



Up and Running with Dayforce HCM 8.50

a Dayforce HCM *MyPath* guide

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Employee Training.

To begin the training:

1. From the Table of Contents on the left, expand the section: A day in the life of an employee.
2. Review the Section overview.
3. Select and launch Getting started for employees.

This course will take approximately 90 minutes to complete.

- A day in the life of an employee - 25 minutes
- Entering time - 10 minutes
- Schedule - 15 minutes
- Pay - 10 minutes
- Benefits enrollment - 15 minutes
- Your information - 15 minutes

To continue:

1. From the Table of Contents, select the first lesson: Getting started for employees.

A day in the life of an employee.

In this section you'll review the tasks an employee will regularly perform in Dayforce HCM.

If this is the first time you've seen Dayforce you're probably wondering how, and when, you'll be using it. The lessons in this section help answer those questions and demonstrate how Dayforce makes your time at work easier and more enjoyable.

Keep in mind this is just an overview. Everything you'll learn in this section is covered in more detail later in the training.

To continue:

1. From the table of contents on the left, select the first lesson: **Getting started for employees**
2. Complete the full-screen interactive training video: **Try it!**
3. Then complete the quiz: **Know it?**

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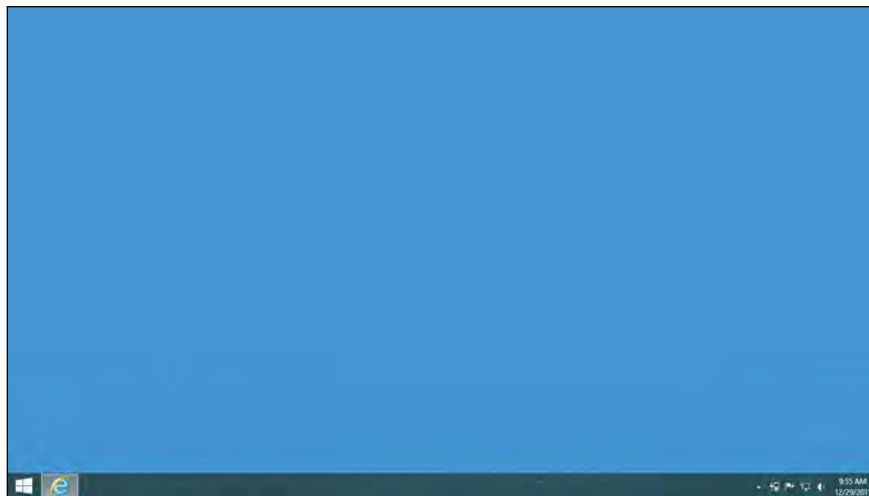
Please refer to: <http://mypathprod.dayforce.com/getting-started-for-employees>

Procedure

Scenario

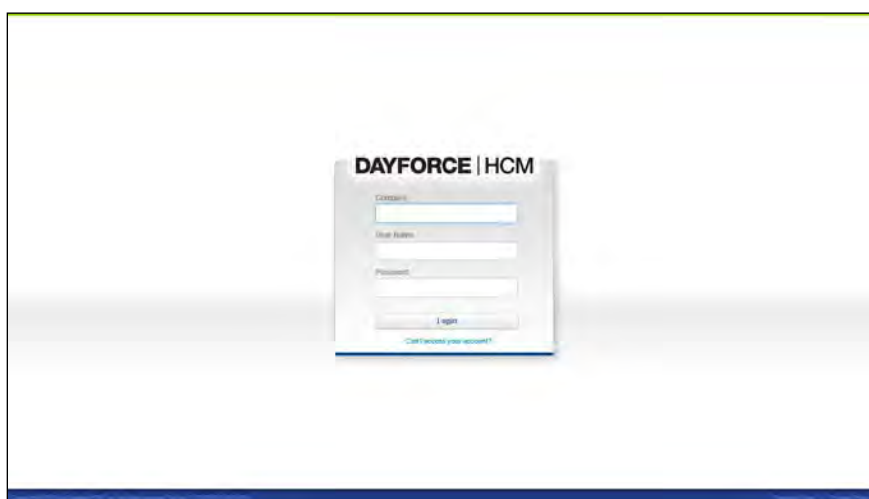
This scenario is presented using the fictitious XYZ company.

Beginning with a day in the life of an employee, let's log in to Dayforce for the first time and explore some of the tasks you'll routinely perform.



Step	Action
1.	<p>Navigate to the Dayforce HCM website</p> <p>Dayforce is a website that runs in any internet browser.</p> <p>You might see a link to the Dayforce website The computer you use on the job may have a link to the Dayforce website that makes logging in easier.</p> <p>In this example, log in by launching Internet Explorer.</p> 
2.	Click in your browser's Address field.
3.	Enter the desired information into the field. Enter " www.dayforcehcm.com ".
4.	Press [Enter] .

Step	Action
5.	<p>Getting in</p> <p>You might get logged in automatically Some organizations will log you in automatically. This will happen if your organization uses "Single Sign On" which is pretty rare. Most people will log in using a username and password.</p> <p>Logging in In this example, you'll log in. There are 3 fields to complete: Company, User Name, and Password.</p>



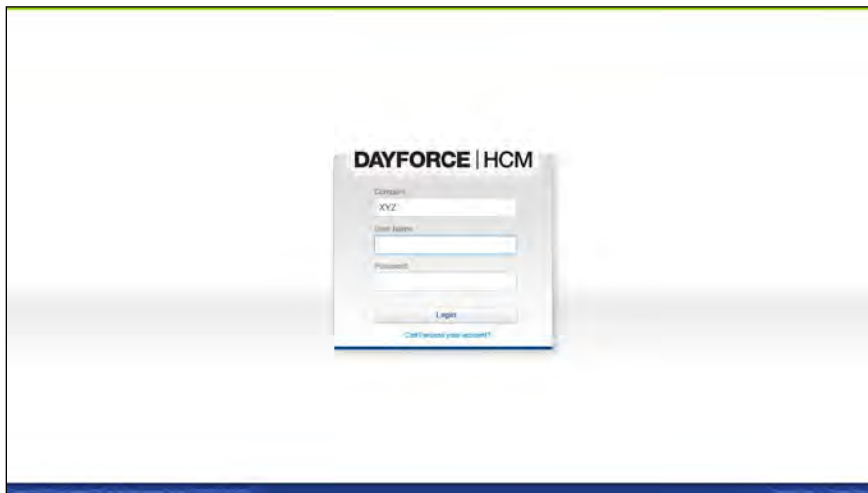
Step	Action
6.	<p>Log in to Dayforce HCM</p> <p>In this example, the Company name is XYZ.</p> <p>Click in the Company field.</p> <div data-bbox="441 1423 893 1491" style="border: 1px solid black; height: 30px; width: 278px;"></div>
7.	<p>Enter the desired information into the Company field. Enter "XYZ".</p>

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Step	Action
8.	Click in the User Name field. <div data-bbox="347 829 795 892" data-label="Form"> <input type="text"/></div>



Step	Action
9.	Enter the desired information into the User Name field. Enter " ABoyd4898 ".
10.	Click in the Password field. <div data-bbox="347 1648 795 1711" data-label="Form"> <input type="password"/></div>
11.	Enter the desired information into the Password field. Enter " password1980 ".

Step	Action
12.	<p>Resetting your password</p> <p>If you forget your password, you can reset it by clicking the Can't access your account? link beneath the Login button. The application prompts you to enter your user name or E-mail address. Click Submit.</p> <p>The application sends you an e-mail with a URL. Click the link inside the e-mail and you will be prompted to reset your password.</p>




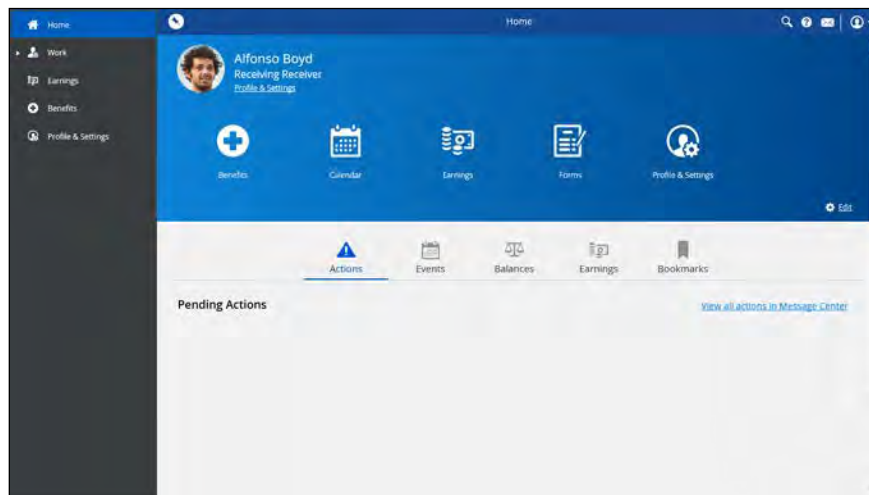
Step	Action
13.	<p>Click the Login button.</p> 
14.	<p>Home</p> <p>When you first log into Dayforce you'll be brought to the Home screen.</p> <p>The icons in the blue section of the screen are your Favorites. These are features in Dayforce you'll access most often. You can change what's in your Favorites by clicking on the Edit button.</p> <p>You can also display your messages, earnings, balances, and events by clicking on the icons near the middle of the screen.</p>

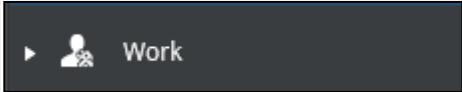
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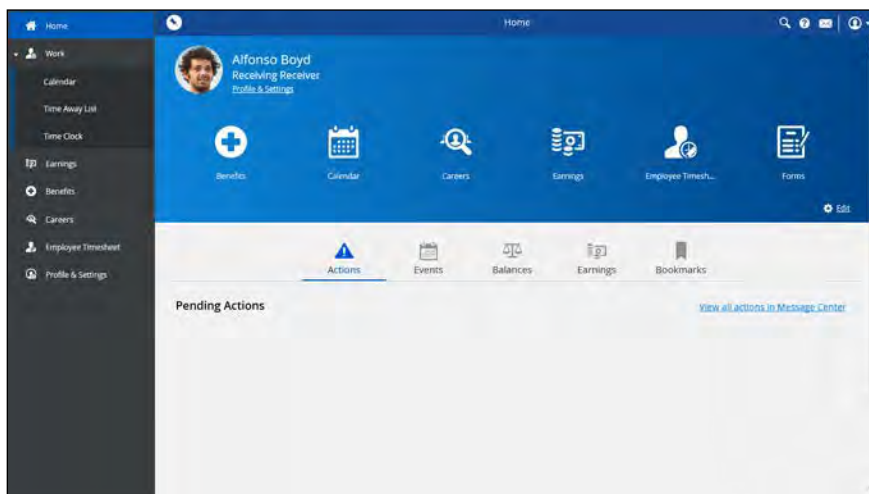
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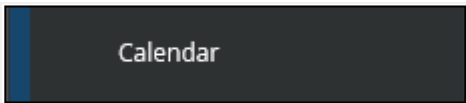
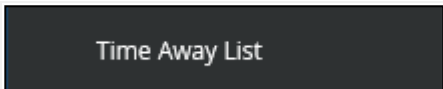
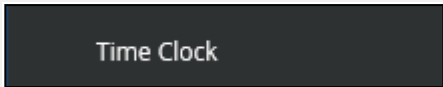


Step	Action
15.	<p>Pin the Navigation Panel</p> <p>Since we'll be looking at few different screens, we'll pin the Navigation Panel and leave it open for the rest of the lesson.</p> <p>Click the Pin button.</p> 



Step	Action
16.	<p>Now that we're familiar with Home, let's review the Work screens</p> <p>Click the Work button.</p> 
17.	<p>Work</p> <p>The Work screens help you manage your schedule, request time away from work and perform punches.</p> <p>Let's continue our overview and take a quick look at each feature.</p>

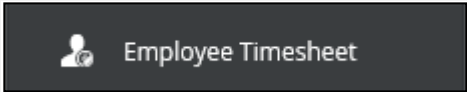




Step	Action
18.	<p>First, open the Calendar</p> <p>Click the Calendar button.</p> 
19.	<p>Calendar</p> <p>The Calendar screen displays your scheduled shifts, time worked, and any pending or approved time away from work requests.</p> <p>You're able to select any date on the calendar to get a more detailed view of its events. You can also create a new time away from work request directly from the Calendar.</p>
20.	<p>Moving on, we'll review the Time Away List next</p> <p>Click the Time away List button.</p> 
21.	<p>Time Away List</p> <p>This is where you'll request time away from work, manage existing requests, and check your balances.</p>
22.	<p>Let's open the Time Clock next</p> <p>Click the Time Clock button.</p> 

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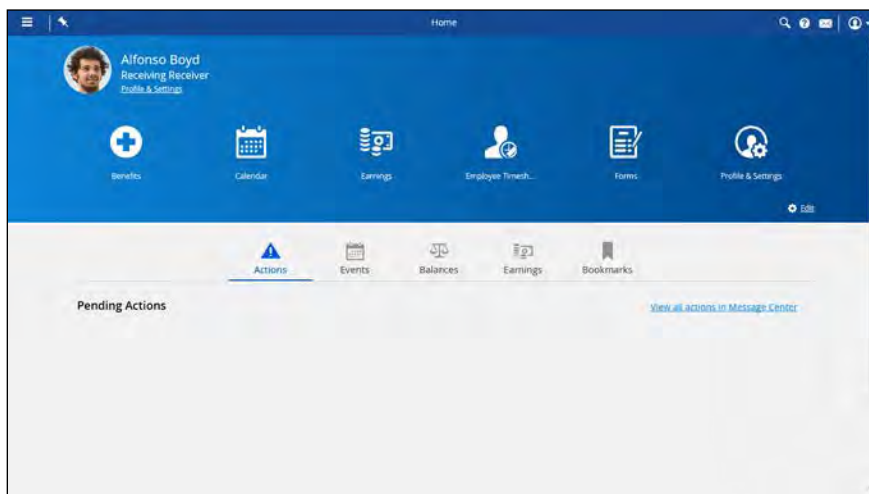
Step	Action
23.	<p>Time Clock</p> <p>If you're required to punch in and out for your shift and meals you might use the Time Clock.</p> <p>You can click the appropriate button to perform a punch and it will automatically be reported on your timesheet.</p>
24.	<p>Next, we'll review the Employee Timesheet</p> <p>Click the Employee Timesheet button.</p> 
25.	<p>Employee Timesheet</p> <p>In the Employee Timesheet you can review and authorize your punches.</p> <p>This screen shows when you worked, how your punches line up against your scheduled shift, and the Pay Code that will be used to classify your earnings.</p> <p>You can expand the menu above the timesheet to review your balances, pay information, and any problems that might be associated with the active timesheet.</p>
26.	<p>Lastly, we'll to logout of Dayforce</p> <p>Click the Profile button.</p> 
27.	<p>Click the Logout button.</p> 
28.	<p>This concludes our introduction to Dayforce HCM!</p> <p>Now that you're familiar with how to navigate Dayforce you can continue on with your training and learn how to use the system in greater detail.</p>
29.	<p>End of Procedure.</p>



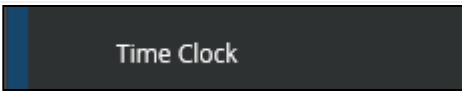
Please refer to: <http://mypathprod.dayforce.com/clocking-in-for-work>

Procedure

Scenario

Continuing with our day in the life section, you just got to work for your 9 AM shift. Clock in for your shift.



Step	Action
1.	<p>First, open the Time Clock</p> <p>Click the Menu button.</p> 
2.	<p>Click the Work button.</p> 
3.	<p>Click the Time Clock button.</p> 
4.	<p>Start your shift</p> <p>When you're ready to begin working you'll punch in.</p> <p>Once your punch is successful, Dayforce starts capturing your time and reporting it on your timesheet.</p> <p>Click the Meal Start button.</p>
5.	<p>Your punch in was successful!</p> <p>Dayforce will confirm that your punch was successful and then your available options on the Time clock will change.</p> <p>You now only have the ability to punch out or start your meal.</p>

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Step	Action
6.	<p>Punch out for lunch</p> <p>After working for a few hours, you're pretty hungry and are ready to take your meal break.</p> <p>Since your meal is unpaid you'll temporarily punch out.</p> <p>Click the Meal Start button.</p>
7.	<p>Your punch out was successful!</p> <p>You're now off the clock and ready to chow down.</p> <p>Enjoy your break! Return to the Time Clock and punch back in when your meal is done.</p>
8.	<p>Return to work</p> <p>After a satisfying meal you have the energy you need to finish the day.</p> <p>End your meal to get back on the clock and continue with your shift. Forgetting to end a meal can prevent you from punching out at the end of the day and can cause inaccurate timesheet reporting.</p> <p>Click the Meal End button.</p>
9.	<p>Your punch in was successful!</p> <p>Your meal has ended and you're back on the clock.</p> <p>Your unpaid meal is over. You'll be compensated from now until the time you punch out, assuming you have no remaining unpaid breaks.</p>
10.	<p>End your shift</p> <p>You've reached the end of the day and it's time to head out.</p> <p>Punch out to end your shift.</p> <p>Click the Out button.</p>
11.	<p>You've successfully performed all of your punches!</p> <p>Your completed shift is now accurately recorded and reported.</p> <p>You'll be compensated from the time you first punched in until the start of your meal and from the end of your meal to the end of your shift.</p> <p>This data is automatically stored in your Dayforce timesheet and there's nothing else you need to do!</p>
12.	<p>End of Procedure.</p>

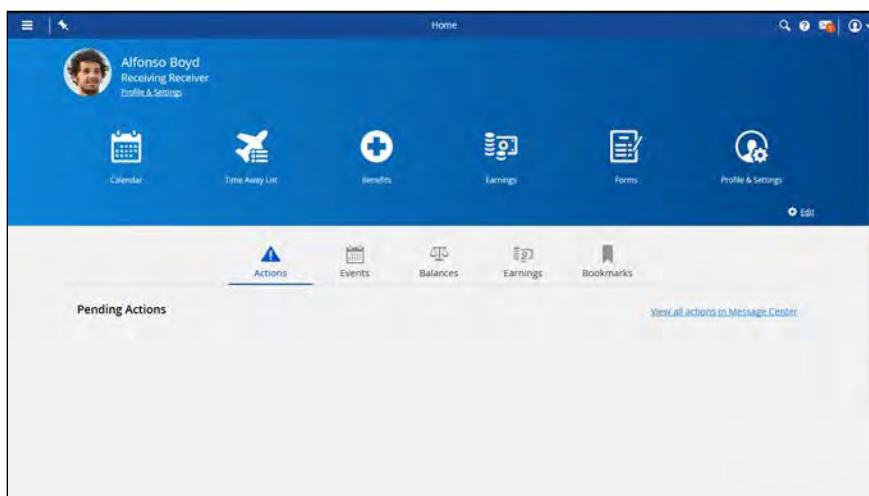
Please refer to: <http://mypathprod.dayforce.com/requesting-time-away-from-work>


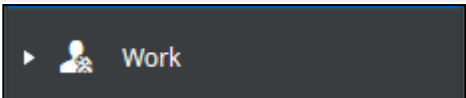
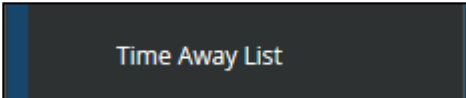
Procedure

Scenario

You spoke to your manager earlier today about taking a week of vacation in February.

They didn't mind and asked you to submit the request through Dayforce.










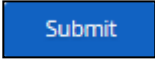
Step	Action
1.	<p>First, open the Time Away List</p> <p>Click the Menu button.</p> 
2.	<p>Click the Work button.</p> 
3.	<p>Click the Time Away List button.</p> 

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Step	Action
4.	<p>Create a new request</p> <p>Time Away List is where you'll create new requests and manage your existing requests.</p> <p>Click the Request New Time Off button.</p> 
5.	<p>Select the reason</p> <p>Dayforce knows your time off policies and uses the Reason to determine if and how you'll be paid during your time off.</p> <p>Click the Reason menu.</p> 
6.	<p>Keep in mind that this simulation shows common time off reasons. When you log into Dayforce you'll see your own organization's reasons.</p> <p>Click the Vacation list item.</p> 
7.	<p>Request Vacation from February 8 to 12</p> <p>Use the Calendar buttons to enter these dates in the Start and End fields.</p> <p>Click the Start Date button.</p> 
8.	<p>Click the February 8, 2016 button.</p> 
9.	<p>Click the End Date button.</p> 
10.	<p>Click the February 12, 2016 button.</p> 
11.	<p>Review your Balance Details</p> <p>You can expand the Balance Details pane to see how your request will affect your time off balances.</p> <p>Click the Balance Details button.</p>

Step	Action
12.	<p>Accrued Balances</p> <p>If your time off request counts towards any accrued balances, such as vacation or sick time, the amount of time requested will show in the Pending column.</p> <p>Once the request is approved by your manager it will move to the Approved column.</p>
13.	<p>Submit the request</p> <p>Click the Submit button.</p> 
14.	<p>You've successfully created a new request!</p> <p>The request now appears as Pending in the Time Away List.</p> <p>The next time your manager logs on to Dayforce, they'll be notified of your request and submit a response.</p>
15.	<p>End of Procedure.</p>

Beyond the basics: time away from work.

On top of requesting time away, you can use the My Time Away panel to view your balances and modify existing requests.

After completing this lesson, you'll be able to:

- Review your existing requests
- Change or delete a pending request

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**

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Narrated by Joel Harris

Senior eLearning Consultant

Toronto, Ontario

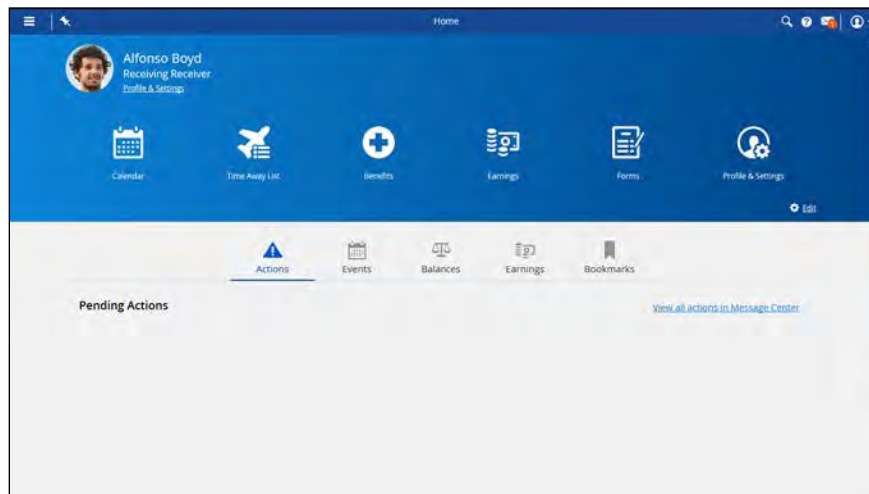
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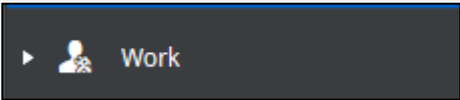
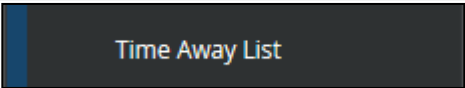
Procedure




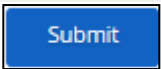
Scenario

You've decided to cancel your vacation in August and extend your trip in September.

Delete one request and modify another.



Step	Action
1.	Display the Time Away List Click the Menu button. 
2.	Click the Work button. 
3.	Click the Time Away List button. 

Step	Action
4.	<p>Cancel your approved request for August</p> <p>To cancel a request, select it and click the Cancel Request button.</p> <p>Click the August Request.</p>
5.	<p>Enter a comment</p> <p>Write a short note explaining why you're cancelling this request.</p> <p>Click in the Employee Comments field.</p>
6.	<p>Enter the desired information into the Employee Comments field. Enter "Family reunion cancelled".</p>
7.	<p>Click the Cancel Request button.</p> 
8.	<p>Your cancellation has been sent to your manager for approval</p> <p>Modifications to an approved request require the approval of your manager.</p> <p>Until your manager logs in to approve the change it will show a status of Cancellation Pending.</p>
9.	<p>Extend your trip in September by two days</p> <p>To modify a pending request first expand it and then update its details.</p> <p>Click the September Request.</p>
10.	<p>Extend the End Date of your request</p> <p>Click the End Date button.</p> 
11.	<p>Click in the September 11, 2016 field.</p> 
12.	<p>Submit your changes</p> <p>Click the Submit button.</p> 
13.	<p>You've successfully modified your requests!</p> <p>Using the Time Away List you were able to cancel your approved request in August and extend your pending request in September by two days.</p>

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Step	Action
14.	End of Procedure.

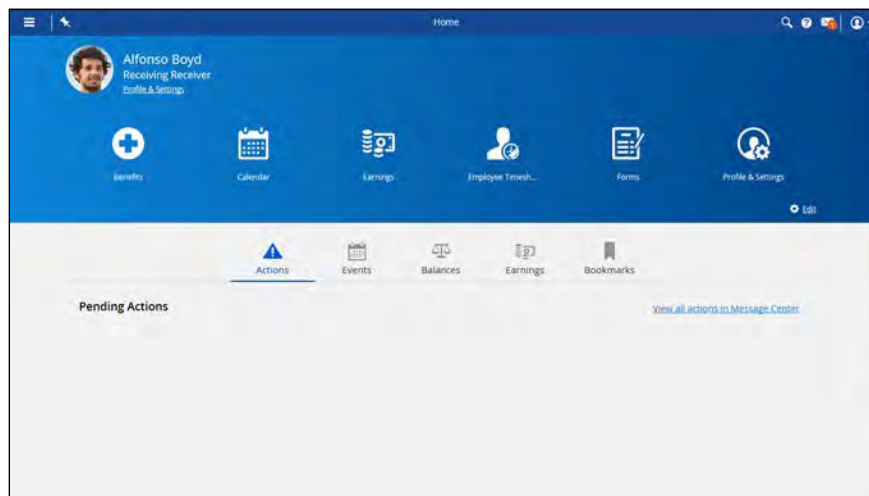
Please refer to: <http://mypathprod.dayforce.com/viewing-your-earnings-statement>


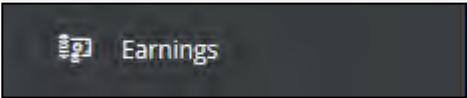
Procedure




You can view earnings for the latest pay period as well as every past pay period. You can also print or save your earning statements.

Scenario

Check your earning statement to review your compensation and confirm your overtime pay was included.



Step	Action
1.	Click the Menu button. 
2.	Click the Earnings button. 
3.	Open your earning statement Click the Earning Statement .

Step	Action
4.	<p>Earning Summary</p> <p>When you open an earning statement you'll first see your summary. This provides you with a visual breakdown of your earnings and deductions.</p> <p>Using the summary screen you can confirm your overtime pay was included using the OT 1.5 pay code.</p> <p>To view your complete earning statement with your year-to-date balances navigate to the Statement tab.</p>
5.	<p>Click the Statement tab.</p> 
6.	<p>Earning Statement</p> <p>Your earning statement appears in the same format as a traditional printed pay stub.</p> <p>You're able to print your earning statement using the Print button or view past statements using the Arrow buttons at the top of the flyout.</p>
7.	<p>Click the Close button.</p> 
8.	<p>Click the Compensation tab.</p> 
9.	<p>End of Procedure.</p>

Review the lesson that applies to you.

Different roles record their time in different ways. Review the lesson in this section that is relevant to how you enter time.

Please refer to: <http://myathprod.dayforce.com/employee-timesheet-overview>

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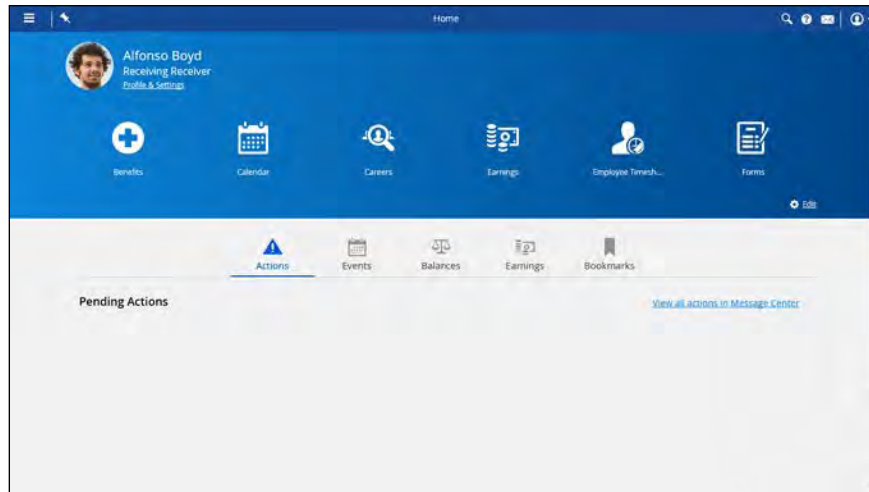
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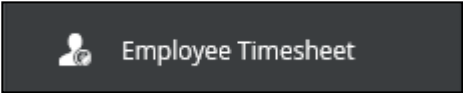



Procedure

Scenario

In this lesson, you'll review your timesheet and pay information.



Step	Action
1.	<p>First, navigate to the Employee Timesheet</p> <p>Click the Menu button.</p> 
2.	<p>Click the Employee Timesheet button.</p> 
3.	<p>Employee Timesheet Overview</p> <p>This is the Employee Timesheet. Every company uses timesheets in a different way. In this lesson, we'll review some of the more common things you'll see on a timesheet.</p> <p>When the Employee Timesheet loads, it will bring you to the current work week. You can navigate to a different week by clicking on the left and right arrows at the top of the screen.</p>
4.	<p>Shift details</p> <p>At the top you'll see your scheduled shift which includes your location, position, the start and end times of your shift and any meals or breaks you will take.</p> <p>Underneath shows your actual time worked. Depending on your organization this may be entered for you, or you may have the ability to enter time yourself.</p>

Step	Action
5.	<p>Shift details</p> <p>If you took time off, you may just see a number of hours on the timesheet for that day. This is a pay adjustment. Pay adjustments are used to correct or adjust time and attendance. Examples of pay adjustments include sick pay and vacation pay. In this example, you were sick on Tuesday.</p>
6.	<p>Timesheet entry status</p> <p>There are different icons that each indicate a different status for a shift. For example, a red icon indicates that you were scheduled but didn't work this day.</p> <p>In your own timesheet, you can hover your mouse over an icon to see what the status means.</p>
7.	<p>Review your pay information</p> <p>You can review how your hours entered affect your balances or pay information by expanding these panes above the timesheet. Let's expand the Pay pane.</p> <p>Click the Pay button.</p> 
8.	<p>Your pay information</p> <p>By expanding the Pay pane, you're able to see how your entered time will be paid out to you. This information is immediately updated when changes are made to your timesheet.</p> <p>Depending on your role, your timesheet may not impact how you're paid.</p>
9.	<p>This concludes the Employee Timesheet overview</p> <p>In this lesson we introduced the different features and icons you'll be using on your Employee Timesheet. It's important to check the timesheet often and ensure your hours are reported accurately to ensure you're paid correctly.</p>
10.	<p>End of Procedure.</p>

Entering hours in your timesheet.

If you're a salaried employee or you're exempt from having to clock you'll record your daily and weekly hours using Employee Timesheet. If you don't use a timesheet to record your hours, you'll use a clock to punch in and out.

After completing this lesson, you'll be able to:

- View your timesheet

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- Enter your time against different pay codes
- View your balances and your pay

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**



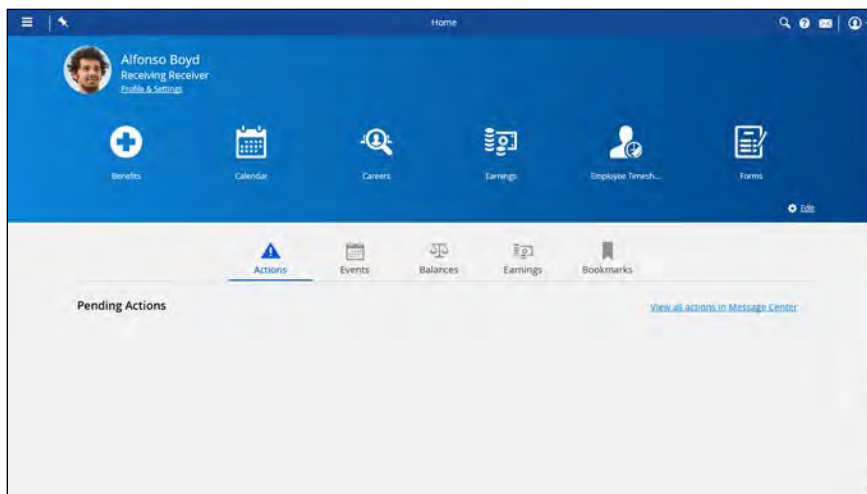
Procedure


Scenario

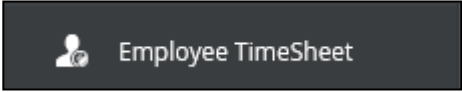

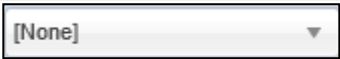
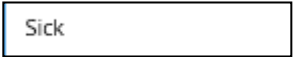



This scenario is presented using the fictitious XYZ company.

You were sick on Monday and worked an extra 30 minutes on Tuesday.

Use the Employee Timesheet to enter your hours for the week.







Step	Action
1.	<p>Begin by opening the Employee Timesheet</p> <p>Click the Expand button.</p> 



Step	Action
2.	<p>Click the Employee Timesheet button.</p> 
3.	<p>Enter your time for Monday</p> <p>You were away from work all day Monday due to an illness.</p> <p>Go ahead and enter a shift to your schedule using the 'Sick' Pay Code.</p> <p>Click in the Monday field.</p>
4.	<p>Click the Add Shift to Schedule button.</p> 
5.	<p>Click the Pay Code menu.</p> 
6.	<p>Click the Sick list item.</p> 
7.	<p>You've successfully entered your hours for Monday!</p> <p>In this example you usually work 7.5 hours a day and, therefore, 7.5 hours appear in the total when you add a shift to your schedule.</p> <p>Next, you'll enter your time on Tuesday.</p>
8.	<p>Enter your time for Tuesday</p> <p>Tuesday was particularly busy and you needed to work an additional 30 minutes after your regularly scheduled shift.</p> <p>Enter this time by changing your shift end time to 5:30 pm.</p> <p>Click in the Tuesday field.</p>
9.	<p>Click the Add Shift to Schedule button.</p> 
10.	<p>Click the Shift End button.</p> 
11.	<p>Click the 5:30 PM list item.</p> 

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Step	Action
12.	<p>You've successfully entered your hours for Tuesday!</p> <p>Your manager will review your Tuesday's overtime to ensure you are paid accordingly when they review your week's shifts.</p>
13.	<p>Enter your hours for the rest of the week.</p> <p>You worked your regular hours for the rest of the week. Let's enter the rest of the hours you worked.</p> <p>Click in the Wednesday field.</p>
14.	<p>Click the Add Shift to Schedule button.</p> 
15.	Click in the Thursday field.
16.	<p>Click the Add Shift to Schedule button.</p> 
17.	Click in the Friday field.
18.	<p>Click the Add Shift to Schedule button.</p> 
19.	<p>Review your Pay Information</p> <p>Let's review your pay details to ensure you are being paid for the 30 minutes of overtime on Tuesday.</p> <p>Click the Pay button.</p> 
20.	<p>Your pay information</p> <p>By expanding the Pay pane, you can see that 0.5 hours is being paid as overtime on Tuesday.</p> <p>Since this all looks good, you can go ahead and authorize and save your hours.</p>
21.	<p>Authorize your time</p> <p>Authorizing your time confirms you've checked it for accuracy and it's ready to be reviewed by your manager and sent to payroll.</p> <p>Highlight this week's shifts to authorize all your hours.</p> <p>Press the [Shift] key and click in the Monday schedule field.</p>

Step	Action
22.	Click the Authorize button. 
23.	Save your changes Click the Save button. 
24.	You've successfully entered time using the Employee Timesheet! In this lesson you were introduced to the Dayforce HCM Employee Timesheet. This is where you will enter and manage your time worked. Remember to always authorize and save your changes when you've confirmed your time is entered accurately.
25.	End of Procedure.

Please refer to: <http://mypathprod.dayforce.com/dayforce-touch-overview>

Procedure

Scenario

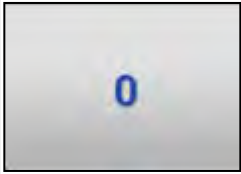
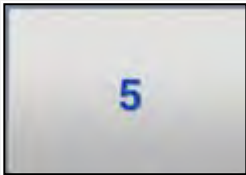
Learn how to navigate the Dayforce Touch and explore some of the different tasks it can perform. How you use the Touch Clock at work will depend on your organization and role, however, this lesson will introduce you to the most commonly used features on the platform.

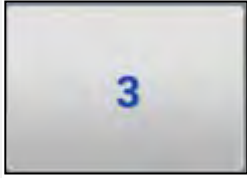
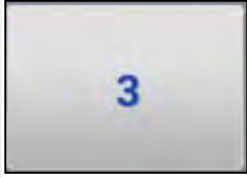
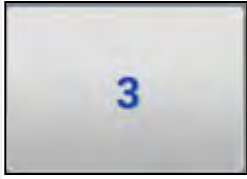
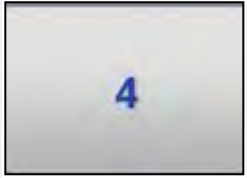
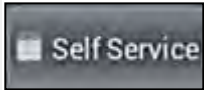
Step	Action
1.	Introducing Dayforce Touch Dayforce Touch is a tablet-based device that helps you capture your time and attendance data and perform self service tasks. When you first approach the device it will display the Home screen. This is where you can perform punches and access your self-service features.

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
2.	<p>Performing punches</p> <p>You'll primarily be using the Dayforce Touch to perform punches. You can punch in and out for shifts and meals to record your time at work. This is important as it affects how you're compensated.</p> <p>Go ahead and practice punching in.</p> <p>Tap Start Shift.</p>
3.	<p>Enter your badge number</p> <p>To perform a punch you'll first need to identify yourself. In this example you'll enter your badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition.</p> <p>Tap 0.</p> 
4.	<p>Tap 5.</p> 

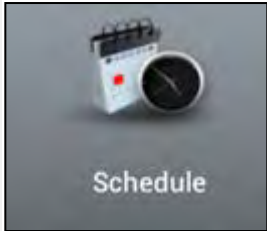


Step	Action
5.	Tap 3 . 
6.	Tap 3 . 
7.	Tap 3 . 
8.	Tap 4 . 
9.	<p>Your punch in was successful!</p> <p>After performing a punch you'll receive confirmation letting you know it was successful. The light at the top of the Dayforce Touch will also flash green.</p> <p>After you're finished punching you'll be brought back to the Home screen.</p>
10.	<p>Next, sign into Self Service</p> <p>This is where you'll access other Dayforce Touch features that aren't directly related to entering time.</p> <p>Tap Self Service.</p> 


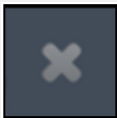
Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
11.	<p>Enter your badge number</p> <p>Just like entering time, you'll first need to identify yourself to access self-service features. In this example you'll enter your badge number.</p> <p>Tap 0.</p> 
12.	<p>Tap 5.</p> 
13.	<p>Tap 3.</p> 
14.	<p>Tap 3.</p> 
15.	<p>Tap 3.</p> 
16.	<p>Tap 4.</p> 

Step	Action
17.	<p>Self Service</p> <p>This is where you can perform self service tasks including updating your availability, checking when you work next, and requesting time off.</p> <p>Let's review how your schedule works on the Touch Clock and then take a look at the time off request feature.</p>
18.	<p>Open your schedule</p> <p>Tap Schedule.</p> 
19.	<p>Reading the schedule</p> <p>The schedule displays upcoming events.</p> <p>Shifts are represented on the schedule with blue dots, holidays with gift icons, and time away from work with airplanes.</p> <p>You can tap any event to view its details.</p>
20.	<p>Viewing shift details</p> <p>Find out when you're working on October 31st and what role you'll be performing.</p> <p>Tap Sunday October, 31.</p> 
21.	<p>Close the schedule and return to Self Service</p> <p>You now know you'll be working from 9AM to 5PM as a Packager at Plant 1. You could tap the shift details on the right to get more information about this shift.</p> <p>Tap Close.</p> 

Step	Action
22.	<p>Review the time away feature</p> <p>All time away from work requests will be made from Time Away in Self Service.</p> <p>Tap Time Away.</p>
23.	<p>Requesting time away</p> <p>Submitting a time off request on the Dayforce Touch is very similar to the desktop. After selecting your reason and dates you'll tap the Save icon to send it to your manager for approval.</p> <p>We aren't going to submit a request right now. We'll look at this feature in more detail in an upcoming lesson.</p>
24.	<p>Return to Self Service</p> <p>Tap Close.</p> 
25.	<p>Return to the Home screen</p> <p>Tap Close.</p> 
26.	<p>You've reached the end of the overview!</p> <p>Now that you're familiar with navigating the Dayforce Touch and have an idea of what tasks you'll use it for, you can move on to the next item in the table of contents and learn more about everything we introduced here.</p>
27.	<p>End of Procedure.</p>

Performing punches.

You'll punch in and out for your shift, meals, and breaks using the Dayforce Touch Clock. Punches are automatically stored on your timesheet and sent to your manager for approval.

After completing this lesson you'll be able to:

- Punch in and out of your shift on the Dayforce Touch Clock
- Punch out and back in for a meal on the Dayforce Touch Clock

To review the demo:

- Complete the full-screen interactive training video: ***Try It!***
- Then complete the quiz: ***Know It?***



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Procedure

Scenario

You're ready to begin working!

Perform all of your daily punches using the Dayforce Touch Clock.

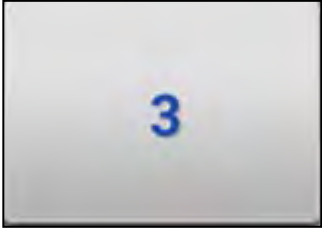
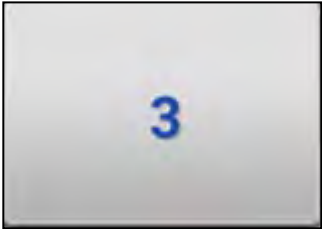
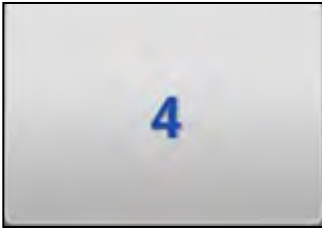


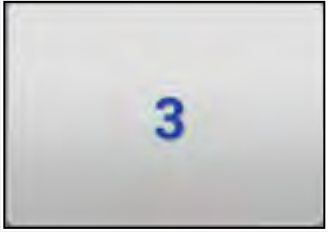
Training Guide


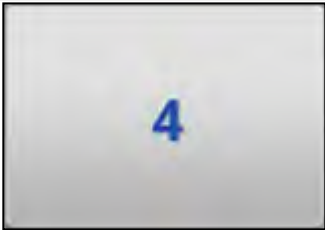
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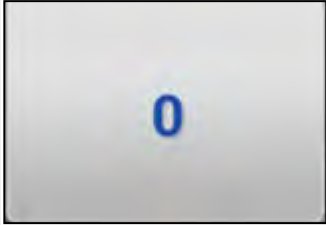
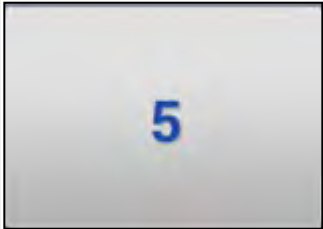
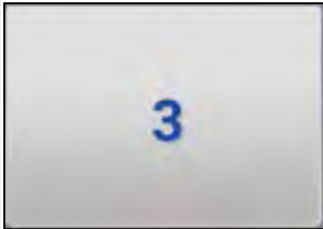
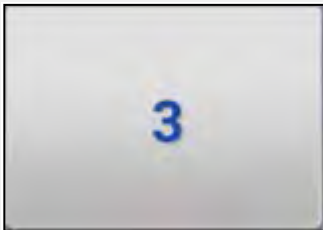



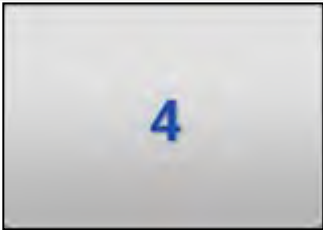
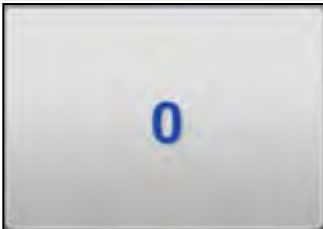
Step	Action
1.	<p>Start your shift</p> <p>When you're ready to begin working you'll punch in.</p> <p>Once your punch is successful the Dayforce Touch Clock starts capturing your time and reporting it on your timesheet.</p> <p>Tap Start Shift.</p>
2.	<p>Enter your badge number</p> <p>Use the keypad to enter your unique badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition.</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
3.	<p>Your badge number is: 053334.</p> <p>Tap 5.</p> 
4.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 

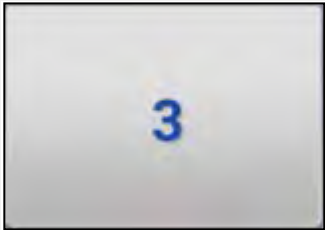
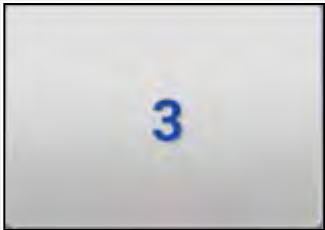
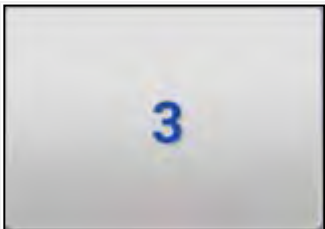
Step	Action
5.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
6.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
7.	<p>Your badge number is: 053334.</p> <p>Tap 4.</p> 
8.	<p>Your punch in was successful!</p> <p>After entering your badge number you'll receive confirmation letting you know you're punched in and ready to work.</p> <p>The light on the top of the Dayforce Touch Clock will also flash green.</p>
9.	<p>Punch out for lunch</p> <p>After working for a few hours you're pretty hungry and are ready to take your meal break.</p> <p>Since your meal is unpaid you'll temporarily punch out.</p> <p>Tap Start Meal.</p>

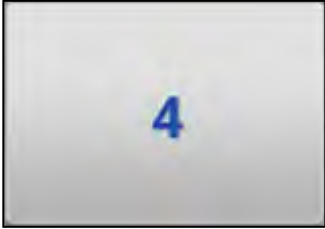
Step	Action
10.	<p>Enter your badge number</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
11.	<p>Your badge number is: 053334.</p> <p>Tap 5.</p> 
12.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
13.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 

Step	Action
14.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
15.	<p>Your badge number is: 053334.</p> <p>Tap 4.</p> 
16.	<p>Your punch out was successful!</p> <p>You're now off the clock and ready to chow down.</p> <p>Enjoy your break! Return to the Dayforce Touch Clock and punch back in when your meal is done.</p>
17.	<p>Return to work</p> <p>After a satisfying meal you have the energy you need to finish the day.</p> <p>End your meal to get back on the clock and continue with your shift. Forgetting to end a meal can prevent you from punching out at the end of the day and can cause inaccurate timesheet reporting.</p> <p>Tap End Meal.</p>

Step	Action
18.	<p>Enter your badge number</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
19.	<p>Your badge number is: 053334.</p> <p>Tap 5.</p> 
20.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
21.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 

Step	Action
22.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
23.	<p>Your badge number is: 053334.</p> <p>Tap 4.</p> 
24.	<p>Your punch in was successful!</p> <p>Your meal has ended and you're back on the clock.</p> <p>Your unpaid meal is over. You'll be compensated from now until the time you punch out, assuming you have no remaining unpaid breaks.</p>
25.	<p>End your shift</p> <p>You've reached the end of the day and it's time to head out.</p> <p>Punch out to end your shift.</p> <p>Tap End Shift.</p>
26.	<p>Enter your badge number</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 

Step	Action
27.	<p>Your badge number is: 053334.</p> <p>Tap 5.</p> 
28.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
29.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 
30.	<p>Your badge number is: 053334.</p> <p>Tap 3.</p> 

Step	Action
31.	<p>Your badge number is: 053334.</p> <p>Tap 4.</p> 
32.	<p>You've successfully performed all of your punches!</p> <p>Your completed shift is now accurately recorded and reported.</p> <p>You'll be compensated from the time you first punched in until the start of your meal and from the end of your meal to the end of your shift.</p> <p>This data is automatically stored in your Dayforce timesheet and there's nothing else you need to do!</p>
33.	<p>End of Procedure.</p>

Recording a work transfer.

Use work transfers to record which job you're performing.

When you punch in you're automatically recorded as working your primary job. If you're instead working another job, or you're performing both in a single shift, you'll need to use the Dayforce Touch Clock's work transfer feature.

It is important to accurately record which job you're performing for compensation and taxation purposes. Different jobs are often paid at different rates. Keep your timesheets accurate to ensure you're compensated properly and your year-end taxation forms are correct.

After completing this lesson you'll be able to:

- Perform a work transfer on the Dayforce Touch Clock

To review the demo:

- Complete the full-screen interactive training video: **Try It!**
- Then complete the quiz: **Know It**

Training Guide

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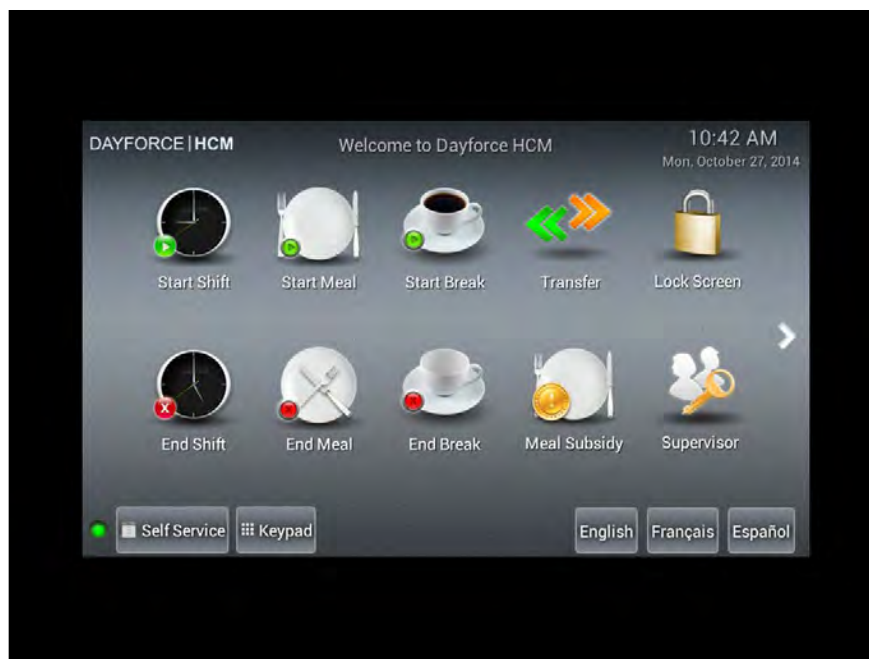
joel.harris@ceridian.com

Procedure

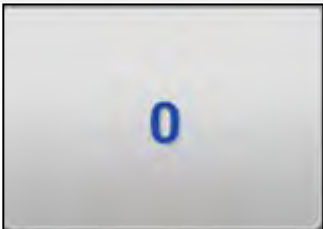
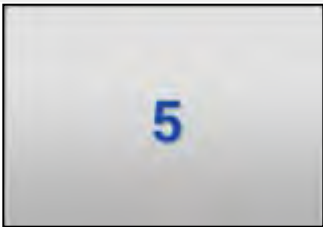
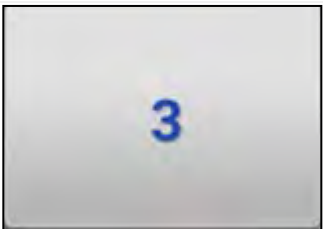
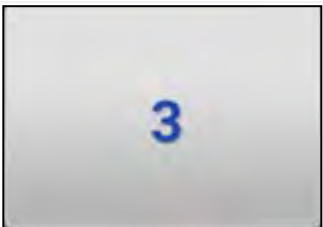
Scenario

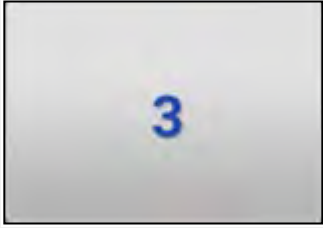
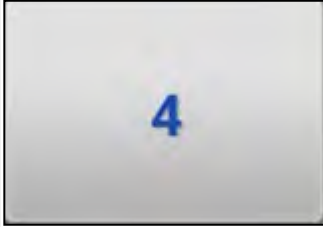
You won't be performing your usual job this shift.

Although you're primarily a Packaging Packager today you'll be working as a Receiving Receiver. Perform a work transfer on the Dayforce Touch Clock to ensure your shift is accurately reported on your timesheet.



Step	Action
1.	<p>Transfer to your secondary job</p> <p>In this scenario you've already punched in. When you punch in you're automatically set to your primary position.</p> <p>However, today you'll be performing a different role. Transfer to the Receiving Receiver job to ensure your shift is accurately reported on your timesheet.</p> <p>Tap Transfer.</p>

Step	Action
2.	<p>Enter your badge number</p> <p>Use the keypad to enter your unique badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition.</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
3.	<p>Tap 5.</p> 
4.	<p>Tap 3.</p> 
5.	<p>Tap 3.</p> 

Step	Action
6.	<p>Tap 3.</p> 
7.	<p>Tap 4.</p> 
8.	<p>Select the position you're performing</p> <p>All of your available work assignments are listed on this screen. Selecting a position will instantly change what job you're recorded as working.</p> <p>Today you'll be assuming the role of a Receiving Receiver.</p> <p>Tap Receiving Receiver.</p>
9.	<p>You've successfully performed a work transfer!</p> <p>You're now on the clock as a Receiving Receiver. You'll be paid and taxed accordingly.</p>
10.	<p>After performing a work transfer ...</p> <p>You can now begin working as a Receiving Receiver.</p> <p>If you need to switch back to your primary Packaging Packager role at a later time you can simply perform another work transfer. Multiple work transfers can be made in a single shift.</p> <p>When your shift is over you can punch out as you usually would using End Shift.</p>
11.	<p>End of Procedure.</p>

Updating your availability.

Use the Dayforce Touch Clock to inform your manager of changes to your availability.

If your ability to work certain days and times changes you can let them know you're unable to be scheduled.

After completing this lesson you'll be able to:

- Update your availability on the Dayforce Touch Clock

To review the demo:

- Complete the full-screen interactive training video: **Try It!**
- Then complete the quiz: **Know It**



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Procedure

Scenario

You're attending a professional development seminar series during the week of November 21st and are unable to be scheduled.

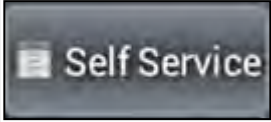


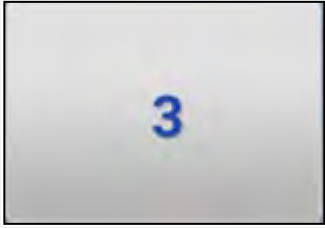
Update your availability to let your manager know you can't work during week.

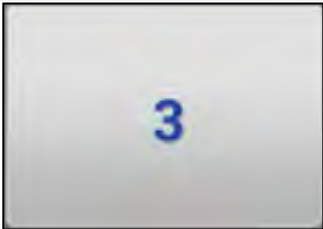
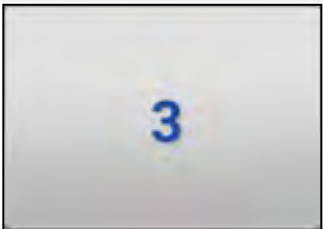
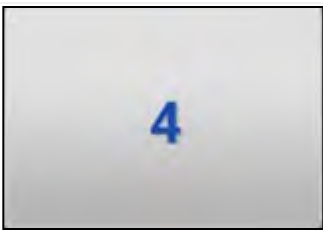



Training Guide

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Step	Action
1.	<p>First, sign into Self Service</p> <p>This is where you'll access the Availability feature.</p> <p>Tap Self Service.</p> 
2.	<p>Enter your badge number</p> <p>Use the keypad to enter your unique badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition.</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
3.	<p>Tap 5.</p> 
4.	<p>Tap 3.</p> 

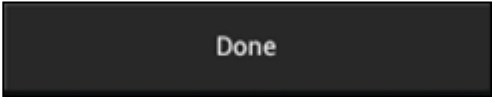

Step	Action
5.	<p>Tap 3.</p> 
6.	<p>Tap 3.</p> 
7.	<p>Tap 4.</p> 
8.	<p>Next, update your availability to be scheduled</p> <p>From November 21st - 28th you're unavailable to work.</p> <p>Setting your availability in Dayforce helps your manager make necessary scheduling adjustments to ensure he has appropriate labor coverage while you're unavailable.</p> <p>Tap Availability.</p>
9.	<p>Navigate to the week of November 21st</p> <p>Notice this week is uneditable.</p> <p>Your organization may have blackout periods when you're unable to change your availability. In this scenario you can't edit your availability for the current week. Changes must be made two weeks in advance.</p> <p>Tap Next.</p> 

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
10.	<p>Update your availability</p> <p>To change your availability for an entire week you'll modify one day and then copy that change to the remaining days.</p> <p>Tap Friday November 21, 2014.</p>
11.	<p>Switch Available from On to Off</p> <p>Because you can't work at all this week you'll set 'Available' to 'Off'.</p> <p>If you were only available for part of the day you would instead switch 'All Day' to 'Off' and set the times you're available to be scheduled.</p> <p>Tap On.</p> 
12.	<p>Now apply this availability change to the rest of the week</p> <p>Since you're unavailable to work all week you can copy this update to the remaining six days instead of updating them all individually.</p> <p>Tap Copy Friday availability to.</p>
13.	<p>Tap Saturday.</p> 
14.	<p>Tap Sunday.</p> 
15.	<p>Tap Monday.</p> 
16.	<p>Tap Tuesday.</p> 
17.	<p>Tap Wednesday.</p> 
18.	<p>Tap Thursday.</p> 

Step	Action
19.	Tap Done . 
20.	Tap Save . 
21.	<p>You've successfully updated your availability!</p> <p>Your manager is now aware that you're unable to be scheduled during the week of November 21st.</p> <p>Once they log into Dayforce and approve the change it will be made official. Until then, this screen will say Pending. When an approval, or rejection, has been made you'll receive a notification in your Message Center.</p>
22.	End of Procedure.

Checking your schedule.

Need to know when you work next? Use the Dayforce Touch Clock to check your schedule for upcoming shifts, holidays, and time away from work dates.

After completing this lesson you'll be able to:

- Check your schedule on the Dayforce Touch Clock

To review the demo:

- Complete the full-screen interactive training video: **Try It!**
- Then complete the quiz: **Know It**



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Procedure

Training Guide

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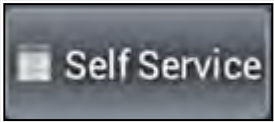


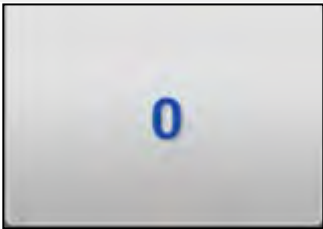
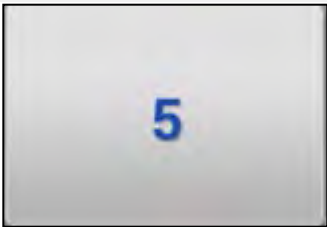
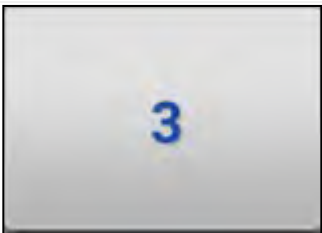
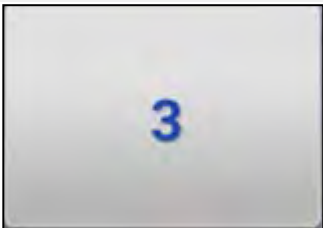
Scenario

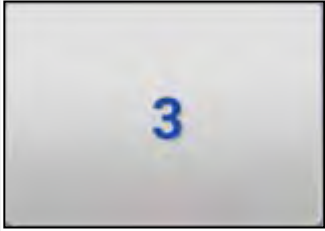


Your manager has posted the schedule for the upcoming week.

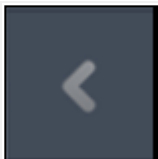

Review your shifts using the Dayforce Touch Clock.



Step	Action
1.	<p>First, sign into Self Service</p> <p>This is where you'll access the Schedule feature.</p> <p>Tap Self Service.</p> 

Step	Action
2.	<p>Enter your badge number</p> <p>Use the keypad to enter your unique badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition at this point.</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
3.	<p>Tap 5.</p> 
4.	<p>Tap 3.</p> 
5.	<p>Tap 3.</p> 

Step	Action
6.	Tap 3 . 
7.	Tap 4 . 
8.	Next, open your schedule Tap Schedule .
9.	Reading the schedule <p>The schedule displays upcoming events.</p> <p>Shifts are represented on the schedule with blue dots, holidays with gift icons, and time away from work with airplanes.</p> <p>You can tap any event to view its details.</p>
10.	Find out when you're working on October 31st and what role you'll be performing Tap Friday October, 31 . 
11.	Bring up more detailed information about this shift <p>You now know you're working from 9am-5pm as a Packaging Packager on October 31st, but you're interested in seeing when your meal is scheduled.</p> <p>Tap the Information Card.</p>

Step	Action
12.	<p>More detailed information about your shift is displayed</p> <p>You're now aware you'll be working from 9am-5pm and your meal is scheduled from 11:45am-12:15pm.</p> <p>If you were viewing a shift you already worked you'd be able to see your punches in the Actual column.</p> <p>You're finished with the schedule for now and can return to the clock's main screen.</p>
13.	<p>Return to the schedule</p> <p>Tap Back.</p> 
14.	<p>Close the schedule</p> <p>Tap Close.</p> 
15.	<p>End of Procedure.</p>

Requesting time away from work.

You're able to request time away from work using the Dayforce Touch Clock. Using this Self Service feature you can ask your manager for a vacation day, sick time, personal day, or any other time away from work type your organization offers.

Requests are sent directly to your manager and their response will be delivered to your Message Center (which you can also check on the Dayforce Touch Clock). Approved time away from work requests are automatically added to your schedule.

After completing this lesson you'll be able to:

- Request time away from work on the Dayforce Touch Clock

To review the demo:

Training Guide

Up and Running with Dayforce HCM 8.50



- Complete the full-screen interactive training video: **Try It!**
- Then complete the quiz: **Know It**



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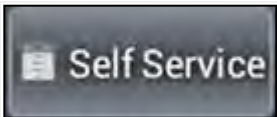
Procedure


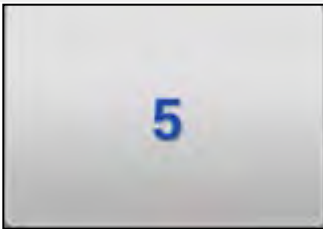
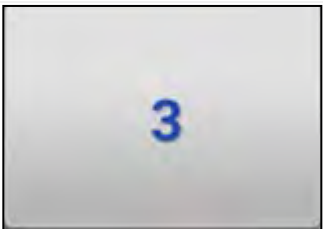

Scenario

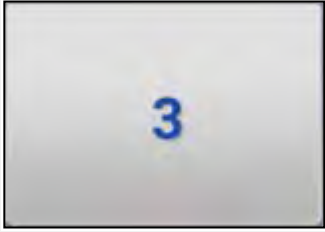
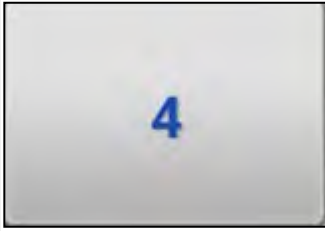
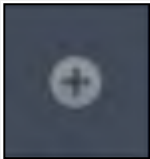
You'd like to use a vacation day on November 1st.



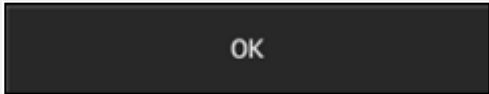
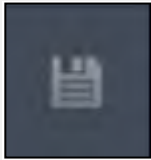
Request this day off work using the Dayforce Touch Clock.



Step	Action
1.	<p>First, sign into Self Service</p> <p>This is where you'll access the Time Away feature.</p> <p>Tap Self Service.</p> 

Step	Action
2.	<p>Enter your badge number</p> <p>Use the keypad to enter your unique badge number.</p> <p>Depending on your organization's preferences you instead might swipe your badge, scan your fingerprint, or pose for facial recognition.</p> <p>Your badge number is: 053334.</p> <p>Tap 0.</p> 
3.	<p>Tap 5.</p> 
4.	<p>Tap 3.</p> 
5.	<p>Tap 3.</p> 

Step	Action
6.	<p>Tap 3.</p> 
7.	<p>Tap 4.</p> 
8.	<p>Request a vacation day on November 1st</p> <p>All time away from work requests will be made from Time Away in Self Service.</p> <p>Tap Time Away.</p>
9.	<p>Create a new request</p> <p>Tap New.</p> 
10.	<p>First, select which type of time away from work request you're making</p> <p>You're going to be requesting a Vacation day.</p> <p>Tap Floating Holiday.</p>
11.	<p>Tap Vacation.</p>
12.	<p>Next, set the Start and End dates</p> <p>Because you're only requesting one day off work, both the Start and End dates will be November 1, 2014.</p> <p>Tap Fri Oct 31, 2014.</p>

Step	Action
13.	<p>Set the month to November</p> <p>Tap Up.</p> 
14.	<p>Set the day to 1.</p> <p>Tap Up.</p> 
15.	<p>Tap OK.</p> 
16.	<p>Submit this request for approval</p> <p>Your request is complete and ready to be sent to your manager.</p> <p>Tap Save.</p> 
17.	<p>You've successfully submitted a time away from work request!</p> <p>Your request is now pending.</p> <p>When your manager logs into Dayforce they'll see and respond to your request. You'll receive a notification in your Message Center when they approve or deny it.</p>
18.	<p>End of Procedure.</p>

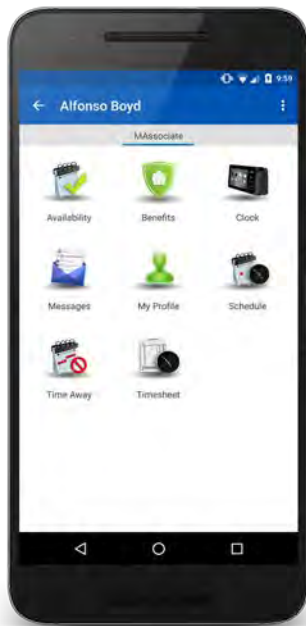
Dayforce HCM mobile app overview.

Training Guide

Up and Running with Dayforce HCM 8.50



The Dayforce HCM mobile app puts access to a variety of human capital management tasks into the hands of employees and managers. If your organization is using the app you can download it from your device's app store.



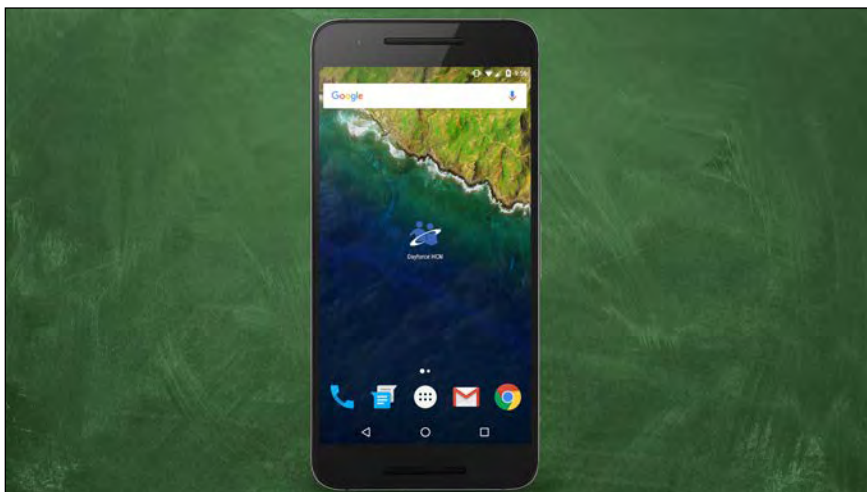
In this section of the MyPath Employee Training you'll learn how to use the Dayforce HCM mobile app.




Please refer to: <http://mypathprod.dayforce.com/getting-started-with-the-dayforce-hcm-app>

Procedure

Scenario

Log into the Dayforce HCM app and learn how to navigate the app. You'll also be introduced to some features of the app you'll be using on a regular basis.


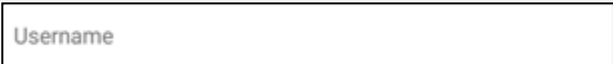





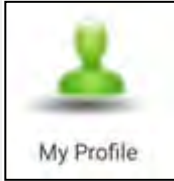



Step	Action
1.	<p>Launch the Dayforce HCM app</p> <p>Tap the Dayforce HCM icon after downloading the app from your device's app store.</p> <p>Tap the Dayforce HCM icon.</p> 
2.	<p>Connect your account</p> <p>The first time you open the app you'll need to connect your account before logging in.</p> <p>Tap Connect to Account.</p>
3.	<p>Tap OK.</p> 
4.	<p>Enter your Company ID</p> <p>This is the same Company ID you use to log into Dayforce using a computer. Ask your Manager or Human Resources for assistance if you're unsure of what the Company ID is.</p> <p>Tap the Company ID field.</p> 
5.	<p>Enter the desired information into the field. Enter "xyz".</p>


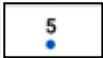

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
6.	<p>Verify your Company ID</p> <p>Tap Verify Company ID.</p> 
7.	<p>Next, enter your Username</p> <p>Tap the Username field.</p> 
8.	<p>Enter the desired information into the Username field. Enter "1848".</p>
9.	<p>Save your changes</p> <p>After entering your Company ID and Username tap Save and Continue to return to the Login screen.</p> <p>Tap Save and Continue.</p> 
10.	<p>Enter your Password and Login</p> <p>Tap the Password field.</p> 
11.	<p>Enter the desired information into the Password field. Enter "dayforce1".</p>
12.	<p>Tap Login.</p> 
13.	<p>Dayforce HCM app</p> <p>When you log in you'll be brought to the Home screen. From here you can access different areas of the app.</p> <p>In this overview you'll learn how to navigate the app and, in the upcoming lesson, you'll learn about these features in greater detail.</p> <p>The screens you see here will vary depending on your organization and role.</p>

Step	Action
14.	<p>Open My Profile</p> <p>Tap My Profile.</p> 
15.	<p>My Profile</p> <p>This is where you can review and update your personal and professional information that is stored in Dayforce. Changes made here will appear when you log into Dayforce using a computer.</p>
16.	<p>Return to the Home screen</p> <p>Tap Back.</p> 
17.	<p>Next, open the Clock</p> <p>Tap Clock.</p> 
18.	<p>Clock</p> <p>If your organization lets you punch in and out of work using the app you'll use this screen to do so.</p> <p>You'll learn more about punching on the app in a later lesson. For now, return to the Home screen.</p>
19.	<p>Tap Back.</p> 

Step	Action
20.	<p>Lastly, review the Schedule</p> <p>Tap Schedule.</p> 
21.	<p>Schedule</p> <p>You can use the Dayforce app to check when you work next. Days when you're scheduled to work have a blue dot under them.</p> <p>Tap any blue dot to view more information about your shift. Go ahead and check when you work on the 5th.</p>
22.	<p>Tap Tuesday, January 5.</p> 
23.	<p>Return to the Home screen</p> <p>Below the calendar you can see you're working from 7AM - 3PM on the 5th.</p> <p>Tap Back.</p> 
24.	<p>Dayforce HCM app</p> <p>This overview introduced you to logging into and navigating the app. In upcoming lessons you'll learn about everything here in greater detail.</p>
25.	<p>End of Procedure.</p>

Performing punches the Dayforce HCM app.

You can perform all of your daily punches using the Dayforce app.

By the end of this lesson you'll be able to:

- Launch the Clock
- Perform all of your daily punches

To review the demo:

1. Complete the full-screen interactive training video: *Try It!*



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Senior eLearning Consultant

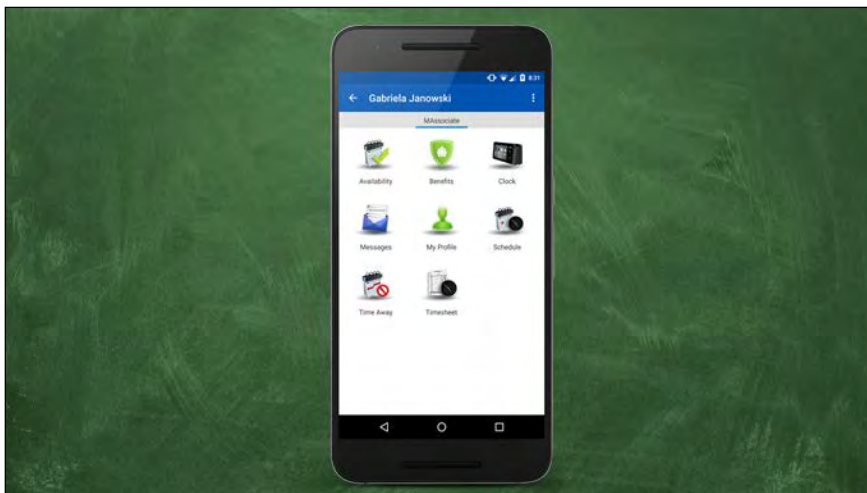
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Procedure

Scenario






Perform all of your daily punches using the Dayforce mobile app.







Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	<p>Start your shift</p> <p>When you're ready to begin working you'll punch in.</p> <p>Once your punch is successful the Dayforce app starts capturing your time and reports it on your timesheet.</p> <p>Tap Clock.</p> 
2.	<p>Punch in</p> <p>Tap Punch In.</p> 
3.	<p>Your punch in was successful!</p> <p>You're now on the clock and ready to begin working.</p> <p>Tap OK.</p> 
4.	<p>Punch out for lunch</p> <p>After working for a few hours you're pretty hungry and are ready to take your meal break.</p> <p>Since your meal is unpaid you'll temporarily punch out.</p> <p>Tap Start Meal.</p> 
5.	<p>Your punch out was successful!</p> <p>You're now off the clock and ready for lunch.</p> <p>Enjoy your break! Return to the Dayforce app and punch back in when your meal is done.</p> <p>Tap OK.</p> 

Step	Action
6.	<p>Return to work</p> <p>After a satisfying meal you have the energy you need to finish the day.</p> <p>Tap End Meal.</p> 
7.	<p>Your punch in was successful!</p> <p>Your meal has ended and you're back on the clock.</p> <p>Your unpaid meal is over. You'll be compensated from now until the time you punch out, assuming you have no remaining unpaid breaks.</p> <p>Tap OK.</p> 
8.	<p>End your shift</p> <p>You've reached the end of the day and it's time to head out.</p> <p>Punch out to end your shift.</p> <p>Tap Punch Out.</p> <p>Click the desired object.</p> 
9.	<p>Tap OK.</p> 
10.	<p>You've successfully performed all of your punches!</p> <p>Your completed shift is now accurately recorded and reported.</p> <p>You'll be compensated from the time you first punched in until the start of your meal and from the end of your meal to the end of your shift.</p> <p>This data is automatically stored in your Dayforce timesheet and there's nothing else you need to do!</p>
11.	<p>End of Procedure.</p>

Requesting time off on the Dayforce HCM app.

Dayforce keeps track of how much time you can take away from work and how much time you have already taken. These amounts are categorized into balances you have earned for time away from work. When you request time away from work using Dayforce, your request is sent to your manager for review and approval. You can request time off using the mobile app.

After completing this lesson, you'll be able to:

- Request time away from work for a single day or a range of dates using the Dayforce app

To review the demo:

1. Complete the full-screen interactive training video: ***Try It!***



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Senior eLearning Consultant

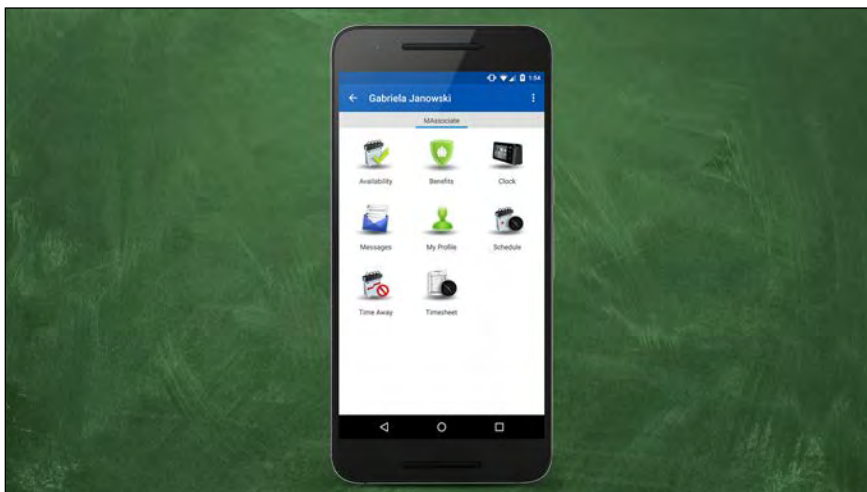
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Procedure

Scenario

Request two days of vacation in January using the Dayforce HCM app.








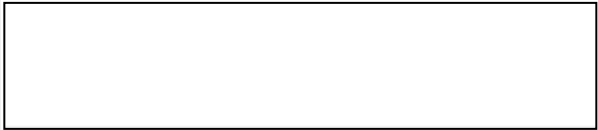




Step	Action
1.	<p>Open Time Away</p> <p>This is where you'll request time away from work.</p> <p>Tap Time Away.</p> 
2.	<p>Create a new request</p> <p>Tap the Expand button to create a new request. If you have any pending or approved requests they would be listed here.</p> <p>Tap Expand.</p> 
3.	<p>Tap New Request.</p> 

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
4.	<p>Select the reason</p> <p>Dayforce knows your time off policies and uses the Reason to determine if and how you'll be paid during your time off.</p> <p>Tap Vacation.</p> 
5.	<p>Select the Start and End dates</p> <p>In this example you'll be taking Vacation from January 11 to January 12.</p> <p>Tap Start.</p> 
6.	<p>Tap January, 11.</p> 
7.	<p>Tap OK.</p> 
8.	<p>Tap End.</p> 
9.	<p>Tap January, 12.</p> 
10.	<p>Tap OK.</p> 
11.	<p>Enter an employee comment</p> <p>Comments give your manager additional information about your request.</p> <p>Tap the Employee Comment field.</p> 

Step	Action
12.	Enter the desired information into the Employee Comment field. Enter " Family reunion ".
13.	<p>Submit your request for approval</p> <p>Tap Expand.</p> 
14.	<p>Tap Save.</p> 
15.	<p>You've successfully created a new time off request!</p> <p>The request now appears as Pending in Time Away.</p> <p>The next time your manager logs on to Dayforce they'll be notified of your request and submit a response.</p>
16.	End of Procedure.

Offering a shift to another employee.

You can trade your scheduled shifts using Dayforce by making them available for others to pick up, and by offering them directly to another employee.

After completing this lesson, you'll be able to:

- Offer a shift to another employee
- Cancel a shift offer
- Accept a shift offer

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**

Training Guide

Up and Running with Dayforce HCM 8.50



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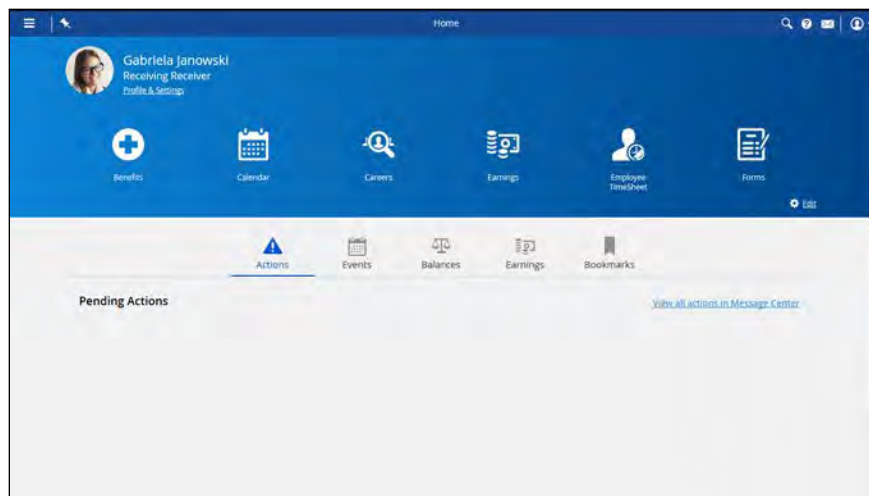
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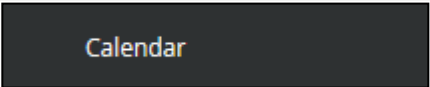
Procedure

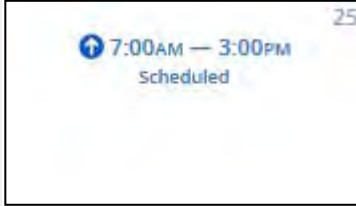
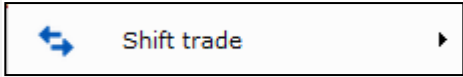
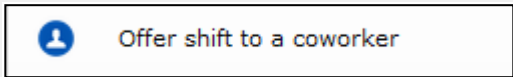



Scenario

You asked Alfonso Boyd to take your shift on Monday.

Go to the Calendar and offer your shift to Alfonso.



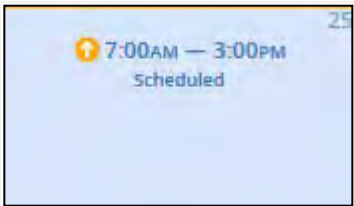

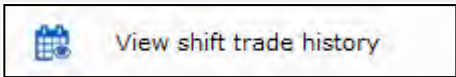
Step	Action
1.	<p>Start by opening the Calendar</p> <p>This is where you can offer shifts to your co-workers.</p> <p>Click the Menu button.</p> 
2.	<p>Click the Work menu.</p> 
3.	<p>Click the Calendar button.</p> 

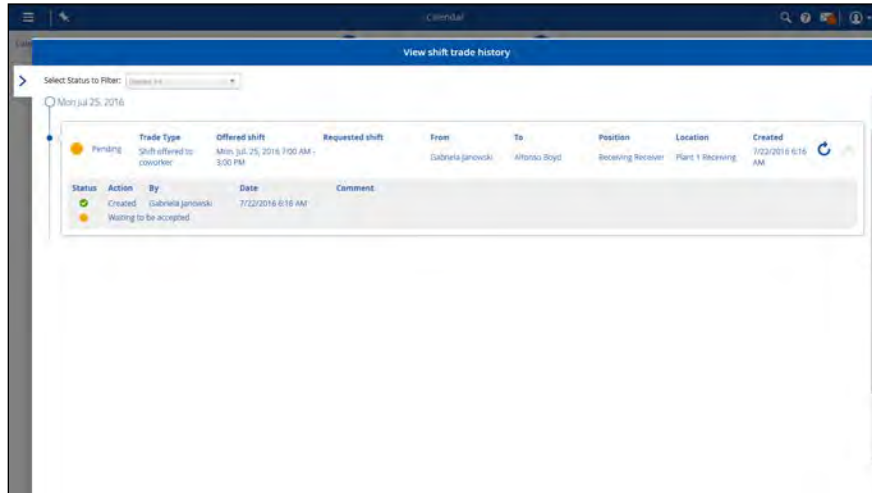
Step	Action
4.	<p>Offer your Monday shift to Alfonso</p> <p>You're unable to work your shift on Monday, however, you've spoke to Alfonso and he'll gladly work it for you.</p> <p>Click the Shift.</p> 
5.	<p>Click the Shift trade button.</p> 
6.	<p>Offering shifts</p> <p>There's a few different ways you can offer shifts to your coworkers.</p> <p>You can offer it to everyone who is eligible to work it, offer it to a specific coworker, or propose a shift swap.</p> <p>In this example you'll offer this shift to Alfonso Boyd.</p>
7.	<p>Click the Offer shift to a coworker button.</p> 
8.	<p>Offer this shift to Alfonso Boyd</p> <p>Click the Select coworker to offer shift to button.</p> 
9.	<p>Click the Alfonso Boyd list item.</p> 
10.	<p>Post your offer</p> <p>Posting an offer will send a request to the selected employee to accept your shift offer.</p> <p>Click the Post button.</p> 


Training Guide

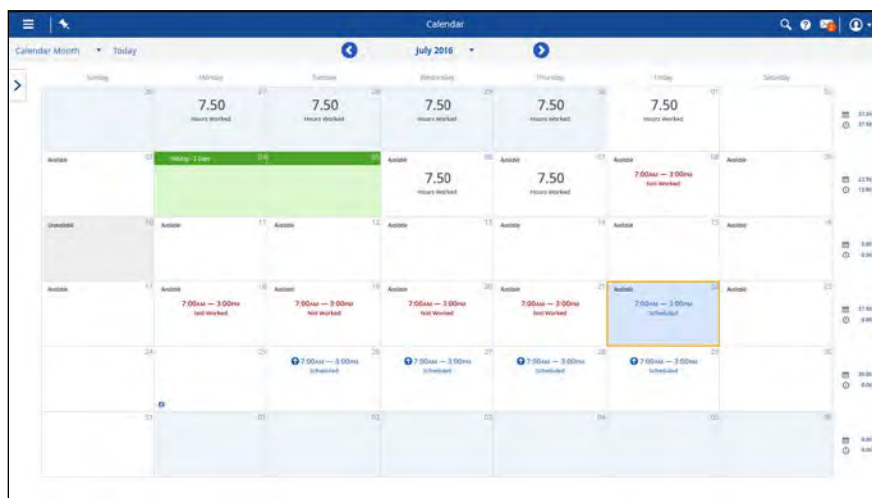
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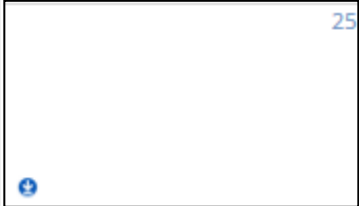
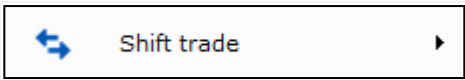
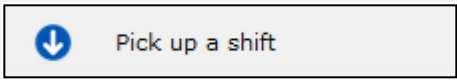
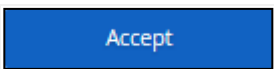


Step	Action
11.	<p>You've successfully offered a shift to a coworker!</p> <p>Your shift has been offered to Alfonso Boyd. Notice your posted shift now has a Yellow Arrow icon. This indicates it has been offered but hasn't yet been accepted.</p> <p>Next, we'll review how to view the details of a posted shift and how to cancel the offer.</p>
12.	<p>View the status of the trade</p> <p>You can view or cancel any shift trade while it is still pending.</p> <p>Click the Pending Shift.</p> 
13.	<p>Click the Shift trade list item.</p> 
14.	<p>Revoking a shift trade</p> <p>If you change your mind and need to cancel a shift trade proposal you can click Revoke shift trade at any time as long as the other employee has not yet accepted.</p> <p>This instantly cancels the trade request.</p>
15.	<p>View the status of the trade</p> <p>Click the View shift trade history list item.</p> 
16.	<p>View the details of your pending request</p> <p>You can click any entry in the View Shift Trade History flyout to review its details.</p> <p>Click the Shift trade object.</p>



Step	Action
17.	<p>Return to the Calendar</p> <p>After confirming your pending request looks good you can return to the Calendar.</p> <p>Click the Close pane.</p> 
18.	<p>We're now logged into Dayforce as Alfonso Boyd</p> <p>Let's review how you can accept a shift offered to you by a co-worker.</p>



Step	Action
19.	<p>Accept Gabriela's shift</p> <p>When a shift has been offered to you it will have a Down Arrow icon in the lower left corner of the shift.</p> <p>Click the Offered shift.</p> 
20.	<p>Click the Shift trade menu.</p> 
21.	<p>Click the Pick up a shift menu.</p> 
22.	<p>Accept Gabriela's shift</p> <p>Click the Accept button.</p> 
23.	<p>You've successfully offered and accepted a shift!</p> <p>The shift is now pending manager approval. Once your manager logs into Dayforce HCM and authorizes the shift it will appear on your Calendar as a scheduled shift.</p> <p>In this lesson you learned how to both offer a shift to a coworker and accept a shift offered to you.</p>
24.	<p>End of Procedure.</p>

Viewing and updating your availability.

In this lesson, you'll learn to use the My Availability panel to tell your manager at what time during the week you are available to work.

After completing this lesson, you'll be able to:

- Review your current availability
- Update your availability

To review the demo:

1. Complete the full-screen interactive training video: ***Try It!***
2. Then complete the quiz: ***Know It?***

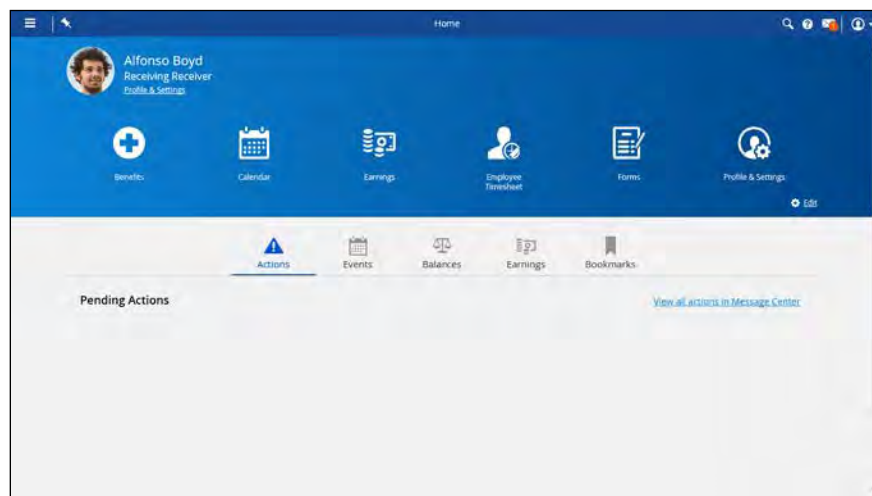


Procedure

Scenario

You're no longer able to be scheduled on weekends.



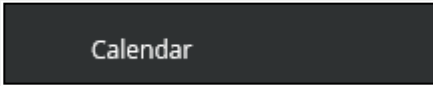

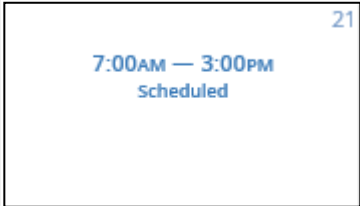
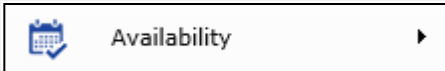
Update your availability in the Calendar to reflect this change.

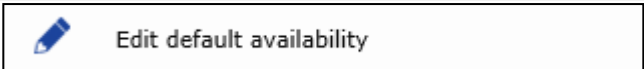


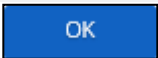


Training Guide

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Step	Action
1.	<p>Update your availability</p> <p>You'll update your availability from the Calendar.</p> <p>Click the Menu button.</p> 
2.	<p>Click in the Work field.</p> 
3.	<p>Click in the Calendar field.</p> 
4.	<p>Update your availability beginning next month</p> <p>Typically you'll need to provide two weeks for notice for availability changes.</p> <p>Click the Next Month button.</p> 
5.	<p>Update your availability</p> <p>Beginning on the week of March 21 you're no longer able to work weekends.</p> <p>Update your availability by clicking the March 21 shift.</p> <p>Click the March 21, 2016 Shift.</p> 
6.	<p>Click the Availability button.</p> 

Step	Action
7.	<p>Temporary or ongoing availability change?</p> <p>You can choose to temporarily change your availability for a specific week or edit your default availability going forward.</p> <p>In this example you'll edit your default availability.</p>
8.	<p>Click the Edit default availability list item.</p> 
9.	<p>Update your availability</p> <p>This screen displays your current availability. Use the controls to update your availability reflecting when you're able to be scheduled.</p> <p>In this lesson you're now unable to be scheduled on Sunday and Saturday.</p> <p>Click the Availability button.</p> 
10.	<p>Click the Availability button.</p> 
11.	<p>Save your changes</p> <p>Click the Save button.</p> 
12.	<p>You've successfully updated your availability!</p> <p>Your manager will now see that you're unable to be scheduled on weekends for the selected week and each week going forward.</p> <p>In some cases your availability request will need to be approved by your manager before it appears on your Calendar.</p>
13.	<p>End of Procedure.</p>

Overview of on-call shifts.

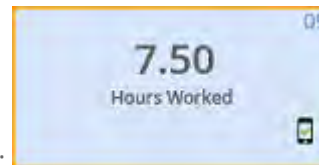
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Dayforce is your source for everything related to your schedule. You can see when you're scheduled to work or are on-call to work. Dayforce even notifies you when your manager asks you to work an on-call shift.

If your manager needs you to come in for an on-call shift, Dayforce sends a brief text message to your cell phone to alert you. With these notifications, you are conveniently kept informed of scheduling changes without the need of checking and re-checking your schedule.



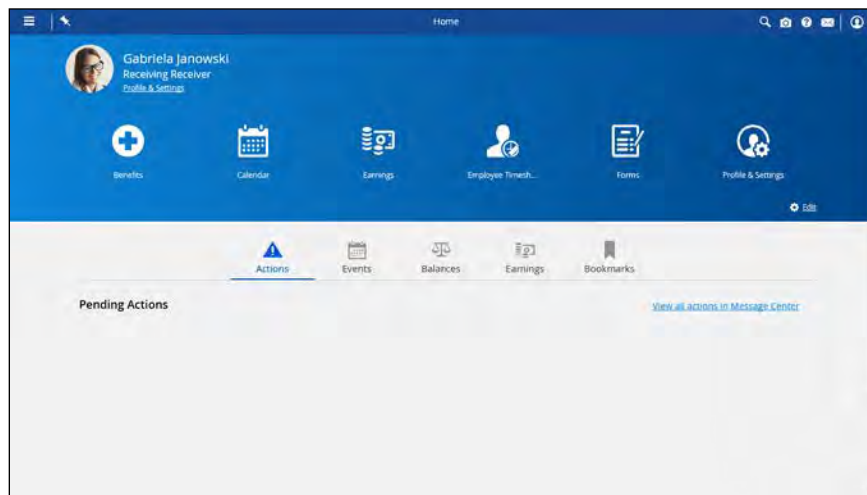
The application lists on-call shifts with a cell phone icon:


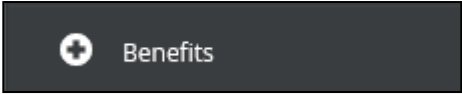
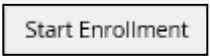
Please refer to: <http://mypathprod.dayforce.com/selecting-your-benefits>

Procedure

Scenario

Enroll in your benefits by selecting Health, Life Insurance, and Retirement options.



Step	Action
1.	<p>Open your benefits enrollment form</p> <p>You'll enroll in your benefits from the Benefits screen.</p> <p>Click the Menu button.</p> 
2.	<p>Begin your annual enrollment</p> <p>This is where you'll select your health, and insurance options.</p> <p>Click the Benefits button.</p> 
3.	<p>The Benefits Screen</p> <p>The benefits screen contains all information related to your benefits.</p> <p>You can view your current elections, submit a "life event" form that will modify your choices when changes to enrollment are required, and review previously submitted enrollments and benefit summaries.</p>
4.	<p>Begin your annual enrollment</p> <p>Click the Start Enrollment button.</p> 
5.	<p>This is just a sample enrollment</p> <p>Your employer will have different benefits and options. Don't worry if your enrollment looks completely different.</p> <p>Using this example you'll learn how to select your benefit options and forms.</p>

Training Guide

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Step	Action
6.	<p>Begin selecting your options</p> <p>Click the Next button.</p> <div> <div>Next</div> </div>

Step	Action
7.	<p>You can update your profile during your enrollment</p> <p>Updating your health and wellness, marital, and dependent information can impact your eligibility for certain options.</p> <p>In this example, your profile is already up to date so there's no need to edit this form.</p> <p>Click the Next button.</p> <div> <div>Next</div> </div>
8.	<p>Your benefit elections appear</p> <p>In the Elections form you'll review the plans available to you and decide which you'll enroll in for the year.</p>

Option	Coverage	X-rays
<input type="checkbox"/> Basic Dental Employee Start Date: 1/1/2017 Show Details	\$741 \$3.00 30% - Preventative 20% - Major	1/year per person <input type="checkbox"/>
<input type="checkbox"/> Premium Dental Employee Start Date: 1/1/2017 Show Details	\$9.00 \$4.00 80% - Preventative 80% - Major	1/year per person <input type="checkbox"/>

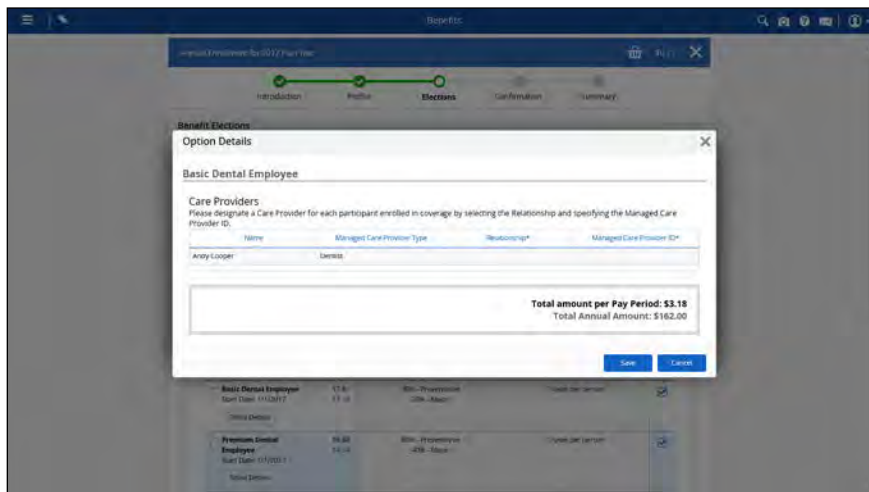
Step	Action
9.	<p>Compare the first two Dental Plans</p> <p>You'll compare plans by selecting the checkbox on the right and then clicking 'Compare Selected'.</p> <p>Click the Compare option.</p> <div> <input type="checkbox"/> </div>

Training Guide

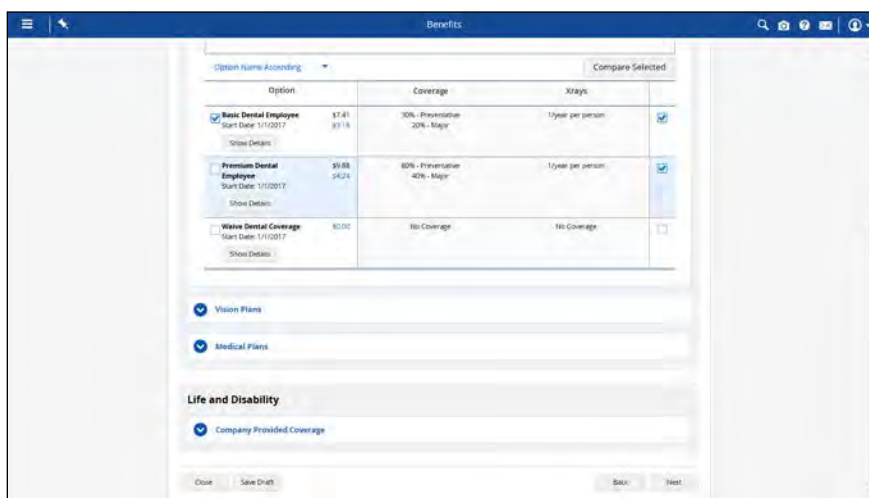
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Step	Action
10.	Click the Compare option. <input type="checkbox"/>
11.	Click the Compare Selected button. <div>Compare Selected</div>
12.	Enroll in Basic Dental Employee Now we can see a more detailed side-by-side comparison of the plans. After some careful consideration you've decided to go ahead with the Basic Dental Employee plan. Click the Not Selected button. <div>Not Selected</div>



Step	Action
13.	<p>Confirm your provider details</p> <p>If necessary you can edit any of the information in this menu.</p> <p>Click the Save button.</p> <div>Save</div>
14.	<p>Click the Close button.</p> <div>Close</div>
15.	Scroll down.

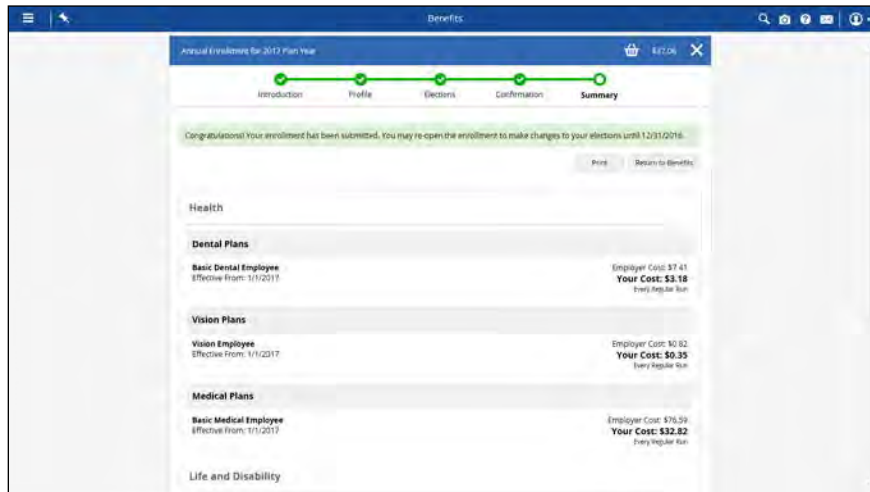



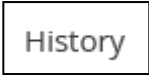
Training Guide

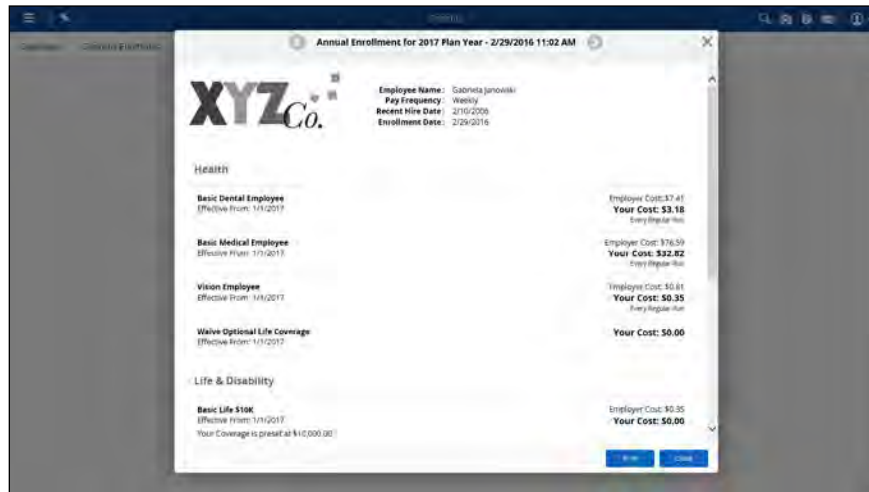
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Step	Action
16.	<p>Enroll in a Vision plan</p> <p>Your eye sight isn't what it used to be.</p> <p>Click the Vision Plans button.</p>
17.	<p>Click the Vision Employee option.</p> <p><input type="checkbox"/></p>
18.	<p>Enroll in the Basic Employee Medical plan</p> <p>Click the Medical Plans button.</p>
19.	<p>Click the Basic Medical Employee option.</p> <p><input type="checkbox"/></p>
20.	<p>Expand your Company Provided Coverage</p> <p>Click the Company Provided Coverage button.</p>
21.	<p>Automatic enrollments</p> <p>You'll be auto enrolled for certain options. Typically, this will happen with basic life insurance options.</p>
22.	<p>Scroll down.</p>
23.	<p>Review your elections</p> <p>Review your elections on the next screen. Once you submit your choices, you'll have to contact the administrator to make changes.</p> <p>Click the Next button.</p> <p><input type="button" value="Next"/></p>
24.	<p>Submit your elections</p> <p>You can come back and complete your enrollment at a later time. Just click Save Draft and sign out. Then come back when you're ready.</p> <p>In this example, you're ready to submit your elections.</p> <p>Click the Submit Enrollment button.</p> <p><input type="button" value="Submit Enrollment"/></p>
25.	<p>You've successfully submitted your enrollments!</p> <p>Next, we'll take a look at how you can review your enrollment choices.</p>



Step	Action
26.	Click the Return to Benefits button. <div data-bbox="443 831 667 888" data-label="Image">  </div>
27.	View your benefits summary <p>In the actual application, you will need to wait up to a minute before your summary appears.</p> <p>Click the History button.</p> <div data-bbox="443 1092 591 1165" data-label="Image">  </div>
28.	Click the Annual Enrollment for 2017 Plan Year button.
29.	Review at any time <p>You can view your benefit summary at any time. It is a record of your active elections, their costs and associated dependents and beneficiaries. This is similar to the summary you would have viewed in the enrollment process.</p>



Step	Action
30.	Click the Close button. 
31.	End of Procedure.

Submitting a life event.

The Life Event Declaration form is used to record life events that can impact your benefits coverage.

After completing this lesson, you'll be able to:

- Declare a life event such as marriage, divorce, adoption of a child

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**



Narrated by Zain Barlas

Senior Instructor

Toronto, Ontario

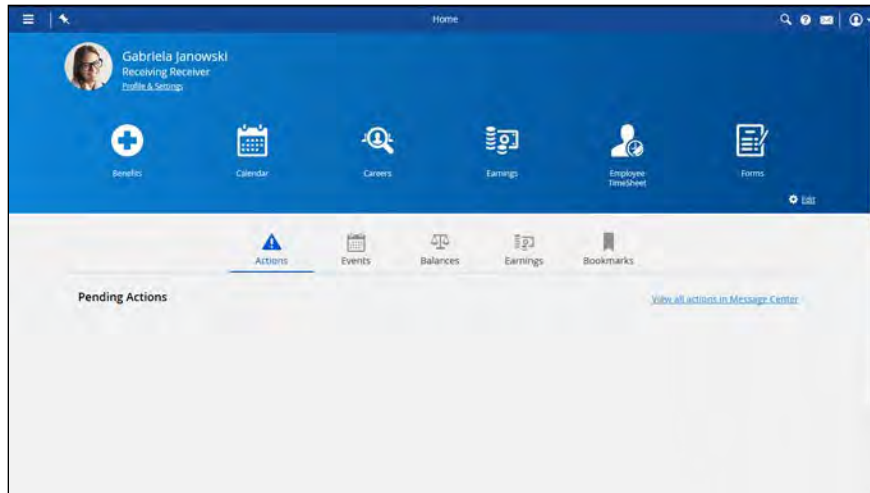
MyPath@Ceridian.com


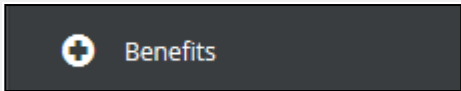



Procedure



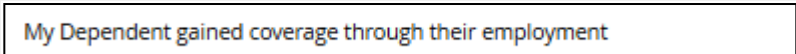

Scenario

Your daughter is now receiving benefits at her new job.

Declare this using the Life Event Declaration form.



Step	Action
1.	<p>Open the Life Event Declaration form</p> <p>Click the Menu button.</p> 
2.	<p>Click the Benefits menu.</p> 
3.	<p>Click the Forms tab.</p> 
4.	<p>Click the Life Event Declaration link.</p> 
5.	<p>Select the date and event</p> <p>This is the Life Event Declaration form. First select the Event Date and then the Life Event. Comments are optional.</p> <p>Click the Show calendar button.</p> 

Step	Action
6.	Click the July 1st option. 
7.	Click the Life Event list. 
8.	Click the My Dependent gained coverage through their employment list item. 
9.	Submit the form Click the Submit button. 
10.	You've successfully submitted a life event! It's now recorded in Dayforce HCM that your dependent no longer requires coverage under your plan as they're enrolled in their own benefits.
11.	You may need to update your elections Certain life events will trigger a new enrollment. This will allow you to update your benefit elections. Once your life event declaration is approved, you'll be notified in your inbox of any new enrollments.
12.	End of Procedure.

Changing your password.

Dayforce allows you to choose a new password and set security questions for your account.

After completing this lesson, you'll be able to:

- Change your password
- Update your security questions

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**



Narrated by Joel Harris

Senior eLearning Consultant

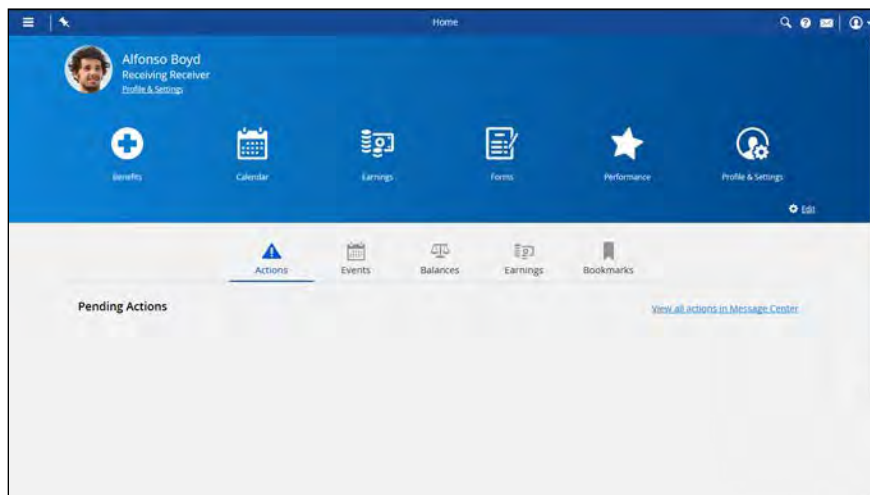
Toronto, Ontario


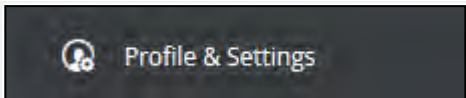
joel.harris@ceridian.com

Procedure

Scenario

Change your Dayforce password and add security questions.



Step	Action
1.	<p>Open the Profile & Settings screen</p> <p>This is where you'll change your password and update your security questions.</p> <p>Click the Menu button.</p> 
2.	<p>Click the Profile & Settings button.</p> 

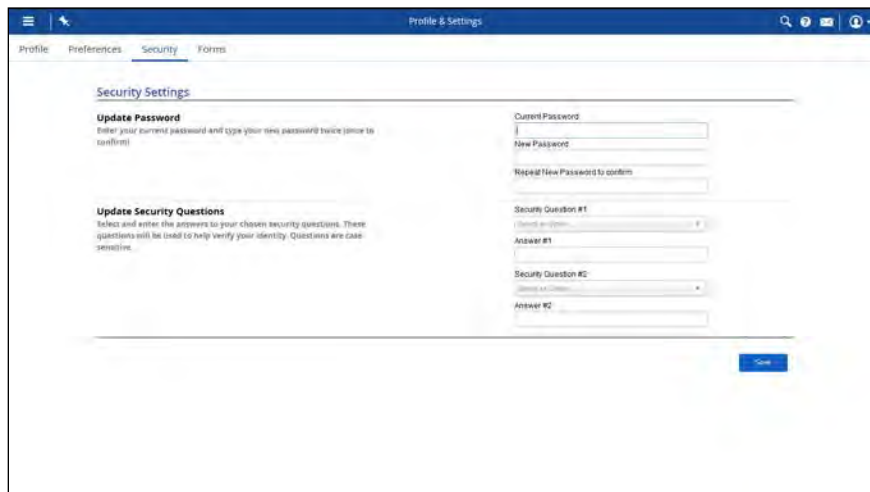
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Step	Action
3.	<p>Next, open the Security screen</p> <p>Click the Security tab.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Security</div>

Step	Action
4.	<p>Change your password</p> <p>First enter your current password.</p> <p>Keep in mind that passwords are case sensitive.</p> <p>Click in the Current Password field.</p> <div style="border: 1px solid black; height: 20px; width: 300px;"></div>



Step	Action
5.	Enter the desired information into the field. Enter "22BetaCharlie".
6.	Enter your new password Click in the New Password field. <input type="password"/>
7.	Enter the desired information into the New Password field. Enter "47AlphaTango".
8.	Click in the Repeat New Password field. <input type="password"/>
9.	Enter the desired information into the field. Enter "47AlphaTango".
10.	Enter your security questions In order for you to use the Can't access your account? link if/when you forget your password, you must answer the security questions. You can only reset your password if answers have been provided. Click in the Question #1 field. <input type="text" value="Select an Option..."/>
11.	Click the What is the name of your favorite childhood friend? list item. <input type="text" value="What is the name of your favorite childhood friend?"/>
12.	Click in the Answer #1 field. <input type="text"/>
13.	Enter the desired information into the Answer #1 field. Enter "beverly".

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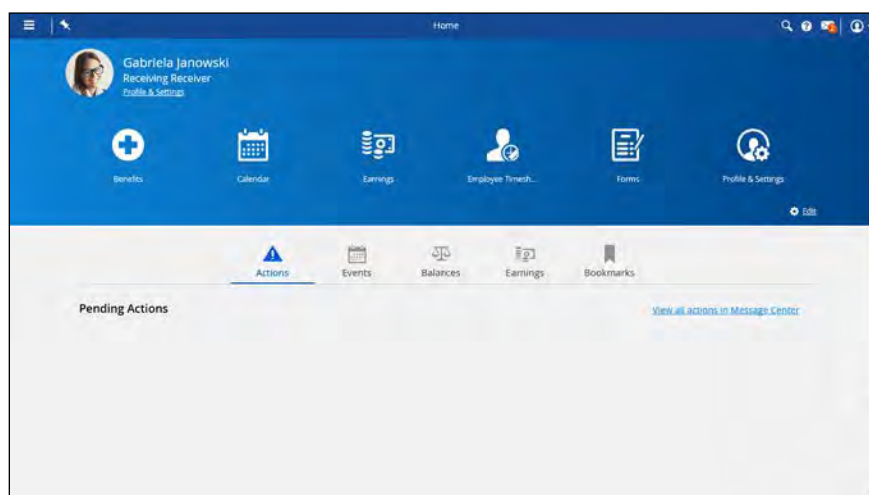
Step	Action
14.	Click the Question #2 list item.
15.	Click the What city did you grow up in? list item.
16.	Click in the Answer #2 field.
17.	Enter the desired information into the Answer #2 field. Enter "la barre".
18.	Save your changes Click the Save button.
19.	You've successfully updated your password! The next time you log into Dayforce you'll use your new password.
20.	End of Procedure.


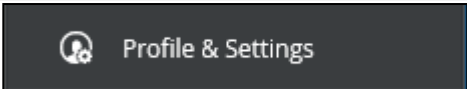
Please refer to: <http://mypathprod.dayforce.com/submitting-your-direct-deposit-information>

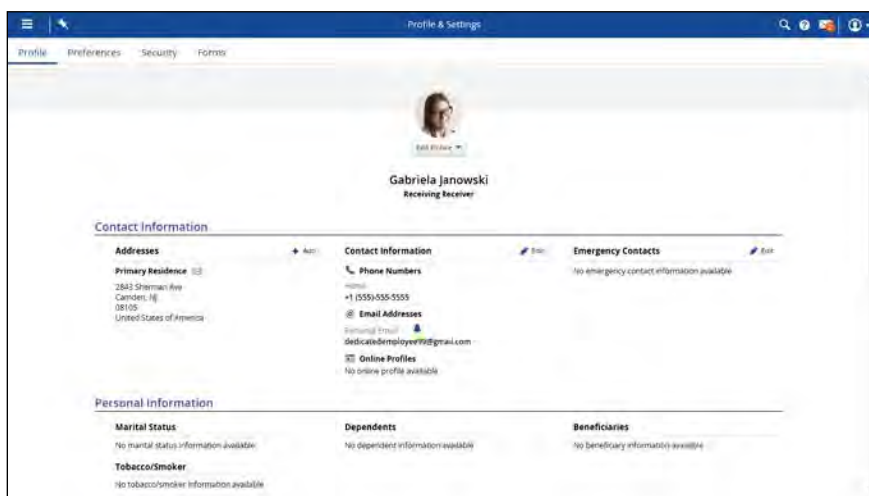
Procedure


Scenario

You're a new member of the company and you'd like to have your pay deposited directly into your bank account. Submit a Direct Deposit form.



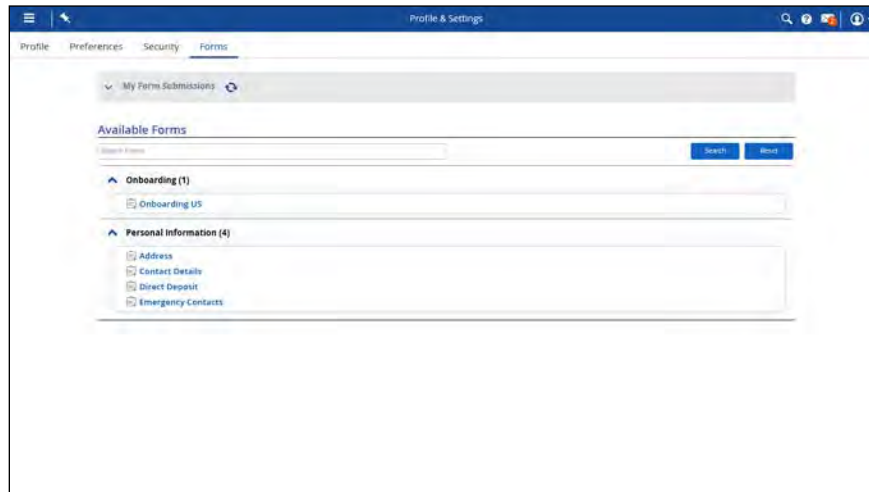
Step	Action
1.	<p>First, open the Profile & Settings screen</p> <p>This is where you'll access your forms.</p> <p>Keep in mind, in order to submit a direct deposit form you must have an address in your employee record.</p> <p>Click the Expand button.</p> 
2.	<p>Click the Profile & Settings button.</p> 







Step	Action
3.	<p>Open the Forms screen</p> <p>This is where you'll enter your direct deposit information in Dayforce HCM.</p> <p>Click the Forms button.</p> 

Training Guide

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Step	Action
4.	Click the Direct Deposit link.  Direct Deposit
5.	The Direct Deposit form appears Any existing direct deposit information will appear here and can be modified.
6.	Add a new account Click the Add button. 
7.	Display a sample check Click the Sample check image button. 
8.	This image helps you locate the information on a check. Click the Close button. 



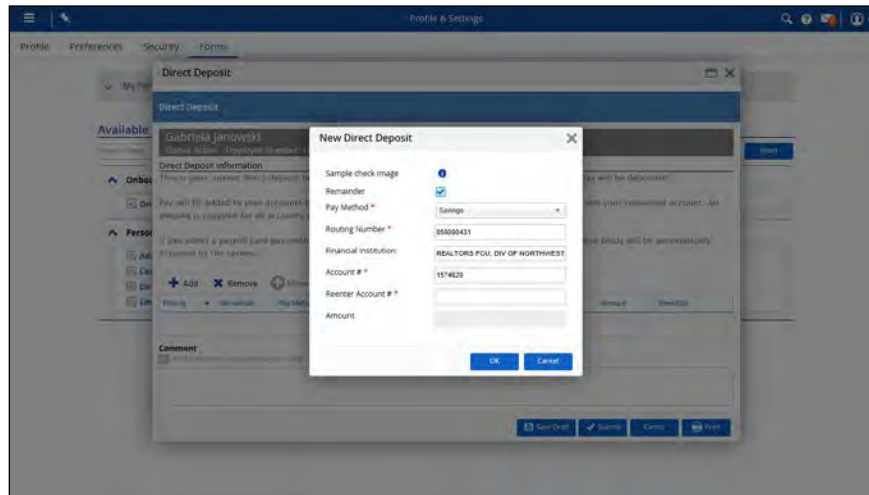
Training Guide

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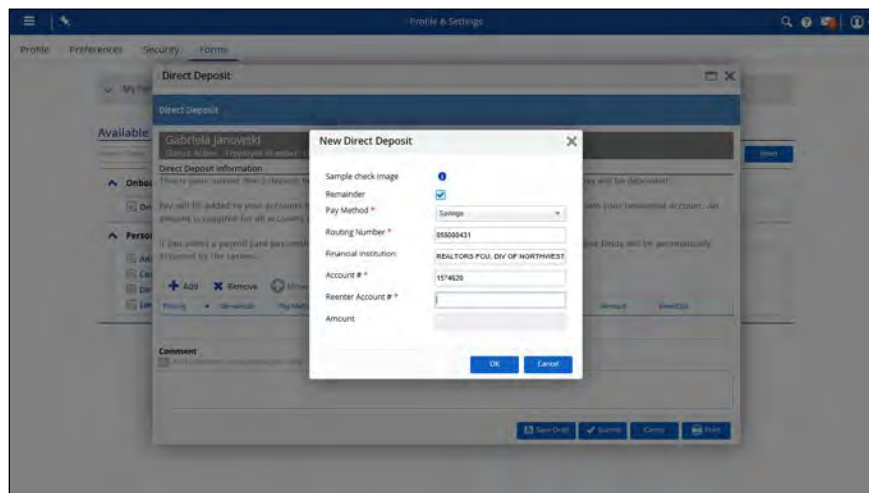
Step	Action
9.	<p>Enable the Remainder option</p> <p>This confirms your entire pay check will be deposited into this account.</p> <p>If you wanted to distribute your pay across multiple accounts you would instead leave this blank and enter a value in the Amount field.</p> <p>Click the Remainder option.</p> <p><input type="checkbox"/></p>
10.	<p>Select the Pay Method</p> <p>This is the type of account your pay will be deposited into.</p> <p>Click the Payment Method list.</p> <p><input type="text" value="Select an Option..."/></p>
11.	<p>Click the Savings list item.</p> <p><input type="text" value="Savings"/></p>
12.	<p>Enter your Routing Number</p> <p>Click in the Routing Number field.</p> <p><input type="text"/></p>
13.	<p>Enter the desired information into the * field. Enter "055080431".</p>
14.	<p>Enter your account number</p> <p>Click in the Account # field.</p> <p><input type="text"/></p>
15.	<p>Enter the desired information into the Account # field. Enter "1574620".</p>

Training Guide

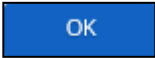
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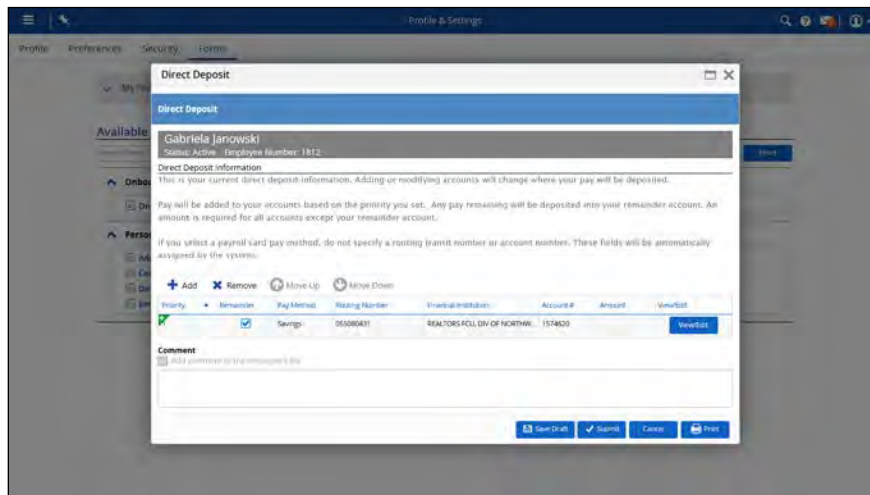



Step	Action
16.	<p>Reenter and confirm your account number</p> <p>Click in the Reenter Account # field.</p> <div style="border: 1px solid black; height: 20px; width: 250px; margin-top: 5px;"></div>



Step	Action
17.	Enter the desired information into the * field. Enter "1574620".
18.	<p>Distributing your pay among multiple accounts</p> <p>Once you've added more than one account, you can divide your pay by entering the dollar amount or percentage that should be sent to this account.</p>

Step	Action
19.	<p>Save your changes</p> <p>Click the OK button.</p> 



Step	Action
20.	<p>Submit the form</p> <p>Click the Submit button.</p> 
21.	<p>You've successfully added a direct deposit bank account</p> <p>Once your submission is approved your payments will be deposited to your savings account.</p>
22.	<p>End of Procedure.</p>

Please refer to: <http://mypathprod.dayforce.com/updating-your-personal-information>

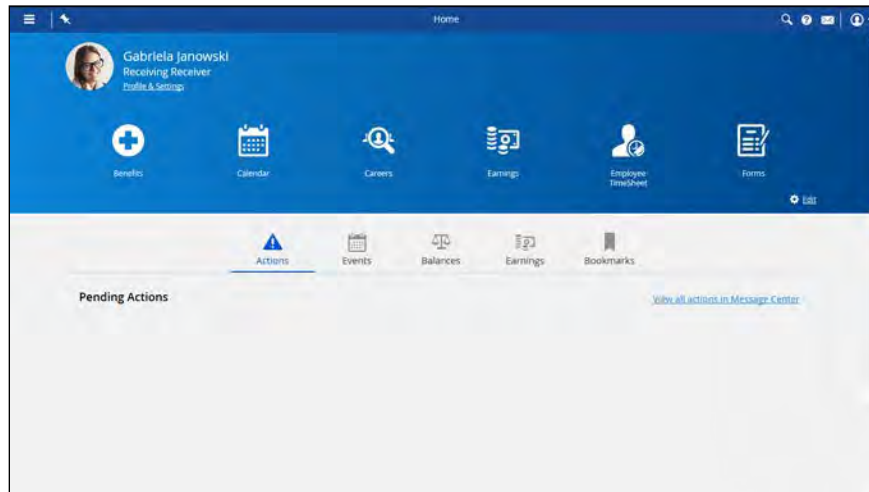
Procedure


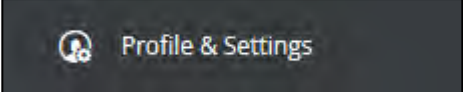
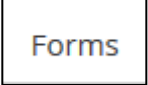
Scenario

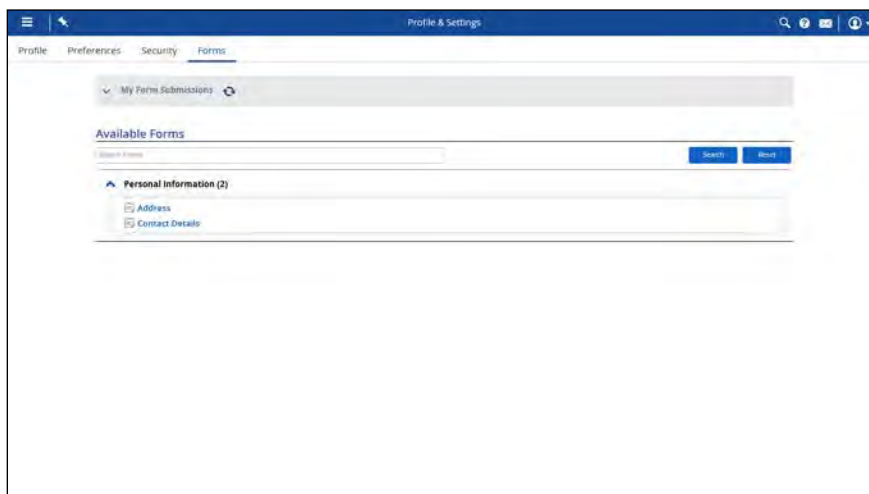
Update your address using the Address form.




Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	<p>First, open the Profile & Settings screen</p> <p>This is where you'll access your forms.</p> <p>Click the Menu button.</p> 
2.	<p>Click the Profile & Settings button.</p> 
3.	<p>Open the Forms screen</p> <p>This is where you'll update your personal information.</p> <p>Click the Forms tab.</p> 
4.	<p>Personal Information forms</p> <p>This section provides different forms for updating your information.</p> <p>In this example you'll update your address.</p>



Step	Action
5.	Click the Address button. 
6.	Add a new primary address Click the Add button. 
7.	Click in the Type field. 
8.	Click the Primary Residence list item. 
9.	Click in the Country Code field. 
10.	Click the United States of America list item. 
11.	Click in the Address Line 1 field. 
12.	Enter the desired information into the Address Line 1 field. Enter "2843 Sherman Ave" .

Training Guide

Up and Running with Dayforce HCM 8.50



Address

Gabriela Janowski
Status: Active Employee Number: 1812

Address Information

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3
Primary Residence	United States of America	2842 Sherman Ave		
Primary Residence	United States of America	85 Lincoln St		

Supporting Documents

Please attach additional details if desired.

There is no valid document type for this user.

Save Draft Submit Cancel Print

Step	Action
13.	Scroll right.

Address

Gabriela Janowski
Status: Active Employee Number: 1812

Address Information



Type*	City*	County	State / Province*	Zip / Postal Code*	Start Date	End Date	Payment Making
Primary Residence	Jersey City	Hg		07307	Feb 05/2015		
Primary Residence				Feb 19/2008			







Supporting Documents

Please attach additional details if desired.

There is no valid document type for this user.

Save Draft Submit Cancel Print

Step	Action
14.	Click in the City field. 
15.	Enter the desired information into the City field. Enter " Camden ".
16.	Click in the State / Province field. 

Step	Action
17.	Click the New Jersey list item. 
18.	Click in the Zip / Postal Code field. 
19.	Enter the desired information into the Zip / Postal Code field. Enter " 08105 ".
20.	End dating your old address If you already had a primary residence, you'll need to indicate the day you move out of your current address.
21.	End date your previous address Click in the End Date field. 
22.	Click the Calendar button. 
23.	Click the February 4, 2016 button. 
24.	Submit the form Click the Submit button. 
25.	You've successfully entered a new address! Your new primary address is now entered in the system and your past previous address has been end dated.
26.	End of Procedure.

Please refer to: <https://mypathprod.dayforce.com/teamrelate-8-49-what-is-teamrelate>

Please refer to: <https://mypathprod.dayforce.com/teamrelate-8-49-communication-styles>

Please refer to: <https://mypathprod.dayforce.com/teamrelate-8-49-core-convictions>

Please refer to: <https://mypathprod.dayforce.com/teamrelate-8-49-building-your-profile-and-checking-in>

TeamRelate in Dayforce for employees

TeamRelate is a communication tool that provides a summary of your communication style and helps you understand more about what motivates you. It allows you to engage and communicate by allowing you to express your current mood and engagement levels to your team. You can view your profile any time by clicking on the communication style title next to your name on the Home screen. Check in often to make sure your mood and engagement levels are to date and accurate.

After completing this lesson, you'll be able to:

- Complete your TeamRelate profile
- Check in your current mood and engagement levels using TeamRelate

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**



Narrated by Aaron Lee

eLearning Developer

Toronto, Ontario

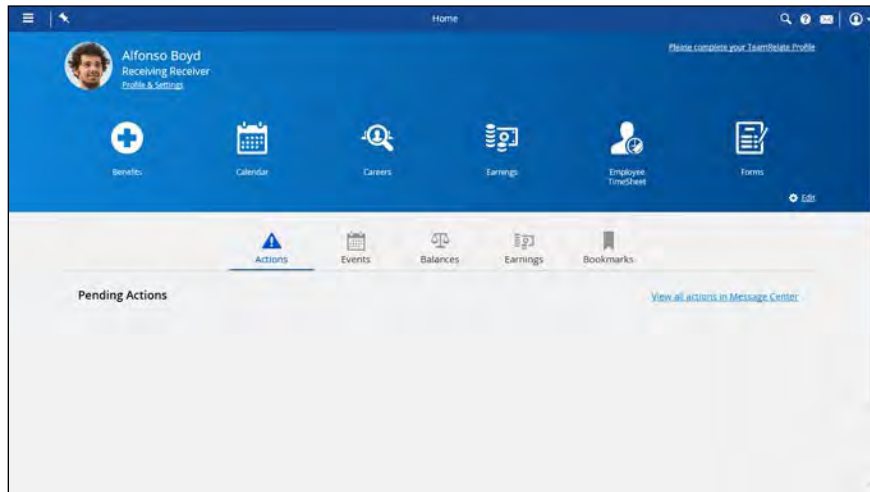
aaron.lee@ceridian.com

For more information on the new TeamRelate feature, please review Item #103809 in the 8.49 Release Notes.

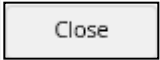

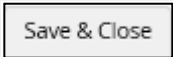
Procedure

Scenario

Complete your TeamRelate profile and check in your current mood.



Step	Action
1.	<p>Start your TeamRelate survey</p> <p>TeamRelate is a tool that lets you learn about your communication style and understand more about what motivates you. It also lets you express your current mood to your team members.</p> <p>TeamRelate assesses four communication styles: Director, Encourager, Facilitator and Tracker. Complete the TeamRelate survey to see which communication style you fall under.</p> <p>Click the Please complete your TeamRelate Profile link.</p> <p>Please complete your TeamRelate Profile</p>
2.	<p>Start your TeamRelate survey</p> <p>You will be asked to answer 50 questions using a rating scale from 1 (less likely) to 7 (most likely).</p> <p>To speed things up, we're going to answer all the survey questions for you.</p> <p>Click the Next button.</p> <p>Next</p>
3.	<p>Click Finish to see your results</p> <p>Click the Finish button.</p> <p>Finish</p>

Step	Action
4.	<p>Communication Style and Core Conviction</p> <p>Depending on how you answered the TeamRelate survey, your communication style and core conviction may be different. The colored ring around your profile picture reflects your communication style.</p> <p>A summary describing what communication style(s) and core conviction you fall under is given in the results.</p>
5.	<p>Check in your current mood</p> <p>Now that we've completed your TeamRelate profile, let's check in your current mood to let your manager know how you're currently feeling.</p> <p>Click the Close button.</p> 
6.	<p>Click the Check In link.</p> 
7.	<p>How are you feeling?</p> <p>You can check in your current stress emotion, energy, and activity levels, as well as how your day at work is currently going. You can also write a comment on how you're feeling as well.</p> <p>Alfonso's feeling a little stressed at work but he's had a productive day so he feels pretty good. To speed things up, the levels and comment will be filled in for you.</p>
8.	<p>Save your changes</p> <p>Click the Save & Close button.</p> 
9.	<p>You've successfully checked in your current mood using TeamRelate!</p> <p>Your manager and team members can now see your current mood in Dayforce and have a better understanding of how you're feeling today.</p>
10.	<p>End of Procedure.</p>

Entering an emergency contact.

You can enter multiple emergency contacts, including their relationship to you, address, phone number(s), and e-mail address.

After completing this lesson, you'll be able to:

- Enter emergency contacts

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**



Narrated by Aaron Lee

eLearning Developer

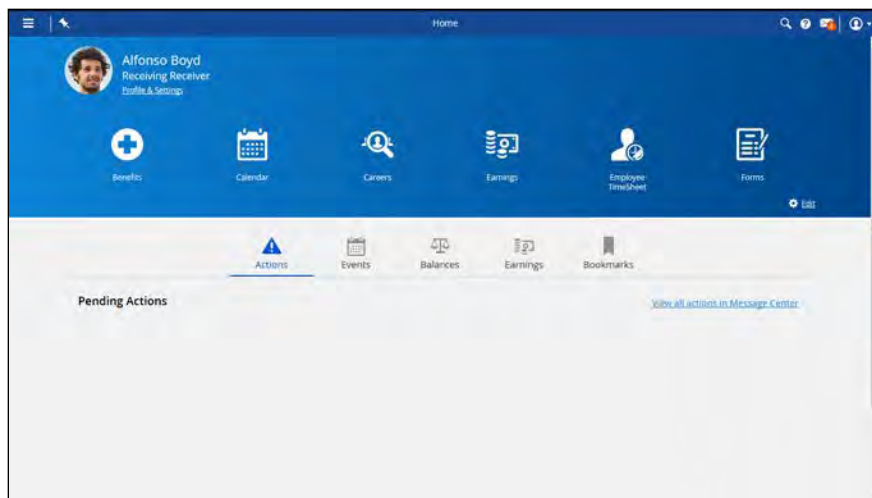
Toronto, Ontario

aaron.lee@ceridian.com

Procedure

Scenario


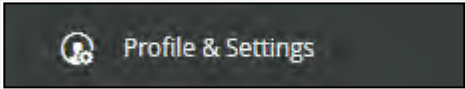



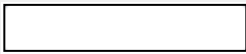

Add Maya Boyd as an emergency contact.



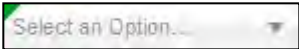

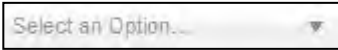
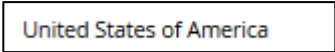


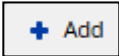
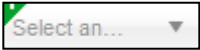








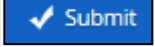
Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	<p>First, open Profile & Settings</p> <p>This is where you will find your personal information forms.</p> <p>Click the Menu button.</p> 
2.	<p>Click the Profile & Settings button.</p> 
3.	<p>Next, open the Emergency Contacts form</p> <p>Click the Forms tab.</p> 
4.	<p>Click the Emergency Contacts link.</p> 
5.	<p>Emergency Contacts</p> <p>You'll use this form to enter one or more emergency contacts in Dayforce.</p> <p>These are people who will be contacted in case of an emergency at work. It's very important these contacts are up to date and accurate.</p>
6.	<p>Enter the details of your primary emergency contact</p> <p>Click in the First Name field.</p> 
7.	<p>Enter the desired information into the First Name field. Enter "Maya".</p>
8.	<p>Click in the Last Name field.</p> 
9.	<p>Enter the desired information into the Last Name field. Enter "Boyd".</p>
10.	<p>Click the relationship list.</p> 

Step	Action
11.	Click the Wife list item. 
12.	Enter Maya's mobile phone number Click the Add button. 
13.	Click the Type list. 
14.	Click the Mobile list item. 
15.	Click the Country Code list. 
16.	Click the United States of America list item. 
17.	Click in the Phone Number field. 
18.	Enter the desired information into the Phone Number field. Enter " 4043306000 ".
19.	Enter Maya's address Click in the Address field. 
20.	Click the Add button. 
21.	Click the Type list. 
22.	Click the Primary Residence list item. 

Step	Action
23.	Click in the Address field. 
24.	Enter the desired information into the Address field. Enter " 44 Sunny Lane ".
25.	Click in the City field. 
26.	Enter the desired information into the City field. Enter " Atlanta ".
27.	Click in the Select an Option... field. 
28.	Enter the desired information into the Select field. Enter " g ".
29.	Click in the Georgia field. 
30.	Click in the Zip / Postal Code field. 
31.	Enter the desired information into the Zip / Postal Code field. Enter " 30003 ".
32.	Submit the form Click the Submit button. 
33.	You've successfully entered an emergency contact! In case of an emergency Maya Boyd will be contacted.
34.	End of Procedure.

Completing your onboarding forms.

In this lesson, you'll learn to use the Profile & Settings screen to complete all the forms you'll need to submit as a new employee.

After completing this lesson, you'll be able to:

- Completing and submitting your onboarding forms

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**

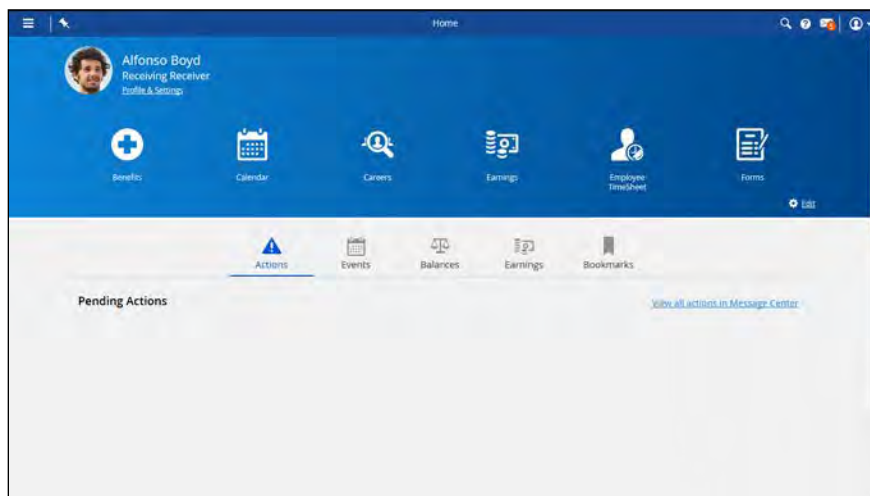



Procedure

Scenario

You just joined the company and part of your initial responsibilities will be to complete your Onboarding forms. These forms will provide Human Resources with information such as your address, and emergency details.

This lesson demonstrates how to find and navigate through the Onboarding forms.

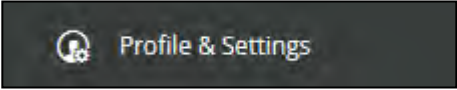



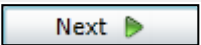
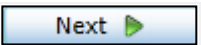
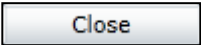


Step	Action
1.	<p>Display the Forms screen</p> <p>This is where you'll find the Onboarding form.</p> <p>Click the Menu button.</p> 

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
2.	Click the Profile & Settings menu. 
3.	Click the Forms tab. 
4.	Click the Onboarding US link. 
5.	Begin working through the Onboarding form The Next button will bring you to each section of the form. Click the Next button. 
6.	Click the Next button. 
7.	Click the Next button. 
8.	Complete each form As you click through the Onboarding form you'll be asked to enter different types of information. Complete each form and click Next to progress to the next section.
9.	Close the form After completing all the forms, submit them by clicking Submit. In this lesson we'll click Close without submitting the forms. Click the Close button. 
10.	End of Procedure.

Entering your e-mail address.

You've probably forgotten your password once or twice over the years. In Dayforce HCM, you can reset a forgotten password by requesting a password reset email. In order for all of this to work, you'll need to add your e-mail address to your employee record.

After completing this lesson, you'll be able to:

- Enter your e-mail address in Dayforce

To review the demo:

1. Complete the full-screen interactive training video: **Try It!**
2. Then complete the quiz: **Know It?**



Narrated by Aaron Lee

eLearning Developer

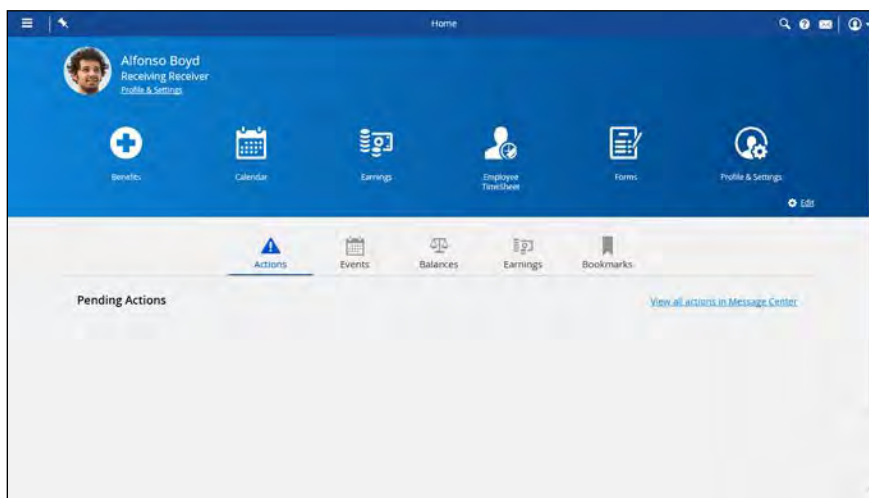
Toronto, Ontario

aaron.lee@ceridian.com

Procedure

Scenario


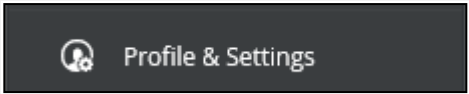

Enter your e-mail address in case you forget your password.

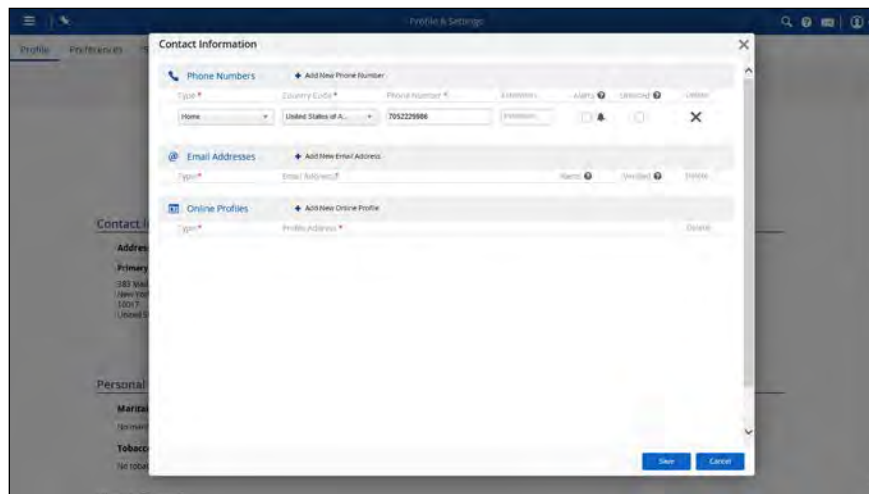




Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	First, navigate to Profile & Settings Click the Menu button. 
2.	Click the Profile & Settings button. 
3.	Add an e-mail address to your contact details Click the Edit button. 



Step	Action
4.	Click the Add New Email Address button. 
5.	Enter your email address Click in the Email Address field. 


Step	Action
6.	<p>Enter the desired information into the Email Address field. Enter "alfonso.boyd1991@gmail.com".</p> <div> Email Address </div>

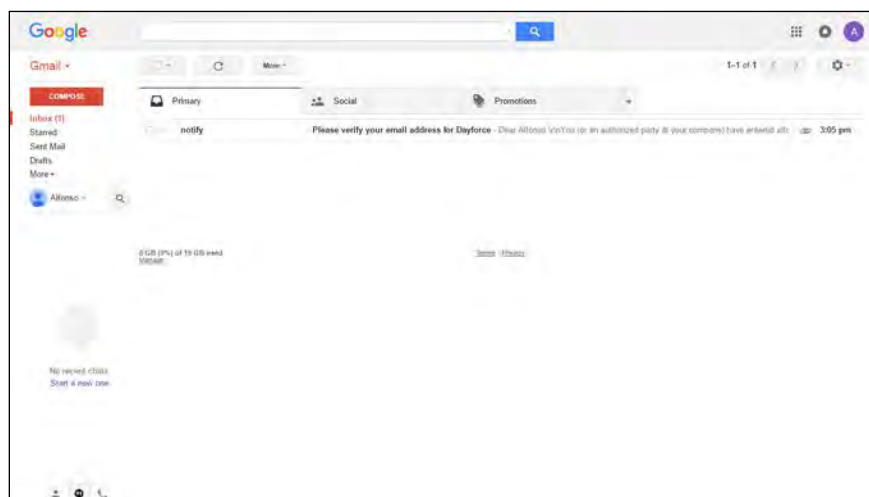
Step	Action
7.	<p>Alerts</p> <p>The Alerts checkbox gives your company permission to e-mail you. You'll need to select this in order to reset your password in the future.</p> <p>Click the Alerts option.</p> <div> <input type="checkbox"/> </div>

Training Guide


Up and Running with Dayforce HCM 8.50



Step	Action
8.	<p>Save your changes</p> <p>Click the Save button.</p> 
9.	<p>We are now going to access Alfonso's personal e-mail inbox</p> <p>An e-mail was automatically sent to alfonso.boyd1991@gmail.com for verification. You must respond to this e-mail as per the instructions within it, before the e-mail address can be used.</p>



Step	Action
10.	<p>Verify your e-mail address</p> <p>Click the new e-mail in your inbox.</p>

Step	Action
11.	Click the Verify Your Email button. 
12.	You have successfully entered and verified an e-mail address
13.	End of Procedure.

Viewing your year-end tax forms.

At the end of the year, your employer will begin preparing your tax forms. When the forms are submitted to the government, you will have the opportunity to review yours.

After completing this lesson, you'll be able to:

- Load and print your year-end tax forms

To review the demo:

1. Complete the full-screen interactive training video: ***Try It!***
2. Then complete the quiz: ***Know It?***



Narrated by Joel Harris

Senior eLearning Consultant

Toronto, Ontario

joel.harris@ceridian.com

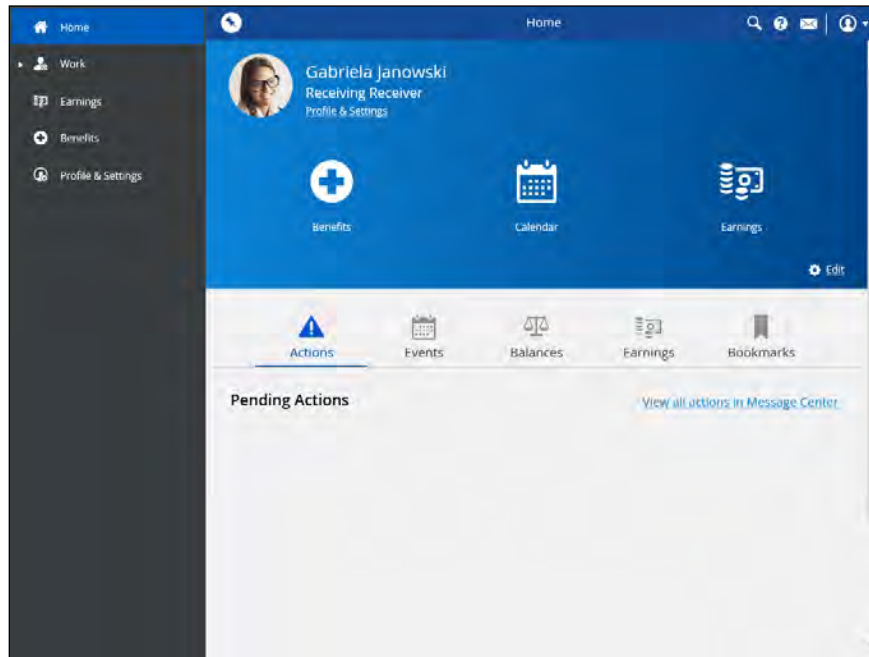
Procedure

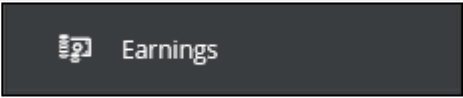


Scenario

Your employer has submitted your tax forms to the government. Load your end of the year tax form.

Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	<p>Load your year-end tax forms</p> <p>Click the Earnings button.</p> 
2.	<p>Click the Unpin button.</p> 
3.	<p>Click the Year End Forms tab.</p> 
4.	Click the Tax Form link.
5.	<p>You've successfully opened a year-end tax form!</p> <p>If you need a hard copy you can use the Print button.</p>
6.	End of Procedure.

Applying for an internal job posting.

If you're interested in applying to another position in your organization, then you can use the Careers screen to view all internal job postings. The screen displays jobs that recruiters in your organization have posted in the Recruiting feature in Dayforce HCM.

After completing this lesson, you'll be able to:

- Submit an application for an internal job posting in your organization
- Upload your resume to the Careers page

To review the demo:

1. Complete the full-screen interactive training video: ***Try It!***
2. Then complete the quiz: ***Know It?***



Narrated by Aaron Lee

eLearning Developer

Toronto, Ontario

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Procedure

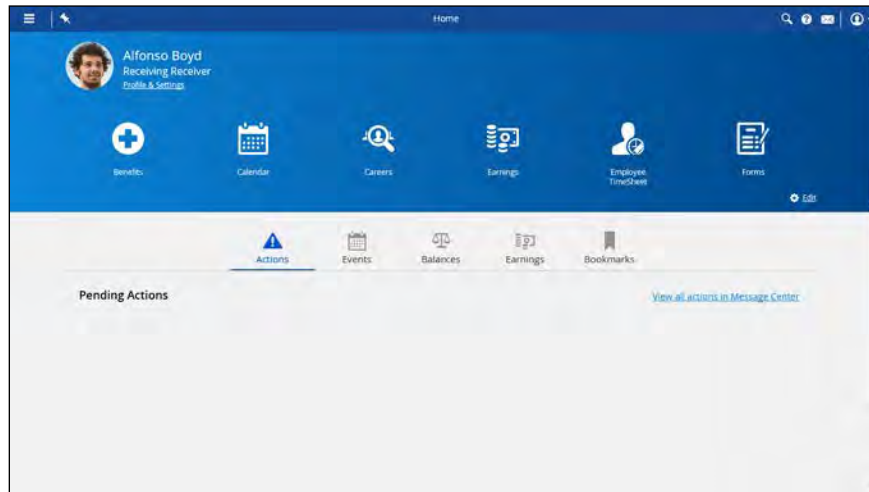
Scenario


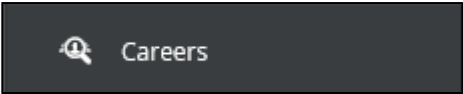
You're moving to New York and want to see if there are any internal job postings in the New York XYZ office so you can stay at the company.

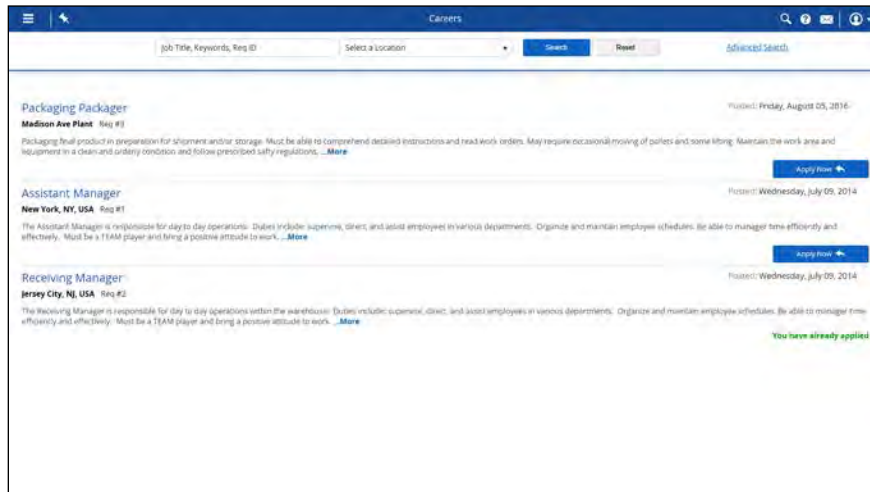
Apply for the XYZ Co. Packaging Packager position in New York



Training Guide

Up and Running with Dayforce HCM 8.50



Step	Action
1.	<p>Navigate to the Careers section</p> <p>All internal job listings are posted in the Careers section.</p> <p>Click the Menu button.</p> 
2.	<p>Click the Careers button.</p> 
3.	<p>Browsing job listings</p> <p>On this page you'll find all internal job postings at XYZ Co.</p> <p>You can use the search bar and city drop-down menu to filter which job postings are displayed if the list is too long.</p>

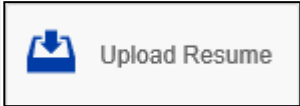
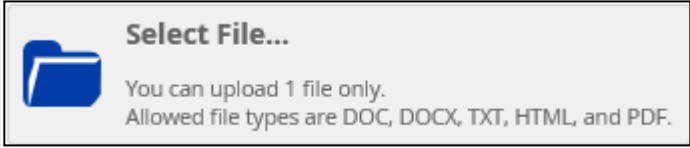



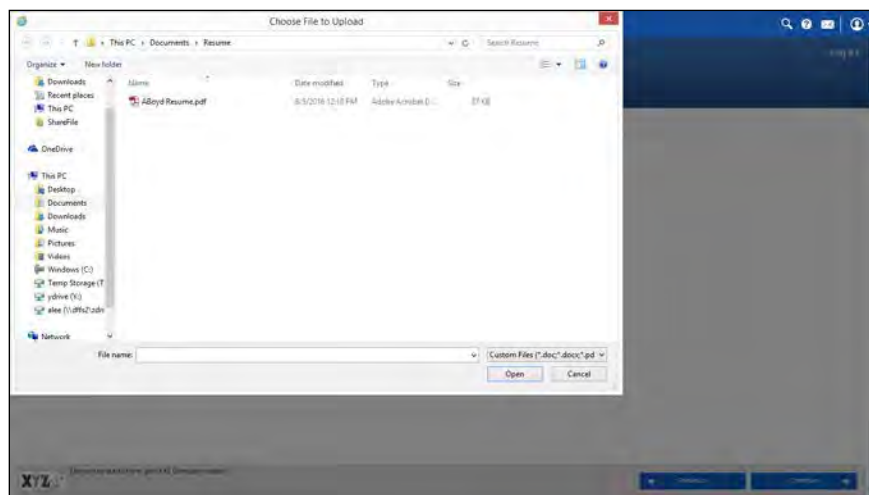
Step	Action
4.	<p>Review the Packaging Packager posting</p> <p>This job sounds interesting and it's located in New York. Review its full description before applying.</p> <p>Click the ...More link.</p> 
5.	<p>Viewing the full job posting</p> <p>You're now fully aware of the roles and responsibilities of a Packaging Packer. You also learned that the position requires a high school education and won't involve any travel.</p> <p>This sounds good and you're ready to apply.</p>
6.	<p>Click the Apply Now button.</p> 

Training Guide

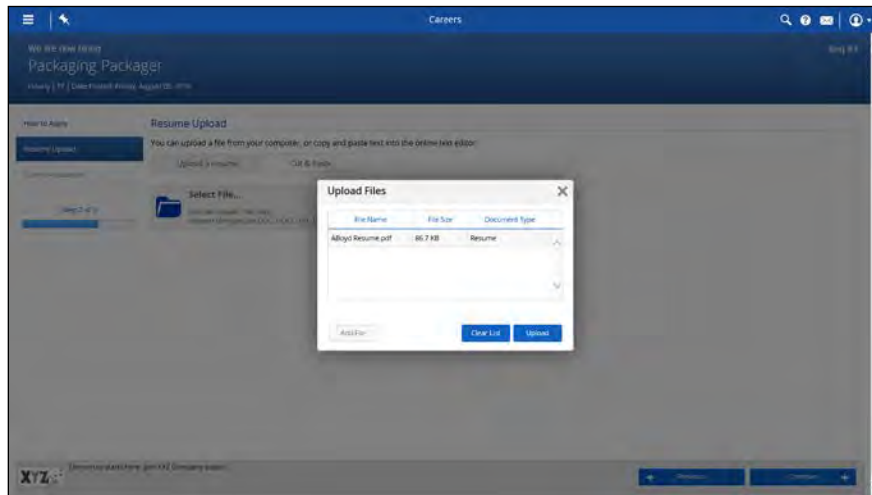
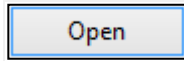
Up and Running with Dayforce HCM 8.50



Step	Action
7.	Click the Upload Resume button. 
8.	Click the Select File... button. 
9.	Click the Add File button. 



Step	Action
10.	Click the ABoyd Resume.pdf list item.
11.	Click the Open button.



Step	Action
12.	Click the Upload button.
13.	Click the Continue button.
14.	<p>Agree to the Privacy Policy Acknowledgement</p> <p>This agreement will be specific to your company so ensure that you read it before you accept and submit your application.</p> <p>Click the I agree option.</p>
15.	Click the Submit Application button.
16.	<p>You successfully applied for the Packaging Packager position</p> <p>Good luck!</p>



Step	Action
17.	End of Procedure.

Completing a Performance Review.

In this lesson, you'll learn how to complete a performance review. Performance reviews allow you to look over your own goals during a specified review period. Depending on your configuration, your manager may complete a performance review for you or you may be responsible for writing a your own performance review that your manager will review.

After you complete this lesson, you'll be able to

- Start and complete a performance review.

To review the demo:

1. Complete the full-screen, interactive training simulation: **Try it!**
2. Then complete the quiz: **Know It?**



Narrated by Aaron Lee

eLearning Developer

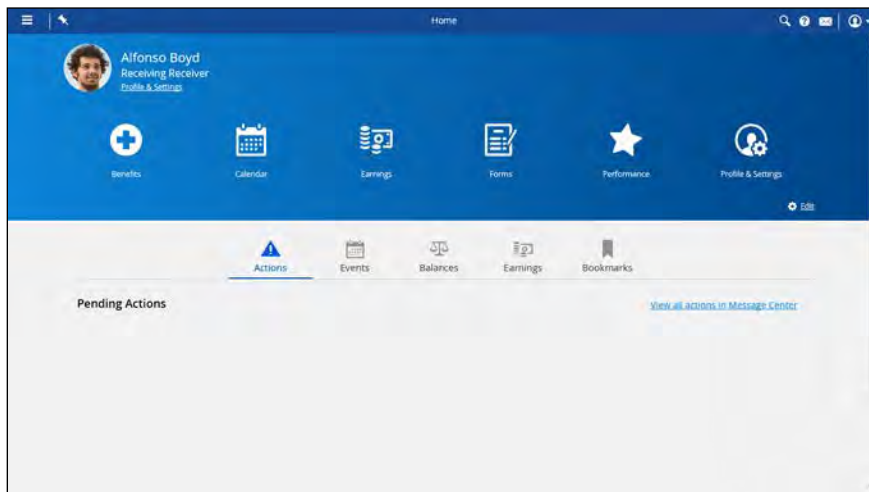
Toronto, Ontario


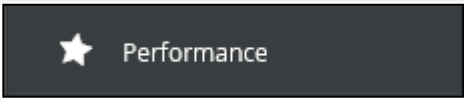

aaron.lee@ceridian.com

Procedure

Scenario

It's the end of the year and your manager has reviewed your performance. Complete your annual self performance review.





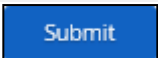
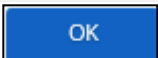
Step	Action
1.	<p>First, navigate to Performance</p> <p>Click the Menu button.</p> 
2.	<p>Click the Performance button.</p> 
3.	<p>Current Review Cycles</p> <p>Review cycles are set by your company. Any reviews that are currently active will appear under the "Review Cycles" section.</p> <p>Let's start completing your performance review for 2015.</p>
4.	<p>Click the View Review button.</p> 
5.	<p>Overview of Performance Review</p> <p>This is the performance review screen. Depending on your company, your review cycle may ask you to rate and comment on your goals, answer additional questions, or ask you to write comments about your performance.</p>
6.	<p>Overview of Performance Review</p> <p>Here you can see what period you're reviewing and when your review is due. You can also see your average rating across all your performance reviews. Since this is your first performance review, You currently have no rating.</p>

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Step	Action
7.	<p>Your manager's review</p> <p>You can see that your manager has already submitted their review on your performance on the right hand side. His comments and ratings will be available for you to view as you review your own goals.</p>
8.	<p>Set your rating to Fully Achieved</p> <p>You're asked to give a rating on your goal of improving customer feedback by 10%. Since you've completed this goal, set the rating to Fully Achieved.</p> <p>Click the Rating button.</p> 
9.	<p>Write a comment for your goal</p> <p>You've actually exceeded your target of 10% and improved customer feedback by 12%. Let's write a comment so that your manager is aware of this accomplishment.</p> <p>For this lesson, the comment will be written for you.</p> <p>Click in the Comments field.</p>
10.	<p>You've successfully reviewed a goal!</p> <p>Now that you've finished reviewing this goal, scroll down and review the next goal.</p>
11.	The second goal will be reviewed for you to speed things up
12.	You've successfully reviewed all your goals!
13.	Now that you're finished reviewing your goals, let's scroll down and leave a comment for your manager
14.	<p>Write a comment for your manager</p> <p>It looks like your manager is very pleased with your performance. Leave a comment letting him know you appreciate it.</p> <p>For this lesson, the comment will be written for you.</p> <p>Click in the Comments field.</p>
15.	<p>You've successfully left a comment!</p> <p>We've completed filling out all the items in your performance review. Let's continue to the next screen to see a preview of your submission.</p>
16.	<p>Click the Finish button.</p> 

Step	Action
17.	<p>Performance review preview</p> <p>Here we can see a preview of the information that will be submitted for your performance review. You can return to the previous screen if any changes need to be made</p> <p>Since everything looks good, let's submit the performance review.</p>
18.	<p>Click the Submit button.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>You've successfully submitted your performance review!</p> <p>The status of the review will change to completed and your manager can see what you've written in your review now. You can review what you've submitted by clicking on the "View Review" button.</p>
21.	<p>End of Procedure.</p>

Benefits forms.

Depending on how Dayforce HCM is configured, these forms may appear in **My Benefits**, **My HR**, or **Me**.

Changes to your profile can affect the benefit options available to you or may trigger an enrollment process to allow you to modify your benefit selections. Below are some forms types where benefit related information is updated.

- Dependents and beneficiaries - add or modify dependent and beneficiary details
- Health and Wellness Status - add or modify smoker status
- Life Event Declaration - add or modify life event changes

Dependent/beneficiary form.

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The Dependent/Beneficiary Details form is used to record dependent and beneficiary information for use with employees' benefits enrollment.

Dependent/Beneficiary

Greyjoy, Asha
Status: Active Employee Number: 403122

New

First Name * Middle Name Last Name * Relationship Type * Effective Start * Effective End

8/14/2012 15 15

Confidential Information Phone Number Address Electronic Address

Birth Date * <MM/yyyy> 15

Gender

SSN/SIN

SIN Expiry Date <MM/yyyy> 15

Date Last Smoked <MM/yyyy> 15

Social Security Disability Award Date <MM/yyyy> 15

Marital Status

Medicare Eligible

Medicare Entitlement Date <MM/yyyy> 15

Dependent Verified

Not Verified

Comment

☐ Add comment to the employee's file.

Save Submit Cancel Print

Health and wellness form.

The Health and Wellness form is used to record tobacco use or smoker status information, for use with employees' benefits enrollments.

Health and Wellness

Brandon Tamane
Status: Active Employee Number: 60433

Health And Wellness

Effective Start Date * 10/23/2012 15

Tobacco User * No

Date Last Used Tobacco/Smoked * <MM/yyyy> 15

Comment

☐ Add comment to the employee's file.

Save Submit Cancel Print

Life event declaration form.

The Life Event Declaration form is used to record life events that can impact employees' benefits coverage.



Submitted and processed forms trigger the associated workflow an administrator has configured for the HR event on the Triggered Workflows tab of System Admin > Workflows > HR Events.

Please refer to:

<https://docs.google.com/forms/d/1ZhCOvpkTZBHImknEDbBs05LRp7uDYV43uQBozqr1TMY/viewform?entry.277433827=Employee+Training+-+Dayforce+HCM+8.50&entry.1445425905&entry.1530013914&entry.15793576&entry.95056822&entry.513161413&entry.486120590&entry.1547892055&entry.288159109&entry.838412557>