

Dayforce Employee Self Service Guide

Using Dayforce

Navigating DayForce

- 1 My Work** - your schedule, timecard, availability and vacation requests
- 2 My Earnings** - your earnings statements and year-end forms
- 3 My Benefits** - your benefits enrollment information and forms
- 4 Me** - your profile, form submission history, and preferences



Logging into DayForce

URL: <https://dayforcehcm.com>
Login: 6 Digit employee ID #
Password: last 6 digits of SIN #

Click the black and green square to maximize or minimize the panel you want to see

Check your messages here; to learn how to send a message, see page 2

View your paystub here

View your schedule here

View your benefits elections here, and access guided forms to submit updates to your dependent/beneficiary information and life events

View your up-to-date vacation balance here

View the status of your TAFW requests here

The screenshot displays the Dayforce Employee Self Service interface. At the top, there are navigation tabs for 'My Work', 'My Earnings', 'My Benefits', and 'Me'. Below these are several panels: 'My Availability' (Availability Calendar For October 2014), 'My Timecard' (Week of: 2014/10/26), 'My Schedules' (Schedule Calendar For October 2014), and 'My Time Away' (My Time Away). The 'My Time Away' panel shows a request for 'VAC - Vacation' on Friday, October 24, 2014, for 1 day, which has been approved by Manager Lao, Adrienne. A 'Balances' panel is also visible. A 'My Time Away' toolbar at the bottom left includes 'New', 'Edit', and 'Delete' options.

Requesting Time Away From Work (TAFW)

- Select the green plus sign to initiate a New TAFW Request
- Select the **reason** for your TAFW request (typically VAC – vacation)

The screenshot shows the 'Create Request' form for TAFW. It includes fields for 'Employee', 'Reason' (set to 'VAC - Vacation'), and 'Status' (set to 'Pending'). There is a section for 'Time Off Details' with 'All Day' checked, 'Start' date of 2014/10/28, and 'End' date of 2014/10/28. Below this are 'Employee Comment' and 'Manager Comment' text areas. A 'Balances' section is also present. A disk icon is located at the bottom right of the form.

3 Select the date that you wish to take off, and indicate whether you are taking the full day(s) off, or what hours you would like to use

4 Add any comments that you would like your manager to see

5 Click the disk icon to submit your request

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The screenshot displays the Dayforce interface. At the top, there are navigation tabs: 'My Work', 'My Earnings', 'My Benefits', and 'Me'. The main area is divided into two sections: 'My Availability' and 'My Schedules'. The 'My Availability' section shows an 'Availability Calendar For November 2014' with a grid of days. A pop-up menu is open over the calendar, offering options: 'Edit Availability for This Week', 'Edit Default Availability', 'Use Default Availability for This Week', and 'Copy from Previous Week'. The 'My Schedules' section shows a 'Schedule Calendar For October 2014' with a grid of days. A detailed view of a schedule is shown below, listing days from Sunday to Saturday with their respective availability times (e.g., 'Sun Available All Day', 'Tue 8:00 AM - 4:00 PM'). A 'Save' button is visible at the bottom right of the schedule view.

Updating your Availability

- 1 Maximize the **My Availability** panel in **My Work**
- 2 Click the pencil icon in the day or week you wish to edit
- 3 You may choose to edit the availability for a single day, a whole week, or the default availability that is applied to every week. You can also copy your availability from the previous week.
- 4 To edit your availability, you drag the green line using your mouse until the hours match when you are available.
- 5 To save your availability, click Save

Sending a message in DayForce

The screenshot shows the 'Message Center' interface. At the top, there are buttons for 'Filter', 'Refresh', 'New Note', 'Delete', 'Reply', 'Reply All', 'Forward', and 'Empty Folder'. Below these are tabs for 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', and 'Reports'. A message is displayed with the following details: 'From: Lao, Adrienne', 'Subject: 2014 Flu Campaign', and 'Created: 2014/10/21 12:05 PM'. A 'New Note' form is open, showing fields for 'To:', 'Subject:', and a text area. The form also includes buttons for 'Send', 'Discard', 'Save', 'Delete', 'Reply', 'Reply All', and 'Forward'. A 'Portable User Interface' dropdown and a '11' dropdown are visible at the bottom of the form.

View broadcasts and messages from your manager here

- 1 Select **New Note** to send a message to your manager or a coworker:

- 2 Type in the name of the person that you are sending the message to, highlight the name, and click the arrow to move them into the "To:" field

The screenshot shows the 'Choose Employee' dialog box. It has a search bar labeled 'Search...' and a list of 'Available Employees'. The name 'Chiu, Jessica' is highlighted in the list. There are navigation buttons (back, forward, search, filter) on the right side of the dialog.

- 3 Select **OK** to add the name
- 4 Type out your message in the **New Note** box
- 5 Click **Send** to send the message

Questions? Contact us at dayforce@mtsinai.on.ca