# Dayforce Quick Tips for Employees

<table>
<thead>
<tr>
<th>Topic</th>
<th>Procedure</th>
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<tbody>
<tr>
<td><strong>How to Login</strong></td>
<td>When you launch Dayforce for the first time, you might see:</td>
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<tr>
<td></td>
<td><img src="image" alt="Install Silverlight" /> If you do, follow the steps to “Install Silverlight”</td>
</tr>
<tr>
<td></td>
<td><strong>Instructions for first time users of Dayforce:</strong></td>
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<tr>
<td></td>
<td>1. Open website: <a href="https://www.dayforcehcm.com/">https://www.dayforcehcm.com/</a></td>
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<tr>
<td></td>
<td>2. At the login screen, enter the following:</td>
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<tr>
<td></td>
<td>Company: <strong>empire</strong> (all lower case)</td>
</tr>
<tr>
<td></td>
<td>Username: <strong>employee number</strong></td>
</tr>
<tr>
<td></td>
<td>Password: <strong>empire+year of birth</strong> (example: empire1978)</td>
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<tr>
<td></td>
<td>3. After you login, you will be prompted to create your own personal password.</td>
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<tr>
<td><strong>Navigation</strong></td>
<td>There are three main ways to navigate across the application:</td>
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<tr>
<td></td>
<td>1. The navigation panel</td>
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<tr>
<td></td>
<td>2. Your favorite features in <strong>Home</strong></td>
</tr>
<tr>
<td></td>
<td>3. Global search (located in the toolbar)</td>
</tr>
<tr>
<td></td>
<td>The image below provides an overview of where each of these items is located in the application:</td>
</tr>
<tr>
<td><img src="image" alt="Navigation Panel" /></td>
<td><img src="image" alt="Toolbar" /> <img src="image" alt="Favorite Features" /></td>
</tr>
<tr>
<td><strong>Home Screen</strong></td>
<td>It is now easier to access your most frequently used features. Depending on screen size, you can set up to 6 favorites. If your screen size does not allow for all six to be displayed, the application only displays as many as it can.</td>
</tr>
<tr>
<td></td>
<td>By default, the features you have access to will be listed in alphabetical order on the Favorites bar.</td>
</tr>
<tr>
<td><img src="image" alt="Home Screen" /></td>
<td><img src="image" alt="Condensed screen size" /></td>
</tr>
</tbody>
</table>
From the **Home Screen**, you have the ability to control which features are your own favorites based on your preferences.

1. Click the **Edit** button.

2. This displays the **Change Home Favorite Links** control.

From the **Home Screen**, you can view important information in various areas that makes it readily available within the tabs towards the bottom of the screen.

This section is for employee self-service features: Profile, Preferences, Security, and Forms. You can click on the **Profile & Settings** link to navigate to these features.
You can request time away from work for a single day or a range of dates in the **Work > Time Away List** feature.

To request time away from work:

1. In **Work > Time Away List**, click the **Request New Time Off** button:

   ![](image1.png)

   The **Create Time Off Request** slide-out panel opens:

   ![Create Time Off Request](image2.png)

2. Select the reason for the time off from the **Reason** drop-down list.
3. Select the date(s) you are requesting away from work. Select the same date for the **Start** and **End** fields to request one day.
4. In the **Type of Request** section, do one of the following depending on whether you're requesting a full day or partial day off work:
   - If you are requesting entire days off work, click the **All Day** button:
   ![All Day](image3.png)
   - If you are requesting a partial day off, click the **Partial Day** button:
   ![Partial Day](image4.png)
   - The application adds time parameters to the partial-day request:
   ![Partial Day Time Parameters](image5.png)
   - Type the start and end times of your request directly into the **Start** and **End** fields.
5. To view your available balances, click the **View** button. The application expands this section:

   ![Balance Details](image6.png)
6. Type additional information, if necessary, in the Employee Comments text box. These are sent to your manager along with the time away from work request.

7. When you are done recording the details of your request, click the Submit button.

After you submit a time away from work request, it is automatically sent to your manager for review and approval. Once it is approved, the application marks this time on the calendar.

Approved requests are marked with a green check mark, rejected requests are displayed with a red 'x', and requests your manager hasn't responded to yet are displayed with an orange circle and labeled Pending.

If you later need to cancel your time away, expand the request in the list and click the Cancel Request button.

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<tr>
<th>Work Time Away List</th>
<th>View and Edit Existing Requests</th>
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When you open Work > Time Away List, the application displays your existing requests:

- Request New Time Off

You can view more information about each request by clicking the button. The application expands the request directly in the list:
For pending requests, you can edit the details of the request directly from this expanded view. You can also click **Balance Details** to view information about your available balances, and click **History** to view the history of the request.

You can cancel approved requests by clicking **Cancel Request**.

Note: If the request has not been approved, the request will be deleted. If a manager has approved the time off already, the request will turn to pending until the manager cancels the request.

**Filter Time Away Requests** - You can filter time away from work requests by status. To filter your time away requests, select a status from the **Select Status to Filter** drop-down list. For example, if you only want to view your approved time away requests, select **Approved** from the **Select Status to Filter** drop-down list:

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### Accrued Balances

The balances on the earning statement reflect as of the pay period end.

* Balances do NOT include the current pay period accrual.
* The current pay period accrual will reflect on the next earning statement.

The balances in Dayforce reflect as of the pay period begin.

* Balance includes the current pay period accrual.
* Future time off requested/approved through the end of the calendar year is deducted.
* Reduced balance reflects on employee view only to help schedule time off.
* Balance is NOT reduced on the payroll side until it processes through the payroll run.

### Earnings Statements

This section describes how to view and print your earning statements for current and past pay periods.

You access your earning statements is **Earnings**.

**How To View &**

1. Click **Earnings** from the navigation panel on the left.
2. Select the **Earnings Statements** tab and click the arrow button to expand the view.
Print

3. Select the earning statement/form you want to view.
4. To view the earning statement, click the Statement tab.
5. Click the Print button to open the Print dialog.
6. Click the Print button.

Earnings

Year End Forms

You access your year end tax forms in Earnings.

To view your year end tax forms:

1. Select the Year End Forms tab and click the arrow button (↑) to expand the year.

   The application displays the tax form(s) for the selected year.
2. Select the tax form you want to view, and the application opens the flyout viewing pane.
3. Click the Print button to open the Print dialog.
4. Click the Print button.

Employee Timesheet

Viewing your timesheet

You can access your timesheets by clicking Employee Timesheet on the navigation panel:

The timesheet allows you to record and view the times that you have worked throughout the week.

Select the week you want to review using the calendar icon and click the Load button.
### Benefits

**Beneficiary Designation**

Use this form to add or modify your beneficiary designations for the Company Paid Life Insurance. You can modify your life insurance beneficiary designations at any time.

1. Click **Benefits** from the navigation panel on the left.

   ![Benefits](image)

2. Click **Empire Life Insurance Beneficiary Update**.

3. Click **Start Enrollment** to begin completing form.

4. Review and confirm your information. Upon completion, please proceed by selecting "Next".

5. Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button.

**To review your beneficiaries:**

1. Click **Current Elections**.

### Profile & Settings

**Forms**

View and Update Your Personal Information

View and Update your personal information, including your addresses, emergency contacts, name & marital status, contact information and direct deposit.

1. Click **Forms**.

2. Click the desired **Form**.

3. Update the form information and click **Submit**.

### Profile & Settings

**Forms**

State and Federal

Update your tax forms:

1. Click **Forms**.

2. Select **Federal W4** or **A4 Arizona** form.
How to complete Federal W4 - 2015

- Line number 5 - enter total number of allowances.
- Line number 6 - enter a dollar amount, additional if you want.
- Employee’s signature - type your name here.
- Click Submit.

How to complete A4 Arizona Form

- Choose either box 1 or box 2, then chose a percentage.
- Signature – type your name here.
- Click Submit.
Profile & Settings

Forms

Address Change

Update your address:

1. Click **Forms**.
2. Click **Address Change - ESW form**.
3. Follow instructions **How To Complete Form**.

   ![How to complete this form:
   Step 1: End Date the current 'Primary Residence' and 'Mailing' address.
   Step 2: Click the 'Add' button. Enter 'Primary Residence' information into blank fields.
   Step 4: Click the 'Add' button again. Enter 'Mailing' address information into blank fields.
   Step 5: Click twice on the 'Payroll Mailing' checkbox to remove from the old 'Mailing' address.
   Step 6: Check 'Payroll Mailing' checkbox for new 'Mailing' Address.
   Step 7: Click 'Submit'.
   
   **Note:** DO NOT DELETE ANY ADDRESSES

4. You need to update both a **primary residence** address and **mailing** address.
5. The **mailing** address will have the “payroll mailing” checked and the **primary residence** address will not.

Profile & Settings

Security

Update Password & Security Questions

You can update your security settings and access links to download the mobile applications on the **Profile & Settings > Security** tab.

**Dayforce Mobile 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.

**Dayforce Mobile App**
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

<table>
<thead>
<tr>
<th>Company ID</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>748gatw</td>
<td>Amanda.Tamane</td>
</tr>
</tbody>
</table>

**Update Your Security Settings**

On the **Security Settings** widget, you can update your password, security questions, and PIN.

**Update Password**

To update your password:

- Type your **Current Password** into the parameter.
- Type your **New Password** into the parameter, and type it again into the **Repeat Password** parameter.
## Update Security Questions

To update your security questions:

- Select a question from the **Question #1** drop-down, and type the associated answer into the **Answer #1** parameter.
- Select a question from the **Question #2** drop-down, and type the associated answer into the **Answer #2** parameter.

*Note:* You need to provide your email address and answer the security questions in case you forget or lose your password. You can only reset your password if this has already been done.

### Forgot Password?

Request a new password in Dayforce.

1. Click **Can’t access your account?** on the logon page.

![Logon Page](image)

2. Dayforce displays the **Send New Password** dialogue.
3. Follow instructions.

### Install Silverlight

Verify or download the latest version of Silverlight by visiting this link: