

# DAYFORCE GETTING STARTED

Exempt (Non-Manager)

# Dayforce Guide: Exempt (Non-Manager) Role

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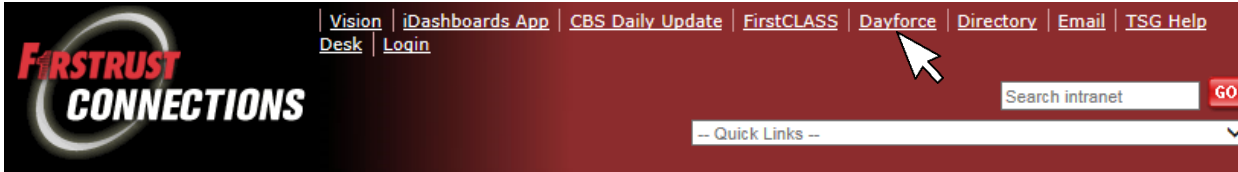
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## Getting Started

Dayforce, our time and attendance application, can be accessed via the intranet home page.



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

**Company:** Firsttrust

**User Name:** five-digit employee ID number with leading zeros

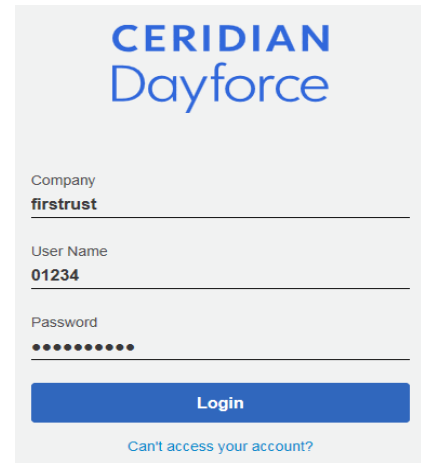
Examples:

- If your employee number is 1234, your user name is 01234
- If your employee number is 72, your user name is 00072

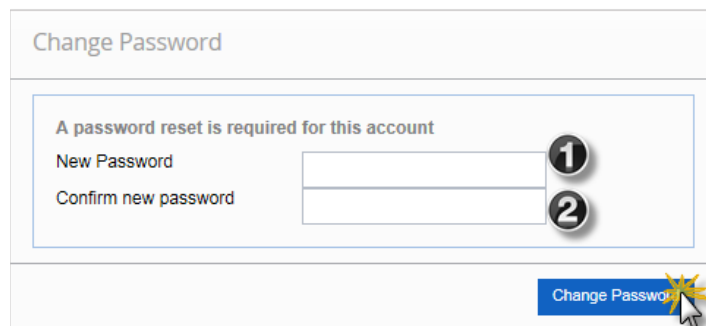
**Default Password:** The word First and the 4-digit year of your birth.

Example:

- If you were born in 1981, your initial login password is First1981



The system will prompt you to change your password after your initial log on:



### Password Rules

- Passwords must be complex containing 8-14 characters.
- Three out of four character types are required: upper case, lower case, number, and/or symbol.
- Passwords must be changed every 90 days.
- Passwords cannot be reused for 10 occurrences.
- Three failed login attempts will result in your account being locked. (See password reset section below for more information.)
- Passwords cannot contain the user's account or full name.

## Navigate the Application

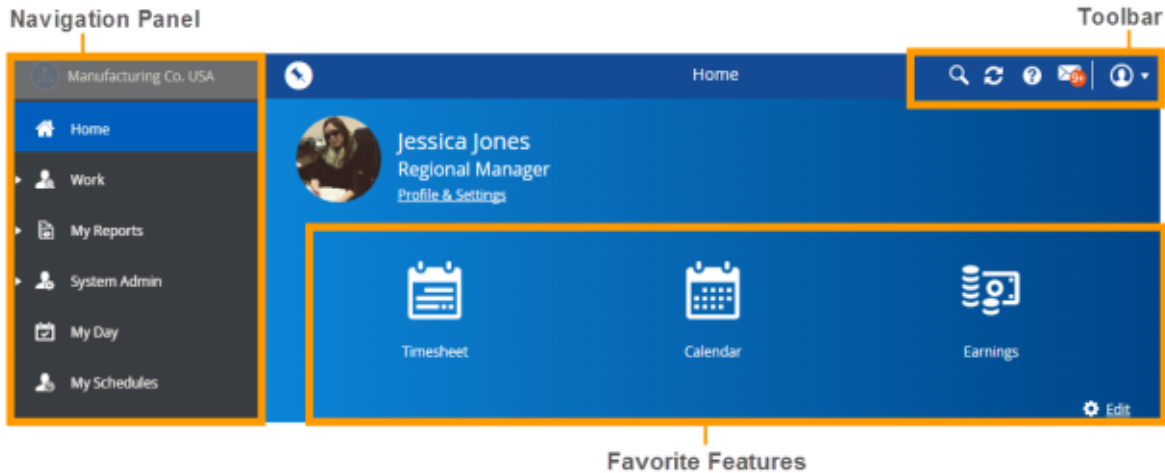
There are three main ways to navigate across the application:

- Navigation Panel

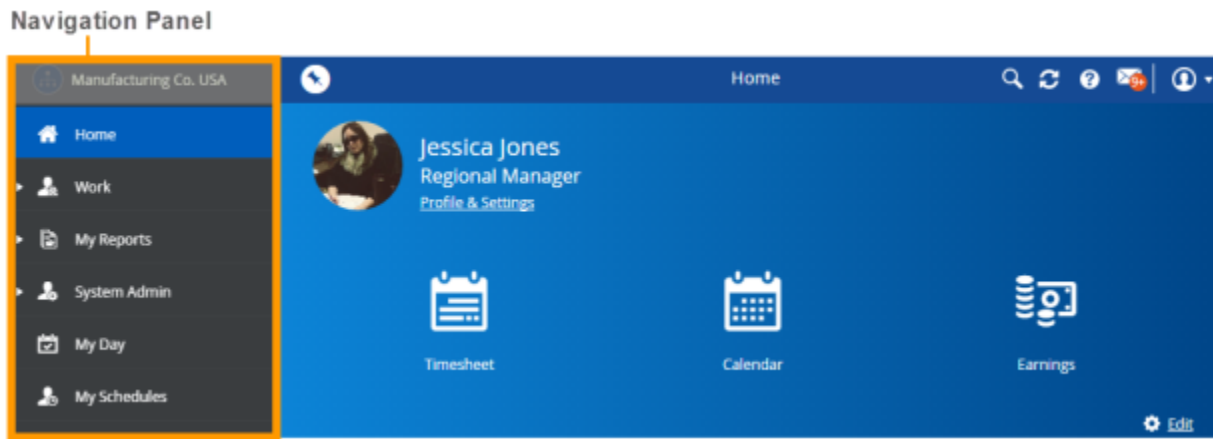
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- Favorite Features
- Global search (located in the toolbar)

The image below provides an overview of where each of these are located in the application.



**Navigation Panel:** The navigation panel displays all of the features that you can access. It is displayed to the far left of the screen, and is always available (even if it is hidden, or “unpinned”) regardless of which feature you are currently using.



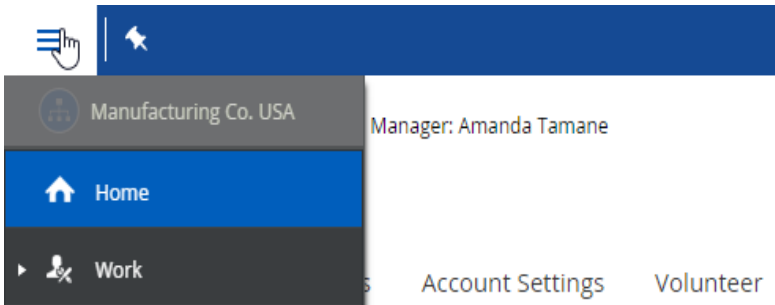
The application highlights the feature you are currently using in blue. You can navigate to another feature by clicking on it in the panel.

**Show and Hide the Navigation Panel:** By default, the navigation panel is hidden (“unpinned”) when you first log in to the application. You can display it by clicking the menu icon at the top left of the toolbar:



When the navigation panel is unpinned, the application opens it over top of the feature you are using:

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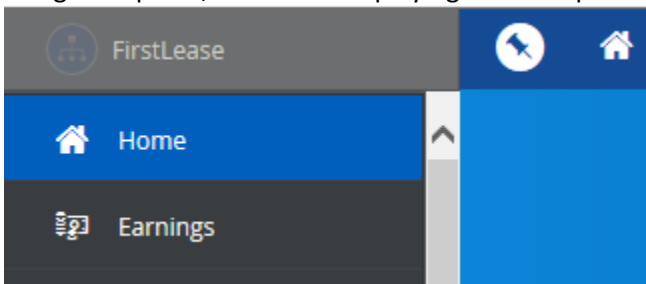
To hide (close) the panel, do any of the following:

- Click a feature in the panel.
- Click the menu icon again.
- Click anywhere outside of the navigation panel.

Pin the Navigation Panel: You can “pin” the navigation panel by clicking the pin icon:



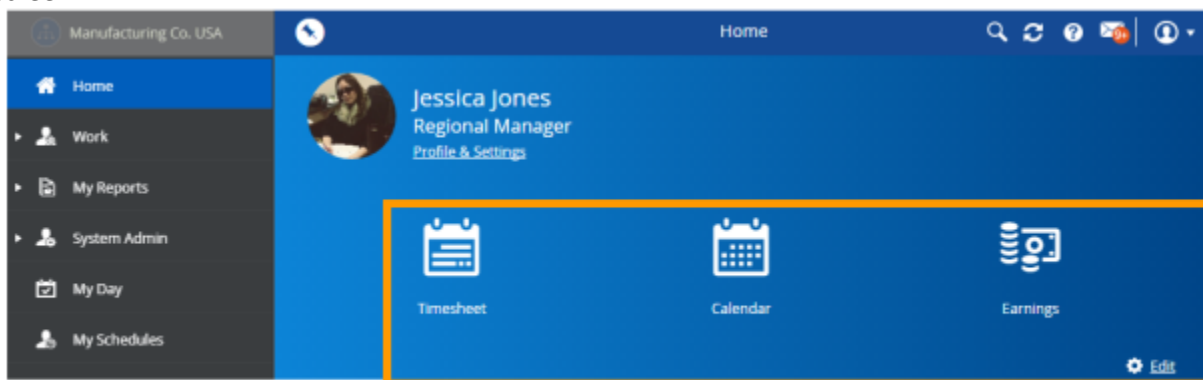
When the navigation panel is pinned, the application moves the content of the feature to the right to make space for the navigation panel, instead of displaying it over top of the feature:



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

Unpin the Navigation Panel: To unpin the navigation panel, click on the pin icon again. The application hides the navigation panel until the next time you click either the menu or pin icon.

**Favorite Features:** The Favorite Features functionality in Home provides a quick and easy way to access the six features that you use most frequently. When you log in, the application displays your favorites at the top of the Home screen:



Favorite Features

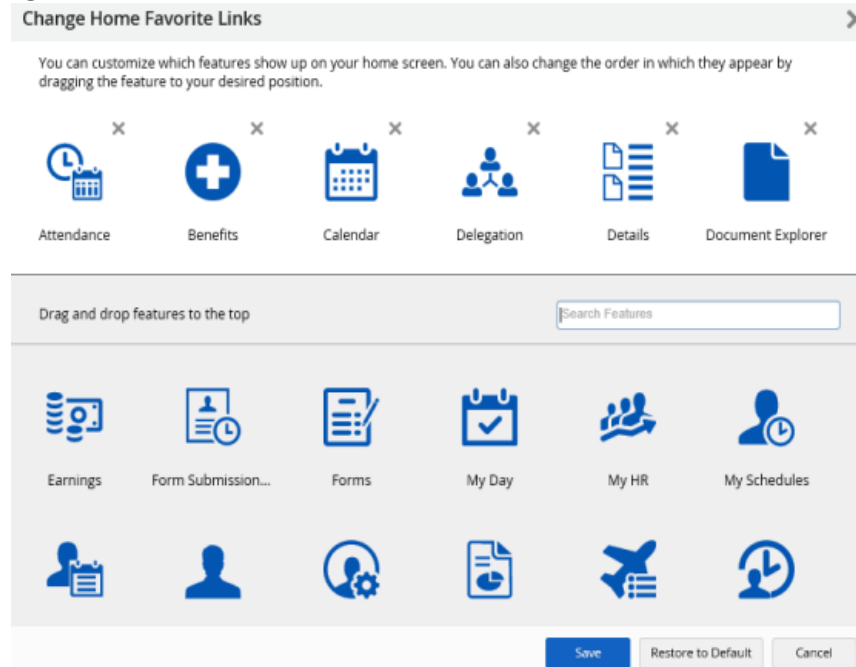
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By default, your favorites are set the first six features you have access to, alphabetically.

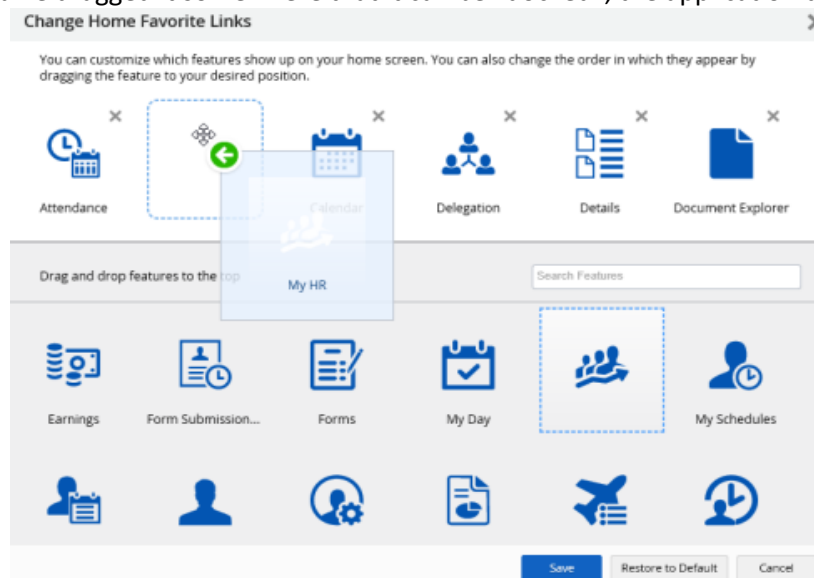
Note: Depending on your screen resolution, the application might display fewer than six favorite features. While you can still configure up to six favorites, the application only displays as many as can fit on the screen.

Edit Your Favorite Features: If the default features are not the features you most often use, you can change your favorites:

- Click the **Edit** link at the bottom right corner of the Favorite Features section of the screen. The application displays the **Change Home Favorite Links** control:



- To edit your favorites, do any of the following:
  - To add a feature to your favorites, drag and drop it from the bottom portion of the screen to the top. When you've dragged it somewhere that it can be "docked", the application displays a green arrow:



Note: If you have access to more features than can be displayed in the portion of the screen, use the Search Features field to find the feature you want to add to your favorites.

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- To remove a feature from your favorites, click the **X** at the top right of the feature icon:

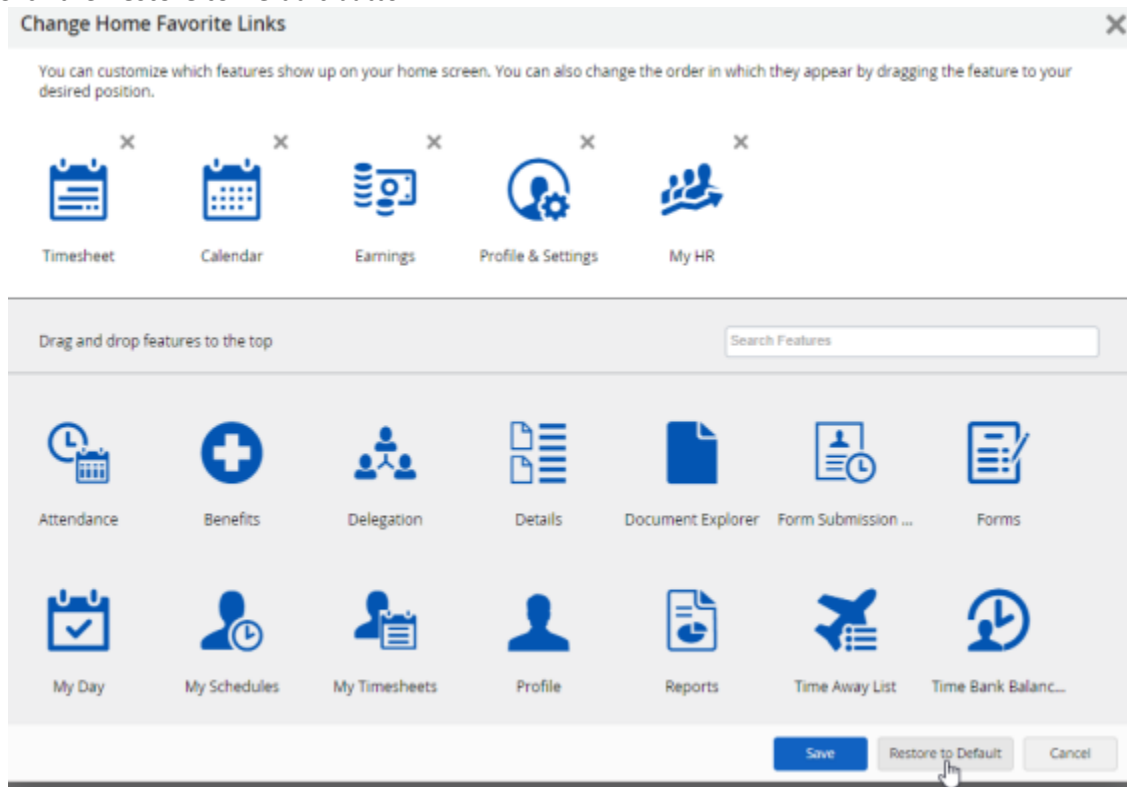


- Document Explorer
- To reorder your favorites, drag them to another position. As with adding favorites, the application displays a green arrow when you drag a feature to a place where it can be docked.
- When you have finished editing your favorites, click **Save**.

Note: Your favorites are specific to the role you are using. This means that if you have two user roles (e.g. manager role and an employee role), you can specify a different set of favorite features for each role.

Restore Default Favorite Features: If necessary, you can revert to the default list of favorite features:

- Click the **Edit** link.
- Click the **Restore to Default** button:



- Click **Save**.

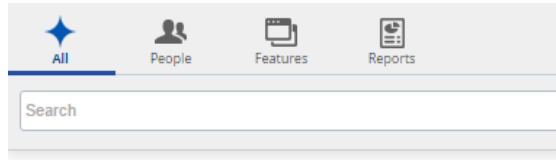
**Global Search:** Global Search allows you to access people, features, and reports from one convenient location. To open Global Search, click the Global Search button in the toolbar:



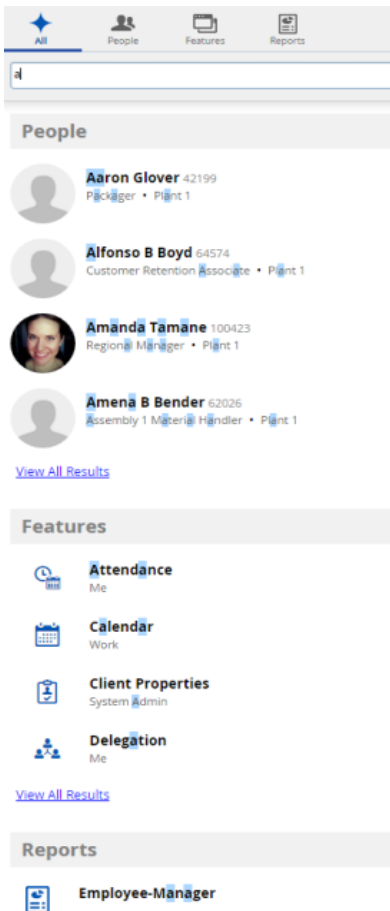
The application opens the Global Search panel at the far right of the screen, on top of the selected feature:



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You can quickly search for employees, features, and reports by typing search text in the field in the **All** tab. The application displays matches that you have access to:

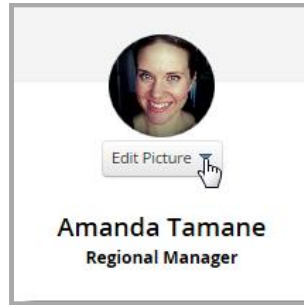


## Access Your Profile and Settings

This section describes how to modify your Dayforce user profile and preferences in Profile & Settings.

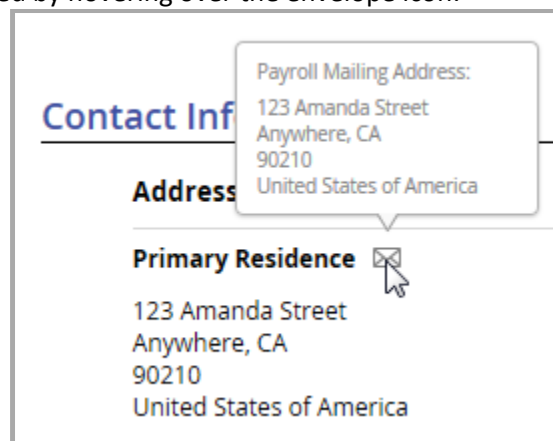
**Upload Your Picture:** Controls are displayed under your photo at the top of the Profile tab.

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- To add a new picture, select Upload from the drop-down list.
- To delete your existing photo, select Remove from the drop-down list.

**Contact Information:** You can review address records in the Contact Information section. If you have a payroll mailing address defined, it is displayed by hovering over the envelope icon:



**Update Your Address Information:** To add, edit, or remove address, access the **Forms** tab and select **Address Change Form**.

A screenshot of the 'Address Change Form' interface. The form has a title bar 'Address' and a sub-header 'Address'. Under 'Address information', there are '+ Add' and 'Delete' buttons. A table lists address records with columns: Type\*, Country Code\*, Address Line 1\*, Address Line 2, City\*, and County. One record is shown: 'Primary Residence', 'United States of America', '123 Amanda Street', 'Anywhere'. Below the table is a 'Supporting Documents' section with a file upload icon and a '+ Upload Files' button. At the bottom is a 'Comment' section with a checkbox 'Add comment to the employee's file.' and a text input field. At the very bottom are buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'.

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**Update Your Contact Information:** Your phone numbers, email addresses, and online profiles are displayed on the Contact Information widget. To add, edit or remove contact information, access the **Forms** tab and select **Contact Details**.

The screenshot shows the 'Contact Details' form for Catherine M. Browning. It includes sections for 'Phone Numbers' and 'Electronic Addresses'. The 'Phone Numbers' table has columns for Type, Country Code, Number, Extension, Alerts, Unblock, Start Date, and End Date. The 'Electronic Addresses' table has columns for Type, Address, Alerts, Start Date, and End Date. There are also sections for 'Supporting Documents' and navigation buttons at the bottom.

**Update Emergency Contact Information:** You can specify a primary and secondary emergency contact in the Emergency Contacts dialog box. To add, edit or remove contact information, access the **Forms** tab and select **Emergency Contacts**.

The screenshot shows the 'Emergency Contacts' form for Catherine M. Browning. It includes a section for 'Primary Emergency Contact' with fields for First Name, Middle Name, Last Name, and Relationship. Below this are sections for 'Phone Number', 'Address', and 'Electronic Address'. The 'Phone Number' section has an 'Add' button and a table with columns for Type, Country Code, Phone Number, Extension, Effective Start, and Effective End. There is also a section for 'Secondary Emergency Contact' and a 'Comment' field at the bottom.

**Personal Information:** Your **Marital Status**, **Tobacco/Smoker** information, **Dependents**, **Beneficiaries**, and **Biography** are displayed in the Personal Information section.

The screenshot shows the 'Personal Information' section. It includes fields for 'Marital Status' (Married), 'Tobacco/Smoker' (No tobacco/smoker information available), 'Dependents' (Loki Logan Tamane), and 'Biography' (I'm not just a technical writer! I love drawing, photography, food, yoga, and weightlifting. If you want a gym buddy, I'm your girl!). There is an 'Edit' button next to the Biography field.

**Work Information:** Your **Employee Information**, **Pay Information**, and **Payroll Information** are displayed in the **Work Information** section.

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Work Information	
<b>Employee Information</b>	
Number	100423
Status	Active
Location	Plant 1 - Management
Position Title	Regional Manager
Department	Management
Original Hire Date	4/20/2015
First Day Worked	4/20/2015
Seniority Date	
Manager	Erin Walsh
<b>Pay Information</b>	
Pay Class	FT
Pay Group	USA - Bi-Weekly
Pay Type	Salaned(Exempt)
Pay Frequency	Bi-Weekly
Annual Salary	View
<b>Payroll Information</b>	
<b>Year End Form Delivery</b> <a href="#">Edit</a>	
Electronic-Only	[None]

Note: Your Base Rate or Annual Salary is not displayed by default, for your security. Click **View** to reveal your pay amount.

**Balances:** The Balances section displays your time off balances. Your time away from work reasons, such as flex or vacation days, are displayed on the Overview tab.

Balances								
Overview								
Type	Balance Grant	Accrued	Approved	Pending	Grant Remaining	Remaining	Exceeded	Unit
Years Of Service	0.00	400.00	0.00	0.00	0.00	400.00	0.00	Hours
Vacation Available Bal	120.00	70.00	-88.00	0.00	32.00	-18.00	0.00	Hours
Flex Available Bal	0.00	56.00	-32.00	-8.00	0.00	16.00	0.00	Hours
Vacation Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours
Sick Bank	0.00	80.00	0.00	0.00	0.00	80.00	0.00	Hours
Vacation - Buy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours

For each balance, your **Balance Grant, Accrued, Approved, Pending, Grant Remaining, Remaining** and **Exceeded** values are displayed.

## Security

You can update your security settings and access links to download the mobile application in the **Security** tab of **Profile & Settings**.

**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.

**Update Your Security Settings:** In the Security Settings dialog box, you can update your password, security questions, and PIN.

Update Password:

- Enter your **Current Password** into the parameter.
- Enter your **New Password** into the parameter, and enter it again into the **Repeat Password** parameter.

Update Security Questions:

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

Update Personal Identification Number (PIN):

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- Enter a minimum of four digits into the **Enter New PIN** parameter.

When you have made the appropriate updates, click **Save**.

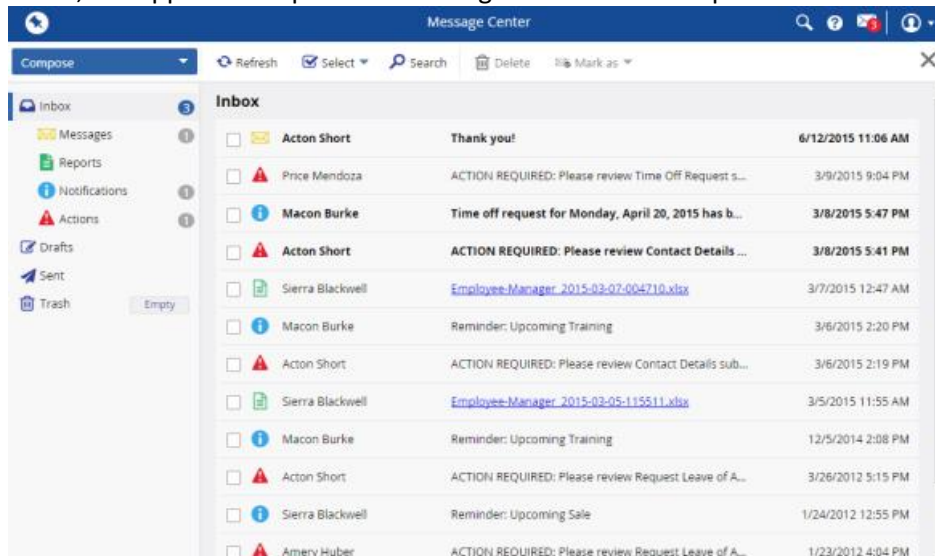
### Manage Messages

You can view and send messages directly within the application. These messages can be sent to you automatically (for example, to notify you that a report you generated is ready, or that a time away from work request is approved), or directly from another user.

When you have new messages, the application displays a red indicator on the messages icon in the toolbar:



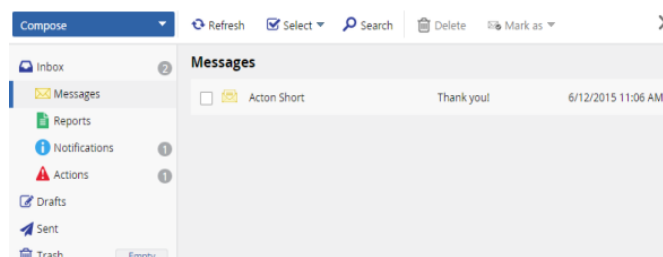
When you click this button, the application opens the Message Center slide-out panel:



Note: When you access Message Center in the main application using a device with a small screen, the application automatically hides the folder list. To view it, click the menu button at the top left corner of the screen.

**View Messages:** By default, the application displays all messages (including notes, broadcasts, reports, and actions) when you open Message Center. 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 notes, click the Messages button. The application hides all other items in your inbox and displays only the notes:

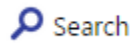


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Similarly, to view your drafts, sent, or deleted messages, users click the **Drafts**, **Sent**, or **Trash** tab, respectively.

Search for Messages:

- Click the Search button:



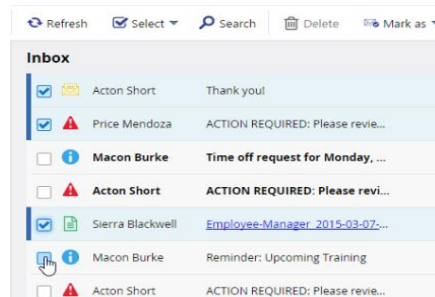
- The application displays the search parameters:

- To search for an item from a specific user, enter their name in the **Author Name** field.
  - To search for an item by the subject line, enter any of the words from the subject line in the **Subject** field. For example, to search for items pertaining to schedules, enter *schedule*.
  - To search for items received between specific dates, select the dates in the **From** and **To** date selectors.
  - To search for items for users who work at a specific location, click the org button next to the **Author Location** field and then select the location from the org picker.
- When you have specified your search criteria, click **Apply**.

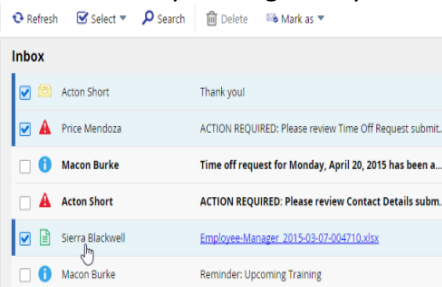
**Manage Your Inbox:** You can manager your inbox by selecting the necessary items and then marking them as read/unread, or deleting them.

Select Messages:

- By selecting the checkbox next to individual items:

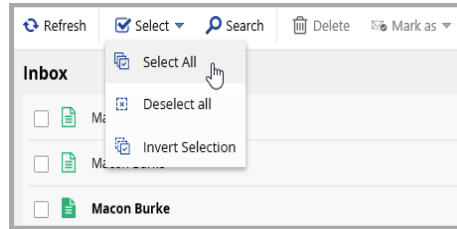


- By holding the Ctrl key and clicking the row for any messages they want to select:



- By clicking **Select All** in the Select drop-down list:

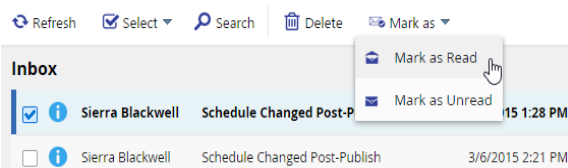
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Note: You can also change your selections by clicking Deselect all to clear all of the checkboxes, or Invert Selection to clear all of the currently selected checkboxes, and select all of the currently cleared ones.

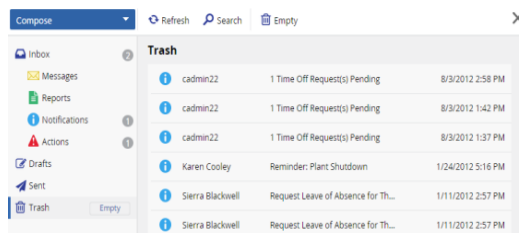
## Mark Messages as Read or Unread:

- Click the Mark as drop-down list.
- Select the appropriate option, depending on whether you want to mark the items as read or unread.

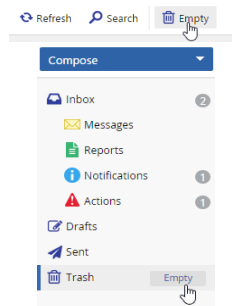


## Delete Messages:

- With the necessary items selected, click the Delete button. The application moves the deleted items to the Trash tab:



- If necessary, you can permanently delete all of these messages by clicking the Empty button, either in the Message Center toolbar, or to the right of the tab name:

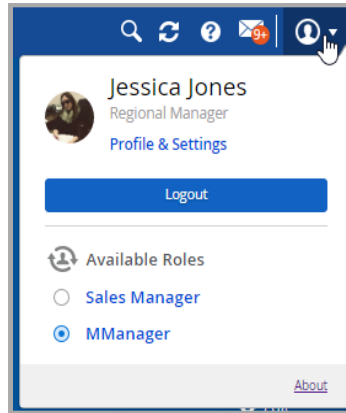


## User Profile Roles

If you are assigned more than one user profile role (for example, you can log in to the application as either an employee or a manager), you can switch between the roles without having to log out of the application. Switching roles provides access to features that you might not be able to access in your current role.

- From the toolbar, click the user icon:

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- The application displays all roles in which you have been assigned. When you select one of the roles, the application reloads and displays the features you are assigned access to within that role.

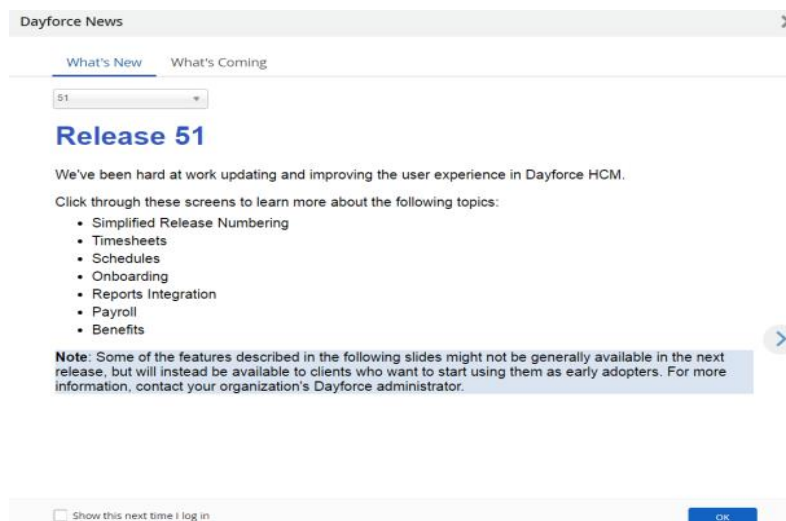
## Help

You can access help throughout the application by clicking the help icon in the toolbar:



## Dayforce News

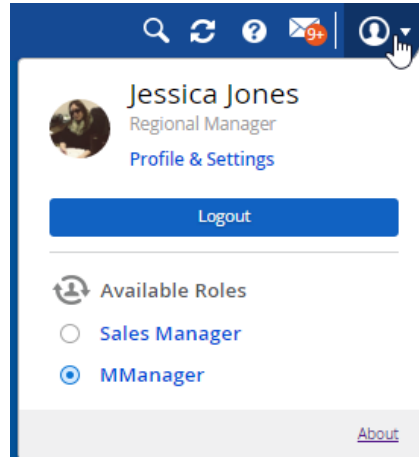
In addition to help, you can also access an overview of the new features added in the current release and the features being developed for future releases. The application displays Dayforce News by default the first time you log in after an upgrade:



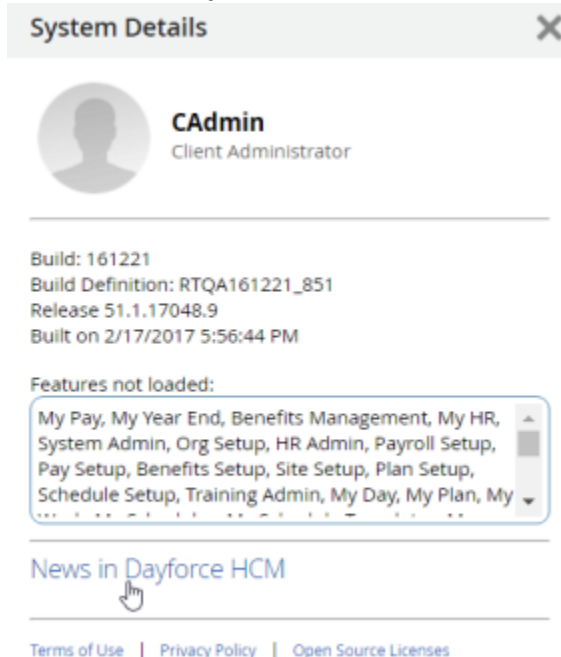
- To view after you have closed it, click the user icon in the toolbar:



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- Click the **About** link.
- Click **News in Dayforce**.



- - To learn about new features for the release you are currently using, click the **What's New** tab.
  - To learn about new features being developed for upcoming releases, click the **What's Coming** tab. If content is not yet available, the application notifies you that content will be uploaded later in the release cycle.

## Work Feature

Dayforce provides you with the important information about your work life, such as your schedule, availability, and time away from work. You can quickly access this information in the **Work** feature.

The **Work** feature consists of the following sub-features:

- **Calendar** allows you to view your worked and scheduled time in a convenient, calendar-based format.
- **Time Away List** allows you to view and request time away from work.

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## Manage Your Calendar

This section describes the following:

- Viewing Your Calendar: You can view your schedule in the **Work > Calendar** feature. There are several different options that you can configure to determine what your schedule looks like.
- Manage Your Availability: You can view and modify your availability in the **Work > Calendar** feature.
- View Your Attendance: You can view your attendance scores and violations in the **Work > Calendar** feature.

## Viewing Your Calendar

Your managers set your schedule within the application based on your availability, the jobs you perform, and their staffing needs. You can see when you are scheduled to work as soon as your managers publish the schedule.

## Manage Your Time Away

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 accruals, which are account that record the balances you have earned or received for different reasons for time away from work.

When you request time away from work using the application, your request is sent automatically to your manager for review and approval. The application displays the status of any request you have made, and any accruals you have earned, in **Work > Time Away List**.

## Your Balances

For each accrual, the application displays how much time you have earned, used, and have remaining in the Balances panel in **Work > Time Away List**, along with the amount of time used by pending requests that your manager has not yet approved or rejected. Vacation time and sick leave are examples of accruals you might receive and are reasons for your time away.



Type	Start	End	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Vacation Salary	Thu, Jan 01			128	-15	-8		105		Hours
Remembrance Day	Fri, Apr 10			7.5	-7.5					Hours
Sick Pay	Thu, Jan 01		45	45	-37.5		7.5	7.5		Hours

So, if you looked up your vacation hours and the application displayed the above example, you have earned, or accrued, 128 vacation hours. You have taken 15 hours off, and have requested eight hours that are pending approval. This leaves you with 105 hours of vacation left.

The application can display the balance of your different time away from work reasons, such as the number of personal days or vacation hours you have, in two different ways; with the 'full balance display' the application displays the Accrued, Approved, Pending, Remaining, and Exceeded columns:

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Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Sick	Sun, Mar 29		30.00	0.00	0.00	30.00	0.00	Hours
Vacation Ho...	Sun, Mar 29		100.00	50.00	-5.50	45.50	0.00	Hours

The application displays the following in the full balance display:

- **Accrued.** The amount you have earned or accumulated; in the example above, you have accrued 100 hours of vacation.
- **Approved.** When you are reviewing an approved request, this is the amount of the balance the request used. In the example above, a request for eight hours of vacation has been approved.
- **Pending.** When you are making a new request or reviewing another that has not been approved yet and is still pending, the application displays the total amount of hours or days the request will use, if it gets approved.
- **Remaining.** The amount you have left in your balance; this is your accrued amount minus all used, approved, or pending amounts. In the example above, you have 45.5 vacation hours left from the 100 that you accrued, because 50 hours were in a previous request and another 5.5 hours are being used in the opened request.
- **Exceeded.** If you have a negative balance, where you have used or will use more than you have accrued, the application displays the negative amount in the **Exceeded** column.

You can also view balances from within your time away from work request when you are creating it.

Type	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Sick	3/29/2015		30.00	8.00	0.00	22.00	0.00	Hours
Vacation Hours	3/29/2015		128.00	15.00	-8.00	105.00	0.00	Hours

### View and Edit Existing Requests

When you open Work > Time Away List, the application displays your existing requests:

[+ Request New Time Off](#) Select Status to Filter:

---

**Balances**

Tuesday, October 06, 2015  
Vacation

1 day

✕ Canceled ▼

Thursday, October 01, 2015  
Vacation

2 days

✔ Approved ▼

Wednesday, September 30, 2015  
Vacation

1 day

+ Pending ▼

You can view more information about each request by clicking the expand icon (▼). The application expands the request directly in the list:

## Dayforce Guide: Exempt (Non-Manager) Role

Monday, June 12, 2017 Requested Tuesday, June 06, 2017 Manager 1 day Pending

**Time Off Details**

Time Requested: **8.00 Hours**

Reason: Sick Start: 6/12/2017 End: 6/12/2017

Type	Remaining	Unit
Vacation Hours	4,020.00	Hours
Personal	1,260.00	Hours
Sick	1,440.00	Hours

Employee Comments

**Balances**

**Override Hours**

2017 June

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
11	12 08.00	13	14	15	16	17	8.00

Cancel Request Submit Close

For pending requests, you can edit the details of the request directly from this expanded view:

- Change the reason for the request by clicking the **Request** drop-down list and selecting a new reason.
- Edit the request start and end date by clicking on the calendar icon (📅) and selecting the new dates.
- Cancel approved requests by clicking **Cancel Request**.

You can also click Balances to view information about your available balances and expiring transactions, and click History to view the history of the request.

### Requesting Time Away

You can request time away from work for a single day or a range of dates in the Work > Time Away List feature.

When you make a time away from work request, you specify a reason, such as vacation time or sick leave. The reason you select determines how you are paid for the time. It can also determine whether you are allowed to request the time away from work, or not, as the application tracks how much time you've taken away from work for each reason. It then compares this amount against how much time you are allowed.

Note: You cannot use a time away from work reason if you have already used up your accrued time for that reason.

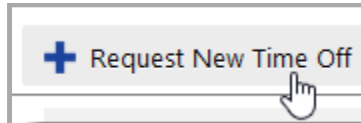
All these details – which reasons are available, how you're paid for time away from work, and how much time off you're allowed for each reason – are set by your management and preconfigured in the application. You should select the most appropriate reason for your time away from work, as it can impact how you're paid. For example, if you have paid vacation time but your personal days are unpaid, then the reason you select will impact your pay.

# Dayforce Guide: Exempt (Non-Manager) Role

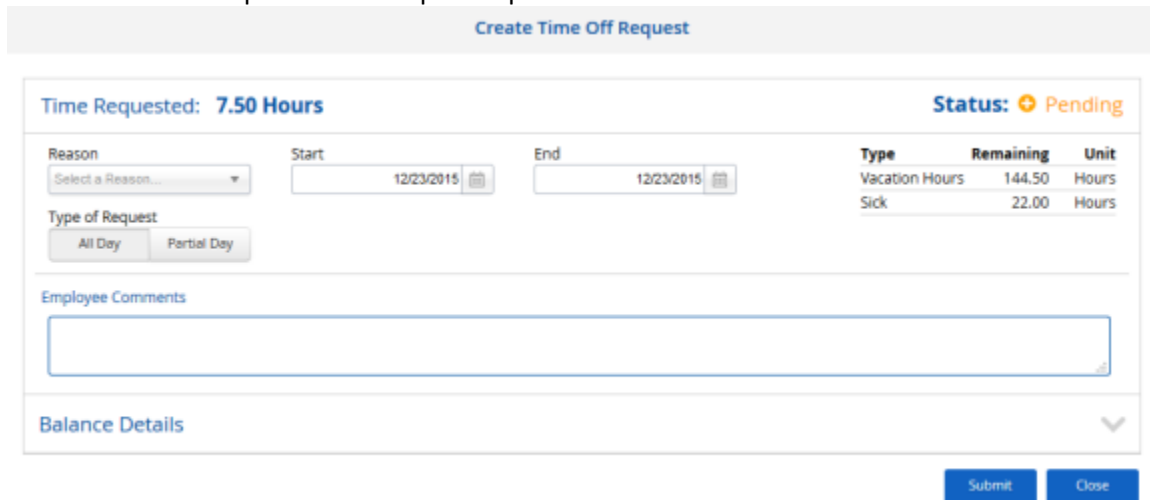
Note: The options you have for making time away from work requests depend on how the application was configured for your location.

To request time away from work:

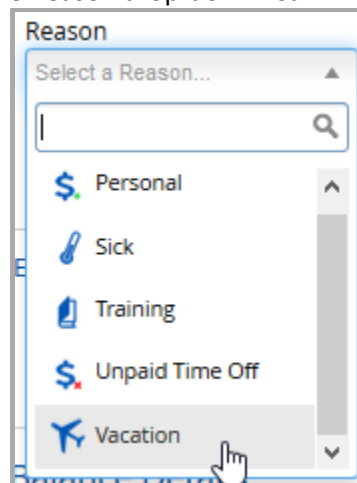
- Navigate to Work > Time Away List.
- Click the Request New Time Off button:



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



- Select the reason for the time off from the Reason drop-down list.

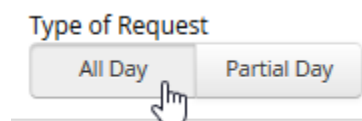


- Select the dates you are requesting away from work.

Note: Select the same date for the Start and End fields to request one day away from work.

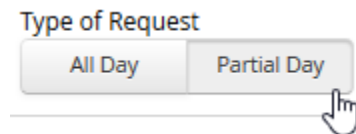
- In the Type of Request section, do one of the following depending on whether you're requesting a full day or partial day off work:

- If you are requesting entire days off work, click the **All Day** button:

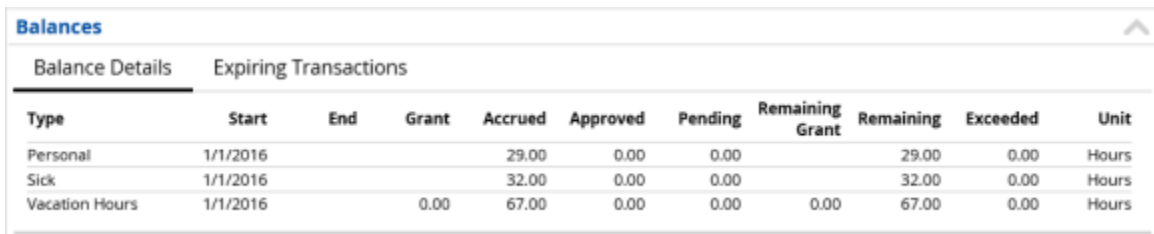


## Dayforce Guide: Exempt (Non-Manager) Role

- If you are requesting a partial day off, and your time off policy has been configured to allow you to request partial days, click the **Partial Day** button:



- To view information about your available balances, click the expand icon (⌵). The application expands this section:



The image shows a screenshot of the "Balances" section in the application. It features a table with two tabs: "Balance Details" (selected) and "Expiring Transactions". The table has the following data:

Type	Start	End	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Personal	1/1/2016			29.00	0.00	0.00		29.00	0.00	Hours
Sick	1/1/2016			32.00	0.00	0.00		32.00	0.00	Hours
Vacation Hours	1/1/2016		0.00	67.00	0.00	0.00	0.00	67.00	0.00	Hours

- When you are finished recording the details of your request, click the **Submit** button.

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

With each time away request, the application displays the date(s) requested off and the reason for the time away from work. Approved requests are marked with a green checkmark, 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**.

## Earnings Management

This section describes how to view, print, or save your earning statements for current and past pay periods, as well as year-end tax forms and year-to-date total compensation, if the application has been configured to display them. You can also print or save your earning statements.

- Accessing Your Compensation
- Accessing Your Earning Statements
- Accessing Your Year End Tax Forms
- Saving or Printing Your Earning Statements of Year End Tax Forms

### Accessing Your Earning Statement

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

To view your earning statements:

- Select the **Earning Statements** tab and click the arrow button (▶) to expand a month and view the available earnings statements:

# Dayforce Guide: Exempt (Non-Manager) Role

Earning Statements    Year End Forms    Compensation

From: 7/10/2014    To: 8/10/2015    Filter

4 Statement(s) Found

Earning Statement	Pay Date	Type	Net Pay
▸ August 2015			
◀ May 2015			
USAlegall - #000002369	5/8/2015	Normal	\$1,044.21
▸ April 2015			
▸ February 2015			

- The drop-down list contains the following information for each earning statement:
  - The pay group associated with the earning statement.
  - The check number.
  - The pay date of the associated pay run.
  - The type of check associated with the earning statement.
  - The net pay amount.
  - Hours worked.
- You can also filter the list by date using the **From** and **To** calendar fields and **Filter** button.
- Select the earning statement you want to view, and the application opens a slide-out panel with the **Summary** tab displayed:

Earning Statements    Year End Forms    Compensation

USAlegall - #000002369 • 5/8/2015 • Normal

Summary    Statement

<b>Earnings</b>	<b>\$1,244.66</b>	100.00%
Taxes	\$196.09	15.75%
Post Tax Deductions	\$4.36	0.35%
<b>Net Pay</b>	<b>\$1,044.21</b>	83.9%

<b>Hours</b>	<b>40.00</b>	100.00%
Reg/Earn	40.00	100.00%

Net Pay Distribution	Amount
Check - 000002369	\$1,044.21

- The **Summary** tab displays the following information:
  - Total earnings for the earning statement.
  - Total taxes for the earning statement.
  - Total net pay for the earning statement.
  - Total hours for the earning statement.

# Dayforce Guide: Exempt (Non-Manager) Role

- To view the earning statement, click the Statement tab in the slide-out panel:

Earning Statements Year End Forms Compensation

USALegali - #000002369 • 5/8/2015 • Normal

Summary **Statement** Print

<b>Employee Name:</b> Antonio Fischer	<b>Pay Date:</b> 5/8/2015
<b>Employee #:</b> 524	<b>Pay Period:</b> 4/1/2015 - 4/30/2015
<b>Employee Address:</b> 4543 Rocky Road Bensalem, PA 19020	<b>Check #:</b> 000002369
<b>Department:</b> QADepartment1Id	<b>Pay Frequency:</b> Monthly
<b>Job Title:</b> QATesterJob	<b>Pay Rate:</b> \$6,250.00
<b>Position:</b> QA Tester Position	<b>Federal Filing Status:</b> Single
<b>Corporate:</b> Corporate	<b>Federal Exemptions:</b> 0/\$100.00
<b>Pay Group:</b> QA USA Mixed	<b>State Filing Status:</b> (PA)
<b>Site:</b> Pennsylvania Site	<b>State Exemptions:</b> (PA)

	Current 4/1/2015 - 4/30/2015			YTD As of 4/30/2015	
	Hours/Units	Rate	Amount	Hours/Units	Amount
<b>Earnings</b>	40.00		\$ 1,244.66	40.00	\$ 1,244.66
Reg/Earn	40.00	31.1164	\$ 1,244.66	40.00	\$ 1,244.66
<b>Memo Information</b>					
WCB ER			\$ 1.87		\$ 1.87
<b>Taxes</b>			\$ 196.09		\$ 196.09
Fed W/H			\$ 100.00		\$ 100.00
FICA EE			\$ 77.17		\$ 77.17
Fed MWT EE			\$ 18.05		\$ 18.05
PA UT EE			\$ 0.87		\$ 0.87
<b>Post Tax Deductions</b>			\$ 4.36		\$ 4.36
WCB EE			\$ 4.36		\$ 4.36
	<b>Routing #</b>	<b>Account #</b>	<b>Amount</b>		<b>Amount</b>
<b>Net Pay</b>			\$ 1,044.21		\$ 1,044.21
Check			\$ 1,044.21		\$ 0.00

- You can collapse the earning statement slide-out panel by clicking the right arrow at the far left of the panel.

## Accessing Your Compensation

You access your year-to-date total compensation in Earnings.

To view your year-to-date total compensation statements:

- Select the Compensation tab and click the arrow button (▶) to expand a month and view the available earning statements:

Earning Statements Year End Forms **Compensation**

2015 Refresh Print

**Your Total Compensation for 2015 to Date**  
**USALegali: \$4,185.00**

Total Compensation: USALegali		
<b>Earnings</b>	<b>\$3,733.98</b>	89.22%
Regular/Earning	\$3,733.98	
<b>Employer Paid Benefits</b>	<b>\$5.61</b>	0.13%
WCB ER	\$5.61	
<b>Employer Paid Taxes</b>	<b>\$445.41</b>	10.64%
Fed MWT ER	\$54.15	
Fed UT ER	\$22.41	
FICA ER	\$231.51	
PA UT ER	\$137.34	
<b>Total:</b>	<b>\$4,185.00</b>	



## Dayforce Guide: Exempt (Non-Manager) Role

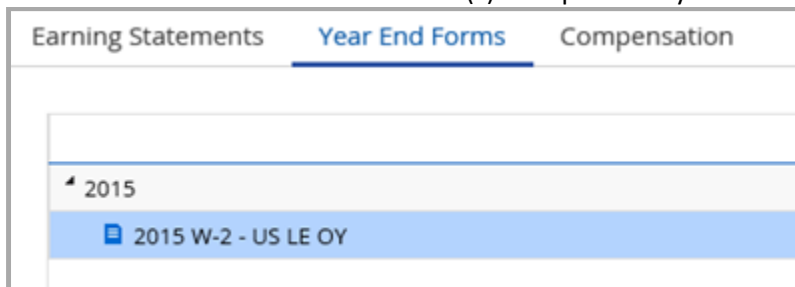
- The Total Compensation summary contains a graph and pie chart that, depending on your organizational setup, display the following information:
  - i. Total compensation for the current year-to-date.
  - ii. Year-to-date Earnings.
  - iii. Employer Paid Benefits with associated percentage of total compensation.
  - iv. Employer Paid Taxes with associated percentage of total compensation.
  - v. Percentages represented in a pie chart that responds when you hover your mouse over it.
- To navigate from year to year, click the arrows to the left or right of the current year.
- To print the total compensation for the year statement, click **Print**.

### Accessing Your Year End Tax Forms

You access your year-end tax forms in Earnings.

To view year-end tax forms:

- 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.
- Select the tax form you want to view, and the application opens the slide-out panel:

Earning Statements   **Year End Forms**   Compensation

2015 W-2 - US LE OY Print

Total Forms: 1

Original: Electronic Only on 07/08/2015 02:46 PM

To the right is an explanation of the contents of the wage boxes on your W-2. Please note that the gross amount shown may include adjustments.		Federal Box 1		Soc. Sec. Box 3 & 7		Medicare Box 5	
		Gross Wages		1244.66		1244.66	
		Benefits					
		Group Term Life					
		Adoption					
		Deferred Comp					
		Section 125					
		Other Pretax/Wage Limit					
		W-2 Wages		1244.66		1244.66	
		1 WAGES, TIPS, OTHER COMPENSATION		1244.66		2 FEDERAL INCOME TAX WITHHELD	
						100.00	
E. CONTROL NUMBER 00000479301		This information is being furnished to the Internal Revenue Service		2015		OMB NO. 1545-0008	
R. EMPLOYER IDENTIFICATION NUMBER 78-7878787		A. EMPLOYEE'S SOCIAL SECURITY NUMBER 555-55-5555		3 SOCIAL SECURITY WAGES		4 SOCIAL SECURITY TAX WITHHELD	
				1244.66		77.17	
C. EMPLOYER'S NAME, ADDRESS, AND ZIP CODE US LE OY 127 Wyoming Casper, WY 55144				5 MEDICARE WAGES AND TIPS		6 MEDICARE TAX WITHHELD	
				1244.66		18.05	
				7 SOCIAL SECURITY TIPS		8 ALLOCATED TIPS	
				9		10 DEPENDENT CARE BENEFITS	
I. EMPLOYEE'S FIRST NAME AND INITIAL Antonio		LAST NAME Fischer		11 NONQUALIFIED PLANS		12 a-d	
4543 Rocky Road Bersalem, PA 19020				14 OTHER			
F. EMPLOYEE'S ADDRESS AND ZIP CODE						13 STATUTORY EMPLOYEE <input type="checkbox"/> RETIREMENT PLAN <input type="checkbox"/> THIRD PARTY <input type="checkbox"/> SICK PAY <input type="checkbox"/>	
15 STATE PA	EMPLOYER'S STATE ID. NO.	16 STATE WAGES, TIPS, ETC 1244.66	17 STATE INCOME TAX 38.21	18 LOCAL WAGES, TIPS, ETC	19 LOCAL INCOME TAX	20 LOCALITY NAME	

- The displayed form will indicate whether you are receiving this tax form as a paper statement if you have consented to receiving this tax form electronically without a paper statement (Electronic Only). If

## Dayforce Guide: Exempt (Non-Manager) Role

enabled for your location, this is located in the **Year End Form Delivery** under the **Payroll Information** section **Home > Profile**.

- You can collapse the tax form slide-out by clicking the right arrow at the far left of the slide-out.

### Saving or Printing Your Earning Statements or Year End Tax Forms

You can save or print earning statements or year-end tax forms as PDF files using Adobe Acrobat Reader.

### Save or Print Your Earning Statements

To save or print an earning statement or year-end tax form:

Note: The following examples feature earning statements. The process for saving and printing year-end tax forms is identical.

- Open the item you want to save or print in the slide-out viewing pane.

Chicago Pay Group - 00485 • 5/9/2014 • Normal

Summary **Statement** Print

**CERIDIAN**

Employee Name: Scott Henderson  
Employee #: 0837768893  
Employee Address: 1115 North Blvd.  
Oak Park, IL 60301  
Department: Marketing  
Job Title: Graphic Designer  
Corporate: Corporate  
Pay Group: Chicago Pay Group  
Position: Designer  
Site: Chicago Site

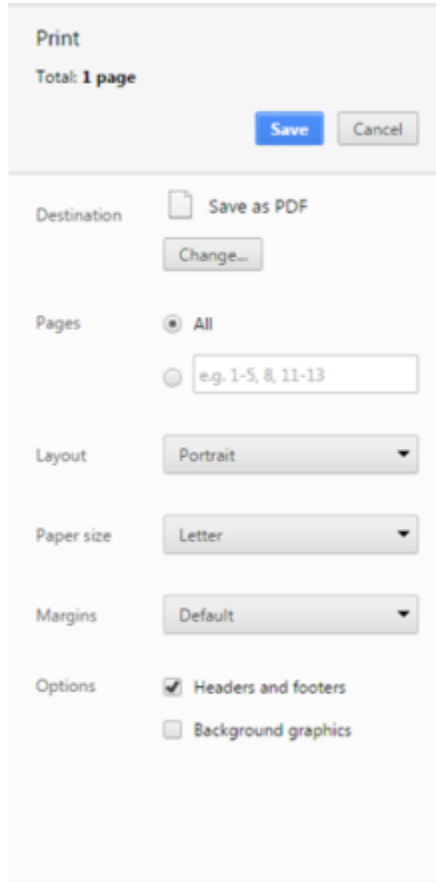
Pay Date: 5/9/2014  
Pay Period: 4/2/2014 - 5/1/2014  
Check #: 440637985  
Pay Frequency: Monthly  
Federal Filing Status:  
Federal Exemptions:  
State Filing Status: (IL)  
State Exemptions: (IL)

Employer Name: Chicago Employer  
Employer Phone: 3129586789  
Employer Address: 121 N LaSalle St  
Chicago, IL 60602

	Current 4/2/2014 - 5/1/2014			YTD As of 5/1/2014	
	Hours/Units	Rate	Amount	Hours/Units	Amount
<b>Earnings</b>			\$ 4,000.00		\$ 20,000.00
Regular Earning			\$ 4,000.00		\$ 20,000.00
<b>Taxable Benefits</b>			\$ 50.00		\$ 50.00
W2 - GroupTerm (B12C)			\$ 50.00		\$ 50.00
<b>Taxes</b>			\$ 1,156.58		\$ 5,763.58
Fed W/H			\$ 607.81		\$ 3,039.05
FICA EE			\$ 251.10		\$ 1,243.10
Fed MWT EE			\$ 58.73		\$ 290.73
AL W/H			\$ 157.94		\$ 789.70
AttilaCityOT			\$ 81.00		\$ 401.00
	<b>Routing #</b>	<b>Account #</b>	<b>Amount</b>		<b>Amount</b>
<b>Net Pay</b>			\$ 2,843.42		\$ 14,236.42
	075900575	X0006789	\$ 200.00		\$ 0.00
Check			\$ 2,643.42		\$ 0.00

- Click the **Print** button to open the **Print** dialog box:

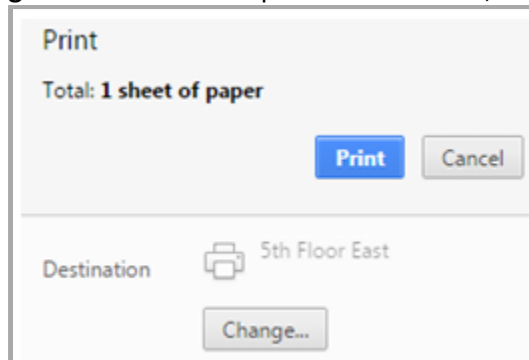
## Dayforce Guide: Exempt (Non-Manager) Role



The image shows a 'Print' dialog box with the following settings:

- Print** (Title)
- Total: **1 page**
- Buttons: **Save** (highlighted in blue), **Cancel**
- Destination:** Save as PDF (with a document icon), **Change...** button
- Pages:**  All,  e.g. 1-5, 8, 11-13
- Layout:** Portrait (dropdown menu)
- Paper size:** Letter (dropdown menu)
- Margins:** Default (dropdown menu)
- Options:**  Headers and footers,  Background graphics

- The application displays the Save as PDF option by default. Click the **Save** button to save the item as a PDF file.
- To print the item, click the **Change** button to select a printer destination, and then click the **Print** button:



The image shows a 'Print' dialog box with the following settings:

- Print** (Title)
- Total: **1 sheet of paper**
- Buttons: **Print** (highlighted in blue), **Cancel**
- Destination:** 5th Floor East (with a printer icon), **Change...** button

Note: Depending on how your web browser is set up, PDF files might open in Adobe Acrobat Reader in a separate window. You can also save or print the PDF files from within Acrobat Reader.