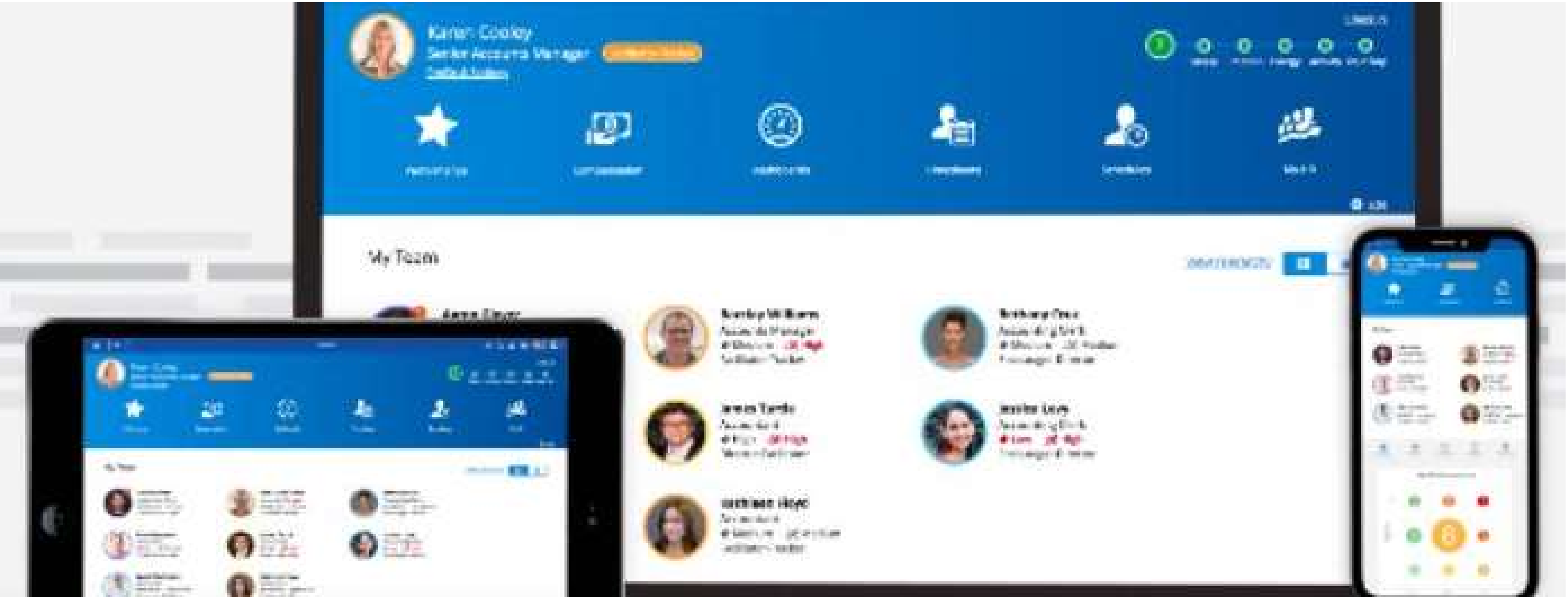


Dayforce Quick Start Guide for Managers

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 1
Dayforce training 1
Logging into Dayforce for the first time 1
Dayforce at Acra Lending 4
Pre Go-Live Checklist 6

Welcome to Dayforce

On September 26th, we are transitioning to a new system called Dayforce that replaces our Paylocity system. This Quick Start Guide for Managers 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.

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.

Log into Dayforce

1. Obtain your credentials

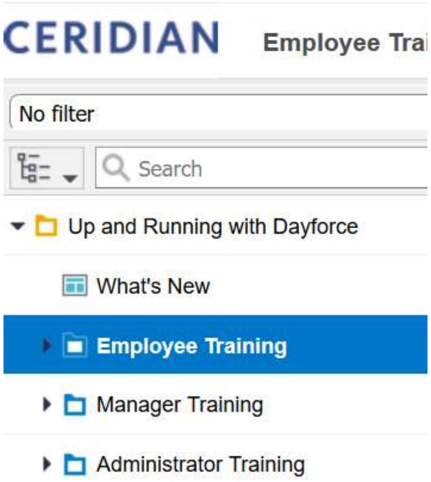
You will be provided your Dayforce user name and password – reach out to Human Resources if you did not receive them.

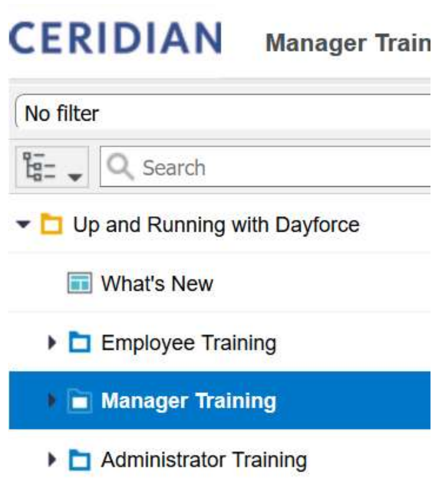
2. Click on the Dayforce link or go to www.dayforcehcm.com
3. Enter the Company Name Acra Lending, your Username and Password
4. Click Login

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. Once you have completed the Employee role, you can move on to the Manager role.


CERIDIAN
Employee Trai
No filter
Search
Up and Running with Dayforce
What's New
Employee Training
Manager Training
Administrator Training


CERIDIAN
Manager Train
No filter
Search
Up and Running with Dayforce
What's New
Employee Training
Manager Training
Administrator Training

Logging in to Dayforce App [if enabled for your company]

With the implementation of Dayforce at COMPANY NAME, 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 […] 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 COMPANY NAME

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

Approving time away from work

Your employees will now use Dayforce to submit their time off requests, such as Vacation and Sick Time. It is your responsibility to review each request, and either approve or deny it.

[Add any company specific information about approving time off requests here]

Timesheet: attendance and pay codes

With the transition to Dayforce, you may notice changes that attendance and pay codes have changed slightly. Use the tables below to learn about the attendance and pay codes we'll be using at COMPANY NAME, and which to apply when employees report to work late, or leave early.

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

Attendance Codes

Code	Definition	Counts as attendance violation?
LATE	LATE is used when an Employee clocks in 9 minutes after their scheduled start time.	Yes
LE Leave Early	A Leave Early is when an employee clocks out 4minutes before their scheduled end time.	No

Pay Codes

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 employees are paid accurately and on time, they need to submit their timesheets by 11:59pm every Saturday. Failure to do so, could result in inaccurate or late payments. It is your responsibility to correct and approve all timesheets by 11:59am every Sunday.

Pre Go-Live Checklist

As a manager, we'll need your help to get our employees ready for the Dayforce launch. To do this, we have compiled a list of tasks that need to be completed in the lead up to Go Live. Use the table below to learn what needs to be done, and when. If you need any help along the way, please contact […].

Two weeks before Go-Live	
New Touch Clock	Once installed, post signs that it is not being used until Dayforce goes live.
	Post instructions on how to use touch clock.
	Conduct quick demos on how to punch in & out.
Employee Information	Print your employee list from the LEGACY system, showing employee usernames.
	Make sure all employees know their usernames.
Time & Attendance	Build schedules in Dayforce.
	Review all timesheets.

Day before Go-Live	
New Touch Clock	Remove 'Do Not Use' sign and post 'Dayforce is Live' sign on the new touch clock.
	Place the 'Do Not Use' sign over the LEGACY touch clock.
Payroll	Close LEGACY Payroll for the last time.
Other	Change PC monitor resolution*

Go-Live	
Time & Attendance	Have all employees enter their availability in Dayforce
Personal Information	Have employees check their personal information is correct in Dayforce.
Payroll	Have employees verify their paychecks for errors.

***Change PC Monitor Resolution**

Dayforce is viewable utilizing smaller screen resolutions (1024x768). However, parts of the application function more efficiently when a monitor's resolution is set to a higher resolution. The following are instructions on how to change the monitor's resolution.

Step	**Action**
1	From a blank area on the desktop, right click the mouse until the menu bar appears.
2	Click "Screen Resolution".
3	In the resolution menu, select the resolution listed as "(recommended)".
4	Click "OK"