Dayforce Manager Training

Prerequisite:

• Dayforce Employee Training

To begin the training: This course will take approximately 2 to 3 hours to complete. You will utilize the Archdiocese Dayforce System for employee payroll and benefit information.

1. Click your Internet Browser: Please use either Internet Explorer or Firefox ESR

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

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

- **Company** – archkck
- **User Name** – lastname.firstname   (Be sure there is a period between names)
- **Password** – same password you have been using

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.

1. 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.

2. From the Table of Contents on the left, expand the section by clicking to open "Manager Training" and then click to open: A day in the life of a manager.

3. Select and launch "Getting started for managers".

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 or click on the ? in the upper right side 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 "Try It" option as you view each video.

Day in the Life of a Manager:

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

- ☐ Resolving a timesheet problem

Submitting and approving time away from work requests

- ☐ Managing time away from work requests

- ☐ Recording time off for employees

Viewing, editing, and approving employee timesheets
Hourly employees will see hours worked each day, vacation, sick and holidays; and if they are assigned a schedule, they will also see the set schedule each day.
Salary employees will see only time off; vacation, sick and holidays.

- ☐ Introducing the timesheet

Reviewing and updating timesheets

- ☐ Finding and correcting timesheet problems

- ☐ Allowing an early start or late departure

- ☐ Recording sick time using a pay adjustment

- ☐ Authorizing a timesheet

Your account

- Delegating your role
  - **CAUTION:** Under "Restrict Private Information" be sure to check pay information and PII documents (personal documents)

Using the Dayforce HCM mobile App   (under Manager Training)

Note:
We have requested that employees check with their manager for permission before downloading the Dayforcehcm App to their smartphone.

Your work Email should be entered into Forms >> Contact Details as your Email address before you access the mobile app on your phone; **be sure Alerts are check marked**. Your Email will be used for verification.

- Access the Manager Dayforce 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 the first time you login with your smartphone

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

   Salary Employees will frequently use; Time Away and Timesheet features

   MANAGERS will frequently use; Attendance (to approve time) and Time Off (to approve time away requests)

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

Password – same password