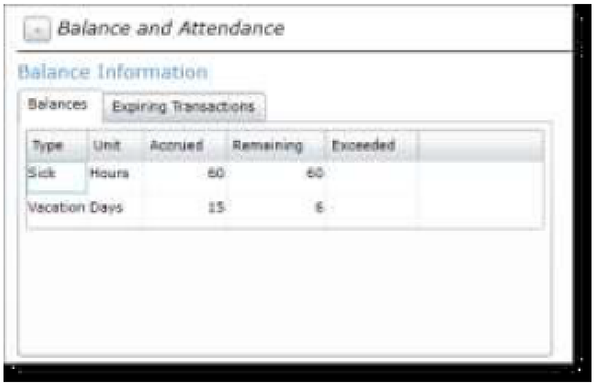
Employees can review their remaining balance prior to submitting a time away request. You cannot submit a request if there is an insufficient balance for the amount of requested time.

Time away balances can be checked in three different places:

1. **Balances –** On the My Time Away screen, click **Balances**. This opens the Balances Panel where balances are displayed.



2. **Profile –** Select Profile from the Me feature list. The time away balances are displayed in the **Balance and Attendance** section of **Details**.



Type	Unit	Accrued	Remaining	Exceeded
Sick	Hours	60	60	
Vacation	Days	15	6	

3. **In the Request Window –** When a new Time Away request is created on the My Time Away page, the balances are displayed at the bottom of the window.

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
Sick	Hours	01/01/2014		60.00	0.00	0.00	0.00	60.00	0.00
Vacation	Days	01/01/2014		15.00	0.00	0.00	0.00	15.00	0.00

Request Time Away from Work

Path: **My Work > My Time Away**

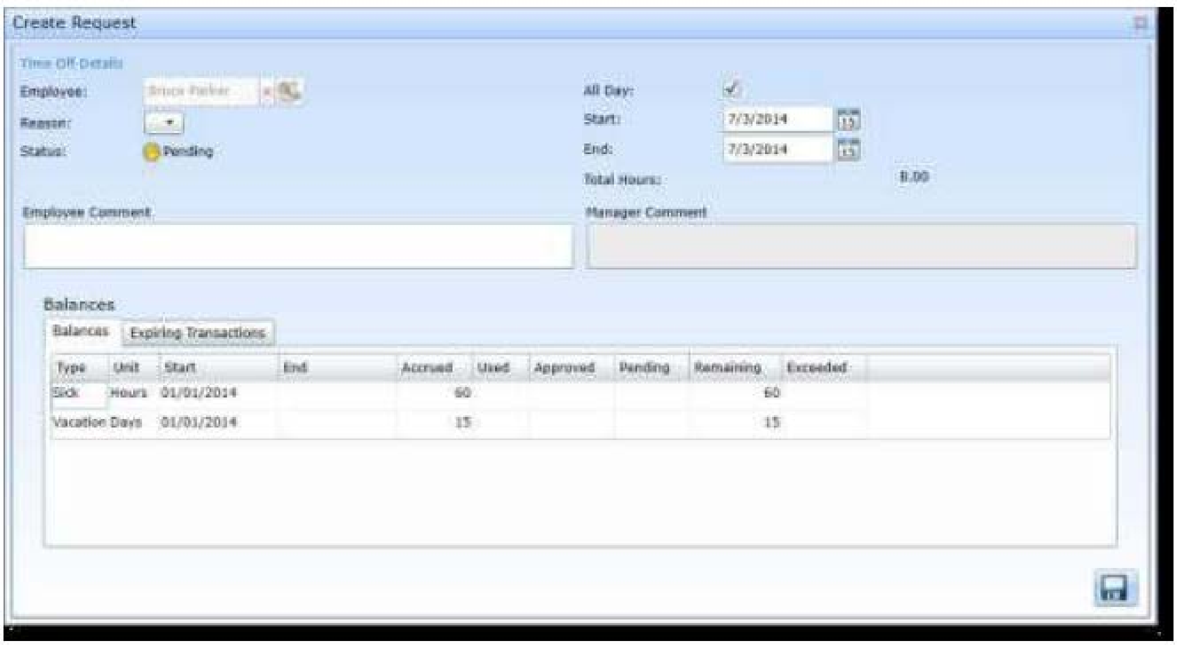
Begin creating a request for time away – in this case, vacation time. Open the My Time Away pane in My Work.

All current time away requests, both active and inactive, are displayed. The most important pieces of information on each request are:

- **Date(s) of Time Away –** Displayed in the top left-hand corner of each request
- **Type of Request –** Displayed in the bottom right-hand corner of each request along with a symbol for quick reference
- **Status –** Displayed in the center of the request; the symbol that appears changes as the status of the request is modified
- **Length of Time Away –** Displayed in the right-hand corner of each request

Click on any time away request to view it in more detail.

Click **New** on the Tool Bar to create a new vacation request.



Complete the fields provided on the **Create Request** window to submit your request:

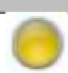
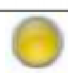
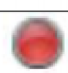
- **Reason –** Specify which kind of Time Away is requested.
- **Status –** Displays the current status of the request.
- **All Day –** Checking this check box restricts time away requests to full-day increments while clearing this check box allows you to request a shorter period of time, such as a few hours.
- **Start –** The first date of the requested vacation period.
- **End –** The last date of the requested vacation period (if you are only booking one day away, the start and end date are the same).
- **Employee Comment –** Optional field used to provide any necessary explanation for the time away.

Click the **Save** button in the bottom right-hand corner of the window to submit the request. The request is added to the My Time Away pane and is pending manager approval.

The Balances table that appears on the Create Request window immediately reflects the new request as dates are entered.

Request Statuses

Once a request has been submitted, the Status symbol on the request in My Time Away allows the request to be tracked. The following chart defines the symbols that appear as a status on a time away request:

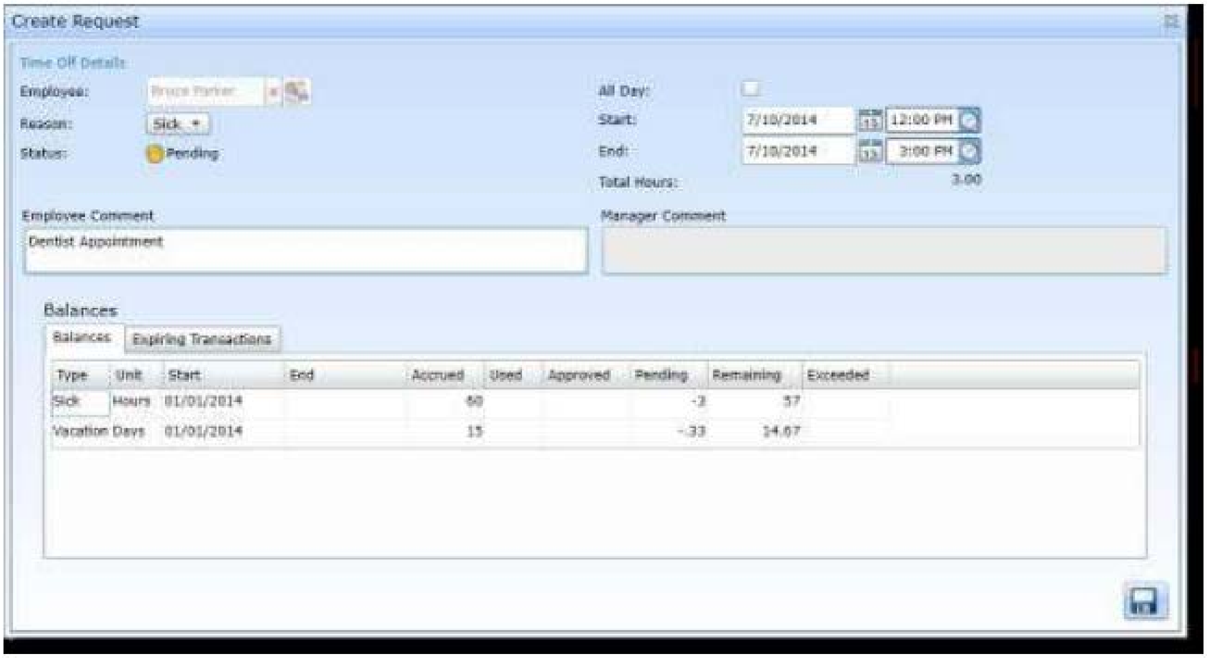
Icon	Status	Description
	Pending	Request has been submitted and is pending manager approval.
	Approved	The manager has approved the request.
	Denied	The manager has denied the request.
	Cancel Pending	The employee has requested to cancel time away that has already been approved. The cancellation request is pending manager approval.
	Cancelled	The approved time away has been cancelled.

Request a Partial Day Away from Work

Path: **My Work > My Time Away**

In some cases, employees may only need a few hours away from work for things like doctor's appointments or family commitments. Rather than using a full day away, employees can request a partial day away from work for these types of situations.

Click the **New** to create a new time away request.



When the **All Day** box is cleared, clocks appear beside the **Start** and **End** fields. Use the clocks to set which portion of the day you would like to take away from work.

Select the **Save** button in the bottom right-hand corner of the window to submit the request when finished. The request is added to the My Time Away pane and is pending manager approval.

Change a Time Away Request

A time away from work request can be changed or cancelled while it is pending approval by a manager. Once the manager has made a decision about the request, an additional approval process is required to cancel it.

Cancel a Pending Time Away Request

Path: **My Time Away > select request > Delete**

All time away requests submitted by an employee are subject to manager approval. When a request is pending manager approval it can be cancelled.

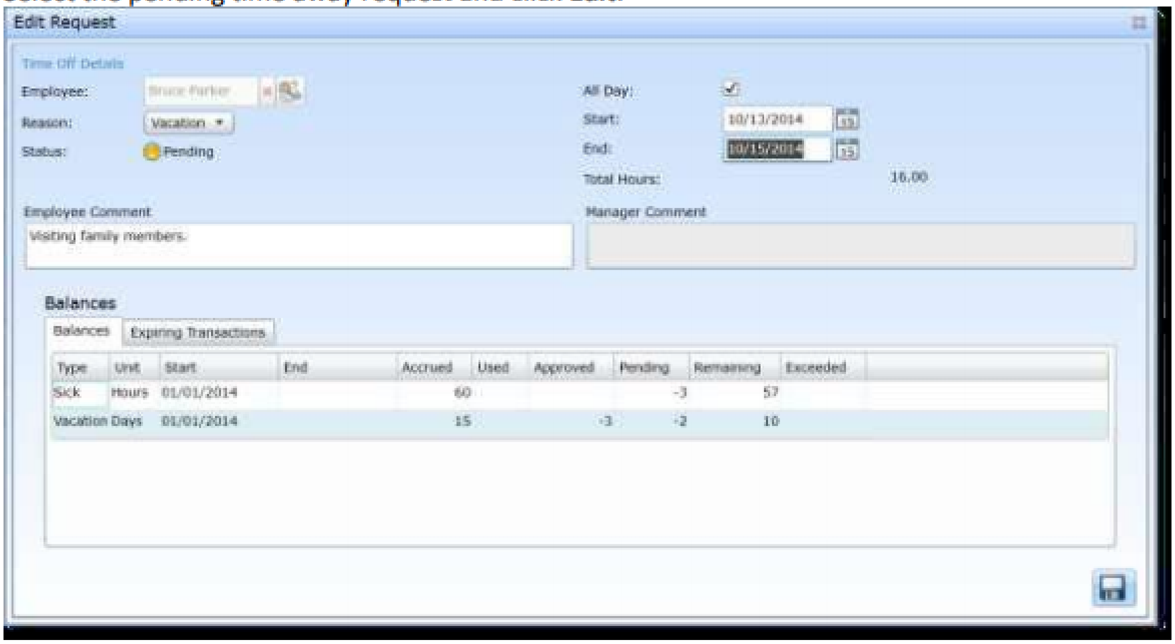
Select the pending time away request and click **Delete**. The pending request is immediately deleted and disappears from both My Time Away and the manager's approval list.

Edit a Pending Time Away Request

Path: **My Time Away > select request > Edit**

You can change a time away request if it is still awaiting manager approval.

Select the pending time away request and click **Edit**.



The **Edit Request** window is displayed. Use the **Start** and **End** fields to modify the duration of the request. The request's **Reason** can be modified and you can enter or modify a comment in the **Employee Comment** field.

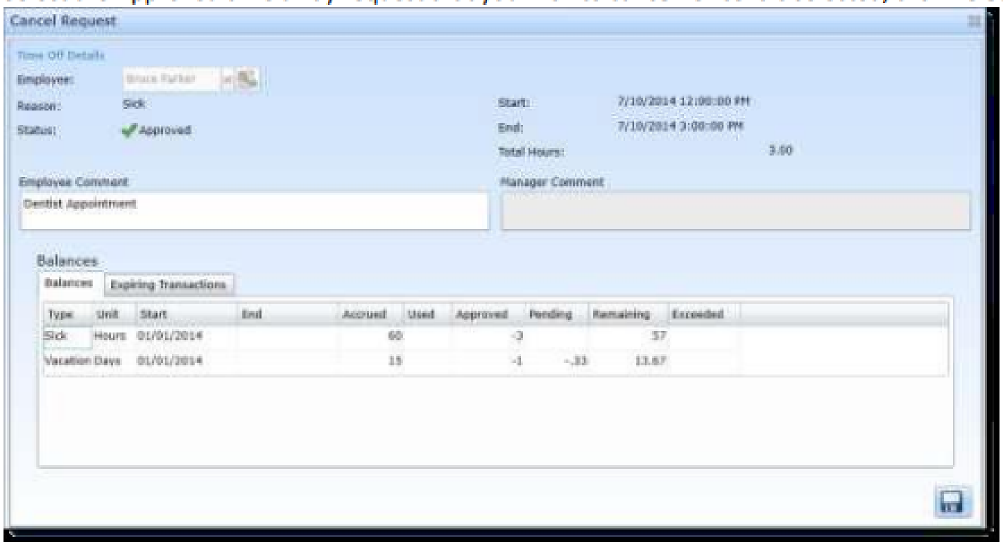
Click **Save** to submit the Edit Request.

Cancel an Approved Time Away Request

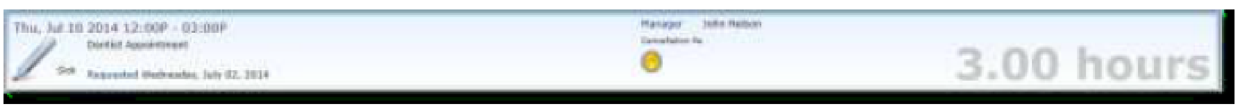
Path: **My Time Away > select request > Delete**

Cancelling a time away request that has already been approved by the manager requires an additional approval process.

Select the Approved time away request that you wish to cancel. Once it is selected, click **Delete**.



The **Cancel Request** window is displayed. Review the details of the request and click **Save** to submit the cancellation request.



Once submitted, the request appears with the Cancellation Pending status.

When the manager has approved the cancellation request, the status is changed to Canceled.