



Motional

# Ceridian Dayforce Training

Verda Harrison

September 2020



# Welcome to Dayforce Training

## Agenda:

Overview

- *What is Dayforce/Ceridian*
- *Initial Login/Setting up Credentials*

Personal Data

- *Viewing Personal information* (Desktop/Mobile)
- *Updating Personal information* (Verifying Address, Contact Details, Direct Deposit, Emergency Contact, Tax forms)

Payroll

- *Payroll Schedule*
- *Payroll Setup/Direct Deposit*
- *Accessing/Navigating Earning Statements & Pay Statement Ledger*

WFM

- *Request Time Off*
- *Training/Job Aides*
- *Ceridian/ HR Ops Support*
- *Non-Exempt Employees Using Dayforce*
  - a) *Clocking IN/OUT* (Desktop/mobile)
  - b) *Meal Breaks*
  - c) *Viewing Work Schedules*



# What Is Ceridian Dayforce?

It's the Human Resources Information System (HRIS) used to provide employees access to view and manage their own data and activities such as:

- *Add/update home addresses*
- *Emergency contacts*
- *Direct Deposits*
- *View work Schedules (non-exempt)*
- *Access Timesheets (non-exempt)*
- *Time Off Request*
- *View Vacation/Sick balances*
- *Request Leave of Absence*
- *View Benefit information*
- *View Payroll information*
- *Update Federal/State Taxes*

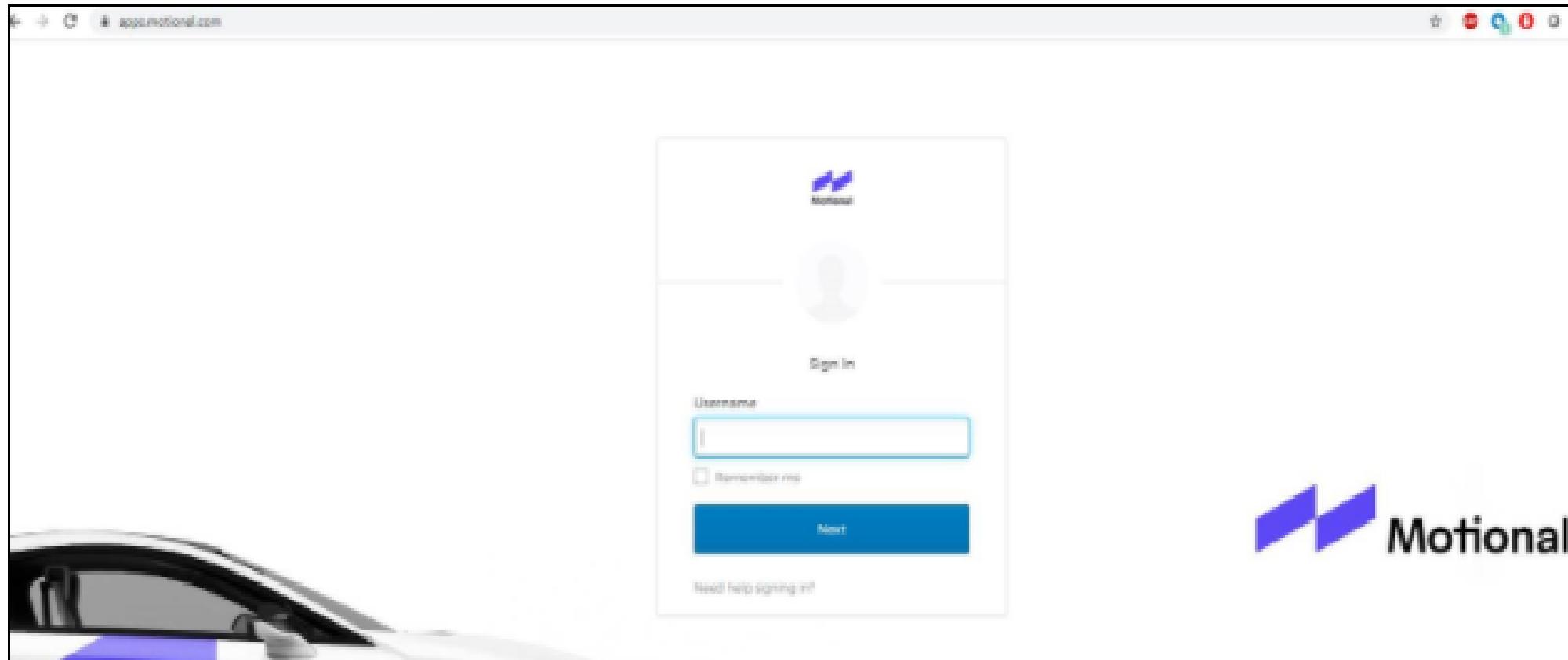


# How to access Ceridian Dayforce

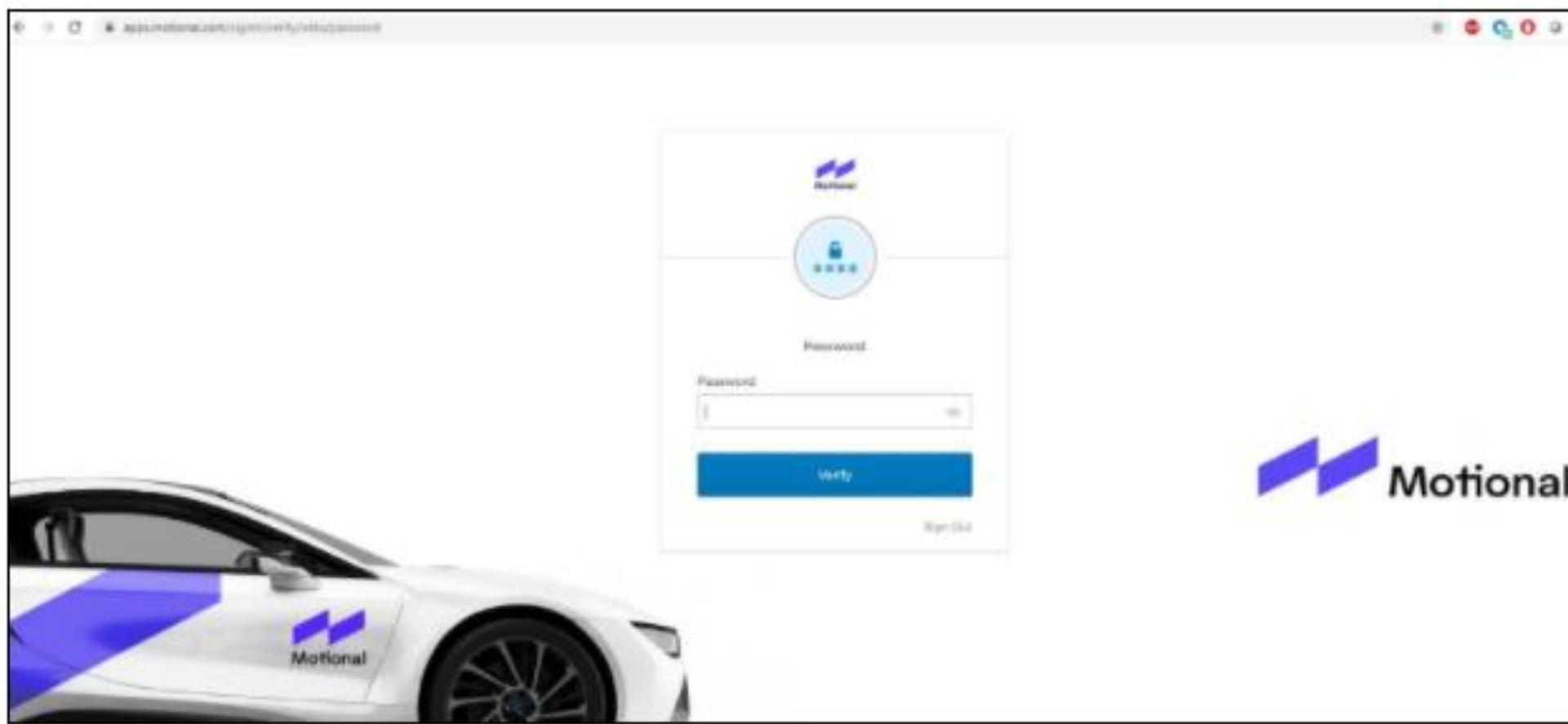


# For Desktop Users: Dayforce Login Steps

1. Visit Motional Apps Portal -> [apps.motional.com](https://apps.motional.com)
2. Enter your username which is your motional email address [first.lastname@motional.com](mailto:firstname.lastname@motional.com)



3. Enter your password. The password is what you would have set while registering on the Apps portal the first time.

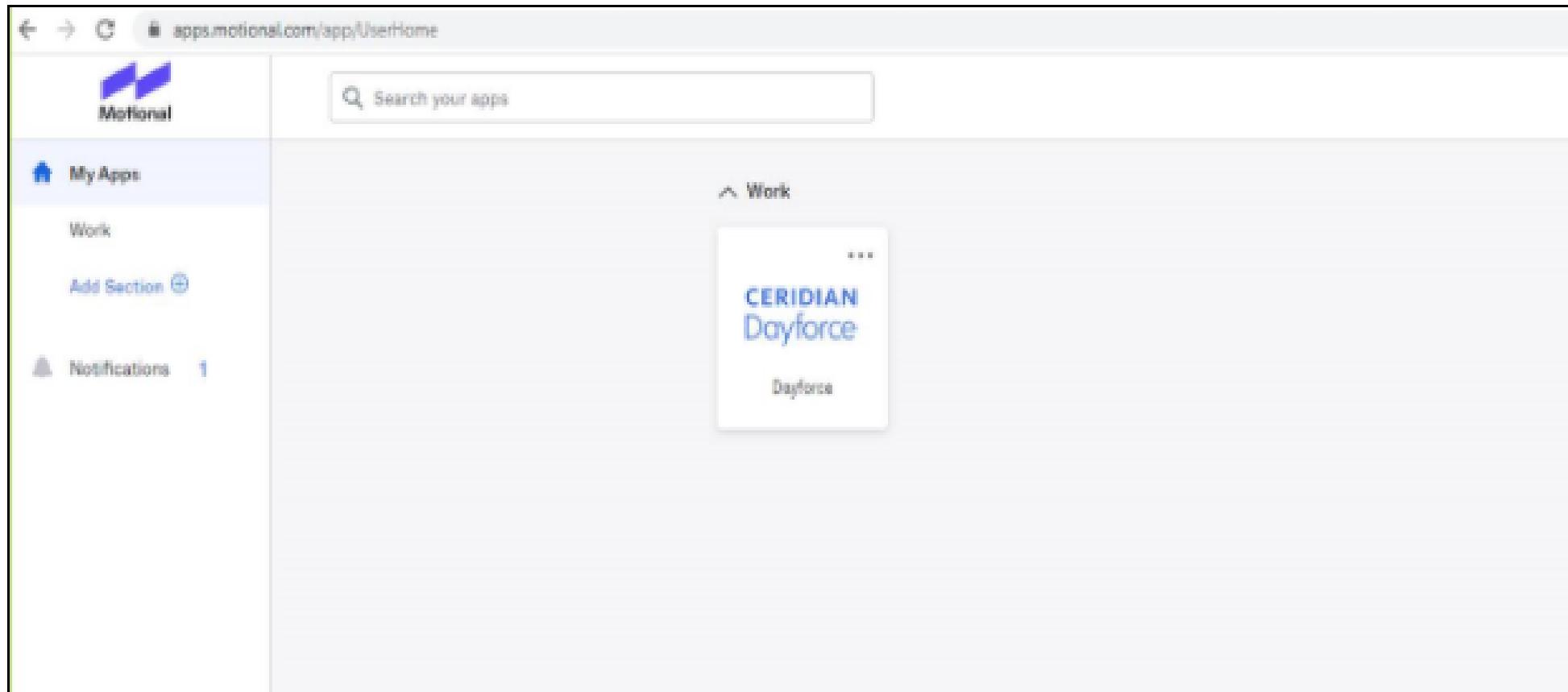


In case you have forgotten your registered password, you can reset it in Step 2 above by clicking the link '**Need help signing in?**'. Then select '**Forgot password?**', and follow the screen prompts



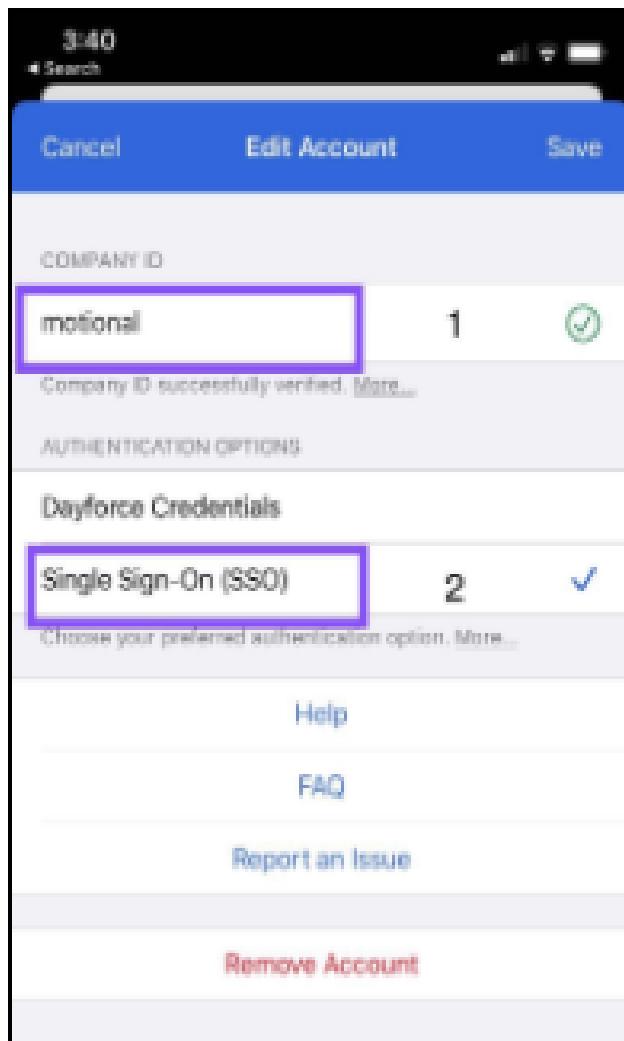
4. Once you are successfully logged-in to the Apps portal, you will see the Ceridian Dayforce icon. Click this icon to access the Dayforce application.

(In addition to Dayforce, you will find other apps when they are transitioned to the Apps Portal in the coming weeks and months)



# For Mobile Users of Dayforce App

1. To login using the Dayforce mobile app, click the cog icon below the login button.



2. Enter "motional" in the ID field.
3. Wait a moment for the Single Sign-On (SSO) prompt to appear and select it.



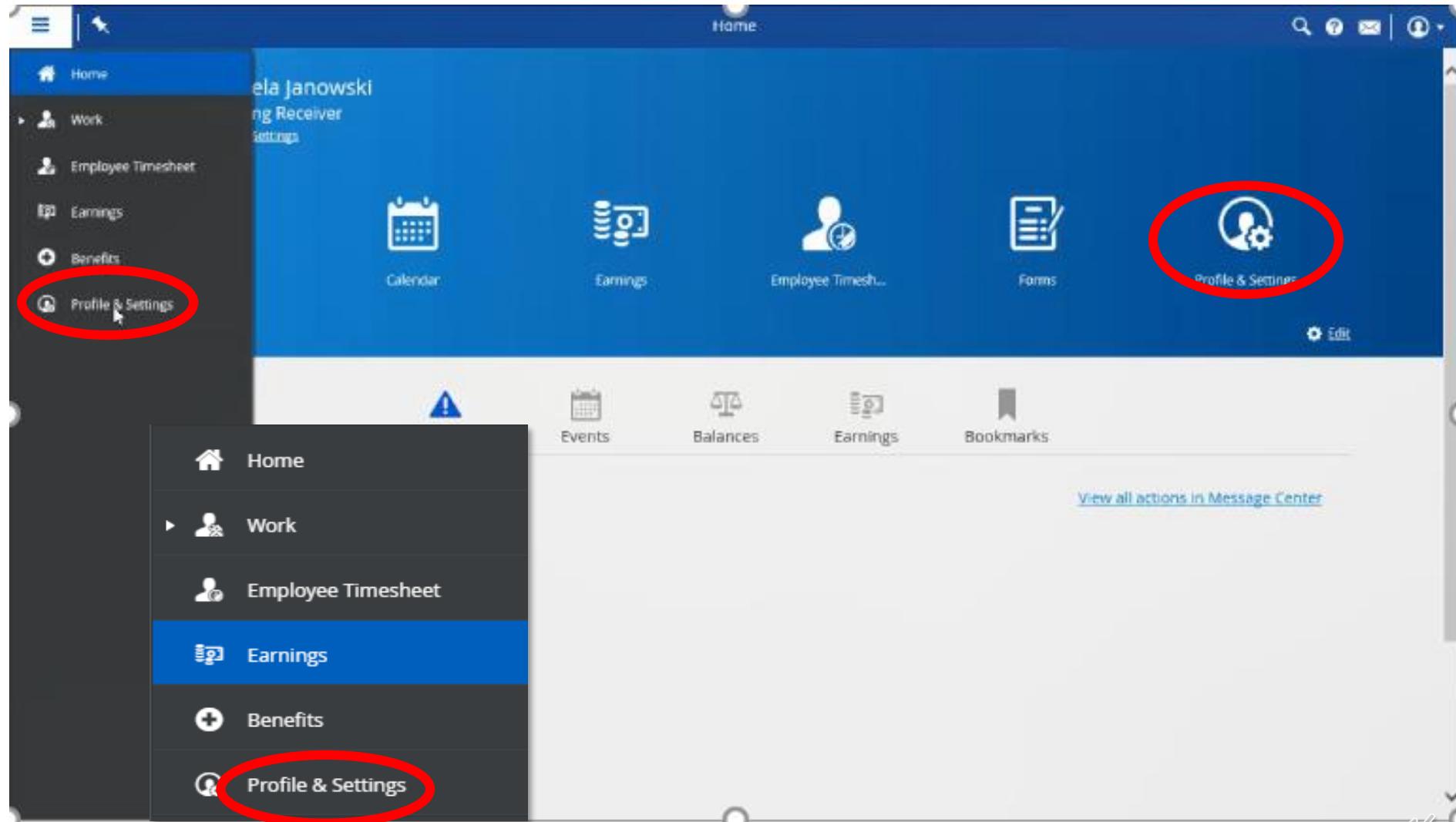
# HR/Personal Data



# View Personal Information

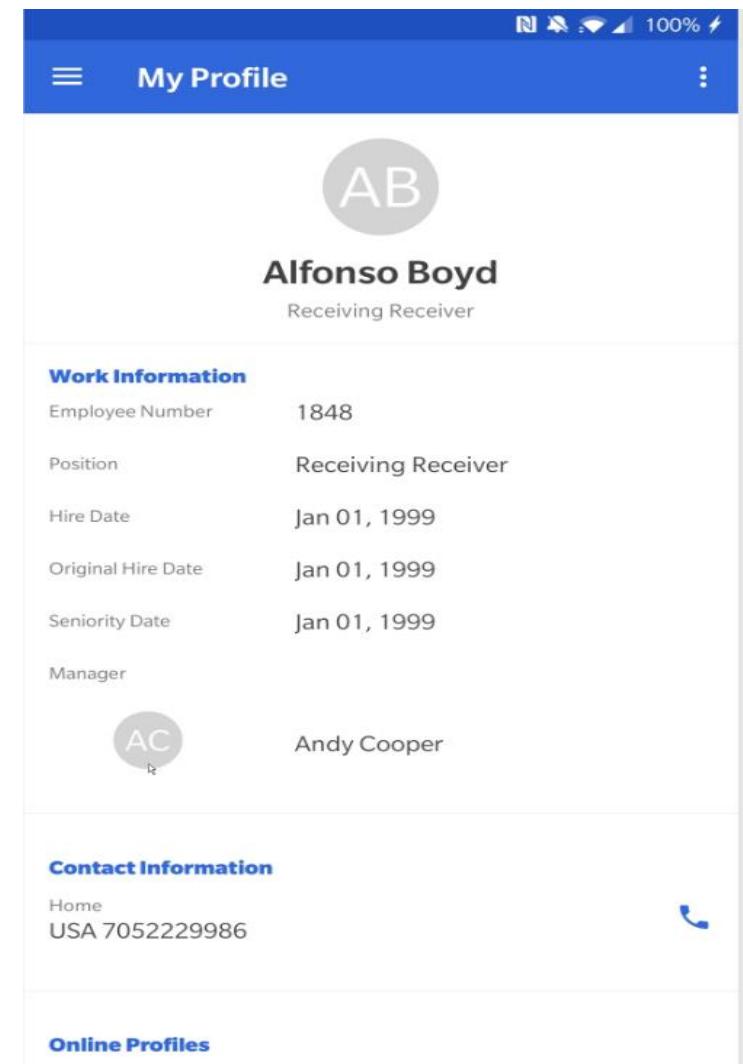
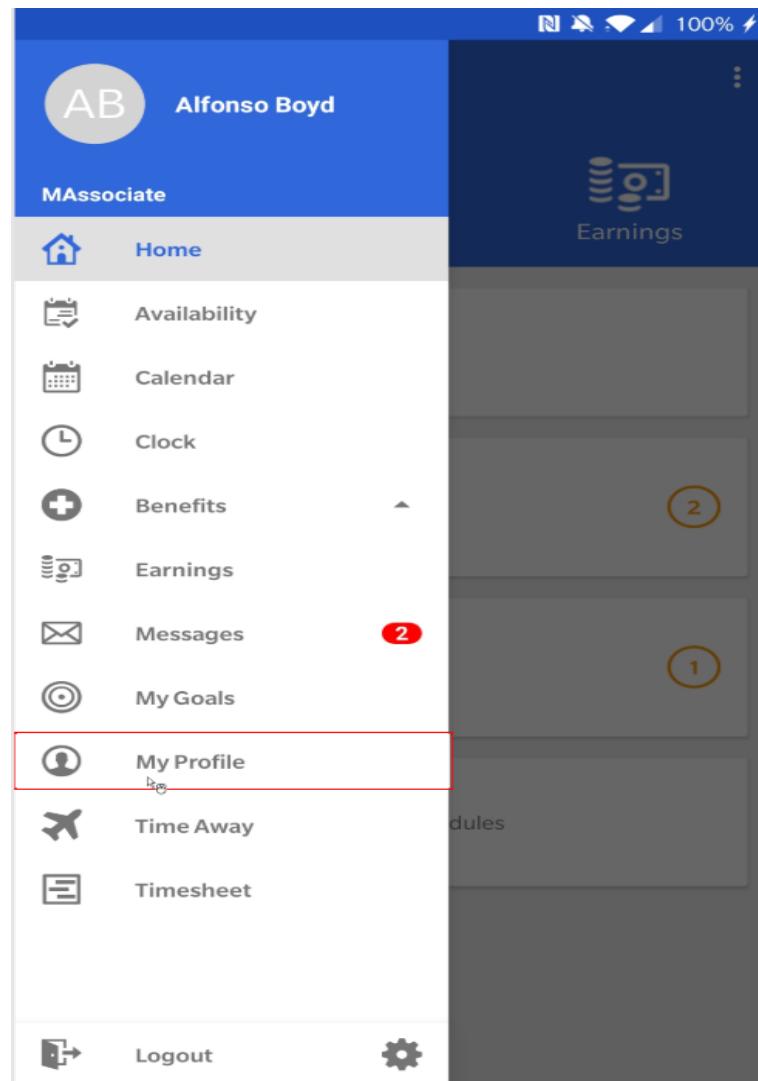
(Desktop)

Step	Action
(1)	Log into <a href="http://www.dayforcehcm.com">www.dayforcehcm.com</a> in your web browser, and enter company, username and password to login
(2)	Once on the home screen, tap the Menu button at the top left, or you can use the Icon on the home page then tap Profile & Settings
(3)	Once you tap Profile & Settings, you will be able to review your personal information



# View Personal Information (Mobile)

Step	Action
(1)	Launch the Dayforce App, tap Connect Account, and OK Click Login and you will be directed to the Home Screen
(2)	Once on the home screen, tap the Menu button at the top left, then tap My Profile
(3)	Once you tap My Profile, you will be able to review your personal information



# Updating Personal Information

Step	Action
(1)	<p>First, open the <b>Profile &amp; Settings</b> screen</p> <p>Open the Navigational Panel or</p> <p>Click on the <b>Forms</b> icon.</p>
(2)	<p>Click the <b>Profile &amp; Settings</b> button.</p>
(3)	<p>Open the <b>Forms</b> screen</p> <p>This is where you'll update your personal information.</p>

The screenshot shows a software application interface. On the left is a dark grey navigation panel with white text and icons. It includes links for Home, Work, Employee Timesheet, Earnings, Benefits, and Profile & Settings. The Profile & Settings link is highlighted with a red oval. At the bottom of this panel, the same links are repeated: Home, Work, Employee Timesheet, Earnings, Benefits, and Profile & Settings, with Profile & Settings again circled in red. To the right of the navigation panel is a blue-themed home screen. It features a user profile for 'ela janowski' at the top. Below the profile are several icons: a calendar, a stack of coins, a person with a clock, and a document icon labeled 'Forms'. The 'Forms' icon is also circled in red. At the bottom of the screen, there's a horizontal bar with tabs: Actions (which has a warning icon), Events, Balances, Earnings, and Bookmarks. A 'View all' link is visible on the far right of the bar.

# Forms Screen

Profile

Forms

Security

Preferences

Notifications

Apps

 Address

 Confidential Information (USA)

 Contact Details

 Direct Deposit

 Emergency Contacts

 Name and Marital Status

 Request Leave of Absence

 Voluntary Self-Identification of Disability (SEC 503)

## Professional (1)

 Employee Biography

## Tax forms (7)

 A4.Arizona - 2020

 DE4.California - 2020

 Federal W4 - 2020

 IT-2104.New York - 2020 •

 M4.Massachusetts - 2020

 PA Residecy Certification Form

 Province/State Tax Form



# Add/Update Address information

Step	Action
(1)	First, open the <b>Profile &amp; Settings</b> screen. Open the Navigational Panel or Click on the <b>Forms</b> icon.
(2)	Click the <b>Forms</b> tab. Click the <b>Address</b> form link. Click the <b>ADD</b> button.
(3)	Enter your address. Click <b>Submit</b> .

Address Information

**+ Add** **X Delete**

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4
Primary...	United States of ...	72 Austin Street			

Supporting Documents

Please attach additional details if desired.

**Save Draft** **Submit** **Cancel** **Print**

**\*Please note: There is a 24-48 hour turn around for change approvals in Ceridian Dayforce**



# Payroll



# Payroll

- We have a semi-monthly payroll schedule – **15th & month-end**
- Paid through **Direct Deposit or Live Pay check** (if you do not set up Direct Deposit)
- First check will be a **live check** mailed to your address on record.



# Add/Update Direct Deposit

Step	Action
(1)	First, open the <b>Profile &amp; Settings</b> screen. Open the Navigational Panel or Click on the <b>Forms</b> icon.
(2)	Click on <b>Direct Deposit</b> . Click the <b>Add</b> button.
(3)	Enter the Bank Information. Click <b>Submit</b> when changes have been made.

Direct Deposit Information

This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
1	<input checked="" type="checkbox"/>	Checking	[REDACTED]	BANK OF AMERICA, NA	[REDACTED]	0	<button>View/Edit</button>

**Comment**

Add comment to the employee's file.

**Save Draft** **Submit** **Cancel** **Print**

**\*\* Direct Deposit updates/changes become effective after one (1) full payroll cycle**



# Update Taxes (Federal)



Step	Action
(1)	<p>First, open the <b>Profile &amp; Settings</b> screen.</p> <p>Open the Navigational Panel or Click on the <b>Forms</b> icon.</p>
(2)	<p>Click on the <b>Federal W4</b></p> <p>The tax form will appear on screen.</p>
(3)	<p>Enter your information.</p> <p>Click <b>Submit</b>.</p>

# State Taxes

A Tax forms(7)

A4.Arizona - 2020

DE4.California - 2020

Federal W4 - 2020

IT-2104.New York - 2020

M4.Massachusetts - 2020

PA Residency Certification Form

Province/State Tax Form

**REV-419**  
Employee's Nonwithholding  
Application Certificate

4190018101

**START**

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**Purpose.** Complete Form REV-419 so that your employer can withhold the correct Pennsylvania personal income tax from your pay. Complete a new Form REV-419 every year or when your personal or financial situation changes. Photocopies of this form are acceptable.

**Note:** Unless the state of residence changes, residents of the reciprocal states listed in the next paragraph do not need to refile this application every year.

**Who is Eligible for Nonwithholding?** You may be entitled to nonwithholding of PA personal income tax if you incurred no liability for income tax during the tax year and/or you anticipate that you will incur no liability for income tax during the current tax year, according to the Special Tax Provisions of section 304 of the Tax Reform Code, the Servicemember Civil Relief Act (SCRA) or as a resident of the reciprocal state of Indiana, Maryland, New Jersey, Ohio, Virginia or West Virginia and your employer agrees to withhold the income tax from that state.

**When to Claim?** File this certificate with your employer as soon as you determine you are entitled to claim nonwithholding. You must file a certificate each year you are eligible (see Note above). If you are employed by more than one employer, file REV-419 with each employer.

**Responsibilities of Employer.** You must retain Form REV-419 with your records. You are required to submit a copy of this certificate and accompanying attachments to the PA DEPARTMENT OF REVENUE, BUREAU OF INDIVIDUAL TAXES, PO BOX 280507, HARRISBURG, PA 17128-0507, when:

1. you have reason to believe this certificate is incorrect;
2. the PA taxable gross compensation of any employee who claimed either exemption from nonwithholding a or b below exceeds \$1,625

**MASSACHUSETTS EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE** Rev. 11/19

Print full name ..... Social Security no. ....  
 Print home address ..... City..... State..... Zip.....

**Employee:**  
 File this form with your employer. Otherwise, Massachusetts Income Taxes will be withheld from your wages without exemptions.

**Employer:**  
 Keep this certificate with your records. If the employee is believed to have claimed excessive exemptions, the Massachusetts Department of Revenue should be so advised.

**HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

1. Your personal exemption. Write the figure "1." If you are age 65 or over or will be before next year, write "2."
2. If married and if exemption for spouse is allowed, write the figure "4." If your spouse is age 65 or over or will be before next year and if otherwise qualified, write "5." See Instruction C.
3. Write the number of your qualified dependents. See Instruction D.
4. Add the number of exemptions which you have claimed above and write the total.
5. Additional withholding per pay period under agreement with employer \$.....

A.  Check if you will file as head of household on your tax return.  
 B.  Check if spouse is blind and not subject to withholding.  
 C.  Check if you are a full-time student engaged in seasonal, part-time or temporary employment whose estimated annual income will not exceed \$8,000.

**EMPLOYER: DO NOT withhold if Box D is checked.**

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.  
 Date..... Signed .....

**THIS FORM MAY BE REPRODUCED**

Employer Name \_\_\_\_\_ Federal Employer Identification Number \_\_\_\_\_  
 Business Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Employer's Signature \_\_\_\_\_ Employee's Quarterly Compensation (not required for applicants checking Box c or d above)  
 PLEASE SIGN AFTER PRINTING. \_\_\_\_\_ \$ \_\_\_\_\_

**PRINT FORM**

4190018101

**EDD** Employment Development Department State of California

**EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

First, Middle, Last Name	Social Security Number
Address	Filing Status
City, State, and ZIP Code	<input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

1. Total Number of Allowances you're claiming (Use Worksheet A for regular withholding allowances. Use other worksheets on the following pages as applicable, Worksheet A-B).  
 (rees), (Worksheet B and C) \_\_\_\_\_

conditions for exemption. \_\_\_\_\_  
 Write "Exempt" here \_\_\_\_\_

ng. I meet the conditions set by the Spouses Residency Relief Act  
 (Check box here)

i claimed on this certificate does not exceed the number ed to claim the exempt status.  
 Date \_\_\_\_\_  
 Employer Payroll Tax Account Number \_\_\_\_\_

If I did not owe any federal/state income tax last year, and  
 do not expect to owe any federal/state income tax this  
 The exemption is good for one year.

If I am not qualified for the exempt filing status, a new DE 4 EXEMPT must be submitted by February 15 each year  
 to determine my exemption. If you are not having federal/state  
 or withheld this year but expect to have a tax liability  
 next year, you are required to give your employer a new DE 4 by  
 December 1.

**Member Service Civil Relief Act:** Under this act, as provided by the  
 Military Spouses Residency Relief Act and the Veterans Benefits and  
 Transition Act of 2018, you may be exempt from California income  
 tax on your wages if

- (i) your spouse is a member of the armed forces present in  
 California in compliance with military orders;
- (ii) you are present in California solely to be with your spouse;  
 and
- (iii) you maintain your domicile in another state.

If you claim exemption under this act, check the box on Line 4.  
 You may be required to provide proof of exemption upon request.

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Page 1 of 4

# Tax Forms (PA)

*\*If you reside in the state of Pennsylvania.*

You must download/print/sign and send your PA Residency Form to your HR Business Partner after completion.

*\*\*Currently the form can not be submitted through Ceridian\*\**

CLGS-32-4 (8-11)



**RESIDENCY CERTIFICATION FORM**  
Local Earned Income Tax Withholding

**TO EMPLOYERS/TAXPAYERS:**  
This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

**EMPLOYEE INFORMATION - RESIDENCE LOCATION**

NAME (Last Name, First Name, Middle Initial)	SOCIAL SECURITY NUMBER		
STREET ADDRESS (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	RESIDENT PSD CODE	TOTAL RESIDENT EIT RATE	

**EMPLOYER INFORMATION - EMPLOYMENT LOCATION**

EMPLOYER BUSINESS NAME (Use Federal ID Name)	EMPLOYER FEIN		
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough or Township)			
COUNTY	WORK LOCATION PSD CODE	WORK LOCATION NON-RESIDENT EIT RATE	

**CERTIFICATION**

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS

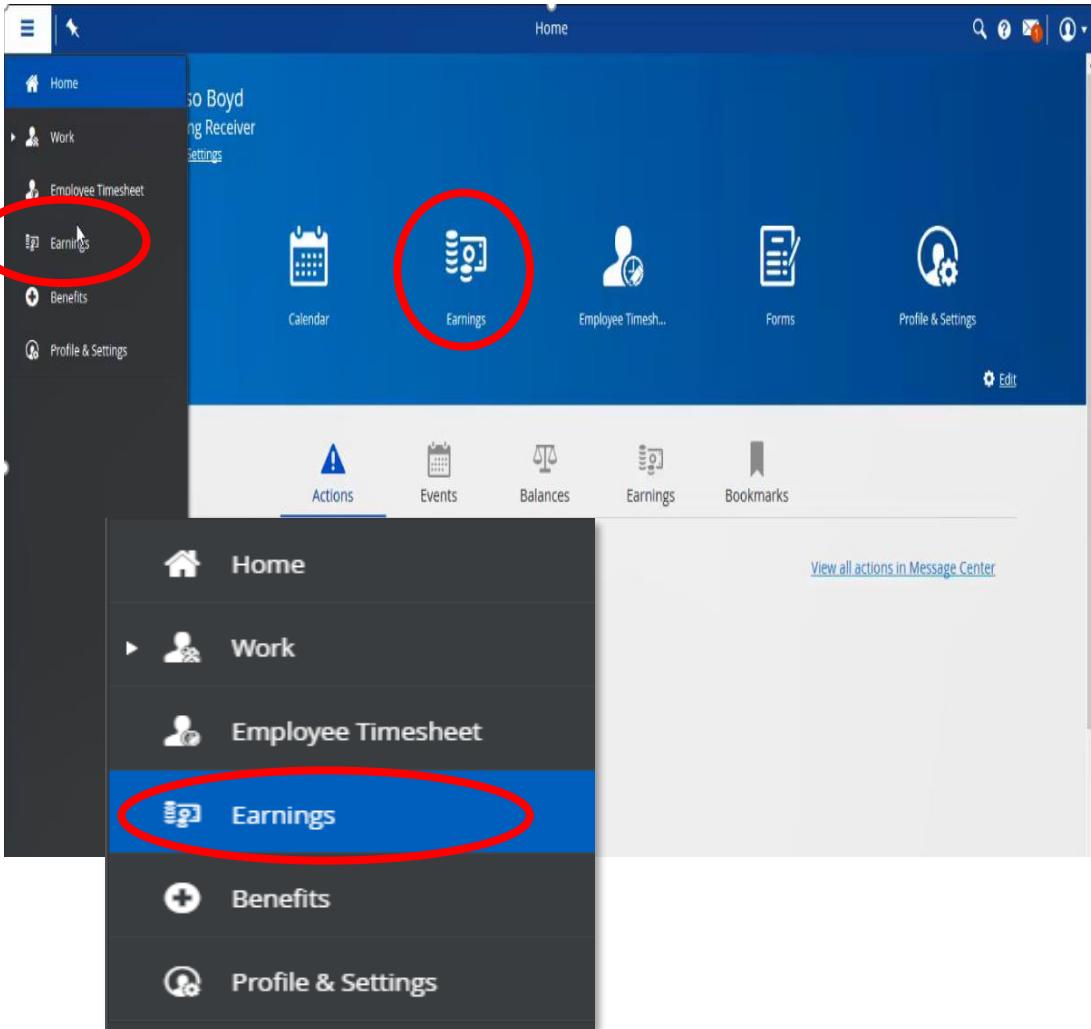
For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:  
[www.newPA.com](http://www.newPA.com)



# Access Your Earnings Statement

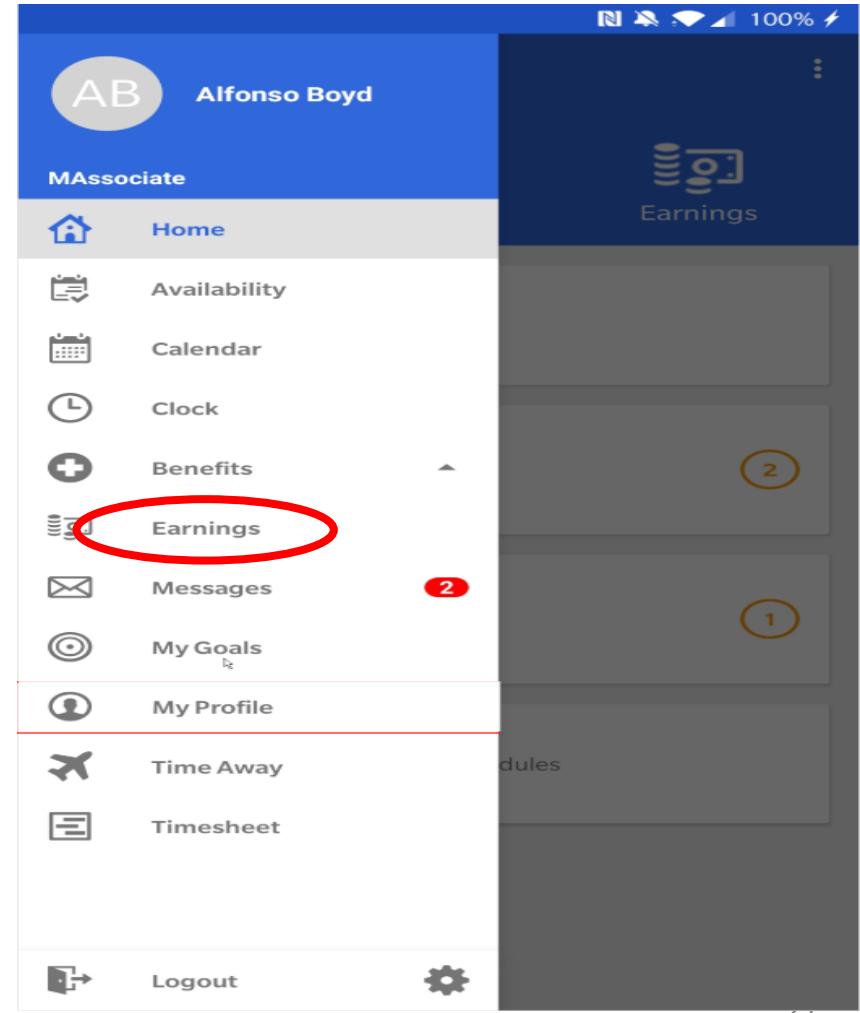
Desktop

1. Once on the home screen tap the **Menu button** at the top left, then tap **Earnings** in the drop-down menu



Mobile

1. Once on the home screen go to the **Menu button** on the left, then tap **Earnings** in the drop-down menu



# Navigate Your Earnings Statement

Step	Action
(1)	<p>Here, you will be able to select which pay period you would like view.</p>
(2)	<p>Click on the earning statement you'd like to view. **You may also print your earnings statement</p> <p><b><u>Earning statement can only be viewed on desktop</u></b></p>

Earning Statements    Year End Forms

From: 8/21/2019  To: 9/21/2020

10 Statement(s) Found

	Earning Statement	Pay Date	Type	Net Pay
<input type="checkbox"/>	August 2020			
<input type="checkbox"/>	USA nuTonomy Inc. - #336521984	8/14/2020	Normal	\$2,794.67
<input type="checkbox"/>	July 2020			
<input type="checkbox"/>	June 2020			
<input type="checkbox"/>	May 2020			
<input type="checkbox"/>	April 2020			



# Navigate Your Earnings Statement

1. You can view your Compensation Summary, which shows yearly history of earnings and deductions paid by you and your employer.

Please make sure the below items are correct:

- Earnings
- Pre-Tax Deductions
- Additional Deductions (if applicable)
- Taxes



<b>Employee Name:</b> Employee #: <b>Employee Address:</b>	Alfonso Boyd 1848 383 Madison Ave New York, NY 10017	<b>Pay Date:</b> 3/21/2016			
<b>Department:</b> <b>Job Title:</b>	Receiving Receiver	<b>Pay Period:</b> 3/6/2016 - 3/12/2016			
<b>Employer Name:</b> XYZ Company		<b>Check #:</b> Preview --			
<b>Employer Phone:</b> 713-858-6322		<b>Pay Frequency:</b> Weekly			
<b>Employer Address:</b> 1 Beacon St Alpharetta, GA 30009		<b>Pay Rate:</b> 22.0000			
<b>Federal Filing Status:</b>		<b>Federal Exemptions:</b>			
<b>State Filing Status:</b> (NJ)		<b>State Exemptions:</b> (NJ)			
<b>State Filing Status:</b> (NY)		<b>State Exemptions:</b> (NY)			
		<b>Local Exemptions:</b> (New York City)			
	Current 3/6/2016 - 3/12/2016			YTD As of 3/12/2016	
	Hours/Units	Rate	Amount	Hours/Units	Amount
<b>Earnings</b> REG.				37.50	\$ 825.00
				37.50	\$ 825.00
<b>Pre-Tax Deductions</b> Healthcare Healthcare Arrears Dental			\$ 60.00		\$ 72.00
			\$ -60.00		\$ 60.00
					\$ 12.00
<b>Taxes</b> Fed W/H FICA EE Fed MWT EE NJ W/H NJ UT EE NJ WDT EE NJ DT EE NJ FLIT NY W/H NYC GRAMM					\$ 214.90
					\$ 97.54
					\$ 46.69
					\$ 10.92
					\$ 18.69
					\$ 3.16
					\$ 0.35
					\$ 1.65
					\$ 0.66
					\$ 14.22
					\$ 21.00



## Earnings

- Regular
  - Retention Award
- This is where you may also see Spontaneous Awards or other one off payments

## Taxable Benefits

- Group Term Life
- These are YOUR taxable benefits

## Memo Information

- 401K ER Match
  - ER Medical
  - Employer HSA Contribution
  - 401K ER Non Elective Contribution
- These are all EMPLOYER PAID and are noted for your awareness.

## Pre-Tax Deductions

- Dental Pre-Tax
  - Vision Pre-Tax
  - HSA Employee
  - 401K Pre-Tax
- These are YOUR deductions that count towards PRE-TAX amounts taken out before additional taxes are removed

## Taxes

- (W/H stands for Withholding)
- Fed W/H
  - FICA EE
  - Fed MWT EE
  - PA W/H
  - PA UT EE
  - OhrTwpW/H
  - OhrTwpLST
- FICA = Federal Insurance Contributions Act funds Social Security and Medicare for retirees, people w/disabilities, and children of deceased workers
- This is Federal Medicare/Employee tax that funds Medicare Health Insurance
- Pennsylvania Unemployment Tax
- Residence withholding tax (currently showing as O'Hara on statements due to PA Act 32 guidelines)  
If you have updated your PA Residency Form, you will have the correct location taxes applied.
- OHR TWP LST is Your Local Services Tax



# Workforce Management (WFM)

## *All Employees*



# Request Time Off Process

## Salaried Non-Exempt Employees

**MUST** submit a time off request in Ceridian. Your request goes directly to your Manager for approval.

## Salaried Exempt Employees

**It is recommended** employees submit their time off request in Ceridian. Your request goes directly to your Manager for approval. *(You will need to let them know you have submitted the request in the system.)*

**With all requests for time off, please communicate with your manager prior to your request.**

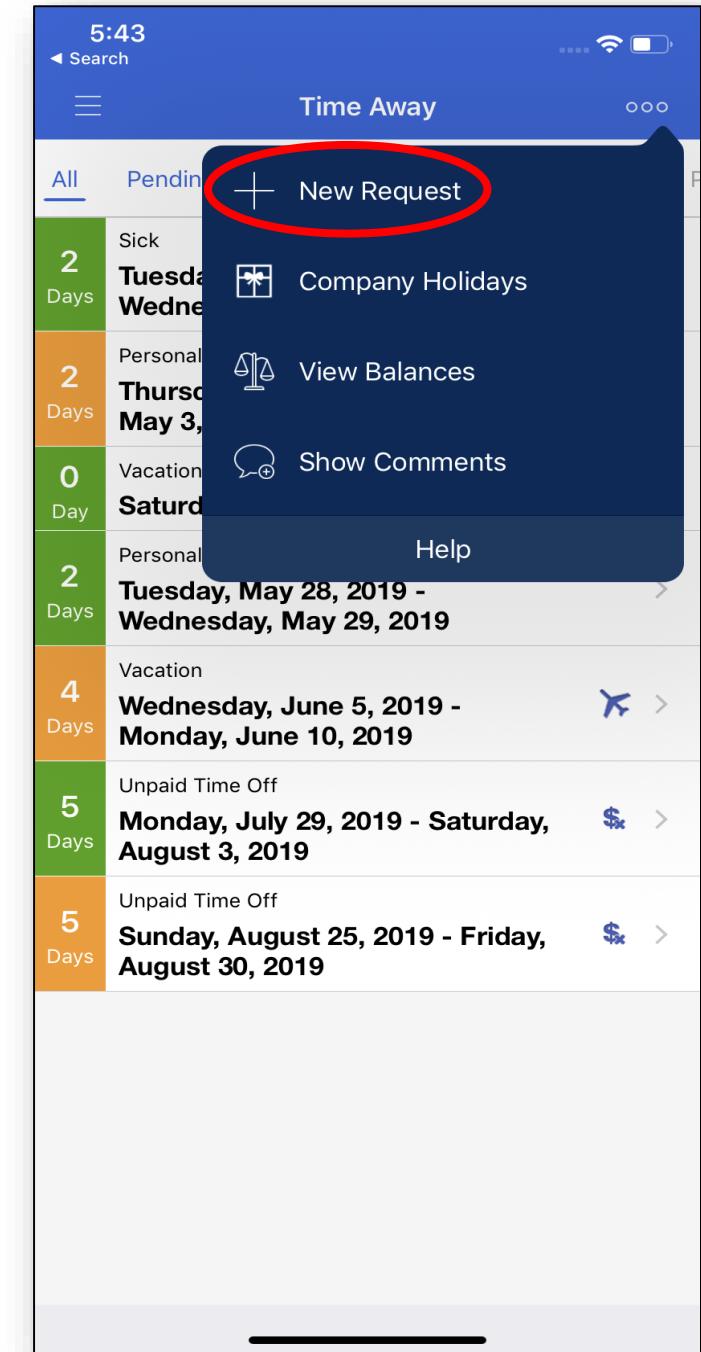
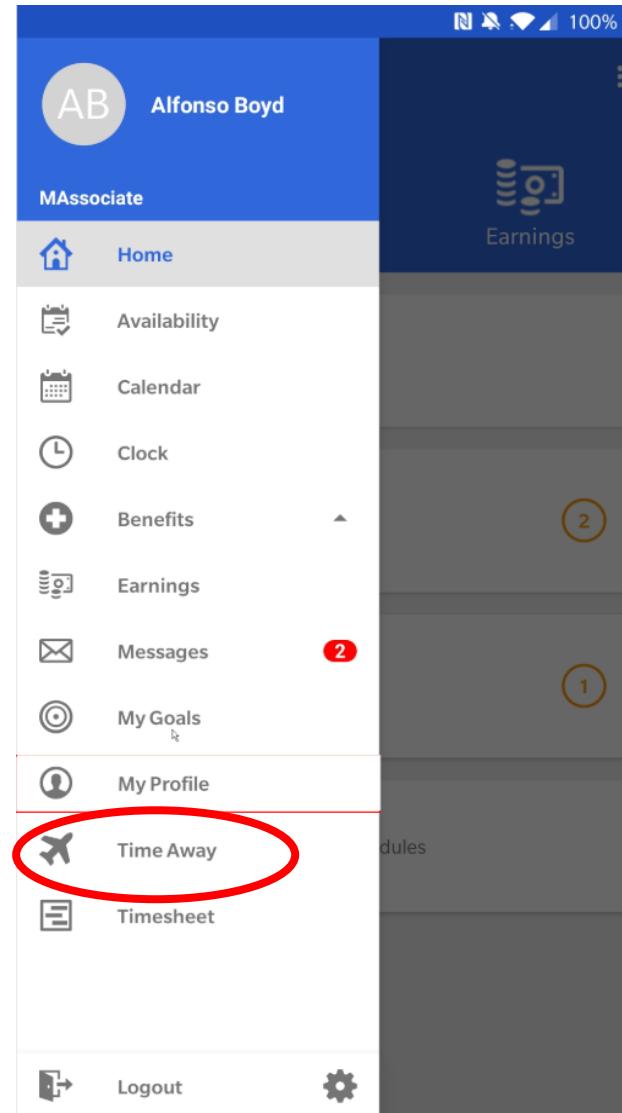
**For Salaried Exempt Employees, once your time off request is approved, please send a calendar reminder to your manager and team.**



# Request Time Off

## Mobile Quick Reference

Step	Action
(1)	First, open the Menu and select the <b>Time Away</b> feature.
(2)	Click the <b>+New Request</b> button in the bottom right to submit a new or manage an existing Time Away From Work.



# Request Time Off

## Mobile Quick Reference

Step	Action
(1)	You will be asked to provide a reason
(2)	Once you select the dates you are requesting to take off, click View Balances to see your available Time Away From Work days.
(3)	Once you have reviewed your request, tap the Options button and then tap Save



5:44  
◀ Search

New Request

Cancel Save

DETAILS

Reason **Vacation >**

View Balances >

TIME

Start Sat, May 25, 2019

End Sat, May 25, 2019

All Day

COMMENTS

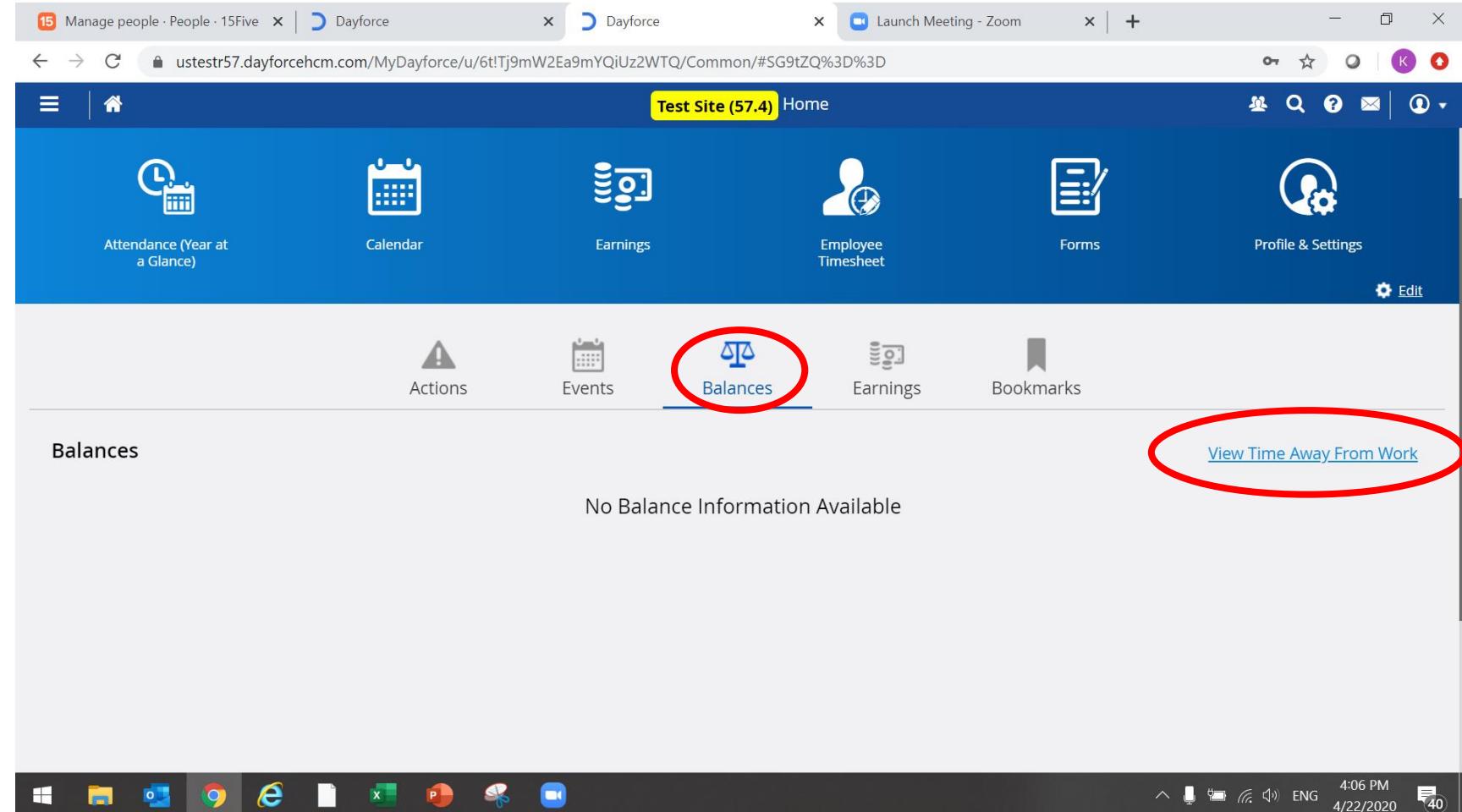
Tap to add a comment...



# Requesting Time Off

## Desktop Quick Reference

Step	Action
(1)	From the home screen, click View Time Away From Work



# Request Time Off

## Desktop Quick Reference

Step	Action
(1)	Here, you will click the <b>Reason</b> button (drop down) to select from approved options
(2)	If you are requesting vacation time, you will click Vacation in the drop down menu, and enter the dates that you would like to request for vacation <i>* <u>Salaried Exempt employees will see PTO in this section. Please select PTO for vacation time requests.</u></i>
(3)	Once you have finalized your request, you can also review your time off balances and understand how your request will affect that balance
(4)	Once you have reviewed your request, click the <b>Submit</b> button

Time Requested: 8.00 Hours      Status: + Pending

Type	Remaining	Unit
Vacation	15	Days
Sick	60	Hours

Reason

Select a Reason...

Bereavement

Holiday

Jury

Sick

Training

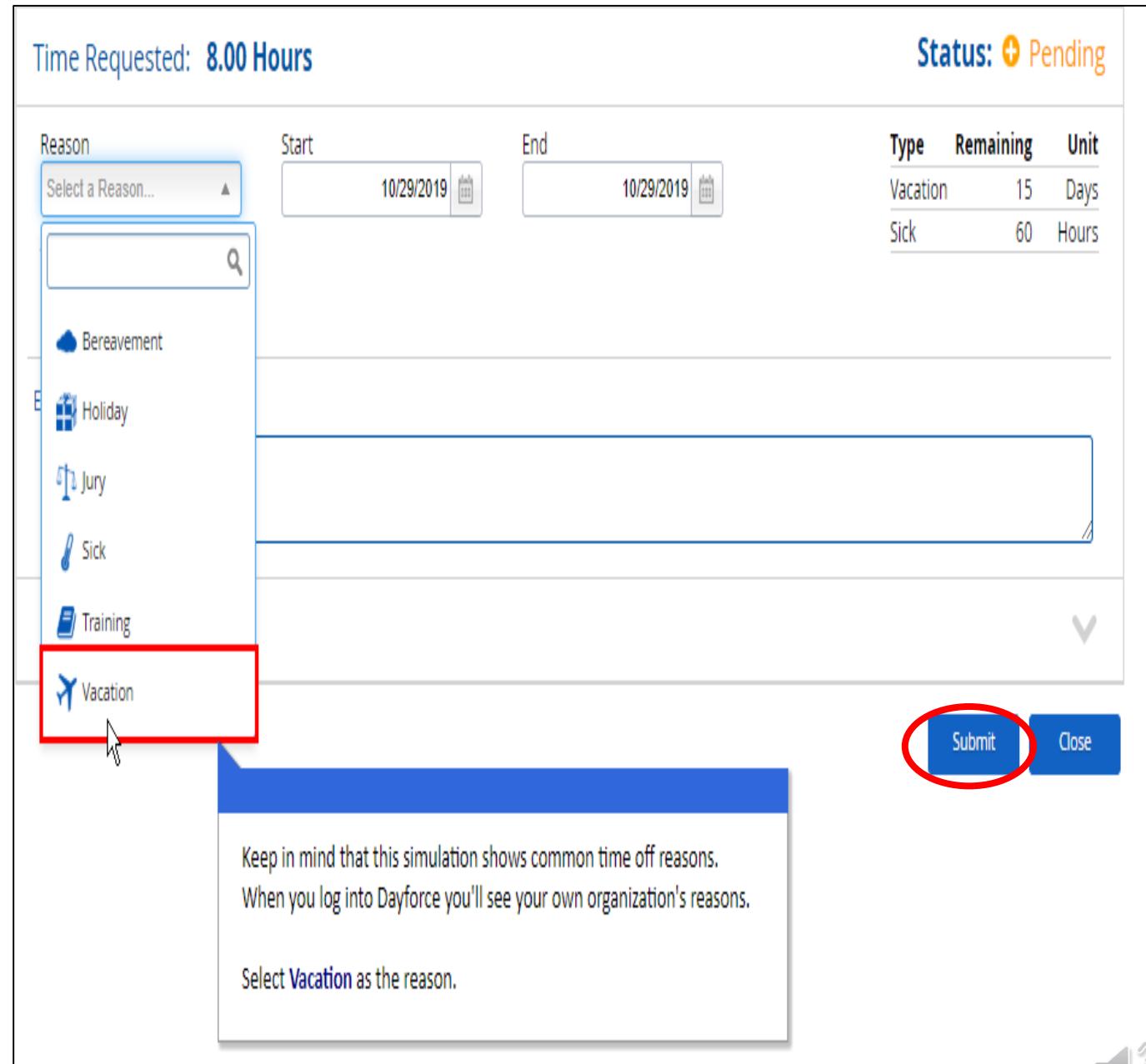
**Vacation**

Start: 10/29/2019      End: 10/29/2019

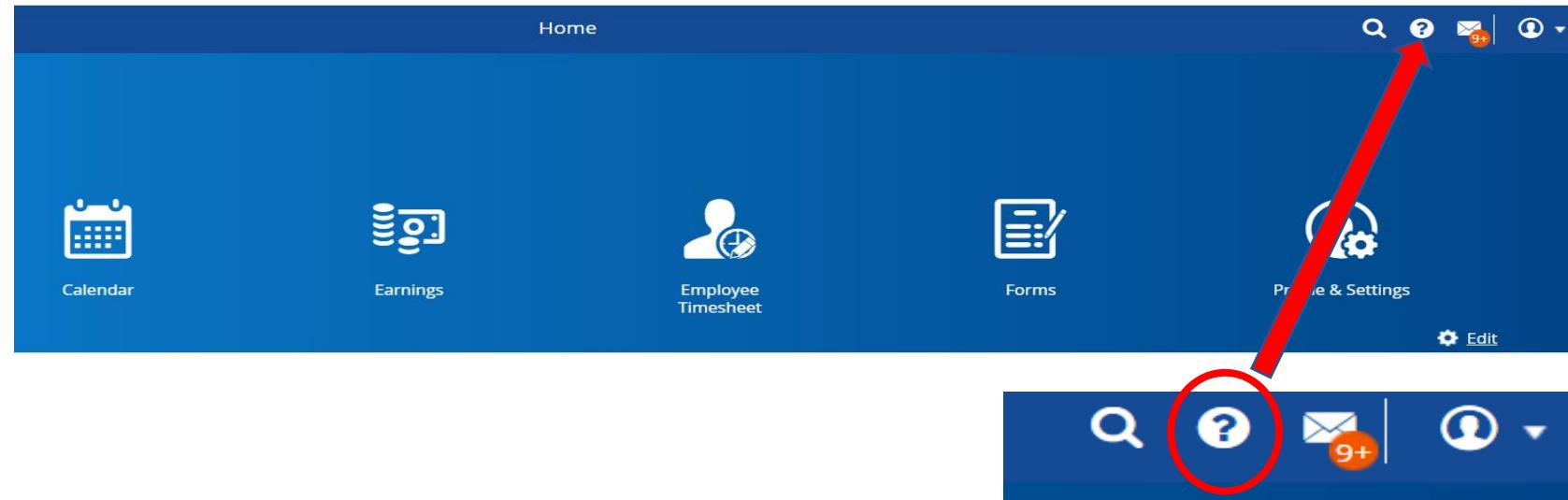
Keep in mind that this simulation shows common time off reasons. When you log into Dayforce you'll see your own organization's reasons.

Select **Vacation** as the reason.

**Submit**      Close



# Employee Training



## Training Guides

1. [Job Aid for Employees](#)
  - Welcome to Dayforce message
  - Dayforce Training
  - Dayforce Training; how to login to Dayforce, accessing MyPath and the mobile app.
  - Dayforce at Motional
2. [Employee Training Messages](#)
  - Quick guide to Dayforce login and MyPath access.
3. [MyPath Training Document](#)
  - Centralized document with step by step instructions for all functionality
4. [MyPath Mobile App Training](#)
  - Centralized document with step by step instructions for all mobile app functionality



# Ceridian Support Contacts

If you need assistance making changes to your information, please contact:

## **Ceridian Support:**

**Contact: 855-299-0844 or**

**MDFMotional@ceridian.com**

In addition to Ceridian Support or if you have any questions regarding the information covered in this document, please contact your

**HR Business Partner or HR Ops Team Member**

**HROpsSupport@motional.com**

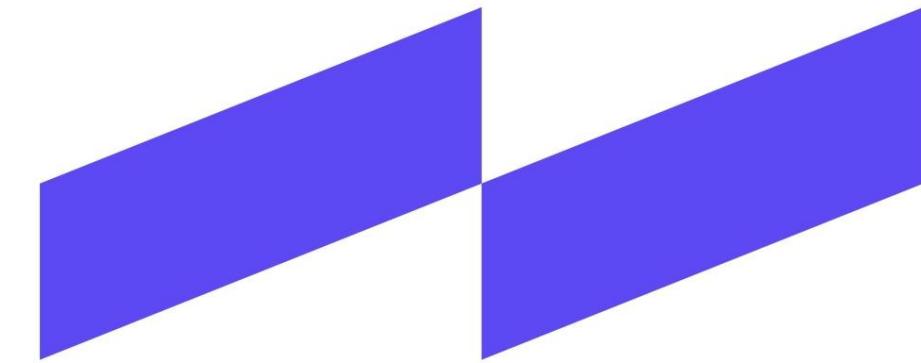


# Human Resources Business Partners (HRBP)

- **Dasya Duckworth, HRBP – Operations & Safety** (Vehicle/Fleet, Facilities Operations & Safety – Las Vegas, California, Pittsburgh/PTC & Boston)  
@dasya.duckworth, [dasya.duckworth@motional.com](mailto:dasya.duckworth@motional.com)

- **Melissa Fox, HRBP – SG & A, Engineering**  
(Boston, Pittsburgh, California & Las Vegas)  
@melissa.fox, [melissa.fox@motional.com](mailto:melissa.fox@motional.com)





# Motional



# Workforce Management (WFM)

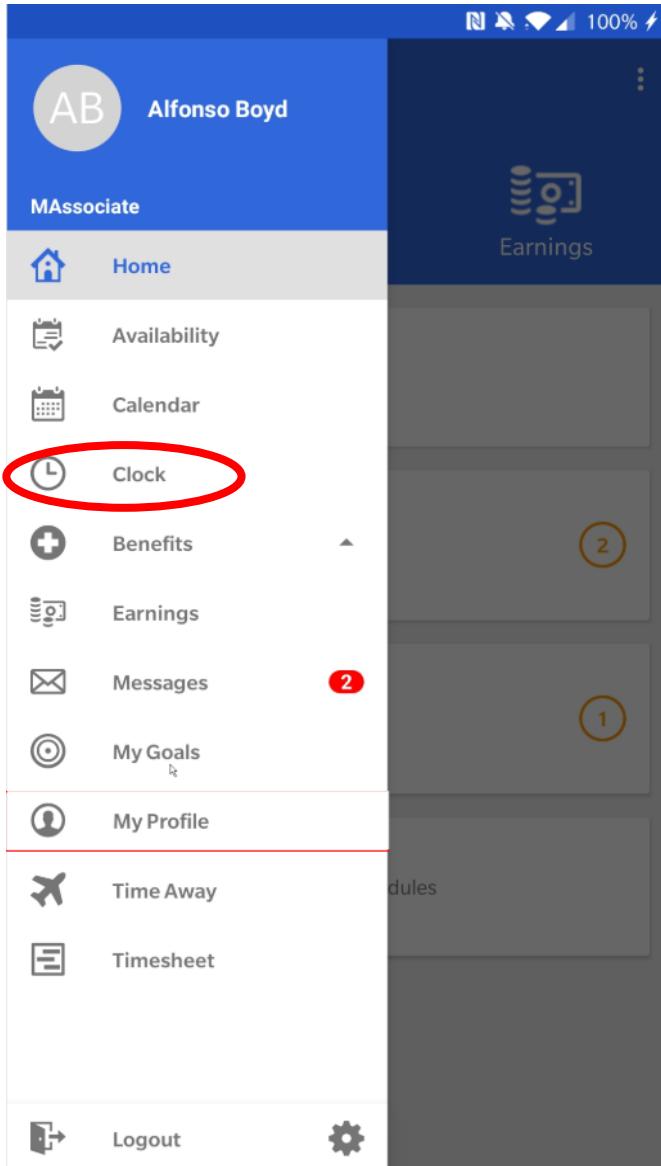
## *Non-Exempt Employees*



# Non-Exempt Employees using Ceridian Dayforce

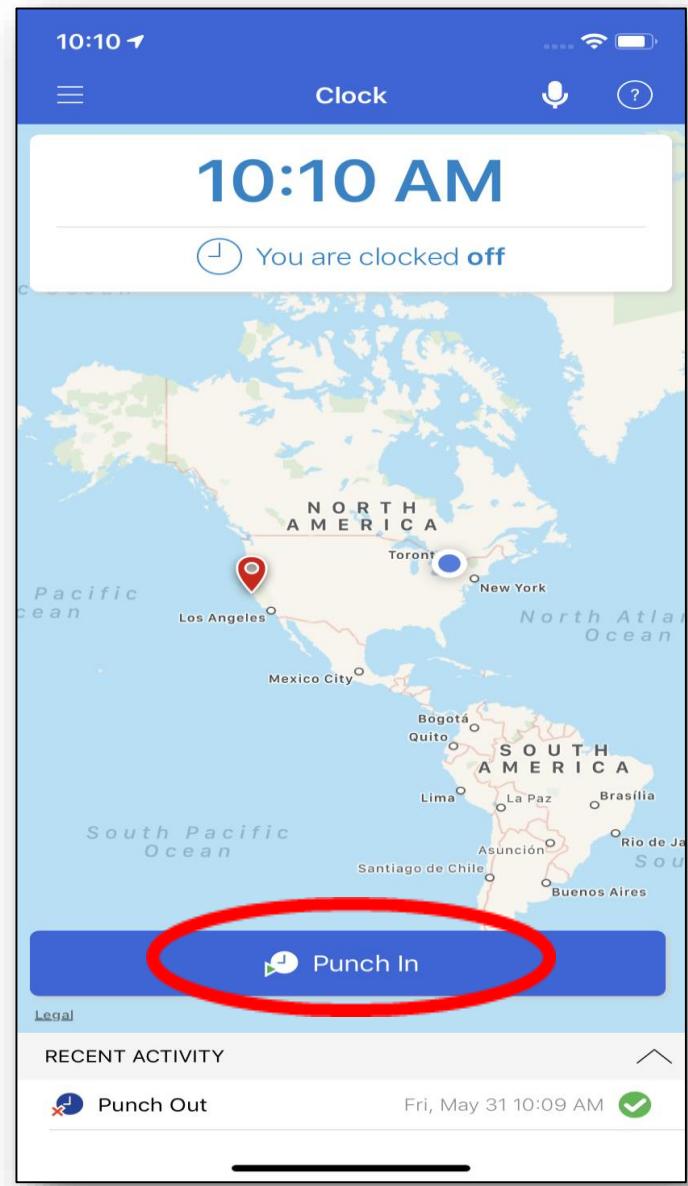
- a) *Clock In & Out – Mobile App/Desktop*
  - b) *Punch Details*
  - c) *Meal Breaks*
  - d) *Viewing your Schedule*
  - e) *Dayforce Employee Training (Job Aides)*
- 
- *Ceridian Support Contacts*





# Clock In – Mobile App

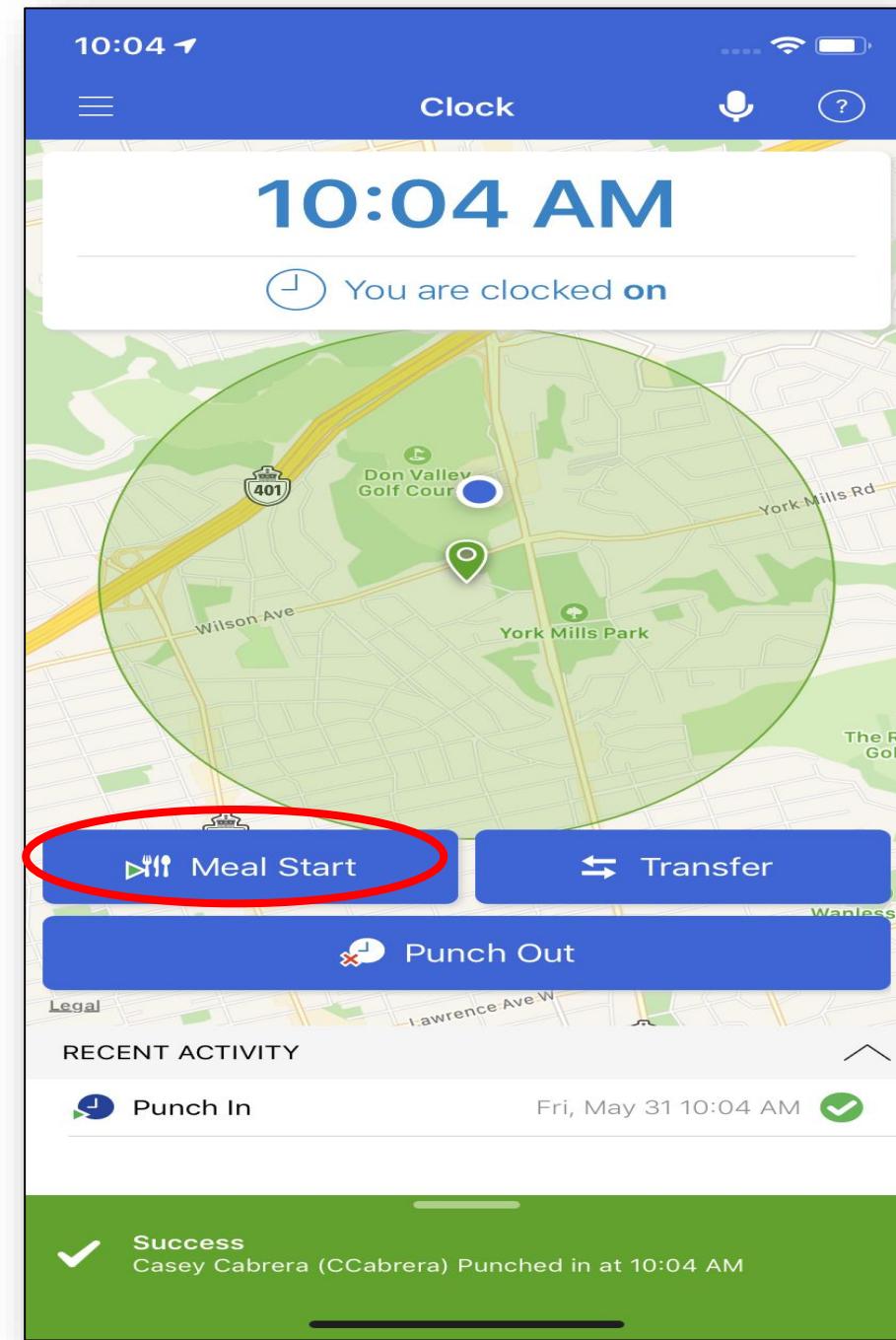
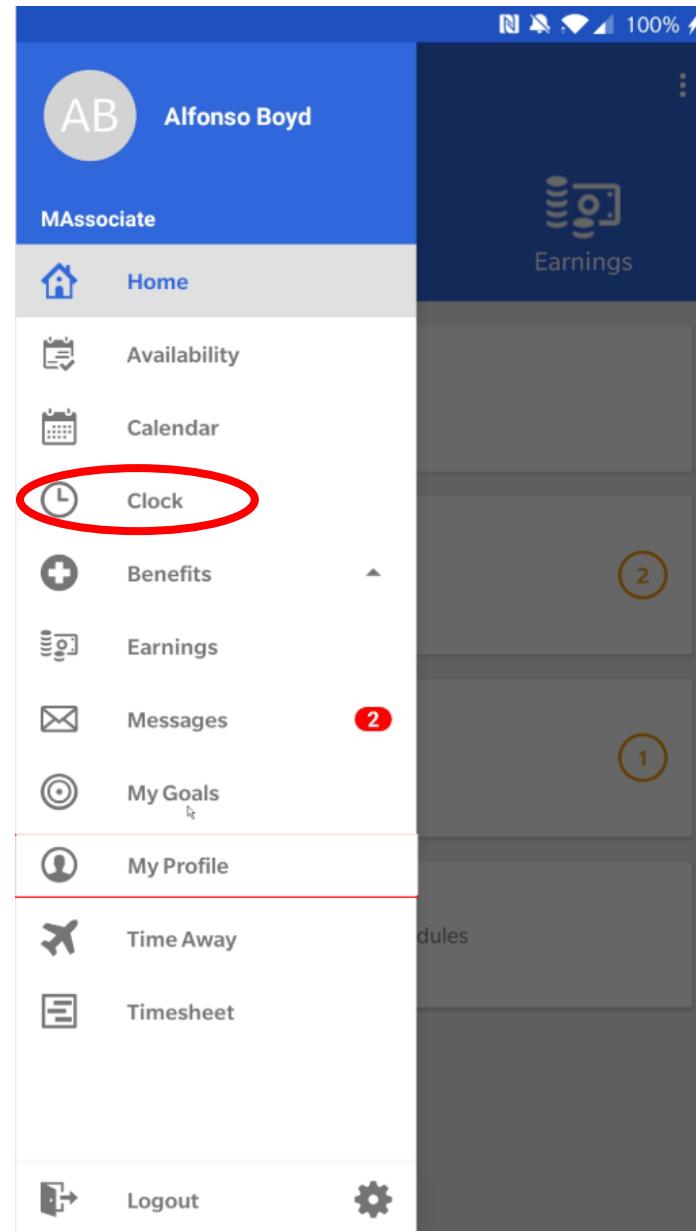
Step	Action
(1)	First, open the Menu and tap Clock
(2)	<p>Here, you will be shown the current time and your current status (clocked in or clocked out), tap the Punch In button when ready to work.</p> <p>You can also view your recent punch history at the bottom of the screen</p>



# Clock Out

## Mobile Quick Reference

Step	Action
(1)	When ready for lunch, return to the clock and tap the Meal Start button
(2)	When lunch is over, return to the clock and tap the Meal End button
(3)	At the end of the day, return to the clock and tap Punch Out as your shift is over for the day



# Punch Details Clock in/out and Meal Breaks

The image displays four mobile application screens arranged horizontally, each showing a different punch detail:

- Screen 1 (Left):** Shows a blue header bar at the top. Below it is a white box containing the time **09:56**. Underneath is a message: **(L) You are clocked on**, followed by the text: **Next scheduled shift starts at 08:00 AM, Thu Apr 23**. At the bottom are two blue buttons: **⟳ Meal Start** and **□ Punch Out**.
- Screen 2 (Second from Left):** Shows a blue header bar at the top. Below it is a white box containing the time **09:50**. Underneath is a message: **(L) You are clocked out for meal**, followed by the text: **Next scheduled shift starts at 08:00 AM, Thu Apr 23**. At the bottom are two blue buttons: **⟳ Meal End** and **RECENT ACTIVITY >**.
- Screen 3 (Second from Right):** Shows a blue header bar at the top. Below it is a white box containing the time **09:51**. Underneath is a message: **(L) You are clocked on**, followed by the text: **Next scheduled shift starts at 08:00 AM, Thu Apr 23**. At the bottom are two blue buttons: **⟳ Meal Start** and **□ Punch Out**.
- Screen 4 (Right):** Shows a blue header bar at the top. Below it is a white box containing the time **09:51**. Underneath is a message: **(L) You are clocked off**, followed by the text: **Next scheduled shift starts at 08:00 AM, Thu Apr 23**. At the bottom is a single blue button: **▷ Punch In**.

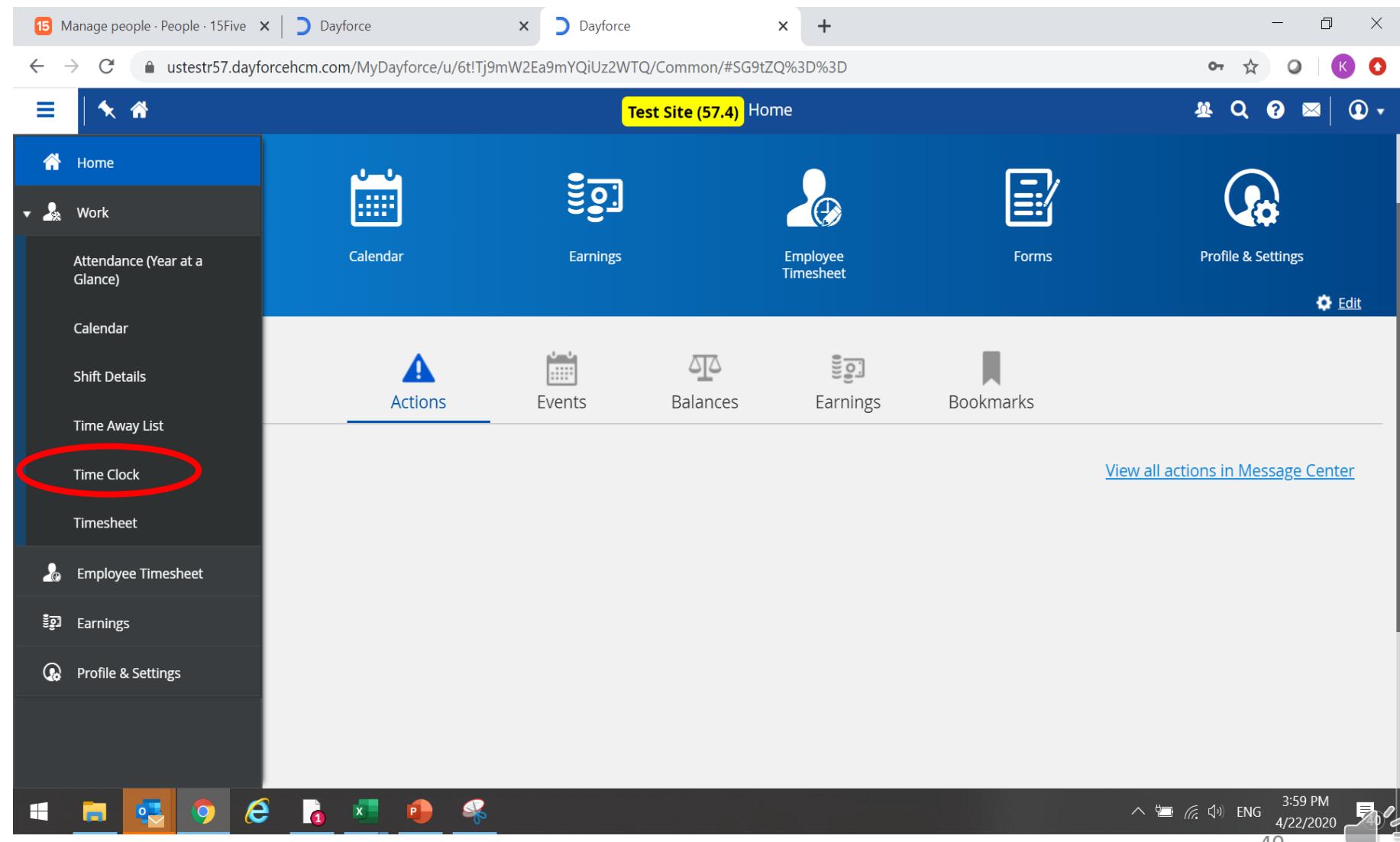
Each screen also features a "RECENT ACTIVITY" section at the bottom, which includes a green bar indicating a recent activity (e.g., "Meal Out" or "Meal In") with a timestamp (Wed, Apr 22 09:50 or 09:51) and a checkmark.



# Clock In & Out

## Desktop Quick Reference

Step	Action
(1)	First, click the Menu button and open the Time Clock
(2)	Click the Work button and then the Time Clock button



# Clock In & Out

## Desktop Quick Reference

Step	Action
(1)	When you are ready to start your shift, you'll click the Clock In button. Once you punch in, Dayforce will begin to capture and report your time
(2)	When it's time for lunch, return to the Time Clock feature, and click Meal Start and when you return from lunch, click Meal End to clock back into work
(3)	At the end of the day, return to the Time Clock feature, and click Clock Out to finish your shift

Time Clock

You are clocked Off

Wednesday, February 03, 2016  
9:00 AM

In

Out

Meal Start

Meal End

Start your shift

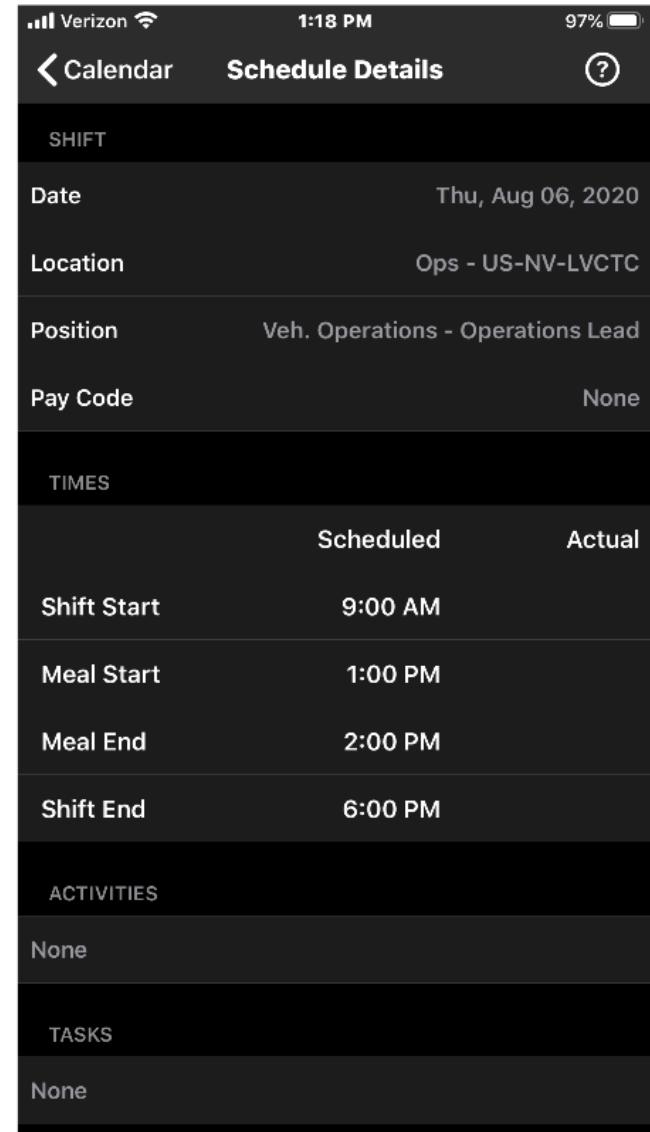
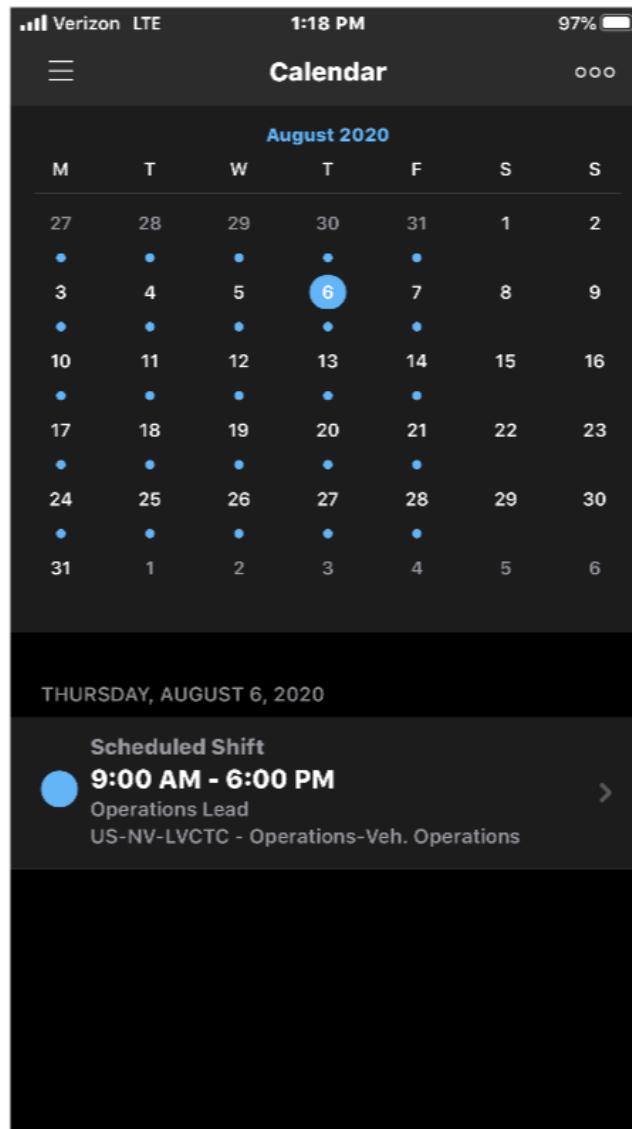
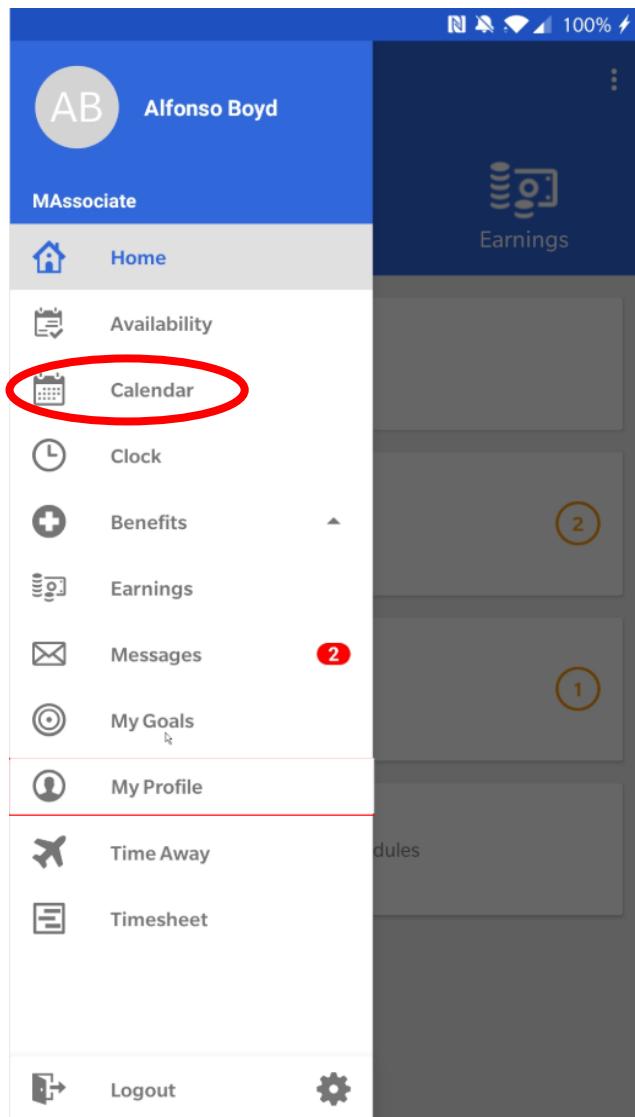
When you're ready to begin working you'll punch in.

Once your punch is successful, Dayforce starts capturing your time and reporting it on your timesheet.

Click the [Meal Start](#) button.



# Viewing your Schedule – Mobile App



# Viewing your Schedule – Desktop

The screenshot displays the Dayforce desktop application interface. On the left, a vertical navigation bar lists various modules: Home, Work, Attendance (Year at a Glance), Calendar (circled in red), Shift Details, Time Away List, Time Clock, Timesheet, Employee Timesheet, Earnings, and Profile & Settings. The main area shows a dashboard with icons for Home, Work, Earnings, Employee Timesheet, Forms, and Profile & Settings. Below the dashboard is a section titled "Actions" with icons for Shift Details, Events, Balances, Earnings, and Bookmarks. A link "View all actions in Message Center" is also present. On the right, a large calendar grid for August 2020 is displayed, showing daily work hours (e.g., 6.20, 6.10, 6.15, 6.00, 6.40) and scheduled shifts (e.g., 6.37, 7.92, 6.58). Specific days like August 5th and 7th are highlighted with orange boxes and labeled "Payday". The status bar at the bottom shows the time as 3:59 PM, the date as 4/22/2020, and battery level at 40%.

# Ceridian Support Contacts



If you need assistance making changes to your information, please contact:

## Ceridian Support:

Contact: **855-299-0844** or

[MDFMotional@ceridian.com](mailto:MDFMotional@ceridian.com)

In addition to Ceridian Support or if you have any questions regarding the information covered in this document, please contact your

**HR Business Partner or HR Ops Team Member**

[HROpsSupport@motional.com](mailto:HROpsSupport@motional.com)

