

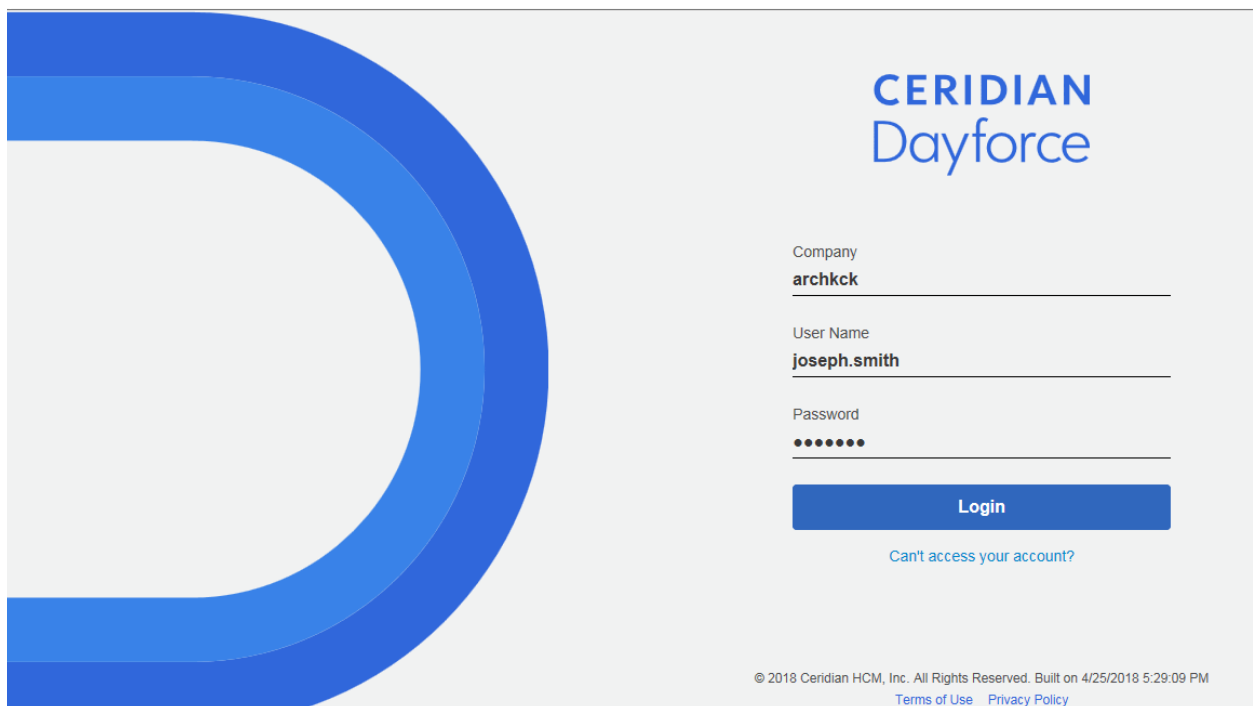
Dayforce Employee Help Guide

Log into Dayforce

web site - www.dayforcehcm.com

- Input Company: archkck
- Input your User Name: your legal first name.last name: Example Joseph.Smith
- Input your temporary password: Lastname#### (with a capital first letter & the last 4 of your social security number)

Note: You will be required to reset your password when you login – 6 digits minimum (include capital letter, number & special character)



CERIDIAN
Dayforce

Company
archkck

User Name
joseph.smith

Password
••••••

Login

[Can't access your account?](#)

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Get to know the **Home Screen** – the Hamburger menu is at the top left ☰ Click the hamburger to see features that are discussed later. Click the arrow next to the feature to see additional features.

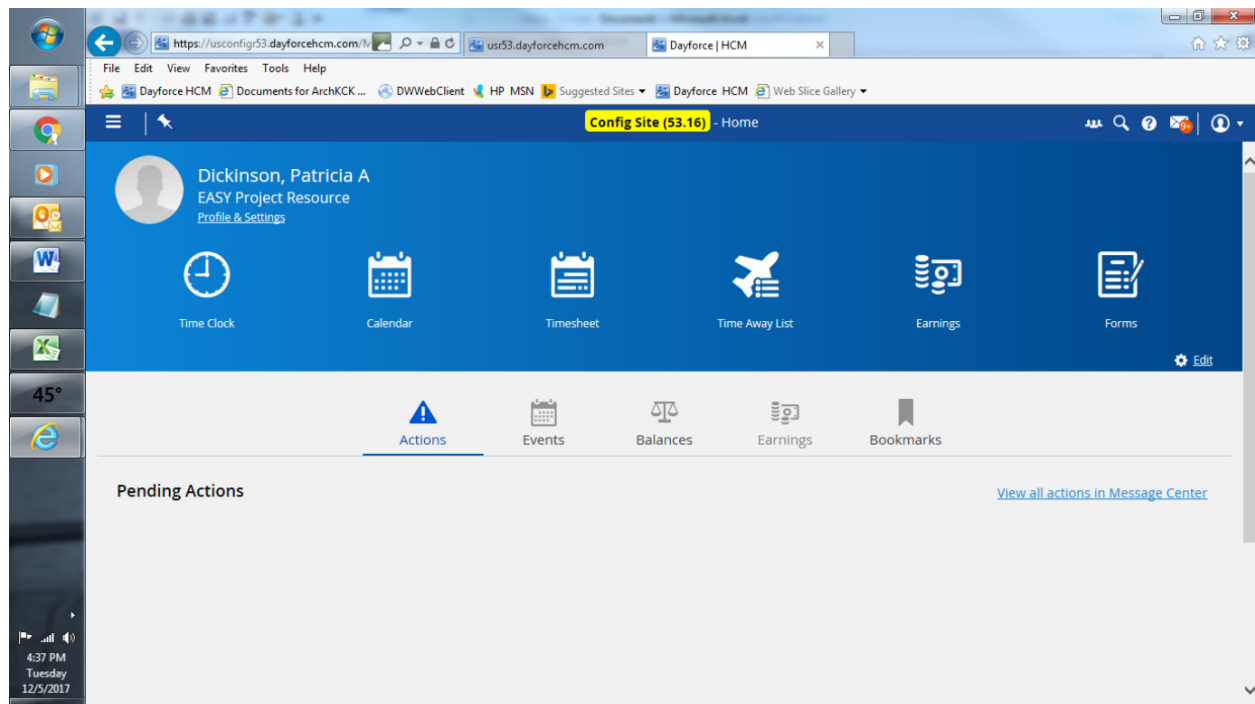
Note: If you ever get lost in Dayforce - click the hamburger icon at the top left and select “Home” at the top of the list, to get back to your Home screen and your favorites.

Notice the icons at the top right; the ? is MyPath training, the envelope is messages and the silhouette allows you to logout, view your profile & settings or change to a different role.

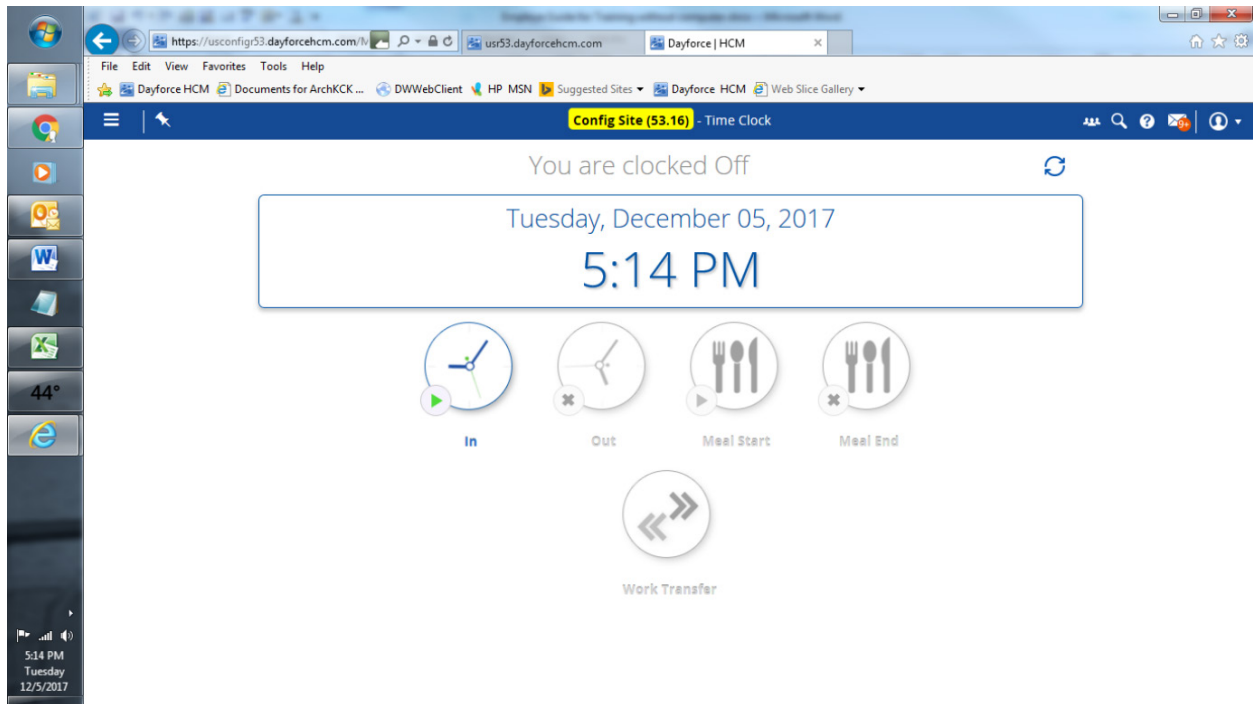
Edit the **Blue Favorites bar** – Select a maximum of 6 icons with the “Edit” option at lower right of blue bar, then drag and drop;

Suggested Icons

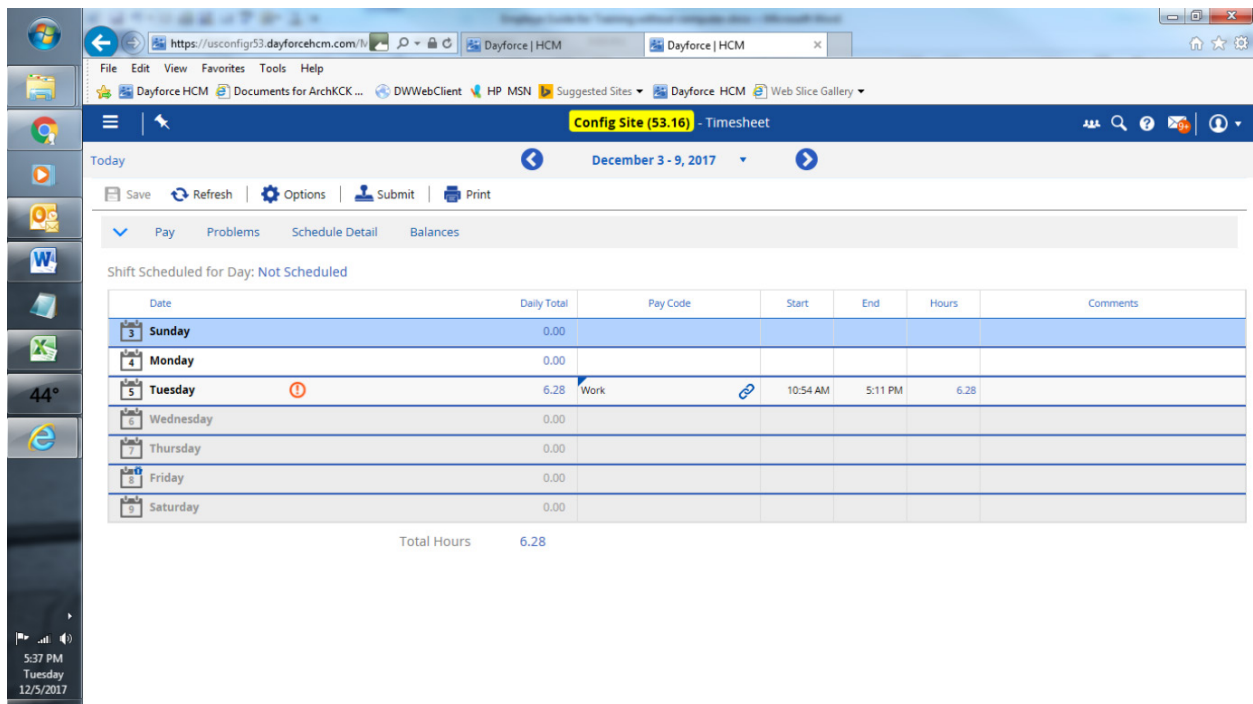
- Time Clock (if hourly)
- Time Away List for time off requests
- Forms
- Earnings to view Earnings Statements



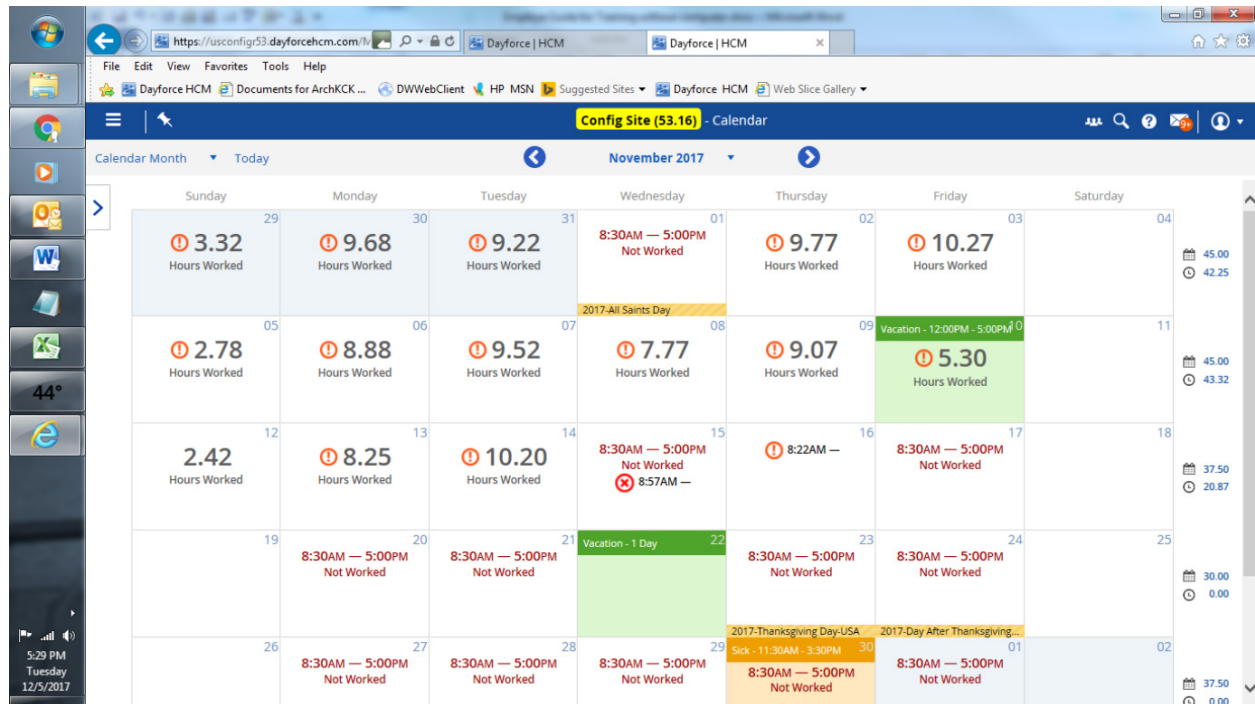
Time Clock – for non-exempt employees to punch in and out



Timesheet – to view your past punches. Note: Email your manager if a correction is needed.



Calendar – to view punches, holidays and time off requests



Time Away List – Click the airplane icon on your Home screen - request time off; vacation, personal, sick, jury duty, bereavement. etc. and view your balances.

The screenshot shows the Dayforce HCM Time Away List interface. The interface includes a sidebar with application icons and a top navigation bar. The main content area displays a form to create a new time off request.

Time Requested: 7.50 Hours **Status: Pending**

Reason: Bereavement **Start:** 12/6/2017 **End:** 12/6/2017

Type of Request: All Day **Partial Day**

Employee Comments: My brother's funeral

Balances:

Type	Remaining	Unit
Sick	74.12	Hours
Vacation	221.42	Hours

Submit **Close**

Earnings Statement 1 of 3: Select the pay period month & date.

The screenshot shows the Dayforce HCM interface. The browser address bar displays <https://usconfig53.dayforcehcm.com/>. The page title is "Config Site (53.16) - Earnings". The navigation bar includes "Earning Statements" and "Year End Forms". The main content area shows a list of earnings statements for November 2017. The table has columns for "Earning Statement", "Pay Date", "Type", and "Net Pay".

Earning Statement	Pay Date	Type	Net Pay
November 2017			
Archdiocese of Kansas City in KS - #181705287	11/15/2017	Normal	\$1,672.05
October 2017			
September 2017			
August 2017			
July 2017			
June 2017			
May 2017			
April 2017			
March 2017			

Earnings Statement 2 of 3:

A Summary with a pie chart will display first. Click the Statement tab at the top to view your Earnings Statement.

The screenshot shows the Dayforce HCM interface for viewing an earnings statement. The browser address bar displays https://dfonlinehelp.dayforcehcm.com/851/WFMPayBenSOR/English/data/tpc/fa4a366d-e0ff-463a-add0-c5473f427daf/topic.html?Mode=T&SpecMode=Y&printName=fa4a366d-e0ff-463a-add0-c5473f427daf_JOBID.html. The page title is "Training Site (51.12) Earnings". The navigation bar includes "Earning Statements" and "Year End Forms". The main content area shows a summary of earnings and deductions for November 2017. A pie chart is displayed on the right side of the page. A "Try It!" dialog box is open, providing instructions on how to view the earnings statement.

Category	Amount	Percentage
Earnings	499.20	100.00%
Taxes	89.37	17.9%
Net Pay	409.83	82.1%

Hours

Category	Amount	Percentage
Regular	40.00	100.00%

Net Pay Distribution

Category	Amount
Net Pay	409.83

Earning Statement 3 of 3: Your earnings statement will show your earnings, deductions and benefit premiums (ER=Employer & EE=Employee).

Vacation, personal, paid time off and sick balances will display at the bottom of the statement.

Click on the Print icon at top right to print.

Viewing your earning statements - Internet Explorer
https://ofonlinehelp.dayforcehcm.com/851/WFMPayBenSOR/English/data/tpc/fa4a366d-e0ff-463a-add0-c5473f427daf/topict.html?Mode=T&SpecMode=Y&printName=fa4a366d-e0ff-463a-add0-c5473f427daf_JOB_AID.html

Training Site (51.12) Earnings

Earning Statements Year End Forms

Archdiocese of Kansas City in KS - #161994344 - 4/14/2017 - Normal

Summary Statement

Print

Try It! Statement

In the statement tab you can view all of your current and year-to-date earnings and deductions.

The top of the statement has information about you and this pay run. The bottom of the statement contains a detailed breakdown of your earnings and deductions.

You're able to print your earnings statement using the print icon at the upper right of the screen or view past statements using the Arrow buttons at the top of the flyout.

Press [Enter] to [continue](#)

Employee Name: Archdiocese of Kansas City in Kansas
Employee #: (913)721-1570
Employee Address: 12615 Parallel Parkway, Kansas City, KS 66109

Employer Name: Archdiocese of Kansas City in Kansas
Employer Phone: (913)721-1570
Employer Address: 12615 Parallel Parkway, Kansas City, KS 66109

	Current 4/1/2017 - 4/15/2017			YTD As of 4/15/2017		
	Hours/Units	Rate	Amount	Hours/Units	Amount	Amount
Earnings	40.00		\$ 499.20	40.00	\$ 499.20	\$ 499.20
Regular	40.00	12.4800	\$ 499.20	40.00	\$ 499.20	\$ 499.20
Taxes			\$ 89.37		\$ 89.37	\$ 89.37
Fed WH			\$ 41.08		\$ 41.08	\$ 41.08
EE SOC SEC			\$ 30.96		\$ 30.96	\$ 30.96
EE MEDICARE			\$ 7.24		\$ 7.24	\$ 7.24
KS WH			\$ 10.10		\$ 10.10	\$ 10.10
Net Pay			\$ 409.83		\$ 409.83	\$ 409.83
Direct Deposit			\$ 409.83		\$ 409.83	\$ 409.83
Accruals & Balances						
Sick Balance:	22.51 Hours					
Vacation Balance:	48.00 Hours					

Forms 1 of 2: Review and setup your Address, Contact Details (phone & email), Emergency Contact, etc.

https://usconfig53.dayforcehcm.com/ Dayforce | HCM

Config Site (53.16) - Forms

My Form Submissions

Available Forms

Search Forms

Search Reset

Benefits (1)

- Life Event Declaration

Personal (6)

- Address
- Confidential Information (USA)
- Contact Details
- Direct Deposit
- Emergency Contacts
- Name and Marital Status

Tax forms (3)

- Federal W4 - 2017
- Province/State Tax Form
- State Tax Form Links

Forms 2 of 2: To Edit and add personal information, always leave the history (it may affect other records). Do not delete any data. **To make corrections or additions always click + Add.**

- **Select the Address form;** click the square at the top right to expand your view before you type. Click + Add >> click your cursor is on the blue line to input data >> click Submit when finished.
- **Select the Contact Details form** to input your phone number and email/electronic address. Be sure to check mark the Alerts box with your Email. This will send important Dayforce messages to your Email.
- **Select the Emergency Contacts form**

The screenshot shows a web browser window displaying the 'Contact Details' form for Patricia A. Dickinson. The form is titled 'Contact Details' and includes a header with the employee's name and status. Below the header, there are sections for 'Phone Numbers' and 'Electronic Addresses'. The 'Phone Numbers' section contains a table with two rows: 'Personal Mobile' and 'Business Phone'. The 'Electronic Addresses' section contains a table with one row: 'Personal Mobile'. The form also includes a 'Save Draft' button and a 'Submit' button.

Contact Details

Dickinson, Patricia A
Status: Active Employee Number: 000056

Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	End Date
Personal Mobile	United States of America	9136899244		<input type="checkbox"/>	<input type="checkbox"/>	Mar 31/2017	
Business Phone		9136470363		<input type="checkbox"/>	<input type="checkbox"/>	Sep 18/2017	

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

Type*	Address*	Alerts	Start Date*	End Date

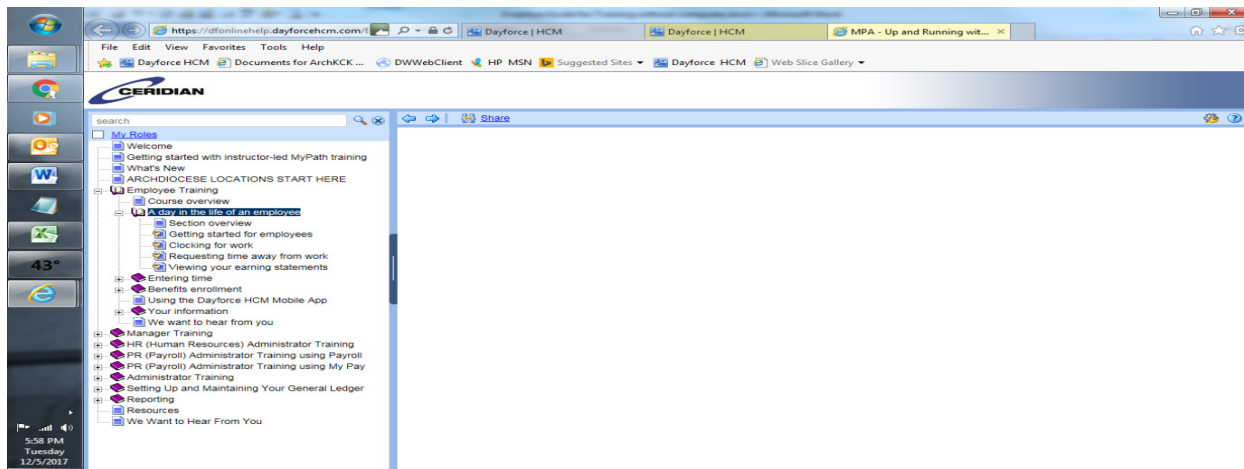
Save Draft Submit Cancel Print

Profiles & Settings – Check that your Profile data is correct. Most of the data comes from forms.

Note: Click the third tab at the top, Security, and complete the security questions to have the ability to reset your own password.

The screenshot shows the Dayforce HCM web application. The browser address bar displays 'https://usconfig53.dayforcehcm.com/...'. The page title is 'Dayforce | HCM'. The navigation bar includes 'Profile', 'Forms', 'Security' (selected), 'Preferences', and 'Apps'. The 'Security Settings' section is active, showing two main areas: 'Update Password' and 'Update Security Questions'. The 'Update Password' section has fields for 'Current Password', 'New Password', and 'Repeat New Password to confirm'. The 'Update Security Questions' section has two questions: 'Security Question #1' with a dropdown menu and 'Answer #1' field, and 'Security Question #2' with a dropdown menu and 'Answer #2' field. A 'Save' button is at the bottom right.

MyPath Training Link – to view MyPath training videos; short “How To” Videos you can watch any time Log into Dayforce and click the ? symbol at the upper right on the Home screen to view MyPath videos.



On the MyPath screen:

- Click + Employee Training
- Click + A Day in the life of an employee
 - View Getting started for employees
 - View Benefits enrollment (if you are new) or submitting a life event change
 - View Your information
- Use the link below to view the MyPath videos if you cannot login to Dayforce yet
<https://hcmeducation.dayforce.com/wp-content/uploads/archkck0818>