

Employee Guide

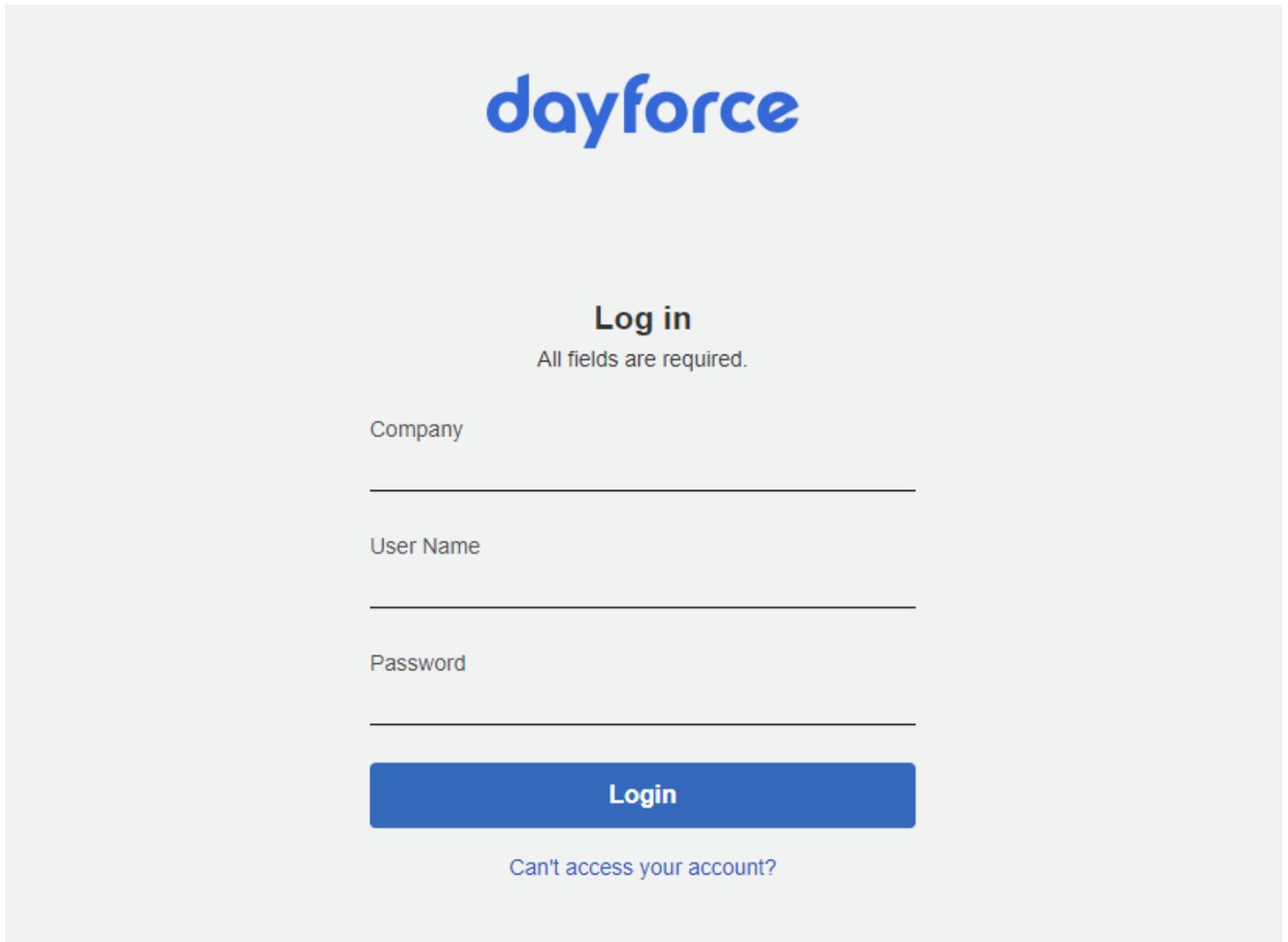
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How to Login

To log into the Dayforce application use the link below:

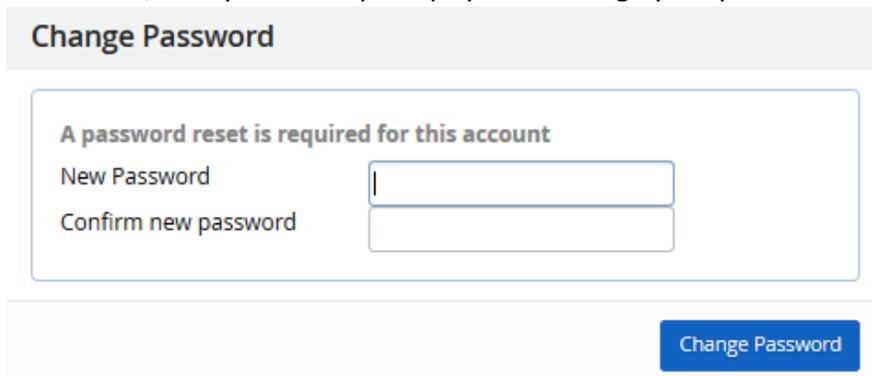
<https://www.dayforcehcm.com/mydayforce/login.aspx>



The image shows the Dayforce login page. At the top center is the Dayforce logo in blue. Below the logo is the heading "Log in" in bold black text, followed by the instruction "All fields are required." in a smaller font. There are three input fields: "Company", "User Name", and "Password", each with a horizontal line below it. Below these fields is a blue button with the text "Login" in white. At the bottom of the form area is a link that says "Can't access your account?" in blue text.

Enter your login credentials provided by your employer:

Once you log in for the first time, the system will prompt you to change your password:



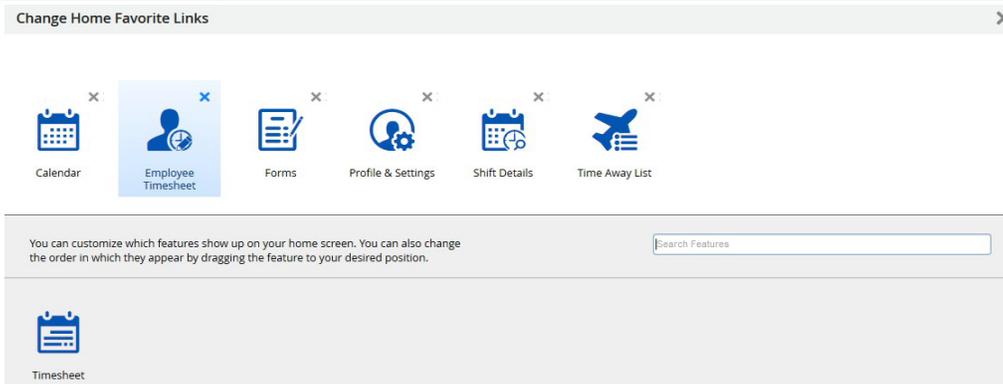
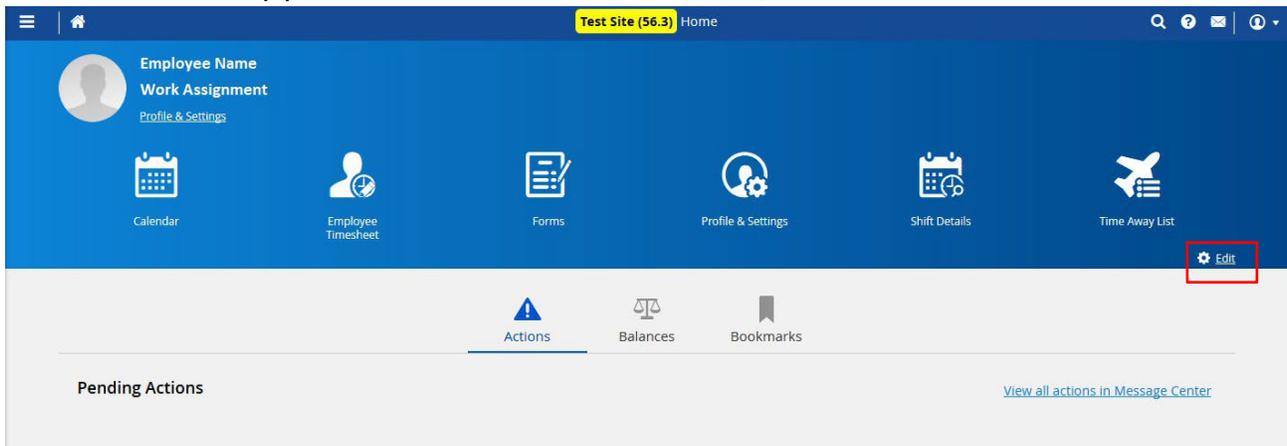
The image shows the "Change Password" form. The title "Change Password" is in bold black text on a light gray background. Below the title is a message: "A password reset is required for this account". There are two input fields: "New Password" and "Confirm new password". Below the input fields is a blue button with the text "Change Password" in white.

Enter your new password twice and click on **Change Password**.

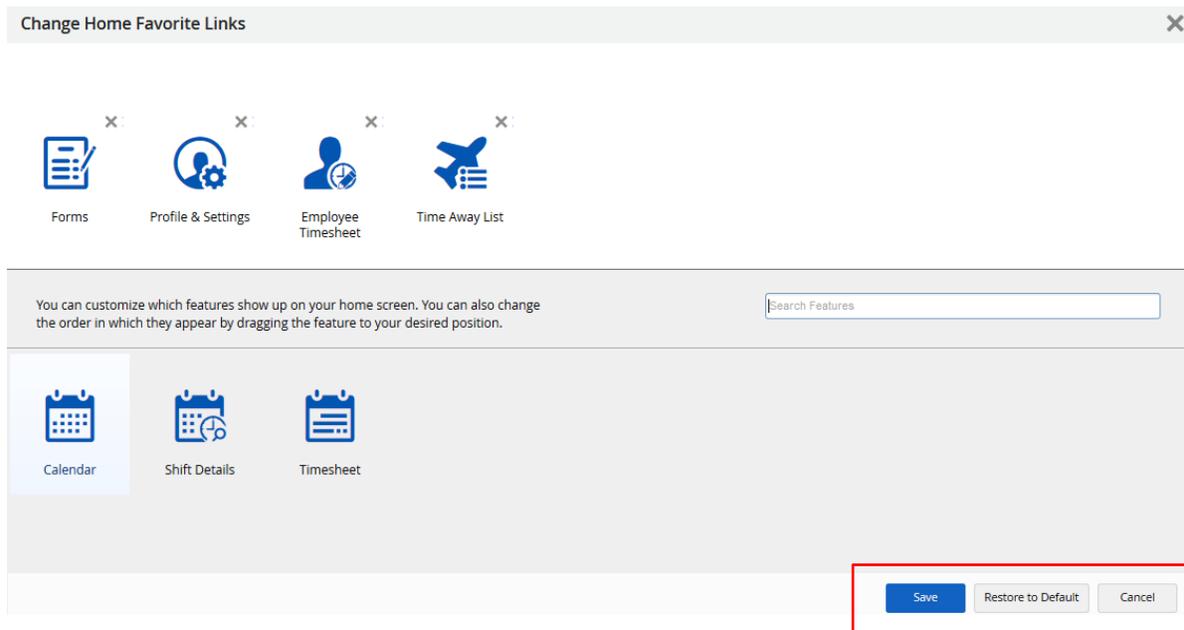
Home Screen

From the Home Screen you can quickly navigate to frequently used screens, review balances, upcoming schedules etc.

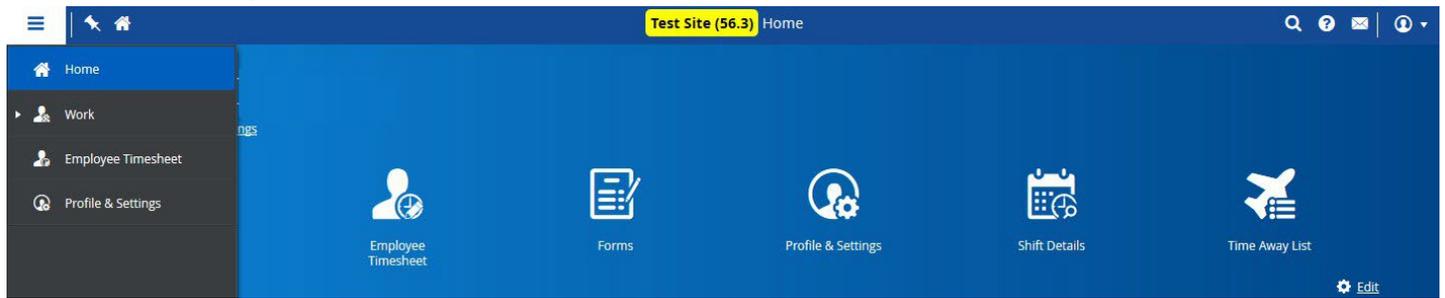
If you would like to modify your favorites from the Home Screen, click on the Edit Icon:



In this window, you can move Icons around and remove anything you don't want. Once you are done with your changes you can Save your changes, or Restore the Default Settings from the bottom right corner of the window:

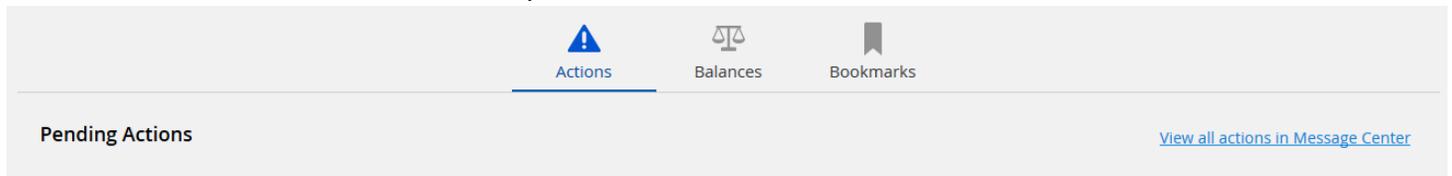


Home Screen Legend



-  Menu/Navigation Panel
-  Home – this icon will appear on all screens as a quick link to take you back to the Home Screen
-  Search
-  Help
-  Message Centre
-  Profile/Settings & Logout

On the bottom half of the Home Screen you will see:



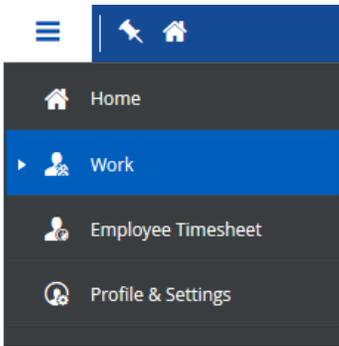
 **Actions** : Show upcoming events, such as Schedules, Holidays, etc

 **Balances** : Show balance details including amounts that employees have accrued, pending, remaining etc.

 **Bookmarks** : Show links to your frequently access websites

Navigation Panel

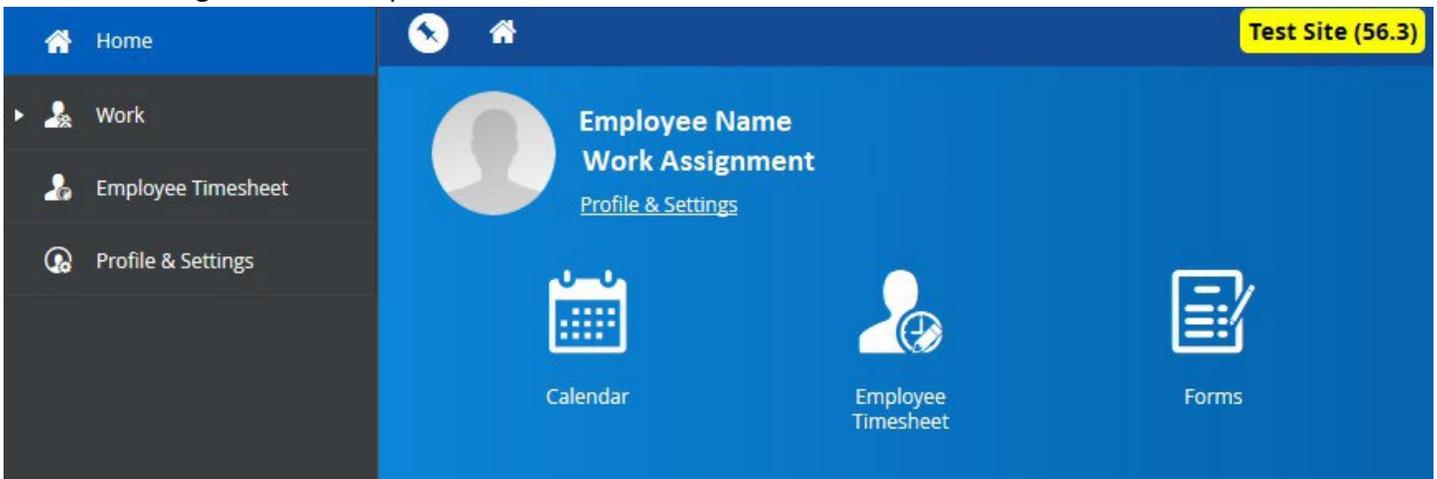
The navigation panel displays all the features that you can access. It is displayed to the far left of the screen, and is always available (even it is hidden, or “unpinned”).



The application highlights the feature you’re currently using in blue. You can navigate to another feature by selecting it from the panel.

By default, the navigation panel is hidden (“unpinned”) when you first log into the application. You can pin the panel so that it will always appear on the left by clicking the Pin Icon  once the Navigation panel is opened.

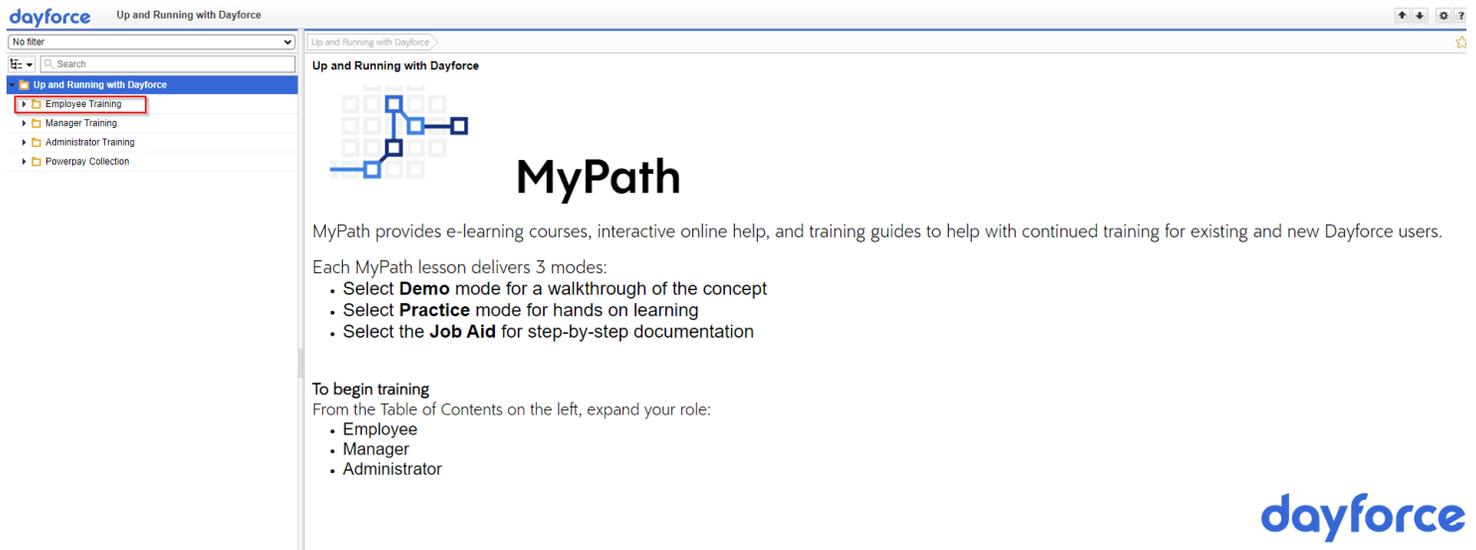
When the Navigation Panel is pinned the screen will look like this:



The application will continue to display the navigation panel until you unpin it.

Help

The Help Icon will open another window or tab to the Ceridian Dayforce Online Help with instructions to help you navigate through the application.



The screenshot shows the Dayforce MyPath training interface. On the left is a navigation menu with a search bar and a list of training categories: Employee Training (highlighted), Manager Training, Administrator Training, and Powerpay Collection. The main content area features the MyPath logo, a description of the training platform, and instructions on how to begin training.

dayforce Up and Running with Dayforce

Up and Running with Dayforce

MyPath

MyPath provides e-learning courses, interactive online help, and training guides to help with continued training for existing and new Dayforce users.

Each MyPath lesson delivers 3 modes:

- Select **Demo** mode for a walkthrough of the concept
- Select **Practice** mode for hands on learning
- Select the **Job Aid** for step-by-step documentation

To begin training
From the Table of Contents on the left, expand your role:

- Employee
- Manager
- Administrator

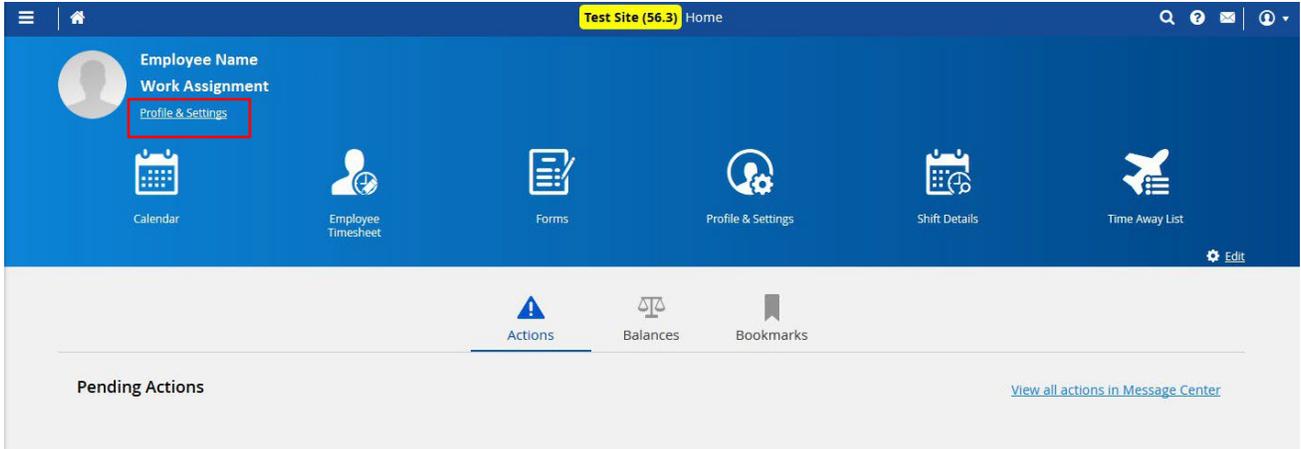
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Message Centre

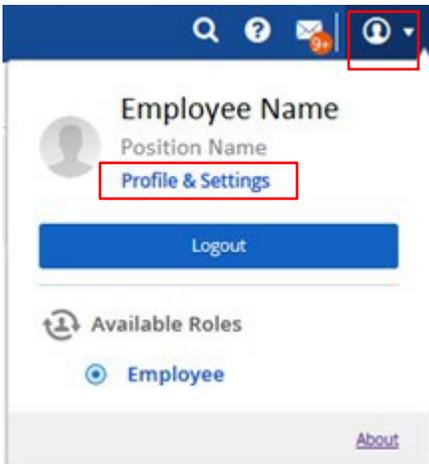
In the Message Centre you can create and view messages regarding your DFTA account.

Profile and Settings

To navigate to the Profile and Settings you can do it directly from the Home Screen:



Or by clicking on the Profile and Settings through the Top Right Icon:



Profile

On the Profile Tab, you can do things such as:

- Add/Edit Display Picture
- Update Contact Information

The screenshot shows the 'Profile & Settings' page with the 'Profile' tab selected. At the top, there is a navigation bar with 'Test Site (56.3)' and 'Profile & Settings'. Below the navigation bar, there are tabs for 'Profile', 'Preferences', 'Security', and 'Apps'. The main content area displays a profile card with a placeholder for a profile picture and an 'Edit Picture' button. Below the profile card, there is a section titled 'Contact Information' with three sub-sections: 'Addresses', 'Contact Information', and 'Emergency Contacts'. The 'Addresses' section shows a primary residence at 675 Cochrane Dr., Markham, ON L3R 0B8, Canada. The 'Contact Information' section shows phone numbers (Home), email addresses (Personal Email), and online profiles (No online profile available). The 'Emergency Contacts' section shows 'No emergency contact information available'.

Preferences

You can change your culture and language settings from the Preferences tab of the Profile & Settings

Security

You can update your security settings

- Change your Password
- Add/Modify Security Questions

The screenshot shows the 'Security Settings' page with the 'Security' tab selected. The page is divided into three main sections: 'Update Password', 'Update Security Questions', and 'Update your Personal Identification Number (PIN)'. The 'Update Password' section has fields for 'Current Password', 'New Password', and 'Repeat New Password to confirm'. The 'Update Security Questions' section has dropdown menus for 'Security Question #1' and 'Security Question #2', and corresponding 'Answer #1' and 'Answer #2' fields. The 'Update your Personal Identification Number (PIN)' section has a 'New PIN' field. A 'Save' button is located at the bottom right of the page.

App

The application displays information on the Dayforce Mobile App, including links to download the app on the App Store or Google Play, your Company ID and User Name, and a link to the Dayforce Mobile FAQ.

The screenshot shows the 'Apps' page with the 'Apps' tab selected. The page displays information about the 'Dayforce Mobile App'. It includes a description: 'Use the Company ID and User Name below, along with your current Password to log into the mobile app. For more information, check out the Dayforce Mobile FAQ'. Below the description, there are two columns of information: 'Company ID' (ABC Test Company) and 'User Name' (Jane.Doe). At the bottom, there are two buttons: 'Download on the App Store' and 'ANDROID APP ON Google play'.

Calendar

Depending on your company's configuration, you will be able to do the following in your Calendar:

- View your previous, current, or upcoming schedule
- View your shift details
- View and modify your availability
- View your attendance
- View upcoming Holidays (Provincial/Company)
- Create Time Away From Work Requests

dayforce Search Dayforce

Refresh Calendar Month Today May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

2025 - Victoria Day 05-19

0.00 0.00

0.00 0.00

0.00 0.00

0.00 0.00

0.00 0.00

0.00 0.00

Time Away List

Dayforce keeps track of how much time you can take away from work and how much you have already taken. These amounts are categorized into different balances for different reasons for time away from work, ie. Sick, Personal, Vacation, etc.

When you request Time Off using the application, your request is sent automatically to your manager for review and approval.

For each accrual, the application displays how much time you have earned, used, and have remaining in the balances panel of your Time Away List, along with the amount of time used by pending requests that your manager has not yet approved or rejected.

In the Time Away List screen, you will see all previously entered Time Off Requests, and if they were approved, are pending, or denied.

The screenshot shows the Dayforce interface with a search bar and a 'Request New Time Off' button. Below the header, there is a 'Balances' section with a list of four approved requests. Each request card includes an icon, the date, the type of time off, the requested date, the approved date, the approved by name, the duration, and the status (Approved).

Icon	Date	Type	Requested	Approved By	Duration	Status
🔑	Thursday, April 3, 2025	SICK - Hours	Monday, April 7, 2025	SCHOEL, MARY	1 day	Approved
🕒	Wednesday, April 2, 2025	Unpaid Time Off	Wednesday, April 2, 2025	SCHOEL, MARY	1 day	Approved
🔑	Tuesday, April 1, 2025	SICK - Hours	Wednesday, April 2, 2025	SCHOEL, MARY	1 day	Approved
✈️	Monday, March 31, 2025	Vacation	Wednesday, April 2, 2025	SCHOEL, MARY	1 day	Approved

View Balances

To view current balances, open the Balance Panel:

The screenshot shows the Dayforce interface with a search bar and a 'Request New Time Off' button. Below the header, there is a 'Balances' section with a 'Summary' table. The table has columns for Type, Unit, Start, End, Accrued, Approved, Pending, Remaining, and Exceeded. The 'As of' date is set to 4/24/2025.

Summary	Type	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded
Expiring Transactions	Sick - Hours	Hours	Wed, Jan 01, 2025		40.00	-16.00	0.00	24.00	0.00
	Vacation - Hours	Hours	Sat, Apr 05, 2025		81.86	0.00	0.00	81.86	0.00

Accrued: The amount you have earned or accumulated

Approved: The amount of balance the request used

Pending: When you make a new request and it has not yet been approved, it will appear as pending, which the application will display

Remaining: the amount you have left in your balance; this is your accrued amount minus all used, approved, or pending amounts.

Exceeding: if you have a negative balance, where you have used or will use more than you have accrued, the application will display the negative amount in the exceeded column

Enter Time Off Request

In order to enter a new Time Off Request from this screen click on: [+ Request New Time Off](#)

Fill out the form with the appropriate information and hit Submit:

Create Time Off Request

Time Requested: **8.00 Hours** Status: + Pending

Reason	Start Date	End Date	Type	Remaining	Unit
Vacation	4/25/2025	4/25/2025	Sick - Hours	24.00	Hours
			Vacation - Hours	73.86	Hours

Type of Request

Employee Comments

Balances ▼

Employee Timesheet

The Timesheets record your actual time worked, depending on your company's configuration setup, you can:

- View your Employee Timesheet
- Edit your Employee Timesheet
- Record Time on your Employee Timesheet
- Authorize and Unauthorize your Time
- Add comments

Date	Daily Total	Pay Code	Hours	Comments
21 Sunday	0.00			
22 Monday	0.00			
23 Tuesday	0.00			
24 Wednesday	0.00			
25 Thursday	0.00			
26 Friday	0.00			
27 Saturday	0.00			
Total Hours	0.00			