

Payroll Administrator Guide

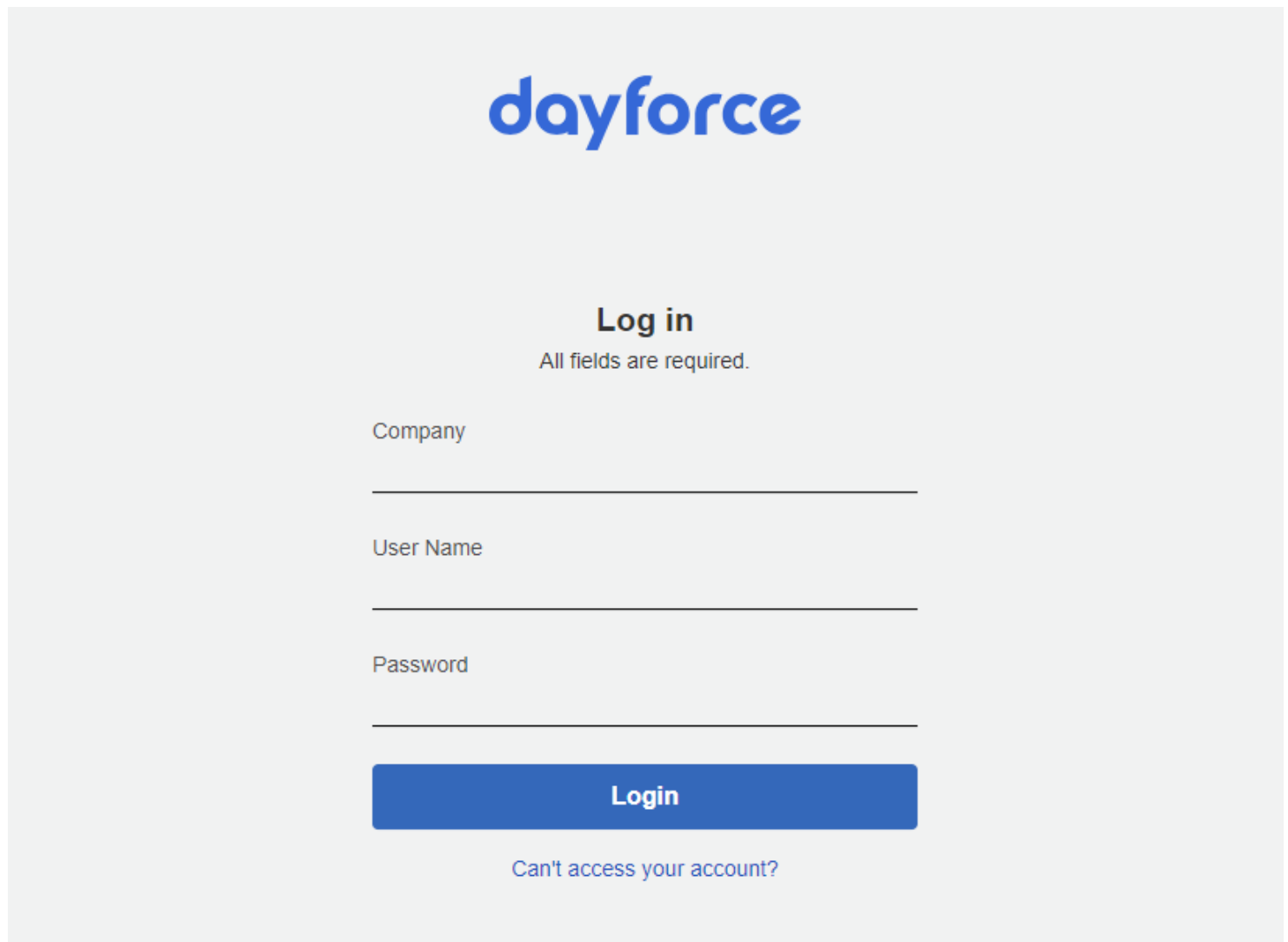
Contents

How to Login.....	3
Logging in as Payroll Admin.....	4
Home Screen.....	5
Home Screen Legend	6
Navigation Panel.....	7
Help	8
Message Centre	8
Your Team	11
Profile and Settings	13
Switching Roles	13
Profile	14
Preferences	14
Security.....	16
App.....	16
Viewing Your Employee Records in People	16
Filter Employee Records.....	16
View Employee Records.....	17
Scheduling Your Staff.....	18
Approvals	19
Enter Time Off Request.....	20
Timesheets	21
Load Timesheets.....	21
Add Shifts.....	22
Add Pay Adjustments.....	23
Authorize Timesheet Records.....	23
Pay Admin Checklist	25
How to send a Test Transmit	25
How to send a Full Transmit:	27

How to Login

To log into the Dayforce application use the link below:

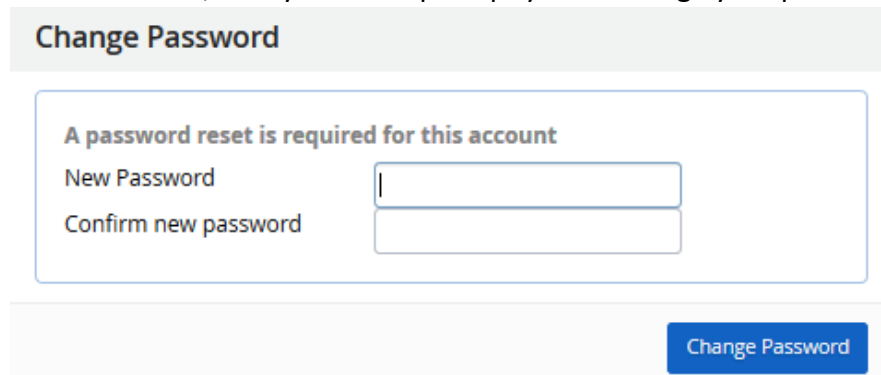
<https://www.dayforcehcm.com/mydayforce/login.aspx>



The image shows the Dayforce login page. At the top is the Dayforce logo in blue. Below it, the text "Log in" is centered, followed by "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, there is a link that says "Can't access your account?" in blue text.

Enter your login credentials provided by your Dayforce Support Team:

If you are logging in for the first time, the system will prompt you to change your password:

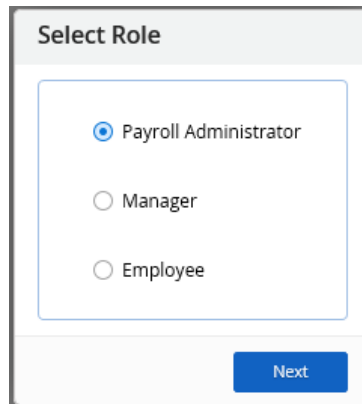


The image shows the "Change Password" page. At the top, the text "Change Password" is displayed in a bold, dark font. Below this, a message states "A password reset is required for this account". There are two input fields: "New Password" and "Confirm new password". At the bottom right, there is a blue button with the text "Change Password" in white.

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

Logging in as Payroll Admin

The system will then prompt you to select the role you would like to log in with, select Payroll Administrator and hit Next:

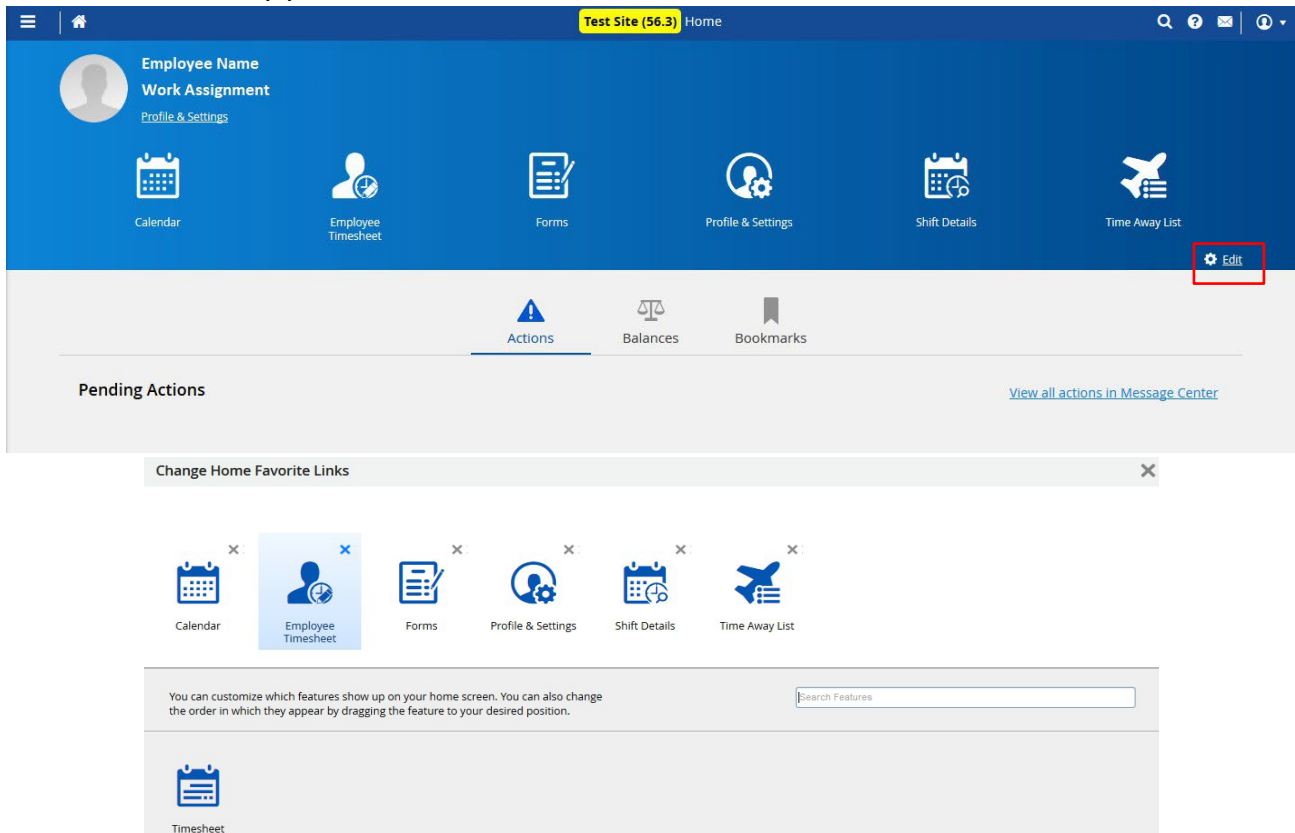


A dialog box titled "Select Role" with a light gray border. Inside, there is a white box containing three radio button options: "Payroll Administrator" (selected with a blue dot), "Manager", and "Employee". Below the options is a blue button labeled "Next".

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:



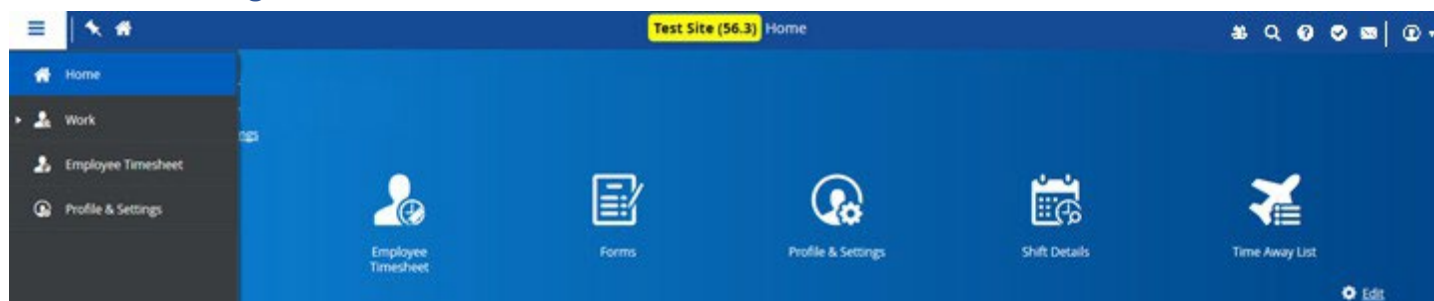
The screenshot shows the Home Screen of a system. At the top, there is a blue header bar with a user profile section on the left (Employee Name, Work Assignment, Profile & Settings) and navigation icons on the right. Below the header is a row of six icons: Calendar, Employee Timesheet, Forms, Profile & Settings, Shift Details, and Time Away List. An "Edit" icon (a gear) is located at the bottom right of this row, highlighted with a red box. Below the icons is a section for "Pending Actions" with a link to "View all actions in Message Center". At the bottom, there is a "Change Home Favorite Links" section with a list of icons (Calendar, Employee Timesheet, Forms, Profile & Settings, Shift Details, Time Away List) and a "Timesheet" icon. A search bar labeled "Search Features" is also present.

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



People



Search



Help



Approvals

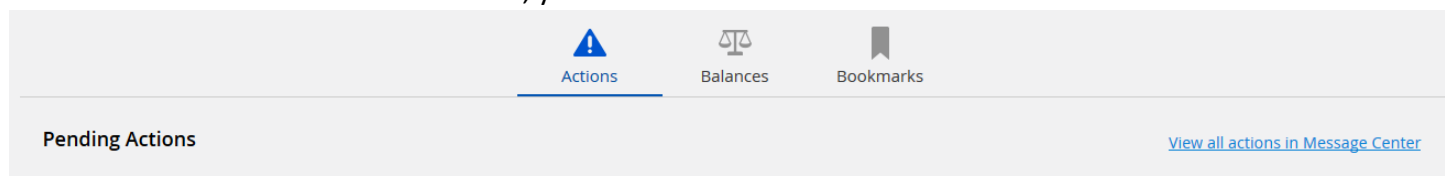


Message Centre

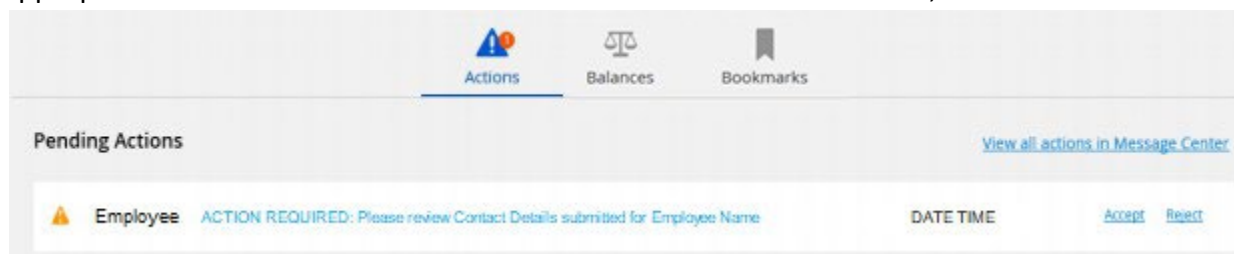


Profile/Settings & Logout

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



Actions : Displays any pending actions you have in your inbox. You can **Accept** or **Reject** the action by clicking on the appropriate link. To view the workflow form associated with the action, click the link in the tab:





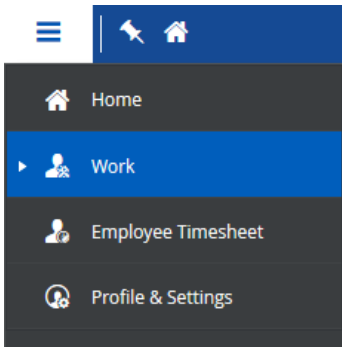
Balances: Show balance details including amounts that employees have accrued, pending, remaining etc.




Bookmarks: Show links to your frequently access websites

Navigation Panel

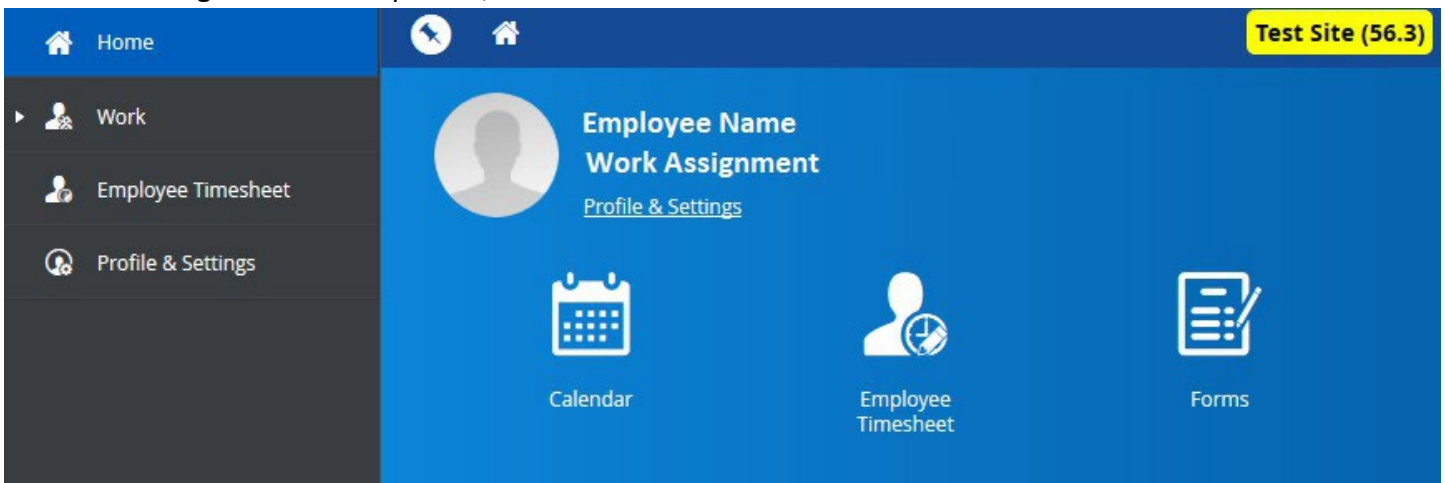
The navigation panel displays all the features that you can access. It is displayed to the far left of the screen, and is always available (even it is hidden, or “unpinned”).



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.

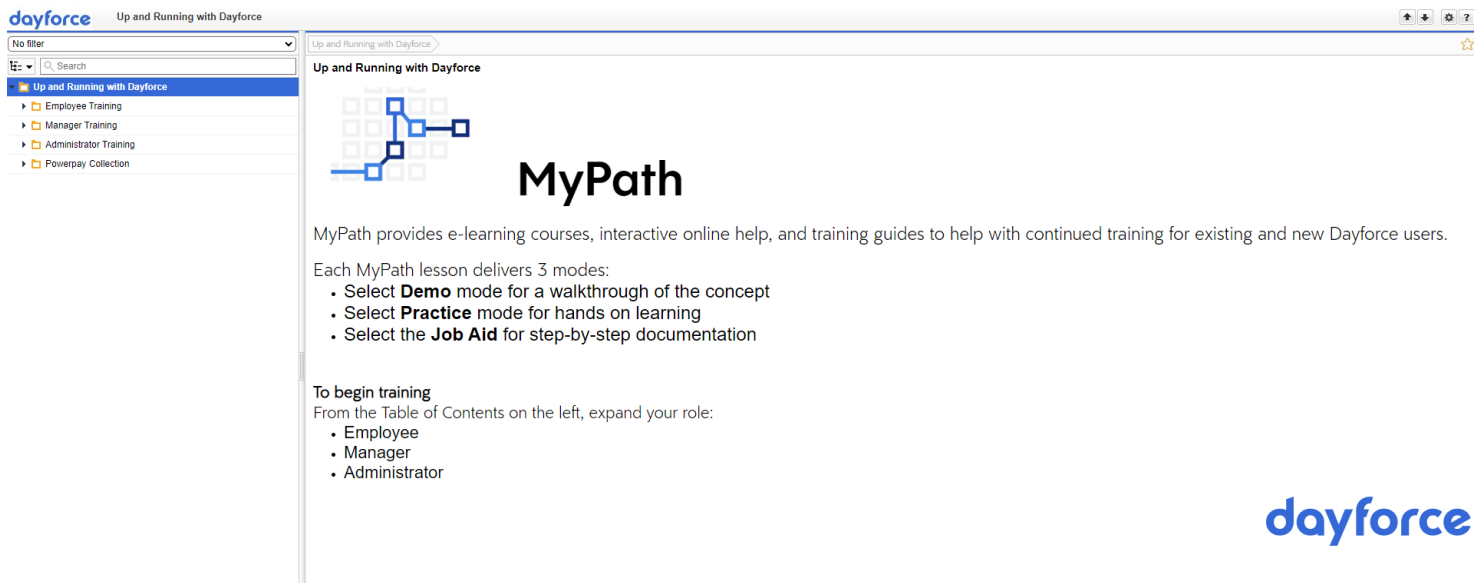
When the Navigation Panel is pinned, the screen will look like this:



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.



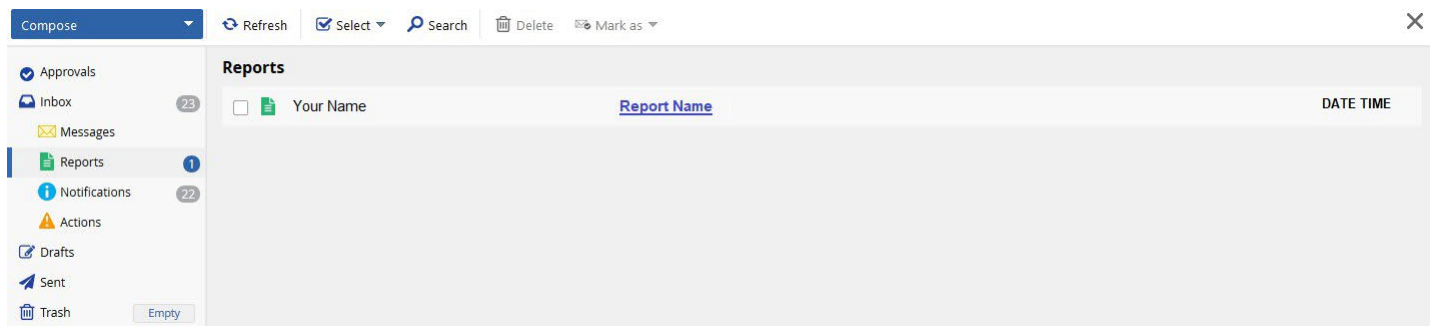
Message Centre

In the Message Centre you can create and view messages regarding your DFTA account as well as here is where you will find any reports you run, notifications you receive, approval requests etc.

View Messages

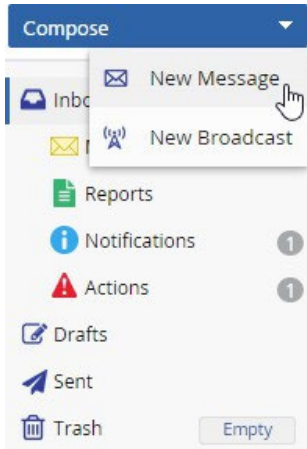
By Default, the application displays all messages (including notes, broadcasts, reports, and actions) when you open **Message Centre**. If necessary, you can click one of the filter buttons beneath the **Inbox** tab to view a specific type of message.

For example, to view only reports, click the **Reports** button. The application hides all other items in your inbox and displays only reports:



Send Messages

Depending on your company's configuration, you might be able to send messages and/or broadcasts to your colleagues. The application displays any message types that you can send in the **Compose** drop-down list:



In the example above, the user has access to send both messages and broadcasts. If they only had access to send messages, the application would only display the **New Message** option in the list.

Once you have selected the type of message to compose, the application displays a blank message or broadcast:

A screenshot of a 'New Message' composition window. At the top, there are 'Back' and 'Discard' buttons, and a close 'X' button. The window title is 'New Message' with an envelope icon. Below the title, there's a 'To' field with a blue button and a dropdown menu labeled 'Choose employees' with '0 Selected' text. Below that is a 'Subject' field. The main body is a large text area with a rich text editor toolbar above it, containing icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, and a more options menu. At the bottom right, there are three buttons: 'Send' (with an arrow icon), 'Save Draft' (with a floppy disk icon), and 'Cancel' (with a trash icon).

You can select your recipients in two ways:

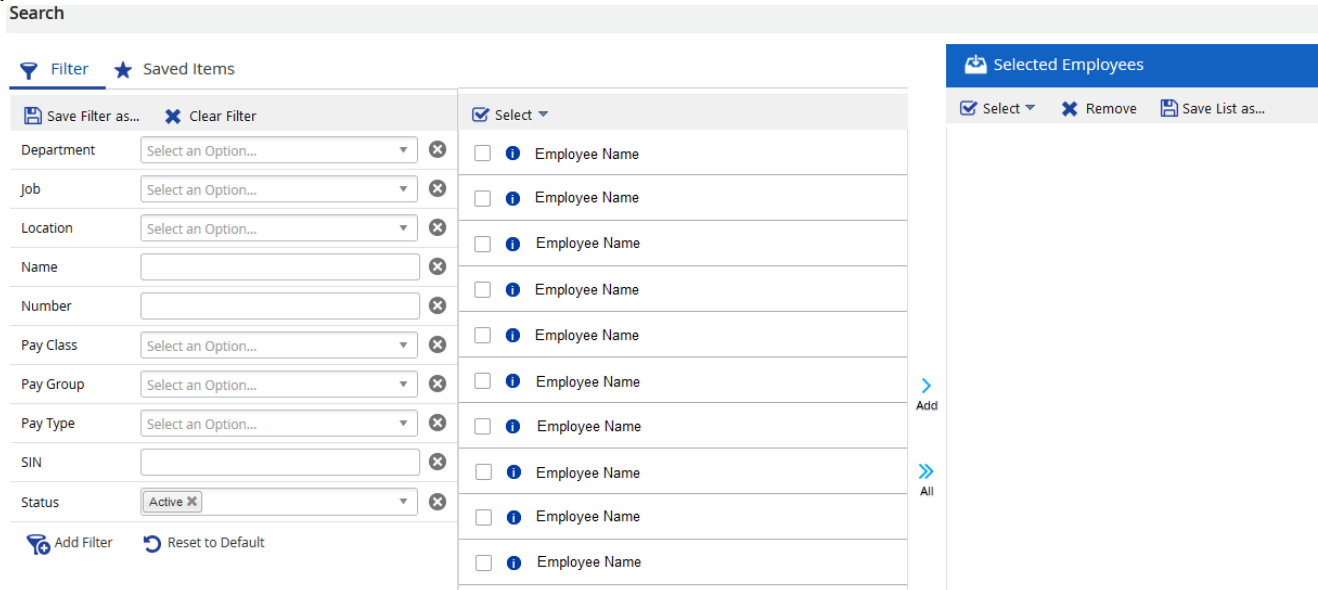
1) Start typing the recipient's name into the **To** field. The application displays the appropriate users:



The screenshot shows a 'To' field with a dropdown menu. The text 'macon' is entered in the search bar. The dropdown menu displays two results: 'Macon Burke' and 'Macon Gillespie'. A mouse cursor is hovering over 'Macon Burke'. The 'Subject' field is visible below the 'To' field. The interface includes a rich text editor toolbar with various icons for text formatting and alignment.

2) If you must send a communication to a large audience, you can use filters to find the necessary recipients.

To open the filter criteria, click the **To** button:



The screenshot displays the filter criteria interface. On the left, there is a 'Filter' section with a search bar and a list of filter criteria: Department, Job, Location, Name, Number, Pay Class, Pay Group, Pay Type, SIN, and Status. Each criterion has a dropdown menu or a text input field. Below the filter criteria, there are buttons for 'Add Filter' and 'Reset to Default'. On the right, there is a 'Selected Employees' section with a list of employees. Each employee entry has a checkbox and the text 'Employee Name'. The 'Add' button is located between the filter criteria and the selected employees list. The 'All' button is located at the bottom of the selected employees list.

Specify your filter criteria using the controls provided, then select the checkbox beside the recipients' names and click the **Add** button. The application displays the users you have selected in the **Selected Employees** column:

Search

Filter

Saved Items

Save Filter as...

Clear Filter

Department

Select an Option...

Job

Select an Option...

Location

Client Services

Name

Number

Pay Class

Select an Option...

Pay Group

Select an Option...

Pay Type

Select an Option...

SIN

Status

Active

Add Filter

Reset to Default

Select

☐

Employee Name

☐

☐

☐

☐

☐

☐

☐

Add

All

Selected Employees (5)

Select

Remove

Save List as...

☐

Employee Name

☐

☐


☐

☐

☐

Select

Cancel
































 New Message

To

Employee Name X Employee Name X Employee Name X ...

Subject

Reminder: Team Potluck Tomorrow!

  | **B** | *I* | U | ~~S~~ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Employee Name #

Position Name

Location

Manager: Your Name

View Profile

View Hierarchy

Profile

Personal Contact

Primary Residence Address

123 Test Lane
Toronto ON
L1L 1L1
Canada

Mobile

No Mobile Phone Number Available

Home

No Home Phone Number Available

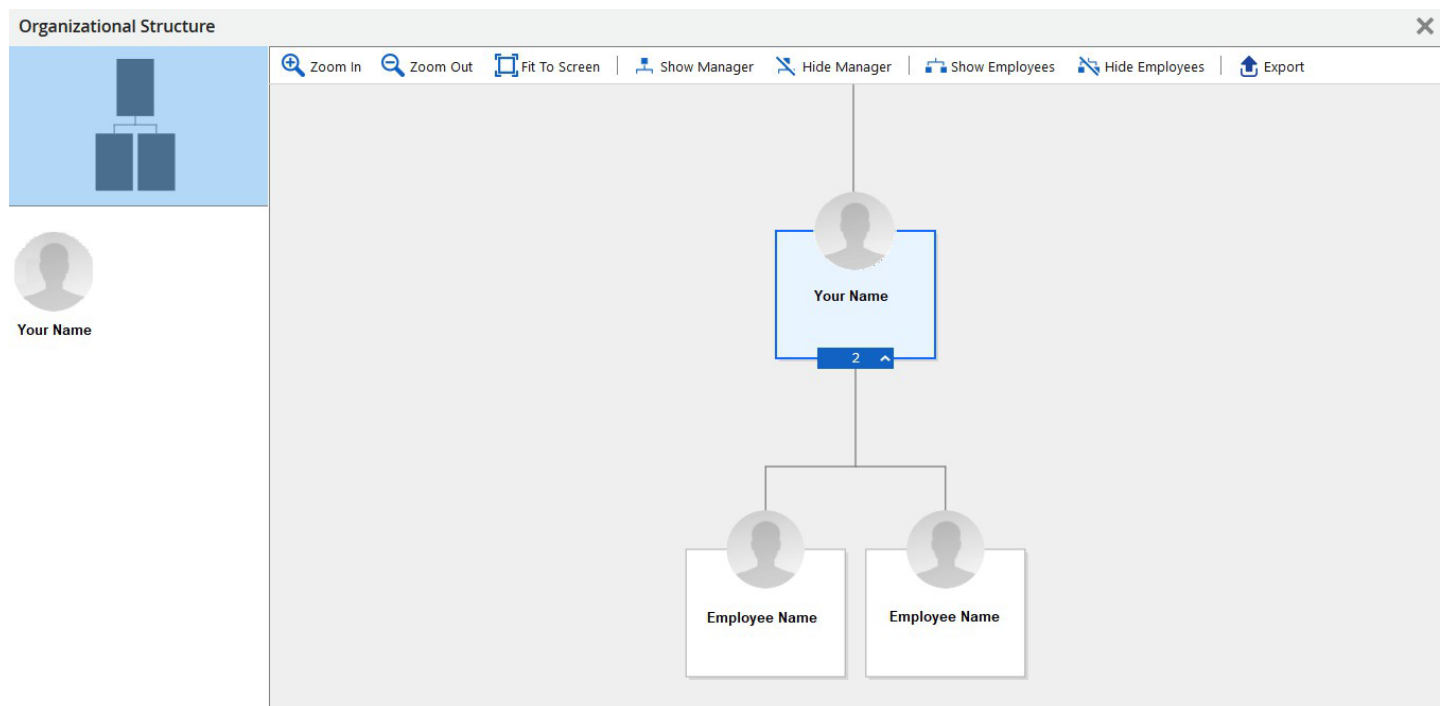
Business Contact

Employee Details

Emergency Contacts

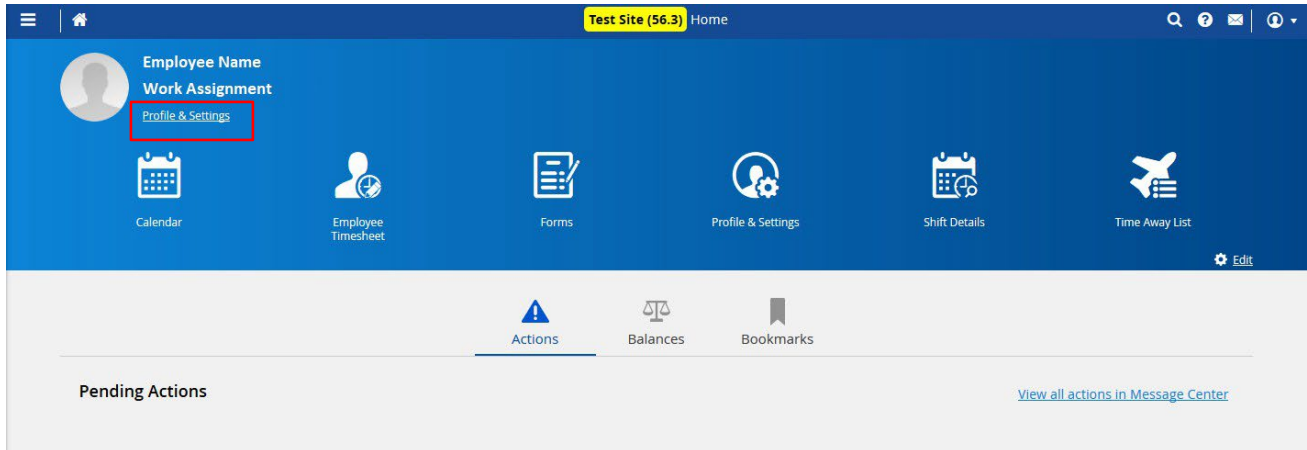
Click on **View Profile** from the Employee Card to take you to the employee's profile in **People**.

Click on **View Hierarchy** to view the organization hierarchy.

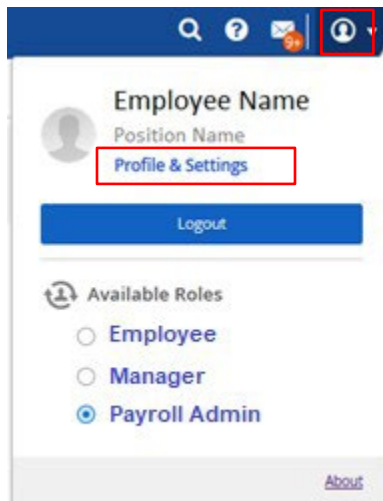


Profile and Settings

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

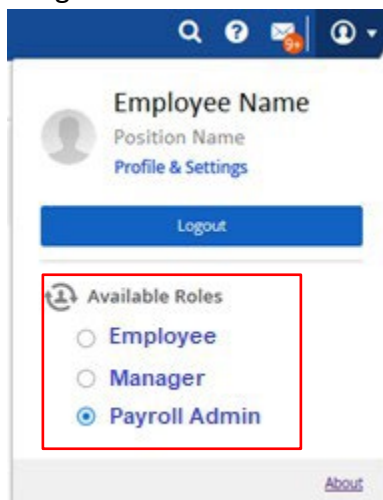


Or by clicking on the Profile and Settings through the Top Right Icon:



Switching Roles

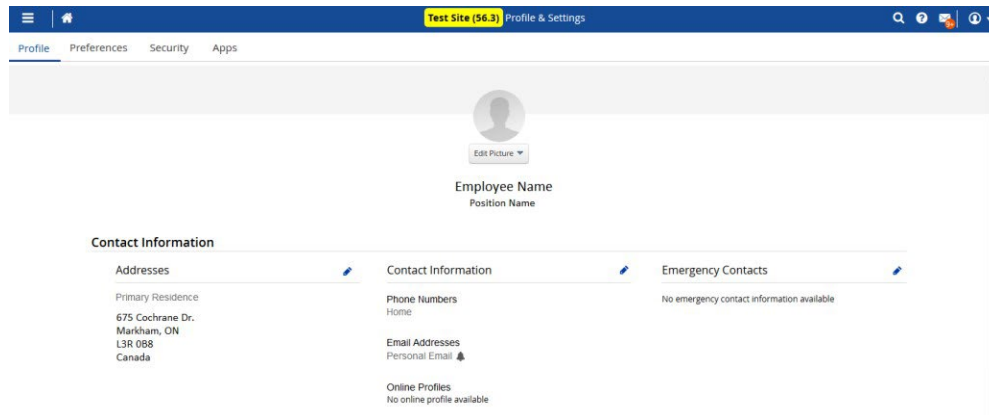
The application displays any other roles you've been assigned. When you select one of them, the application reloads and displays the features you're assigned access for that role.



Profile

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

- Add/Edit Display Picture
- Update Contact Information

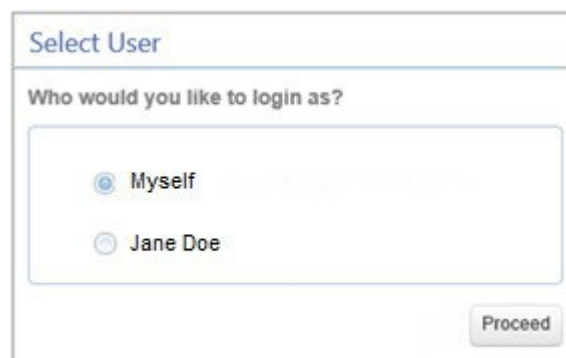


Preferences

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

If you are not going to have access to your account for an extended period, for example, if you request an extended leave of absence, it may be necessary to delegate access to your account to another employee, manager, HR Professional, or other appropriate user.

Users who have been delegated access to your account can access feature and perform some tasks maintaining your records. For example, a user with access to your account can log in and authorize your timesheet entries to ensure that you will be paid for your time worked before your absence. Users who have been delegated access to your account have the option of logging in as themselves or you.



If this feature is enabled in your account, complete the following steps to delegate your account access to another user:

1. Navigate to **Profile and Settings**
2. Click on the **Preferences** tab
3. In the **Delegation Access** section, click **Add**. The application displays the **Delegation Access** dialog box:

Delegation Access

Give your account access to another employee for a period of time. This allow another user to perform Dayforce tasks if you will not be able to, such as when you are away

Give access to*

Jane Doe

Delegation Reason

Maternity / Paternity

Effective Period*

2/28/2019 8/30/2019

Restrict Private Information

☐ Pay Information

☒ Compensation Feature Access

☐ Performance Feature Access

☒ PII Documents

Save Cancel

4. Select the user in the **Give access to** drop-down list. You can search for an employee by entering all or part of their name in the search field.

5. Select a reason in the **Delegation Reason** drop-down list. For example, select Maternity/Paternity if you are delegating access while you will be away on leave.

6. Enter the effective dates in the **Effective Period** fields. The user to whom you are delegating access will have access during this period.

NOTE: the application limits the number of days in the delegation period based on the setting by your administrator. For more information contact your Service Delivery Team.

7. In the **Restrict Private Information** section, select the appropriate checkboxes to restrict the user from access the specific type of information.

- Select the **Pay Information** checkbox, and the application hides pay information for employees that report to you from the delegated user. Clear the checkbox and the delegated user has full access to employee pay information.
- Select the **Performance Feature Access** checkbox, and the application restricts the delegated user's access to Performance features. Clear the checkbox, and the delegated user has full access to Performance (if you, yourself, have access to it). By default, this checkbox is selected, and the delegated user does not have access to performance.
- Select the **Compensation Feature Access** checkbox, and the application restricts the delegated user's access to Compensation features. Clear the checkbox, and the delegated user has full access to Compensation (if you, yourself, have access to it). By default, the checkbox is selected, and the delegated user does not have access to Compensation.
- Select the **PII Documents** checkbox, and the application hides personally identifiable information that is configured as such in the application. Clear the checkbox, and the delegated user has full access to personally identifiable information. By default, this checkbox is selected, and the user does not have access to PII Documents.

8. Click **Save**.

Security

You can update your security settings

- Change your Password
- Add/Modify Security Questions

The screenshot shows the 'Security Settings' page. At the top, there's a navigation bar with 'Profile', 'Preferences', 'Security' (selected), and 'Apps'. Below this, the 'Security Settings' section is divided into three main areas: 'Update Password', 'Update Security Questions', and 'Update your Personal Identification Number (PIN)'. Each area has a form with input fields for the respective information. A 'Save' button is located at the bottom right.

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 Username, and a link to the Dayforce Mobile FAQ.

The screenshot shows the 'Apps' page. It features a 'Dayforce Mobile App' section with instructions on how to use the app. Below this, there's a 'Company ID' field displaying 'ABC Test Company' and a 'User Name' field displaying 'Jane.Doe'. At the bottom, there are two buttons: 'Download on the App Store' and 'ANDROID APP ON Google play'.

Viewing Your Employee Records in People

Once you have setup your employees in the application, you need to maintain their records to ensure they are accurate and up to date.

The **People** feature provides a centralized access point for data about your employees, such as their status, contact information, work assignments etc.

It is in the top right-hand corner of the application:



Filter Employee Records

Filtering employee records allows you to narrow the list, so that you're only seeing employees who meet the specified filter criteria. For example, you could use this functionality to find all employees who work at a specific location.

By Default, the application displays some filter options when you open the **People** screen:

Test Site (56.3)People

People ListOrganization Chart

★ Favorites

Filter

View

View Profiles

Edit

Action

Reports

(Status and Work) Location

0 Selected

Select an Option...

×

(Personal) Name

×

(Personal) Number

×

(Status and Work) Position

in

Select an Option...

×

(Status and Work) Status

in

Active

Inactive

Pre-Start

×

Add Filter

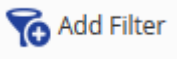
Reset to Default

Apply Filter

Clear Filter

Remove Filters

	Name	Employee Number	Primary Address	Primary Position	Primary Location	Status
--	------	-----------------	-----------------	------------------	------------------	--------

If you would like to modify your filter options, click on the  **Add Filter** Icon and check off any options you would like to use.

View Employee Records

You can either view individual employee records or load a number of records that you can navigate between.

To view a single employee record, simply click the employee’s name in the list:

<input type="checkbox"/>	Name	Employee Number	Primary Location
<input type="checkbox"/>	 Amanda Tamane	100423	Plant 1 - Management
<input type="checkbox"/>	 Erin Walsh	100424	Plant 1 - Management
<input type="checkbox"/>	 Gannon L Lynn	47812	Plant 1 - Management
<input type="checkbox"/>	 Josephine K Koch	23255	Plant 1 - Management
<input type="checkbox"/>	 Julie Palmer	100425	Plant 1 - Management
<input type="checkbox"/>	 Karen C Cooley	53265	Plant 1 - Management

To load multiple employee records, complete the following steps:

- 1. Select the checkboxes next to the records you want to open:

<input type="checkbox"/>	Name	Employee Number	Primary Location
<input checked="" type="checkbox"/>	 Amanda Tamane	100423	Plant 1 - Management
<input checked="" type="checkbox"/>	 Erin Walsh	100424	Plant 1 - Management
<input type="checkbox"/>	 Gannon L Lynn	47812	Plant 1 - Management
<input type="checkbox"/>	 Josephine K Koch	23255	Plant 1 - Management
<input checked="" type="checkbox"/>	 Julie Palmer	100425	Plant 1 - Management
<input type="checkbox"/>	 Karen C Cooley	53265	Plant 1 - Management

2. Click the **View Profiles** button above the filter options:

The screenshot shows the top navigation bar with a 'Test Site (56.3)' label and a 'People' tab. Below the navigation bar, there's a 'People List' tab and an 'Organization Chart' tab. A 'View Profiles' button, represented by a person icon, is highlighted with a red box. To the right of this button are 'Edit', 'Action', and 'Reports' buttons. Below these buttons are several filter fields: '(Status and Work) Location' with a dropdown, '(Personal) Name' with a text input, '(Personal) Number' with a text input, '(Status and Work) Position' with a dropdown, and '(Status and Work) Status' with a dropdown and checkboxes for 'Active', 'Inactive', and 'Pre-Start'. At the bottom of the filter section are 'Add Filter', 'Reset to Default', 'Apply Filter', 'Clear Filter', and 'Remove Filters' buttons. Below the filters is a table with columns: Name, Employee Number, Primary Address, Primary Position, Primary Location, and Status.

3. Navigate between the profiles you've selected by doing one of the following actions:

- Click the left and right arrows:

The screenshot shows a navigation bar with a left arrow, a dropdown menu labeled 'Selected Employ...', and a button labeled 'Amanda Tamane • Regional Manager'. To the right of the button is a right arrow. A hand cursor is pointing at the right arrow.

- Select the employee from the drop-down list:

The screenshot shows a dropdown menu with the following options: 'Amanda Tamane • Regional Manager', 'Erin Walsh • Assistant to the Regional Manager', and 'Julie Palmer • Assistant Regional Manager'. A hand cursor is pointing at the 'Julie Palmer' option.

For more details on the **People** Screen, see [HTML People Document](#).

Scheduling Your Staff

Navigate to the Schedules from the Navigation Panel:

The screenshot shows a navigation panel with a list of items: 'Club Nautique Lord Rea...', 'Home', 'Schedules', 'Timesheets', and 'Pay Admin Checklist'. The 'Schedules' item is highlighted with a blue background.


Dayforce provides you with a graphical tool to schedule your employees. You can perform a variety of scheduling tasks, such as adding shifts and changing their start and/or end times or their duration.

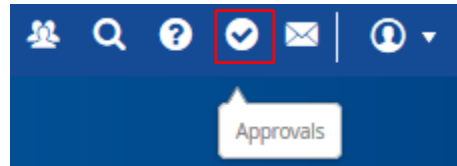
The application also checks your schedule for problems, such as scheduling overlapping shifts or scheduling employees when they are unavailable and alerts you while you are working on the schedule if it contains any of these issues.

If your company uses Scheduling, please see the [Introducing Schedules Document](#).

Approvals

This is where you approve/deny Time Away From Work Requests entered by your employees.

To navigate to the **Approvals** screen, you can click on the  icon from the top right-hand corner of the application.




By default, the application will show any Pending, Cancellation Pending Requests that need to be actioned by you.

Employee Name	Approval Type	Status	Date Range	Location	Manager	Action
Milliken, Walter 6035	Availability	Pending	Starting from 4/30/2017		Your Name	Approve Deny
Christensen, Winston 6030	Time Away From Work	Pending	VAC 4/27/2017		Your Name	Approve Deny
Conner, Sheila 6028	Time Away From Work	Pending	VAC 4/21/2017		Your Name	Approve Deny
Conner, Sheila 6028	Time Away From Work	Pending	VAC 3/27/2017 - 4/7/2017		Your Name	Approve Deny
Powell, Christopher 6037	Time Away From Work	Pending	VAC 3/28/2017		Your Name	Approve Deny

You can simply Approve or Deny the request, or you can click on the request to view the details. The details of the request depend on the type of request.

If you need to search for a pending Time Off Request for an employee who reports directly to another

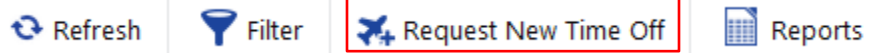
manager, remove your name from the Manager Section by clicking on the  and you will be able to see all Pending, Cancellation Pending Requests that need to be actioned

Employee Name	Approval Type	Status	Date Range	Location	Manager	Action
	Availability	Pending	6/23/2019 - 7/21/2020		Select an Option...	Approve Deny

Enter Time Off Request

To create a new Time Away From Work Request in the **Approvals** screen, complete the following steps:

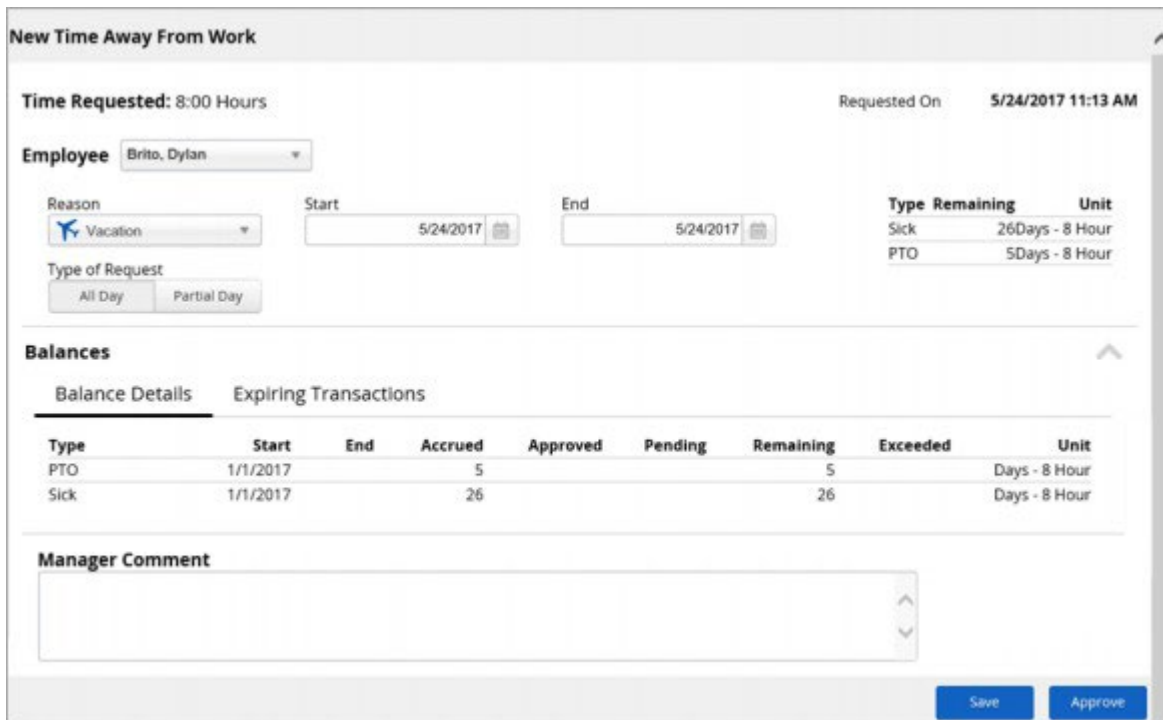
1. In the Approvals toolbar, click **Request New Time Off**:



The new time away from work request opens in an overlapping window

2. In the Employee drop-down list, select the appropriate employee.

3. In the reason drop-down list select the reason for the time off. This list is filtered based on the selected employee. When you select a reason, the application displays the balance type, remaining, and unit days for the employee:

The screenshot shows a web form titled 'New Time Away From Work'. At the top, it displays 'Time Requested: 8:00 Hours' and 'Requested On: 5/24/2017 11:13 AM'. Below this is an 'Employee' dropdown menu with 'Brito, Dylan' selected. There are 'Reason' and 'Type of Request' dropdowns, and 'Start' and 'End' date pickers both set to 5/24/2017. The 'Type of Request' has 'All Day' and 'Partial Day' buttons. To the right, a table shows balance types: Sick (26Days - 8 Hour) and PTO (5Days - 8 Hour). A 'Balances' section contains two tabs: 'Balance Details' and 'Expiring Transactions'. The 'Balance Details' tab is active, showing a table with columns: Type, Start, End, Accrued, Approved, Pending, Remaining, Exceeded, and Unit. The table has two rows: PTO (Start: 1/1/2017, End: , Accrued: 5, Remaining: 5, Unit: Days - 8 Hour) and Sick (Start: 1/1/2017, End: , Accrued: 26, Remaining: 26, Unit: Days - 8 Hour). Below the table is a 'Manager Comment' text area. At the bottom right are 'Save' and 'Approve' buttons.

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
PTO	1/1/2017		5			5		Days - 8 Hour
Sick	1/1/2017		26			26		Days - 8 Hour

4. Enter the start and end date of the request or click the calendar icons to select the dates.

5. Click **All Day** or **Partial Day** to indicate the type of request.

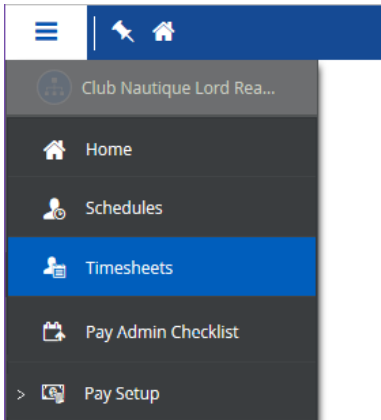
6. Optionally, enter your comments in the **Manager Comment** field.

7. Do one of the following actions:

- Click **Save** to save the request and approve it later
- Click **Approve** to save and approve the request at once.

Timesheets

Navigate to the Timesheets through the Navigation Panel:



You can load your employees' time and attendance records in **Timesheets**. The application displays the Locations that you have access to, if you manage multiple locations, make sure you pick one location in your organization before you load any timesheets.

Load Timesheets

1. Click on the arrow next to the **Load** button: 

A dialog opens displaying additional loading options:

A screenshot of a 'Load Timesheets' dialog box. At the top is a toolbar with icons for 'Load', 'Save', 'Filter', 'Sort', 'Favorites', and 'Options'. The dialog contains several input fields: 'Organization' with a text box labeled 'Company Name' and a location icon; 'Pay Group' with a dropdown menu showing 'All Pay Groups'; 'Pay Period' with a dropdown menu showing '7/21/2019 - 7/27/2019'; and 'Employees' with a dropdown menu showing 'Select an Option...'. At the bottom right are two buttons: 'Load' and 'Close'.

2. Select a Pay Group and a Pay Period from the corresponding drop-down lists.


3. Click the **Load** button display appropriate information:

A screenshot of the same 'Load Timesheets' dialog box, but with selections made. The 'Pay Group' dropdown now shows 'Selected Pay Group' and the 'Pay Period' dropdown shows '7/15/2019 - 7/28/2019'. The 'Load' button at the bottom right is now highlighted with a red rectangular box.

Add Shifts

After loading your timesheets, you can add shifts for specific employee.

1. In **Timesheets**, select the appropriate cell and click the add icon ():


Employees	Sunday, Aug 7	Monday, Aug 8
Employee Name		<div>Add New Shift </div>

The application displays a dialog in which you can add the shift details:

Employee Name - Monday, Aug 8 ✕


Schedule

Actual

 Unscheduled


Location

▼

 Unscheduled


Position Name

▼

 Unscheduled


[None]

▼


 Unscheduled

[None]


▼


 09:00 AM

✓

 05:00 PM

✓






Total

0.00h

0.00h



Enter Comment Here


OK

Cancel

Depending on how your application is configured, you may see the employee's primary job, the default meals or breaks, and the shift default start and end time.

2. If needed adjust the shift details using the associated drop-down lists in the dialog.

3. Click the arrow next to the start and end times, and then adjust the times as needed using the up and down arrows. You can also enter the time directly into the corresponding field.

4. If you want to add a meal, click the add meal icon (). If you want to add a break, click the arrow next to the add meal icon, and then select **Add Break** in the drop-down list. Once added, you can modify the start and end time for the meal or break.

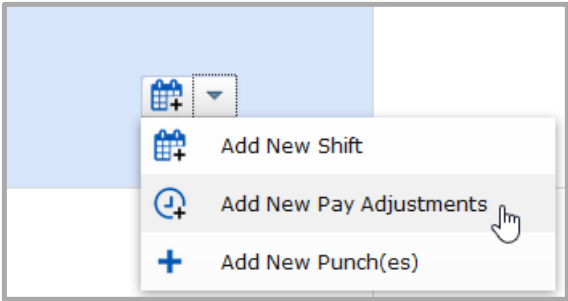
5. When you are finished creating the new shift, click the **OK** button. The application closes the dialog box and adds the shift to the timesheet.

NOTE: You must Save the modifications to the timesheets using the Save Icon in the left corner of the Timesheets Screen.

Add Pay Adjustments

You can add amounts or hour-based pay adjustments for employees on the timesheets.

1. In the timesheets, select the appropriate cell, and then click the arrow next to the add icon (📅+) to expand the add drop-down list:



2. Select **Add New Pay Adjustments**.

The dialog Add New Pay Adjustments dialog box opens:

Add New Pay Adjustments

Pay Adjustment Type

Bonus

Position

Employee's Position Name

Amount

0.00

Amount

Comment

Reference Date

OK

Cancel

3. Specify the details of the pay adjustment, including the pay adjustment type and amount/hours.

4. When you are finished creating the pay adjustment, click **OK**. The application closes the dialog box and adds the adjustment to the timesheets.

Authorize Timesheet Records

You will need to authorize an employee’s shift for those hours to be sent over to Powerpay.

To authorize a single employee’s complete week, click on the employee’s name to highlight the entire week:


Employees	Monday, Jul 15	Tuesday, Jul 16	Wednesday,
Employee Name	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>
Employee Name	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>
Employee Name	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>	<div><div></div><div>Position Name</div><div>9:00 AM - 5:00 PM</div><div>0.008.00</div></div>

Click the Authorize Icon Authorize

You will see a shift has been authorized when you see this icon in the top right-hand corner of the record:

To authorize, all your employees, click on the Employees to highlight your entire Timesheet:

Employees	Monday, Jul 15	Tuesday, Jul 16	V
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>

Click on the  Authorize

Employees	Monday, Jul 15	Tuesday, Jul 16	V
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>
Employee Name	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Position Name</div> <div><div></div>9:00 AM - 5:00 PM</div> <div>0.008.00</div>	<div><div></div>Po</div> <div><div></div>9:0</div>

For further details on the Timesheet, see [Introducing Timesheets Document](#).

Pay Admin Checklist

The Pay Admin Checklist is used to send your Timesheets in Dayforce to Powerpay.

Before sending your Final Transmit, we suggest first sending a Test Transmit to review and confirm that there are no errors. This is because once you send your Final Transmit, any additional information will need to be keyed in both DFTA to update your records, and Powerpay to ensure your employees are paid accurately.

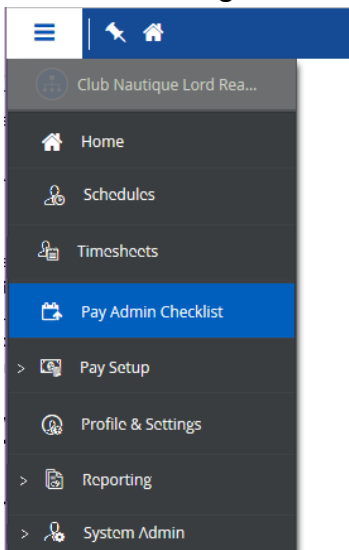
How to send a Test Transmit

There is no limit on how many Test Transmits you can send from DFTA into Powerpay, and each Test Transmit you send will override the information from the previous test.

Since you can send a Test Transmit even though your timesheets have errors or unauthorized records, we highly recommend sending a Test anytime you have changes to your payroll prior to your payroll processing date so that we can address any issues in a timely manner.




To send a Test Transmit, complete the following steps:

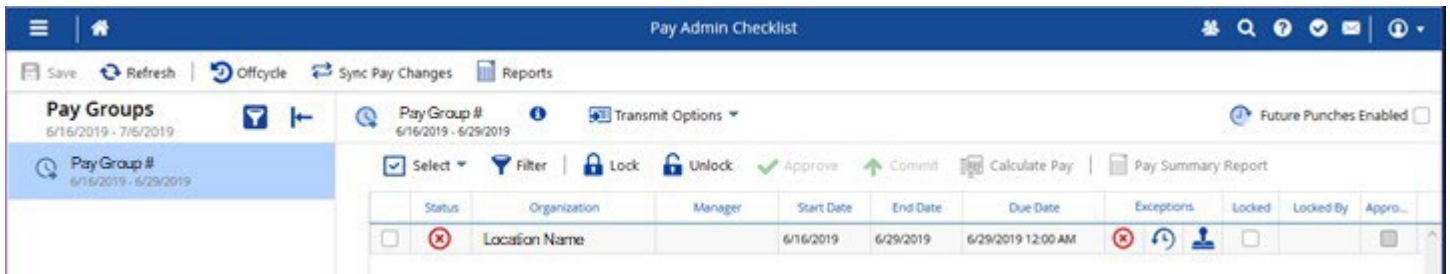
1. From the Navigation Panel (Menu), select Pay Admin Checklist:



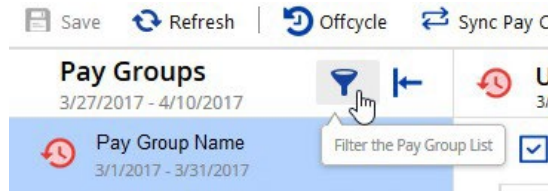
2. Confirm that you have the correct Pay Period selected from the left-hand side. The Pay Period in the screenshot below is from Jun. 16/19 – Jun. 29/19

The Pay Admin Checklist displays the status of each pay group using the following icons:

-  Payroll records for this pay group are due to be transmitted today
-  Payroll records for this pay group should have been transmitted already and are overdue
-  Payroll records for this pay group are not due to be transmitted until some future date



If the desired Pay Group and Pay Period Dates do not appear, click on the Filter Icon:



The application opens the **Filter Option** dialog box:

Filter Options

Date Range

Start

3/27/2017

End

4/10/2017

Pay Group Transmit Status

Past Due

Required Today

Required in Future

Pay Group

1 Selected

Pay Group Name

Sort By

Date

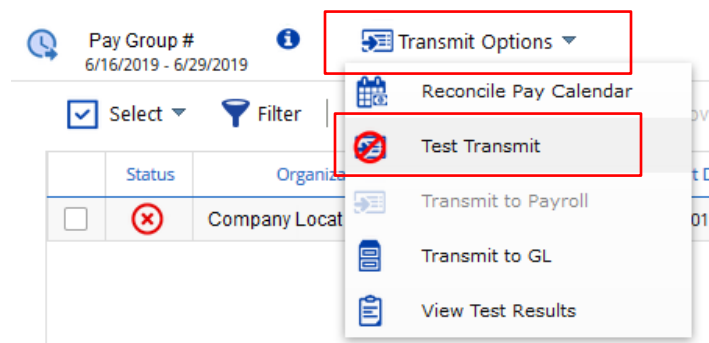
Reset to Default

Apply

Cancel

Modify the parameters to find the appropriate Pay Group

3. Click on **Transmit Options > Test Transmit**



4. A pop up will appear, click on **OK**:

Please Confirm

×

Create Mock Payroll Export files?

OK

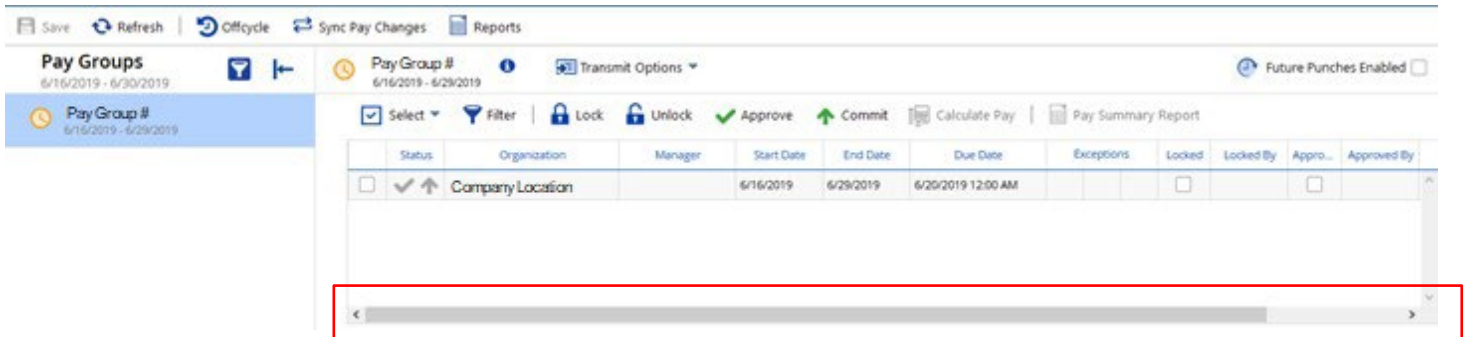
Cancel

How to send a Full Transmit:

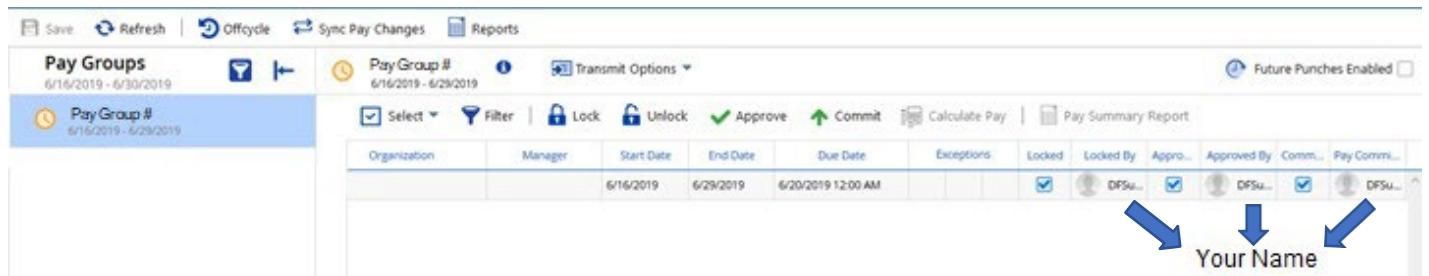
Full Transmits should be sent from Dayforce to Powerpay once you have reviewed your payroll in Powerpay and confirm that there are no further changes required to your Timesheets in DFTA.

When all errors have been resolved, and all entries have been authorized complete the following steps:

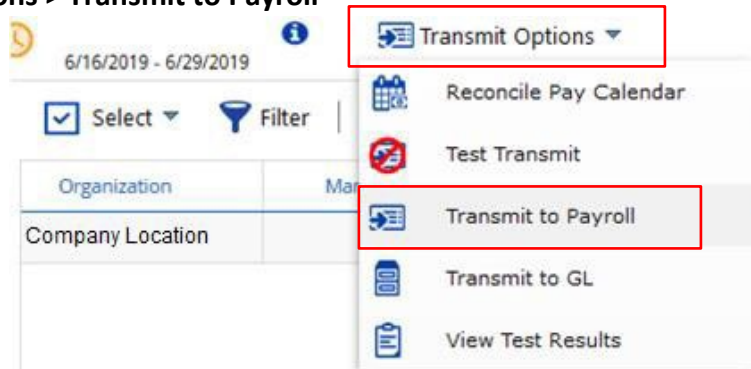
1. From the Navigation Panel (Menu), select Pay Admin Checklist. Like Test Transmit, confirm you have the correct Pay Group/Pay Period selected from your list on the left-hand side:



2. Use the scroll bar at the bottom of your screen to navigate to the right so that you can **Lock, Approve, Commit** the Pay Period:



3. Click on **Transmit Options > Transmit to Payroll**



4. A pop up will appear, click on **OK**:

