

Name of Procedure: Dayforce – Contact Information Updates	Division: Human Resources	Page 1 of 3
Effective Date: 6/9/2023	Next Review Date: 6/9/2024	

TITLE: Dayforce – Contact Information Updates

PURPOSE: To provide guidance on review and update of personal and emergency contact information within Dayforce.

ROLES & RESPONSIBILITIES: Employee

TASKS:

1. Login to Dayforce <https://www.dayforcehcm.com/mydayforce/login.aspx> (those with manager roles will need to login as an Employee only)
2. Select Profile & Settings from your menu



3. Your profile screen will open displaying all of your personal information. Please thoroughly review everything on this page for accuracy.
4. If a change is needed, from the top menu, select Forms.



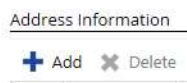
5. From the list of Available Forms, select the appropriate form for the information that requires updating.
 - a. Address Change Form – used to update your personal address (primary, secondary and mailing).
 - b. Contact Details – used to update your phone and email information.
 - c. Emergency Contacts – used to add/update primary and secondary emergency contact information including relationship, phone numbers, address, and email.



6. To update your personal address information, select the **Address Change Form**.

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- a. Click on the address you wish to remove. This will highlight the address line. Click X Delete at the top menu of the form. Next, add the new address.
- b. Click +Add



- c. Select the Type of address: Mailing, Primary Residence or Secondary
- d. Complete all required fields marked with *, as well as, the County.

Address Information

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4	City*	County	State*	Zip Code*	Start Date	End Date	Payroll Mailing
+										Aug 07/2018		<input type="checkbox"/>

- e. Click Submit. This will update your information in Dayforce.
7. To update contact information such as phone number and email address, select the **Contact Details Form**.
 - a. To remove a phone number, click on the phone number listed in the form and select delete from the menu above.
 - b. To add or update a phone number, click +Add under the Phone Numbers section of the form.
 - i. Select the phone number type you wish to add or update: Business, Business Fax, Business Mobile, Home, Mobile, Pager, Personal Fax, or TTY TDD (hearing impairment device).
 - ii. Enter the Country Code and Number without hyphens.
 - c. To add or update an email address, click +Add under the Electronic Addresses section of the form.
 - i. Select the electronic address type you wish to add or update: Business Email or Personal Email
 - ii. Enter the email address
 - d. Once you have entered all fields that need to be updated, click Submit at the bottom of the form. This will update your information in Dayforce.
8. To update emergency contact information, select the Emergency Contacts form.
 - a. Primary Emergency Contact
 - i. To update the primary emergency contact, overwrite the existing contact name with the new name and select the relationship.
 - ii. Remove all invalid contact numbers by selecting the X to the right of the number you wish to remove.
 - iii. Click +Add to add missing phone information for the primary contact.

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▼ Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name * Middle Name Last Name * Relationship *

Phone Number Address Electronic Address

+ Add

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
Home	United States of America		Extension	12/18/2015	
Mobile	United States of America		Extension	12/18/2015	

▼ Secondary Emergency Contact

Below is your secondary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name Middle Name Last Name Relationship

Phone Number Address Electronic Address

+ Add

Type	Country Code	Phone Number	Extension	Effective Start	Effective End
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- iv. Enter the First and Last name of the primary emergency contact then select your relationship to the contact. You may overwrite any existing information in these fields, if necessary.
- v. To delete an incorrect phone number, simply click on the delete button to the right of that number. A red highlighted x will appear in the left corner as shown below.

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
Home	United States of America		Extension	12/18/2015	

- vi. To add a new number, click +Add.
 - vii. Select the type: Home, Mobile, Business Fax, Business Mobile, Business, Personal Fax, Pager, TTY TDD (hearing impairment device).
 - viii. Enter the Country Code and Phone Number without hyphens.
 - ix. You may also add an address and electronic address for the emergency contact but this is not required information.
- b. Secondary Emergency Contact.
 - i. Simply click on the right-facing triangle to expand the secondary emergency contact form.

▶ Secondary Emergency Contact

- ii. Complete the same steps as shown above for primary.
- c. Click Submit at the bottom of the form.