

St. David's Center

Dayforce Guide for Employees



This guide describes how to:

1. [Login to Dayforce](#)
2. [Navigate Dayforce](#)
3. [Your Timesheet](#)
4. [Your Time Away](#)
5. [Your Earnings](#)
6. [Helpful Tips](#)
7. References or Attachments
 - a. [Setting Up Your Electronic Employee Portal](#)
 - b. [How to Read Your Paystub](#)

1. Login to Dayforce

Launch the application using the link <https://www.dayforcehcm.com/mydayforce/login.aspx>

The main login screen will be displayed:



DAYFORCE | HCM

Company
stdavids

User Name

Password

Login

[Can't access your account?](#)

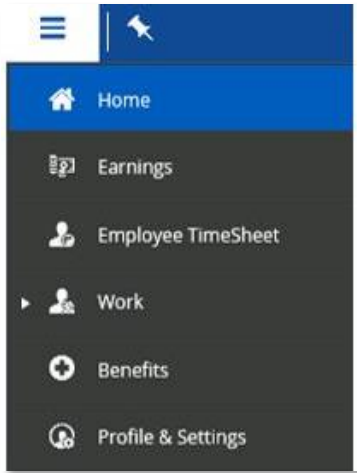
Type your Company, User Name, and Password.

Note: Before logging in for the first time, you will need to set up your email address in the application. Please see “Setting up Your Electronic Employee Portal” attachment (Page 17).

2. Navigate Dayforce

Navigation Panel

You may navigate between features by using the navigation panel:



By default, the navigation panel is hidden when you first login to the application. You can display it by clicking the menu button at the top left of the toolbar:



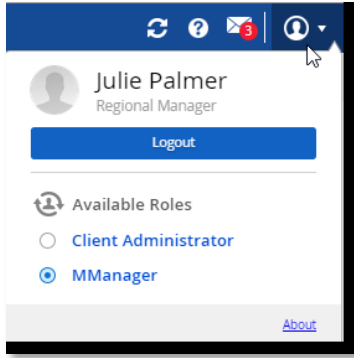
Toolbar

The toolbar is located at the top right of the screen. The toolbar includes Global Search, Help, Messages and the System Details window:




System Details

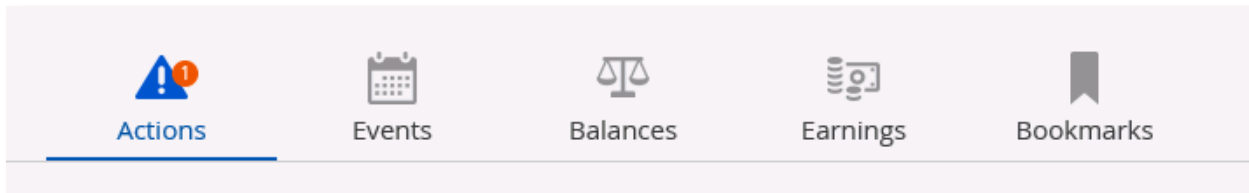
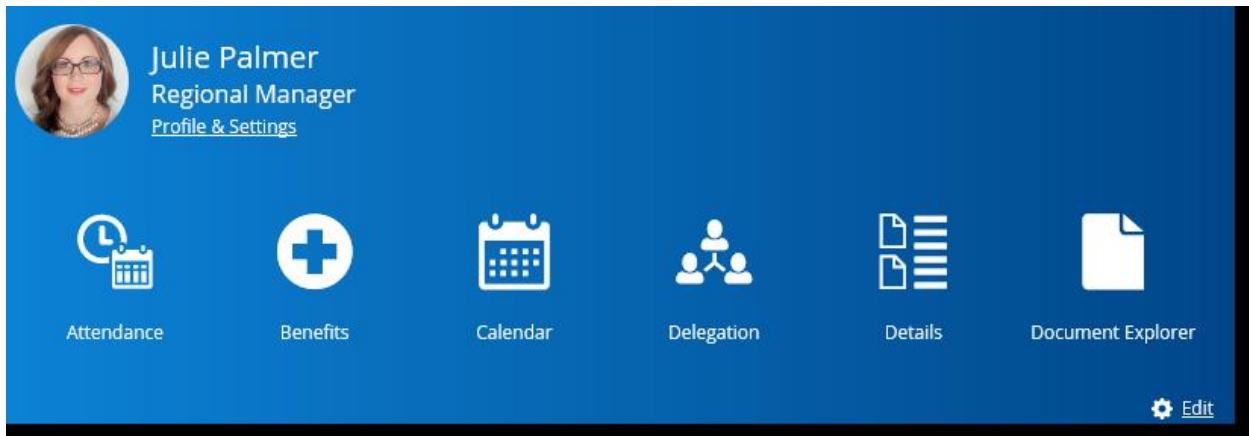
When you click the System Details icon at the far right of the toolbar, the application displays the System Details window:



This is where you will find the **Logout** button as well as your **Available Roles** (if you are assigned more than one user role).

Home

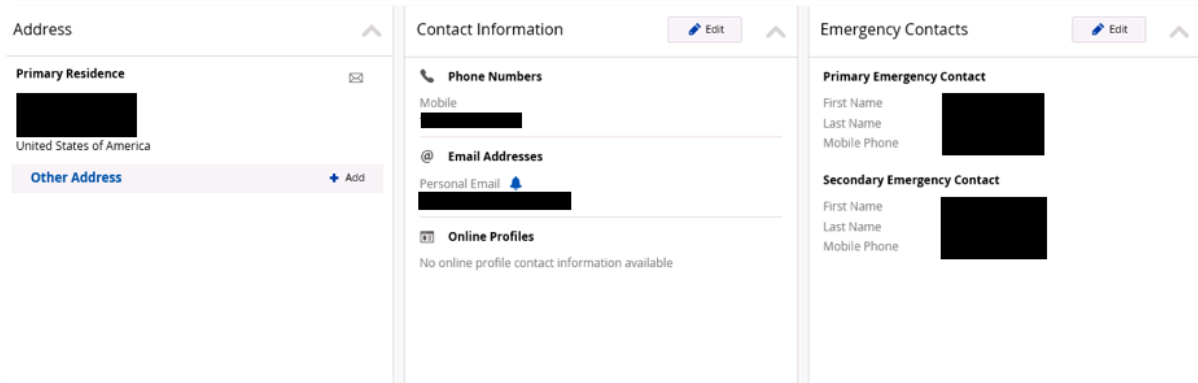
The **Home** screen includes **Favorite Features** so you can quickly access the features you use most often, as well as quick-links to Actions, Events, Balances, Earnings and Bookmarks (to designate your **Favorite Features**, simply click the  **Edit** button):



Profile & Settings

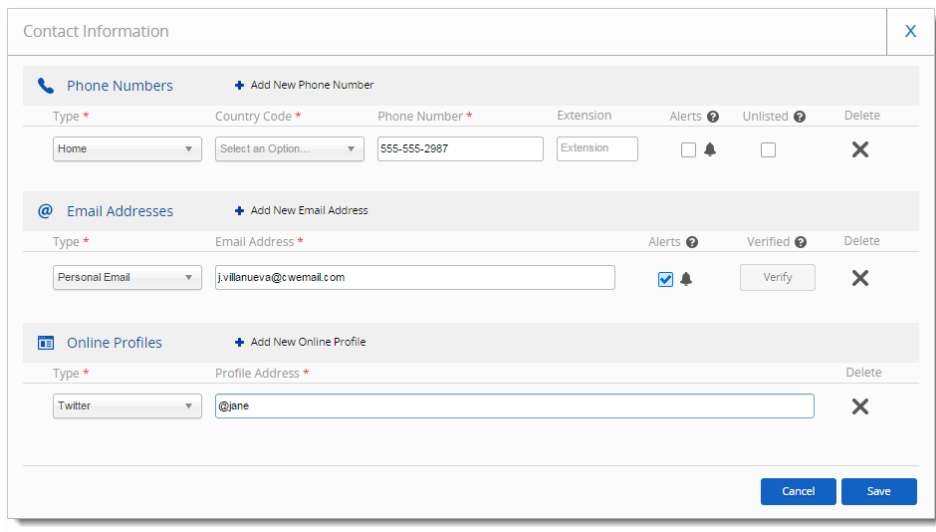
The **Profile & Settings** tab displays Addresses, Contact Information, Emergency Contacts, Personal Information, Employee Information, Pay Information and Balances. Please note it is

important to keep your contact information up to date to ensure receipt of your W-2 and other key employee communications.



View and Edit Your Contact Information

Your Phone Number, Email Address, and Online Profile are displayed on the **Contact Information** widget. You can add or update information by clicking the **Edit** button.



Note: If you do not input an email address and select Alerts, you will be unable to receive the password recovery email in the event you forget your password.

Record and Update Emergency Contacts

You can specify a primary and secondary emergency contact on the **Emergency Contacts** widget. To add or update a contact, click **Edit**.

Emergency Contacts
X

Primary Emergency Contact

First Name *

Last Name

Relationship * X ▾

Email *

Business Phone *

Home Phone

Mobile Phone

Secondary Emergency Contact

First Name

Last Name

Relationship X ▾

Email

Business Phone

Home Phone

Mobile Phone

View Your Balances

The **Balance Information** widget displays your PTO balance including **Accrued**, **Approved**, **Pending** and **Remaining** balances:

Balance Information ^						
<div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px; font-weight: bold; color: #0070c0; margin-right: 10px;">Overview</div> <div style="padding: 2px 5px; font-size: small;">Expiring Transactions</div> </div>						
Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
PTO	68.39	-64		4.39		Hours

Security

You may update your password and security settings on the **Security** tab:

On the **Security Settings** widget, type your Current Password into the parameter. Type your New Password into the parameter, and type it again into the Repeat Password parameter.

To update your security questions:

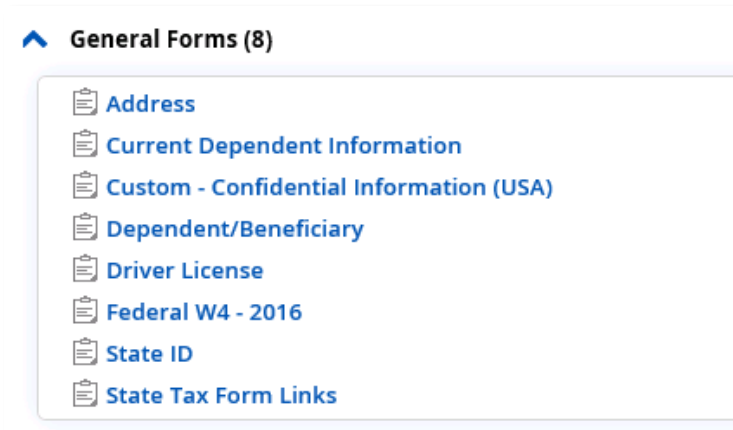
Select a question from the Question #1 drop-down, and type the associated answer into the Answer #1 parameter. Then select a question from the Question #2 drop-down, and type the associated answer into the Answer #2 parameter.

Click **Save**

Forms

Within the Forms section, you have access to several items which allow you to change your **address**, **W-4** tax exemptions and more. Simply choose your form, complete the required

information, attach any necessary documents and click Submit. This form will be submitted to your System Administrator who will be prompted to approve your request.



After saving a W-4 change, the form will default to a blank form. The information will automatically be transmitted to Payroll. There is no need to resubmit.

To change your name and/or marital status within Dayforce, please contact a member of the PTT Team.

3. Your TimeSheet

Dayforce allows you to track your time, view your pay and time away balances in the **Employee TimeSheet** tab. Please note, you will be notified by your supervisor if you are required to enter your time (**only non-exempt positions are required to enter time**). Please reference the **Pay Schedule** on SharePoint under FAQ or available through your supervisor.

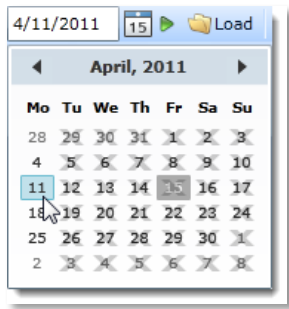
Viewing Your TimeSheet

You can view and edit the details of your timesheets through the **Employee TimeSheet** tab. The timesheet allows you to quickly record, view, and edit the times that you have worked throughout the week.

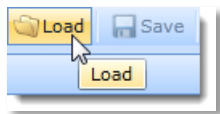
Select the week you would like to view by clicking the calendar button:



Then select a date:



Click the Load button:

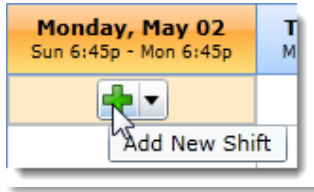


The application displays your shifts for the selected week:

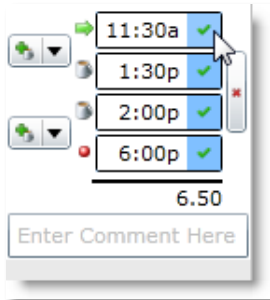
Monday, Apr 11 Sun 6:45p - Mon 6:45p	Tuesday, Apr 12 Mon 6:45p - Tue 6:45p	Wednesday, Apr 13 Tue 6:45p - Wed 6:45p	Thursday, Apr 14 Wed 6:45p - Thu 6:45p	Friday, Apr 15 Thu 6:45p - Fri 6:45p	Saturday, Apr 16 Fri 6:45p - Sat 6:45p	Sunday, Apr 17 Sat 6:45p - Sun 6:45p
CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here	CS Cashier 9:00a-5:00p 11:45a-12:15p 9:00a 11:45a 12:15p 5:00p 7.50 Enter Comment Here

Recording Time

To add a worked shift, click the green plus sign in the cell representing the appropriate day:



The application adds a new shift, which you can modify by typing a new time directly into the field, or incrementing or decrementing the time by clicking the green left and right arrows displayed to the right of the time:



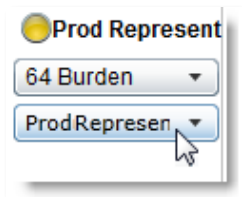
Note: Any changes you make will require supervisor approval.

Recording Time for Different Positions

If you work different positions within the organization, you will select the position you worked for each shift. The application defaults to your primary position, but you have the ability to change this on the timesheet.

To record time for different positions:

Load the appropriate week and select the position from the second drop-down list:



Click the **Save** button.

4. Your Time Away

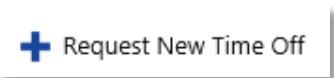
Dayforce keeps track of how much time away from work you have accrued and how much you have already taken. When you request time away from work using the application, your request is sent automatically to your supervisor for review and approval. The status of any request you make, and any accruals you have earned, are displayed in the **Time Away List** in the **Work** tab.

Requesting Time Away

You can request time away in the **Time Away List** panel of the **Work** tab for a single day or a range of dates. When you make a time away request, you can specify a reason, such as Paid Time Off, Sunshine Fund, etc.

To make requests for time away from work:

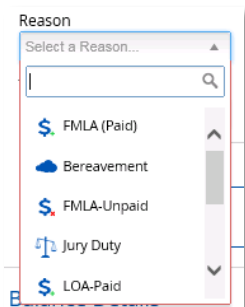
Click the **Request New Time Off** button:



A new window will appear in which you will enter the details of this request:

A screenshot of a web form for requesting time off. At the top left, it says "Time Requested: 6.00 Hours". At the top right, it says "Status: + Pending". Below this, there are fields for "Reason" (a dropdown menu with "Select a Reason..." selected), "Start" (a date field with "10/9/2015" and a calendar icon), and "End" (a date field with "10/9/2015" and a calendar icon). To the right of these fields is a table with columns "Type", "Remaining", and "Unit". The table contains one row: "PTO", "4.39", and "Hours". Below the date fields is a "Type of Request" section with two buttons: "All Day" and "Partial Day". Underneath is a section for "Employee Comments" with a large empty text area. At the bottom left, there is a "Balance Details" section with a dropdown arrow. At the bottom right, there are two buttons: "Submit" and "Close".

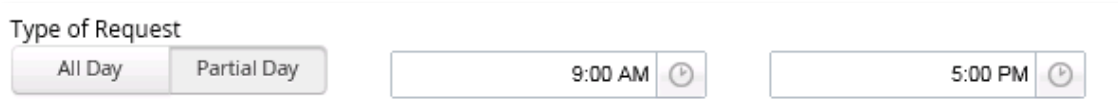
Select the reason for the time off from the **Reason** drop-down list:



Select the date(s) you are requesting away from work.

Select the **All Day** check box if you are requesting the entire day off or select the **Partial Day** check box if you requesting a partial day.

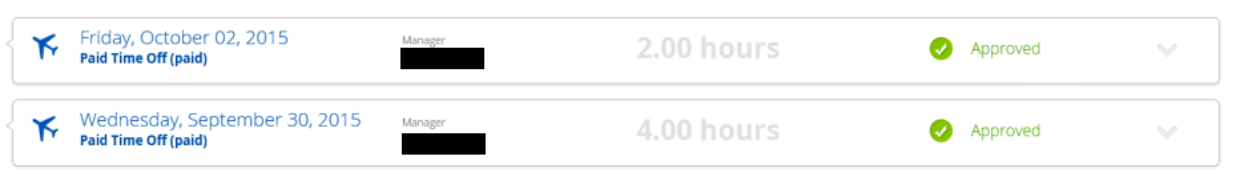
Then you may either type the time of day directly into the start and end fields or click the clock symbol:



The screenshot shows a form titled "Type of Request". It has two buttons: "All Day" and "Partial Day". To the right of these buttons are two time selection fields. The first field contains "9:00 AM" and has a clock icon to its right. The second field contains "5:00 PM" and also has a clock icon to its right.

Click the **Save** button.

After you save a time away from work request, it is automatically sent to your supervisor for review and approval. Once it is approved, the application marks this time with a green check mark. Rejected requests are displayed with a red 'x' and any requests your manager has not yet responded to are displayed with a yellow circle and labeled Pending.



The screenshot shows a list of two approved time off requests. Each request is shown in a separate row with a blue airplane icon on the left. The first row is for "Friday, October 02, 2015" with "Paid Time Off (paid)", a manager name (blacked out), "2.00 hours", a green checkmark, and the word "Approved". The second row is for "Wednesday, September 30, 2015" with "Paid Time Off (paid)", a manager name (blacked out), "4.00 hours", a green checkmark, and the word "Approved".

If you later need to cancel your time away, select the request from the list and click the **Cancel Request** button.

Note: If you cancel a request, you will not be able to reenter a new request for this particular day until your supervisor has approved your cancellation.

5. Your Earnings

This section describes how to view and print your earning statements for current and past pay periods, as well as year-end tax forms (W-2) and year-to-date total compensation.

Accessing Earning Statements

Select the **Earnings** tab and click the button to expand a month and view the available earning statements:

The screenshot shows the 'Earning Statements' tab selected. The date range is set from 7/10/2014 to 8/10/2015. A table lists four statements found:

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

Select the earning statement you want to view, and the application opens a fly-out pane with the **Summary** tab displayed:

The screenshot shows the 'Summary' tab for the selected statement (USALegal - #000002369 • 5/8/2015 • Normal). The breakdown is as follows:

Category	Amount	Percentage
Earnings	\$1,244.66	100.00%
Taxes	\$196.09	15.75%
Post Tax Deductions	\$4.36	0.35%
Net Pay	\$1,044.21	83.9%

Hours breakdown:

Hours	Amount	Percentage
Hours	40.00	100.00%
Reg/Earn	40.00	100.00%

Net Pay Distribution:

Check - 000002369	Amount
Check - 000002369	\$1,044.21

The **Summary** tab displays Earnings, Taxes, Net Pay, and Hours. To view the earning statement, click the **Statement** tab on the fly-out:

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

Summary **Statement** Print

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

Employer Name: Test Logo
Employer Phone: 416-789-4545
Employer Address: 414 Test lane, Los Angeles, CA 91331

	Current 4/1/2015 - 4/30/2015			YTD As of 4/30/2015	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	40.00		\$ 1,244.66	40.00	\$ 1,244.66
Reg/Earn	40.00	31.1164	\$ 1,244.66	40.00	\$ 1,244.66
Memo Information					
WCB ER			\$ 1.87		\$ 1.87
Taxes			\$ 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
Post Tax Deductions			\$ 4.36		\$ 4.36
WCB EE			\$ 4.36		\$ 4.36
	Routing #	Account #	Amount		Amount
Net Pay			\$ 1,044.21		\$ 1,044.21
Check			\$ 1,044.21		\$ 0.00

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

Note: For information on how to read your paystub, please see “How to Read Your Paystub” attachment (Page 19).

Accessing Year End Tax Forms (W-2)

Select the **Year End Forms** tab and click the button to expand the year.

Earning Statements **Year End Forms** Compensation

2015
 2015 W-2 - US LE OY

The application displays the tax form(s) for the selected year.

Select the tax form you would like to view, and the application opens the fly-out viewing pane:

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	1244.66
				Benefits			
				Group Term Life			
				Adoption			
				Deferred Comp			
				Section 125			
				Other Pretax/Wage Limit			
				W-2 Wages	1244.66	1244.66	1244.66
D. CONTROL NUMBER 000004479301	This Information is being furnished to the Internal Revenue Service		2015	OMB NO. 1545-0008		1 WAGES, TIPS, OTHER COMPENSATION	2 FEDERAL INCOME TAX WITHHELD
						1244.66	100.00
B. EMPLOYER IDENTIFICATION NUMBER 78-7878787	A. EMPLOYEE'S SOCIAL SECURITY NUMBER 555-55-5555			3 SOCIAL SECURITY WAGES	1244.66	4 SOCIAL SECURITY TAX WITHHELD	77.17
C. EMPLOYER'S NAME, ADDRESS, AND ZIP CODE US LE OY 127 Wyoming Casper, WY 55144				5 MEDICARE WAGES AND TIPS	1244.66	6 MEDICARE TAX WITHHELD	18.05
				7 SOCIAL SECURITY TIPS		8 ALLOCATED TIPS	
				9		10 DEPENDENT CARE BENEFITS	
E. EMPLOYEE'S FIRST NAME AND INITIAL Antonio		LAST NAME Fischer	SUFF.	11 NONQUALIFIED PLANS		12 a-d	
4543 Rocky Road Bensalem, PA 19020				14 OTHER			
F. EMPLOYEE'S ADDRESS AND ZIP CODE				13 STATUTORY <input type="checkbox"/> RETIREMENT <input type="checkbox"/> THIRD PARTY <input type="checkbox"/> EMPLOYEE PLAN SICKPAY			
15 STATE PA	EMPLOYER'S STATE I.D. 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	

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

You may print these documents by selecting the print icon in the upper right corner:



6. Helpful Tips

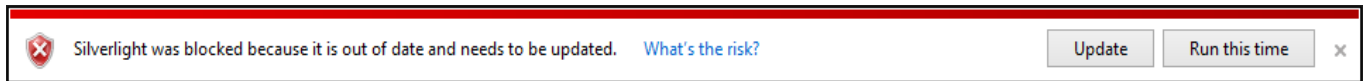
Accessing Dayforce

For best results, access Dayforce using **Internet Explorer** (as opposed to Google Chrome or Mozilla Firefox) from your PC. Limited access is available on mobile devices and tablets.

Silverlight

Microsoft has further expanded their “out-of-date ActiveX control blocking”, which actively blocks out-of-date ActiveX controls (including Silverlight) in Internet Explorer (IE).

When logging into the application with IE and an outdated version of Silverlight, users will see the “out-of-date ActiveX control blocking” pop-up:



Click **Update** to download the most current versions of Silverlight.

Additional Questions?

Payroll Questions (PTO, timesheets, hours and pay): Damion Upsher (952) 562-5723

PCA and WS Timesheet Questions: Nancy Rogers (952) 562-5745

All Other Questions: employeeportalhelp@stdavidscenter.org

References or Attachments:

Setting Up Your Electronic Employee Portal

How to Read Your Paystub

Setting Up Your Electronic Employee Portal

Below are specific instructions on logging into and updating your information in the Employee Portal.

Supervisors/managers are responsible for assisting the staff they supervise with logging into the system for the first time. Supervisors should walk through this process with newly hired staff at their first follow-up training. This is important in ensuring new staff are paid for their time worked in a timely fashion.

1. Log in to the system:

- a. Please go to: www.dayforcehcm.com
- b. When prompted, enter these credentials:
 - **COMPANY:** stdavids
 - **USER NAME:** [first name].[last name] - example: katherine.doe (*Please use the name that is on your paycheck. i.e. Katherine vs. Kate*)
 - **PASSWORD*:** {First name}_SDC - example: Katherine_SDC (*make sure the first letter of your first name is capitalized*)
**After your first login, the system will force you to switch to a more secure password*

Congratulations! You have accessed your St. David's Center employee profile. Now it's time to view and update your information.

All employees are responsible for updating the following in their Employee Portals:

Personal Contact Information (email address, phone number, and mailing address):

You must include an email address so that you can recover or reset your password if you ever forget it. To update your email address, select the "Profile & Settings" tab and then click the "Edit" option within the Contact Information section. Enter your email address under the section titled "Email Addresses". **Make sure you have the "Alerts" box checked. Click "Save" at the bottom, then click "Verify". A pop up box should appear stating a verification email message has been sent to the email address you provided. In that email message, you must click "VERIFY YOUR EMAIL".** Once you have verified your email address, any time you **forget your password a reset link will be sent to this email address.**

To enter your phone number, click on the "Profile & Settings" tab and choose "Edit" in the **Contact Information section. Once you have updated your information, CLICK SAVE at the bottom of the page.**

To enter your mailing address, click the "Profile & Settings" tab and select the "Add" within the **Address section. Remember to CLICK SAVE at the bottom of the page once you have finished entering your information.**

Security Questions: Adding security questions permits you to access your account, should you forget your password. To update you security questions, select the "Security" tab, then under the "Update Security Questions" section you may choose two security questions. Enter

your answers and CLICK SAVE at the bottom of the page. If you forget your password in the future, you will be prompted to answer these security questions in order to reset your password and log in.

Confidential Information: This section includes topics such as, gender, disability status, date of birth, and ethnicity. To update this information, select the "Forms" tab within "Profile & Settings". Next, select the option labeled "Custom-Confidential Information (USA)" from the menu on the left side of your screen. Finally, update whichever fields you wish to share with St. David's Center.

Please take some time to acclimate yourself to the system and explore its functions. Your supervisor should serve as your first point of contact if you have questions about the system. If you have a question your supervisor is unable to assist you with, please email employeeportalhelp@stdavidscenter.org.

How to Read Your Paystub



Employer Name: St David's Center
Employer Phone: 952-562-5706
Employer Address: 3395 Plymouth Rd
 Minnetonka, MN 55305

Employee Name: [Redacted]
Employee #: [Redacted]
Employee Address: [Redacted]
Department: [Redacted]
Job Title: [Redacted]

Pay Date: 8/20/2015
Pay Period: 7/26/2015 - 8/8/2015
Deposit Advice #: [Redacted]
Pay Frequency: Bi-Weekly
Pay Rate: \$1,204.80
Federal Filing Status: Married
Federal Exemptions: 1/\$0.00
State Filing Status: Married (MN)
State Exemptions: 1/\$0.00 (MN)

1
2
3
4
5
6
7

	Current 7/26/2015 - 8/8/2015			YTD As of 8/8/2015	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	73.00		\$ 1,360.90	928.50	\$ 18,090.40
Regular	9.25	10,7500	\$ 99.44	903.00	\$ 17,578.36
Regular	3.75	15,1100	\$ 56.66		
Regular	60.00	20,0800	\$ 1,204.80		
Holiday				32.00	\$ 642.56
PTO				23.50	\$ 471.88
Unpaid Leave				-30.00	\$ -602.40
Memo Information					
Basic Life			\$ 2.70		\$ 32.40
AD&D			\$ 0.68		\$ 8.16
LTD			\$ 5.22		\$ 62.64
ER Dental Memo			\$ 22.67		\$ 272.04
Workers Comp			\$ 28.03		\$ 372.67
Pre-Tax Deductions			\$ 27.53		\$ 330.36
Dental Insuranc			\$ 27.53		\$ 330.36
Taxes			\$ 239.24		\$ 3,002.08
Fed W/H			\$ 91.83		\$ 1,082.15
FICA EE			\$ 82.67		\$ 1,101.12
Fed MWT EE			\$ 19.33		\$ 257.52
MN W/H			\$ 45.41		\$ 561.29
Post Tax Deductions			\$ 11.55		\$ 427.76
Short Term Dis			\$ 11.55		\$ 138.60
Roth%					\$ 289.16
	Routing #	Account #	Amount		Amount
Net Pay			\$ 1,082.58		\$ 14,330.20
	[Redacted]		\$ 50.00		\$ 0.00
			\$ 1,032.58		\$ 0.00

1. The **top section** displays your address, your name, employee number, department, primary job title, pay frequency, and pay rate. It also indicates your federal and state filing status and federal and state exemptions. This section also displays the pay date and the pay period for which these earnings are being received. This section also lists the name of your employer and the St. David's Center phone number.

The middle column called “Current” displays what is being paid and deducted in this specific pay period. The third column called “YTD” indicates what has been paid and deducted for year to date.

2. The **Earnings** section displays the number of hours you worked, any holiday hours, and any PTO hours. This section displays earnings **BEFORE** taxes or any deductions have been removed.

3. The **Memo Information** section displays every contribution that St. David’s Center provides. **None of the amounts listed in the Memo Information section are a deduction from your pay.** These contributions may include what St. David’s Center contributes to your Health Savings Account or 403(b), your dental premium, your medical premium, and other Employer paid benefits.

4. The **Pre-Tax Deductions** section are deductions taken out of your pay before taxes have been removed. This may include dental premiums, medical premiums, your health savings account contributions, 403(b) contributions, and premiums for Colonial Life supplemental plans.

5. The **Taxes** section indicates what kind of tax and what amount is being deducted.

6. The **Post Tax Deductions** section indicates which deductions are taken out after taxes. This may include any fundraising contributions such as the Annual Drive or United Way campaign. Short-term disability or supplemental life insurance may also be considered a post-tax deduction.

7. The **Net Pay** section indicates the final amount you receive as pay after all pre-tax, taxes, and post tax deductions have been taken out of earnings.

If you have any questions about how to access and read your paystub, please email ptt@stdavidscenter.org.