Dayforce Employee Training

To begin the training: These courses will take approximately 60 to 90 minutes to complete.

Welcome to the Archdiocese of Kansas City in Kansas Dayforce system. You will utilize the Archdiocese Dayforce System for employee payroll and benefit information.

1. Click on your Internet Browser to access the internet.

    At the top of your screen, on the URL address line enter: **www.dayforcehcm.com**

2. You will then see the Dayforce login screen; enter the following;

- **Company** – archkck
- **User Name** – firstname.lastname   (Be sure there is a period between names; hyphens, apostrophes and double capital letters – such as McGraw, are all acceptable)
- **Password** – Lastname###   (Last name has a capital first letter , last 4 digits of Social Security# - This is a temporary password)

    The first time your system loads will take extra time.

You are now logged into DAYFORCE HCM

1.   You may see a screen that indicates what Dayforce Release you are using; you can check this off on the bottom of the screen, if you do not want to view this every time you log in.

2.   Once you see the Home screen – click the ? on the upper right corner to access your MyPath training. This opens an additional tab at the top of your screen, you can still access the original Dayforce session by clicking on that tab at the top of your screen.

3.   From the Table of Contents on the left, expand the section by clicking the plus sign in front of **Employee Training** to open the book

4.   Click **A day in the life of an employee** to open the book.

4.   Select **Getting started for employees**

Below is a list of the video courses you will need to view to understand the Dayforce system.

You can leave the MyPath training after viewing any video to try what you have learned in the Dayforce system by selecting the Dayforce HCM tab at the top of your screen.

You can return to the training by clicking on the MyPath tab at the top of your screen. If you don't see it, click on the ? in the upper right of your screen.

You can come back into MyPath at any time in the future to review any of the videos.

Check off each video as you view and understand the concept. Use the "Practice" option as you view each video. The Job Aid will allow you to print the lesson with screen shots if needed.

Day in the Life of an Employee: Practice

☐ Getting Started for Employees A day in the life of an employee

☐ Clocking for Work (for Hourly Non-exempt Employees only)

☐ Requesting Time Away from Work

☐ Viewing Your Earnings Statements

☐ Employee Timesheet Overview
Note:
Hourly employees will see hours worked each day, vacation, sick and holidays; and if you are assigned a schedule, you will also see the set schedule each day.
Salary employees will see only time off; vacation, personal, pto, sick and holidays.

Benefits enrollment: If you are eligible for benefits please view these lessons.

Note:
If you are a **newly hired employee** and would like to enroll for the Archdiocese benefits, **you are required to enroll within 31 days of your first day of employment**.

If you are a **current employee** with benefits, you should enroll, update and/or modify your benefit elections every year during Open Enrollment in the fall.

During the year, you can submit a "life event" via FORMS to modify your benefits when changes are required; for example, if you were recently married, you would want to submit a Dependent/Beneficiary form through the Benefits section of Dayforce. A new enrollment option will appear allowing you to modify your benefit elections for your spouse. Other life events that affect benefits are, divorce, birth of a child, death of a spouse, a spouse losing benefits coverage at his or her job.

Under **Employee Training** – click on **Benefits Enrollment** to open the book.
 If you are a new employee view the video below – Selecting your benefits. If you are a current employee we suggest you view this video just before Open Enrollment. You can view **Submitting a Life Event** at any time.

- ☐ **Selecting Your Benefits** – Practice

- ☐ **Submitting a Life Event** (Life Events that change your benefits should always be submitted by FORMS.)

Click on **Your Information** to open the book: Practice

- ☐ Changing Your Password

- ☐ Submitting Your Direct Deposit Information

- ☐ Updating Your Personal Information with forms
  If any of your personal information like your address or marital status needs to be changed, you should use the Forms from the Home screen to update your information

in Dayforce. **If data is already entered in the form – always leave the history as is and click Add to enter new or corrected information.**

- You will want to check the following 3 forms when you are in the actual Dayforce system:
  - Address (be sure your Primary Residence address is correct)
  - Contact Details (be sure your work phone & work email are entered – checkmark Alerts when you set up your Email)
  - Emergency Contacts

On your Home screen, under your name, select Profiles & Settings >>select the 4th tab "Security">>Update Security questions (this will allow you to reset your own password if needed in the future).

☐ Viewing Your Year End Forms

Using the Dayforce HCM Mobile App

Note:
Please check with your manager before downloading the Dayforcehcm App to your smartphone.

Your work Email should be entered into Forms >> Contact Details as your Email address before you access the mobile app on your phone. Your Email will be used for verification.

☐ Access training videos on the right side of the MyPath screen, instead of on the left side.

Each mobile operating system has slightly different features; for example IPhone is different from Android. This training shows the IPhone screens.

- You will automatically   step through a tutorial on your phone the first time you login

- Hourly Employees will frequently use; Clock, Time Away and Timesheet features

  Salary Employees will frequently use; Time Away and Timesheet features

When you login to Dayforce on your smartphone…

Company ID – archkck (verify company)

User name - firstname.lastname (be sure to use a period between your first name & last name and use your legal first name)

Password – same password