Dayforce Quick Start Guide for Employees

Acra Lending will be launching our brand-new
HR & L&D system on September 26, 2022. Use
this handy guide to help get you up and running.

Contents

Welcome to Dayforce

On September 26, 2022 we are transitioning to a new system called Dayforce that replaces our Paylocity system. This Quick Start Guide for Employees will familiarize you with new Dayforce processes.

This guide explains the one-time tasks that need to be completed in preparation for the switch to Dayforce. It explains what needs to be done, but in most cases, does not provide step-by-step directions. This will be provided in your training.

For any questions regarding the information covered in this document, contact Human Resources.

Dayforce Training

We know that moving to a new system isn't easy, so we've made sure you have all the resources you need to help you succeed with Dayforce. One of the tools is MyPath. MyPath is an eLearning tool accessible from the Help button in Dayforce.

Follow the steps below to log into Dayforce and open MyPath.

Note: You will need to log into Okta prior to signing in to Dayforce.

Log into Dayforce

1. Obtain your credentials

You will be provided your Dayforce username and password – reach out to Human

Resources if you did not receive them

2. Click on the Dayforce link or go to www.dayforcehcm.com

3. Enter the Company Name Acra Lending, your Username and Password

4. Click Login

Launch MyPath Training

5. Once logged in, you can access MyPath from the Help button in the top right of the screen.

6. It'll launch in your default browser. From the Table of Contents on the left, expand the Employee role, select the first lesson, and follow the instructions.

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Logging in to Dayforce using the Mobile App <mark>[if enabled for your company]</mark>

On <mark>January 1</mark>, we are converting to a new system called Dayforce that replaces our <mark>LEGACY</mark> system. This Quick Start Guide for Employees will familiarize you with new Dayforce processes.

With the implementation of Dayforce at <mark>COMPANY NAME</mark>, you'll be able to access your information and complete tasks all from your mobile device.

To get started, first download the Dayforce app from either the Apple store for iOS, or Google Play for Android. Then complete the following steps to login.

1. Launch the Dayforce App.
2. Tap Connect to Account, and OK.
3. Enter our Company ID <mark>[…]</mark> and tap Verify Company ID.
4. Enter your Dayforce Username.
5. Tap Save. Your account will now automatically appear, when you open the app.
6. Enter your password.
7. Tap Login.

You can learn how to use the Dayforce app, by reviewing the app lessons in MyPath.

Dayforce at Acra Lending

While MyPath will show you how to use Dayforce, there are Acra Lending specific business processes you'll need to remember when using Dayforce as a manager.

Requesting time away from work

You will now use Dayforce to submit your time off requests, such as Vacation and Sick Time. Once submitted, it will then be sent to your manager for review and approval.

==[Edit the box below or add any company specific information about submitting time off requests here]==

Vacation	Must be submitted two weeks before first day of vacation.
Sick	Must be submitted no later than the first day back after sick leave.

Completing your timesheet

With the transition to Dayforce, you may notice changes to your timesheet, especially to the pay codes you may use. Use the table below to learn about the pay codes we'll be using at ==COMPANY NAME==, and which to apply to your timesheet.

==[Edit table below to show any company pay codes in comparison to your old system, and when to use them]==

Dayforce	==Legacy System Name==	When to use
Work	REGWORK	For a regularly scheduled, worked shift
OT	OVERTIME	For any overtime you work, not scheduled

To ensure you're paid accurately and on time, you need to submit your weekly timesheet by ==11:59pm every Saturday==. Failure to do so, could result in inaccurate or late payments.