Dayforce Manager Guide

Using DayForce for Approval Activities

Navigating DayForce

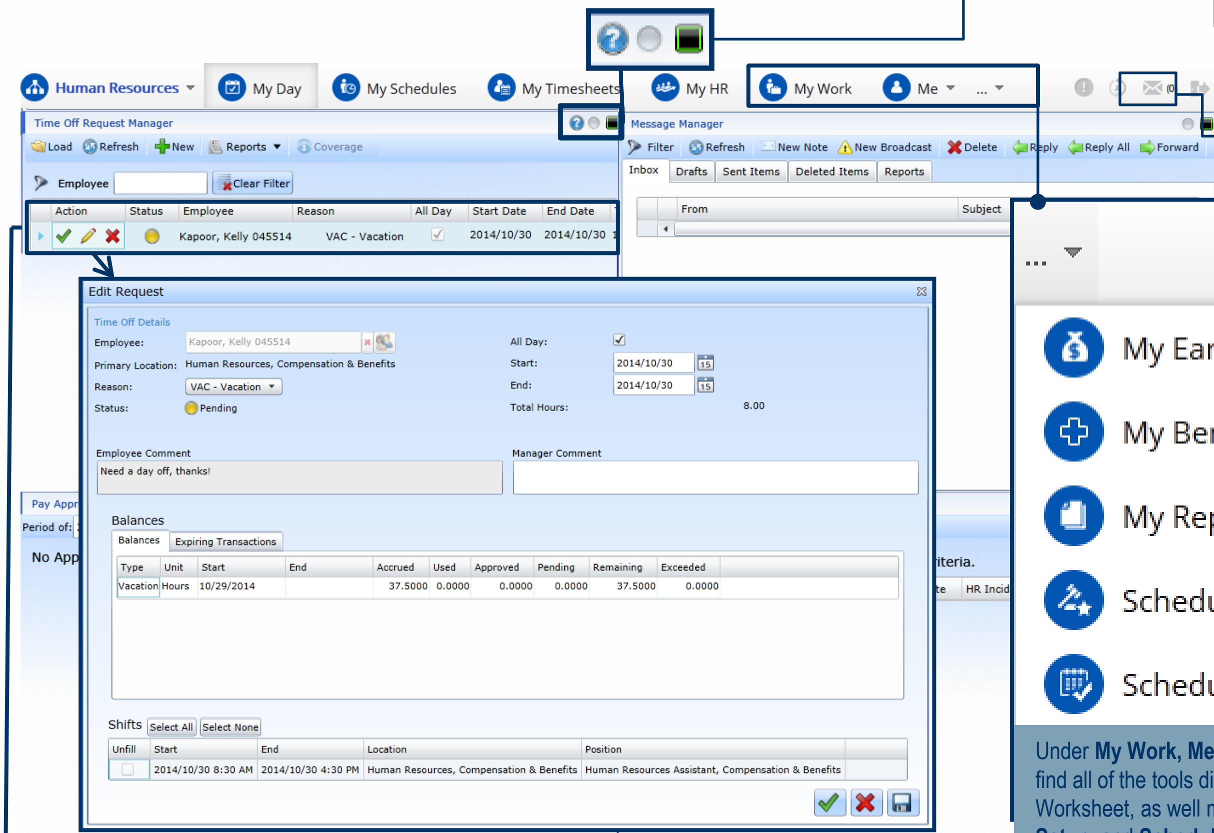
1. **My Day** – view pending Time Off Requests, Messages, Pay Approvals, HR Incidents
2. **My Schedules** – view, create and edit the schedules for your departments
3. **My Timesheets** – view, edit and approve your team's timesheets
4. **My HR** – view your teams' HR profiles and balances

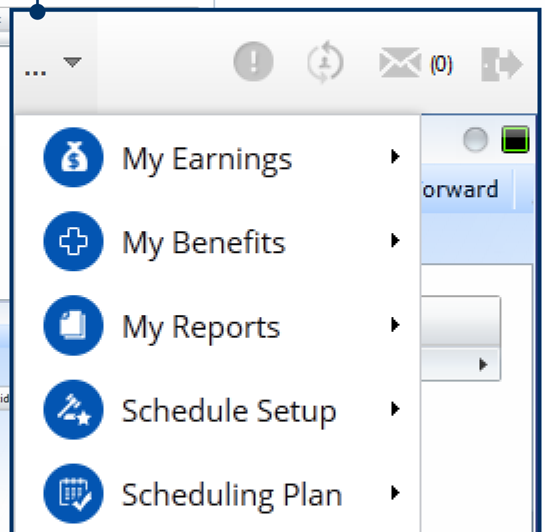
Logging into DayForce

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 or broadcast please see Employee Guide





Under **My Work, Me** and the right most arrow, you will find all of the tools discussed in the Employee Guide Worksheet, as well my **My Reports**. **Scheduling Setup**, and **Scheduling Plan** will be discussed in detail in enhanced training, and in one on one meetings with clinical units

Approving Time Off Requests

1. Maximize the Time Off Request Manager Panel
2. You can click the green checkmark to approve the request, the red X to deny the request
3. Click the pencil icon to view the details of the request (such as the employee's vacation balance and comments). Here you can also add your own comment, explaining why a request was denied for example.
4. Once your comments have been added, you can click the green checkmark to approve or the red X to deny the request. To save your comments and respond later, click the disc (Save) icon.
5. The employee will be able to see that you have approved or denied their request immediately. If you decide to review their request at a later time, they will see that it is pending.

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

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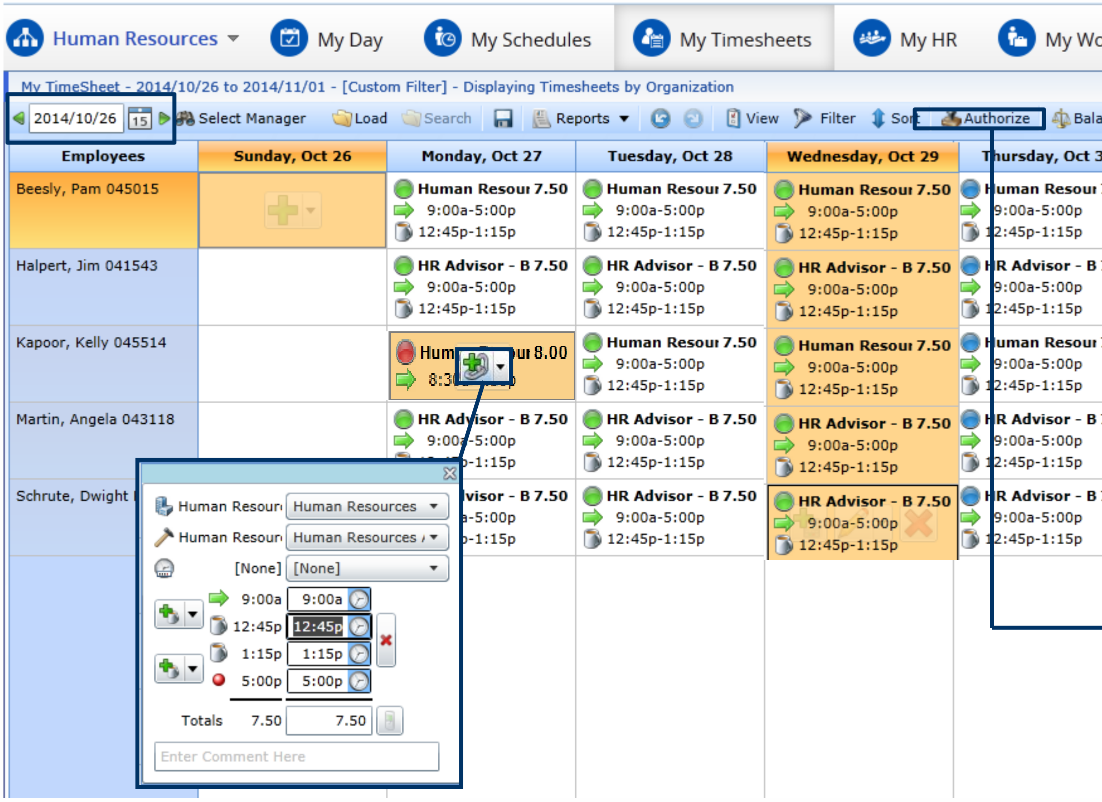
Using DayForce to Approve Time & Pay

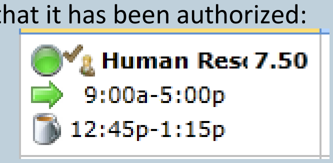
Authorizing Timesheets



1. Navigate to **My Timesheets** in your DayForce navigation bar
2. Select the week you need to approve from the calendar icon, and then click **Load** to view the timesheets
3. If there is a timesheet that you need to edit, you will hover over the shift until the icon appears. Click the icon to open the shift, and edit the time, paycode: [None] [None]

   or other shift details
4. Click outside the Edit Shift Time box to see the changes reflected in the week view
5. To approve time, simply highlight the shift, day or week (seen to the left) and click the authorize icon:

5. After approval, the green circle will show a checkmark to indicate that it has been authorized:



6. Hit the save button to save your timesheet approvals:

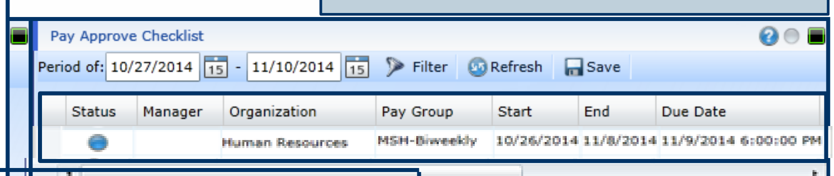
Approving Pay

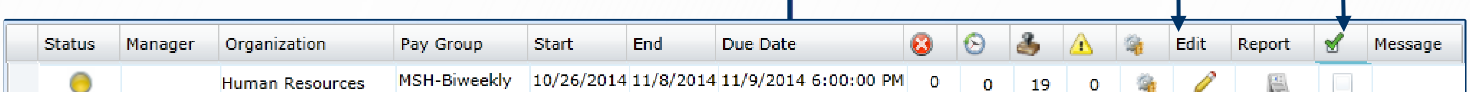
To finish off, managers will review the pay period and approve it so that the Payroll Administrator knows it is ready to be included in payroll.

The **Pay Approve Checklist** is located in **My Day**. It helps to organize the close out pay process by listing the pay periods that are due or overdue for approval for your location.

This should be done after the pay period is over, but before the deadline to submit to payroll:

1. Navigate to **My Day** and maximize the **Pay Approve Checklist** Panel
2. Check the status of each department under you to ensure that there are no outstanding authorizations or exceptions to deal with
3. If there are, you can click on the pencil icon to go directly to the timesheets in question to make corrections or to authorize
4. Once you are sure that every timesheet is correct, check the checkbox at the end of the row and click save to submit to payroll





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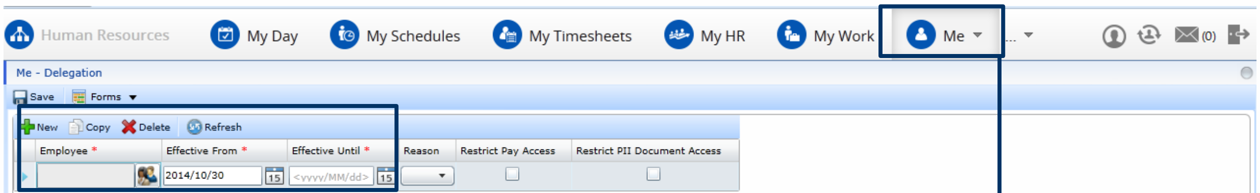
Using Dayforce to Delegate and View Balances

Delegation of Authority

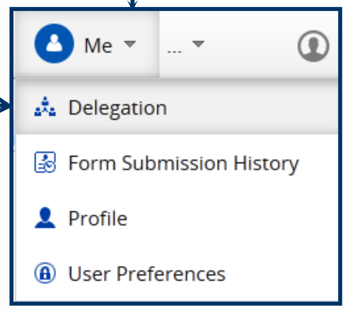
When you are away on vacation or unable to complete your timesheet approvals, you will need to delegate your authority to someone at your level of management or higher in order to ensure that your employees are approved, and therefore paid correctly.



Quick Tip: It is important to hit save after everything you do in DayForce, and refresh to confirm that your changes have been saved.

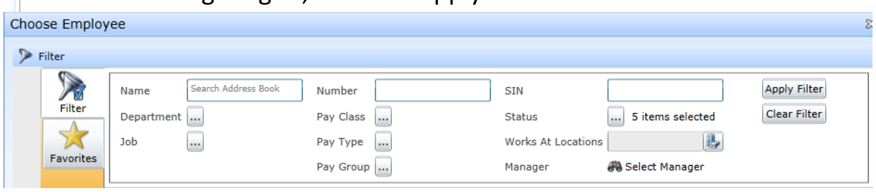
1 Navigate to the Me tab in your DayForce navigation bar

2 Select Delegation from the drop-down menu



3 Click New to initiate a new delegation

4 Select the Employee * head icon to bring up the Choose Employee menu. Type in the name of the employee you will be delegating to, and click apply filter.

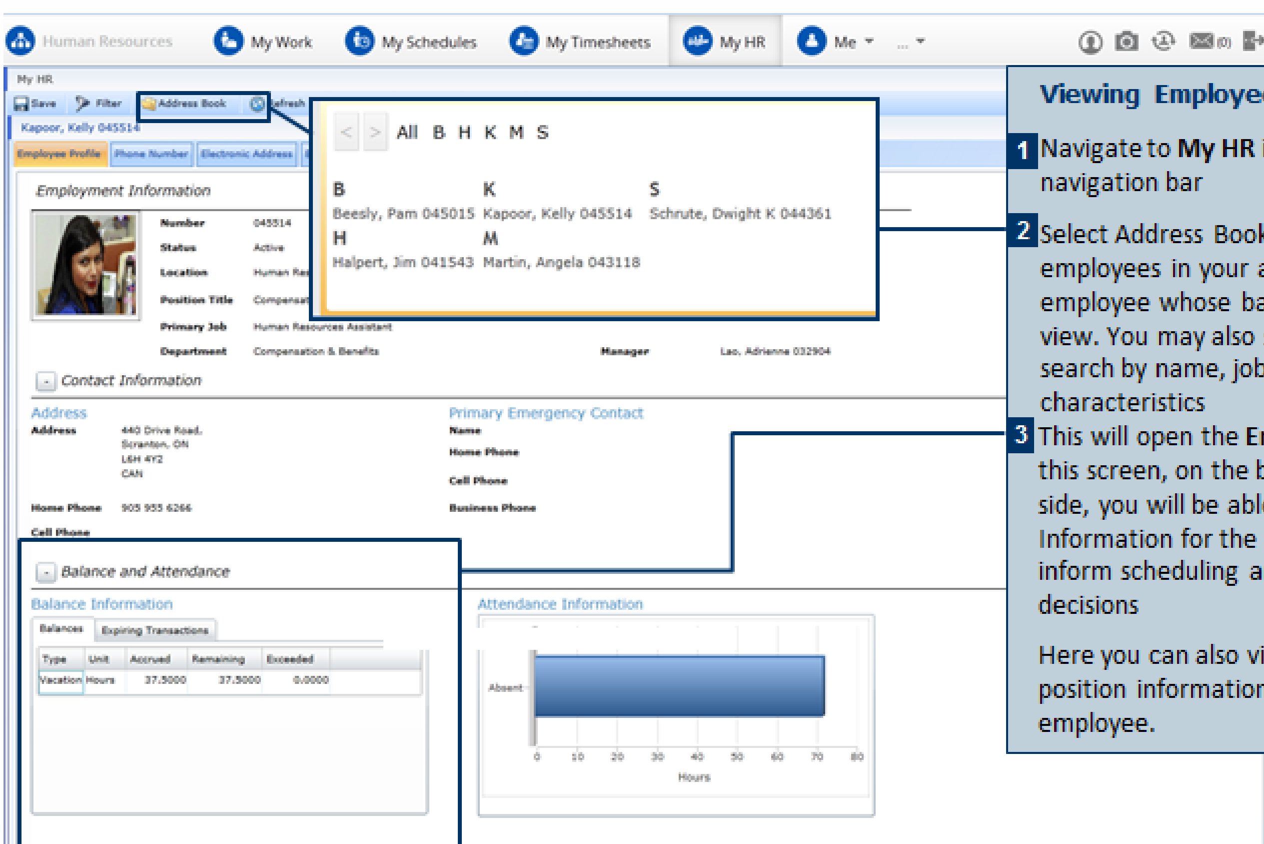


5 Click on the name of the employee

6 Select the Effective From and Effective Until dates

7 Click save to submit your delegation. This person will now have the option to log in as you when they enter DayForce

Viewing Employee Balances



Viewing Employee Balances

1 Navigate to **My HR** in your DayForce navigation bar

2 Select Address Book to view the list of employees in your area; select the employee whose balance you need to view. You may also select Filter to search by name, job or other characteristics

3 This will open the **Employee Profile**. In this screen, on the bottom left hand side, you will be able to view Balance Information for the employee to inform scheduling and vacation decisions

Here you can also view contact and position information for the employee.

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Notes