

Dayforce 101

A. Register Your Account

1. You will receive a registration email from Dayforce. Click on the Register link and it will redirect you to verify your identity by confirming the last 4 digits of your phone number. Click **Continue**.

DAYFORCE | HCM

Verify your identity

Please verify your identity by confirming the last 4 digits of the home phone number associated with your account.

(***)-87*-[

Continue

Smart Tip

The **Password** is required to be at least 8 characters, in addition to contain at least 3 of the following: 1) An upper-case character 2) A lower-case character 3) A digit 4) A non-alphanumeric character

2. Set up your new password and re-enter the same password to confirm. This will be your password to log-in moving forward. Click **Continue**.
3. Access the login page: www.dayforcehcm.com
4. Enter the **Company ID** (not case-sensitive): **eataly**
5. Enter your **User Name** (5-digit number listed in the registration email), then the **Password** (case-sensitive) that you registered. Click **Login**.

CERIDIAN
Dayforce

Company
eataly

User Name

Password

Login

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

Smart Tip

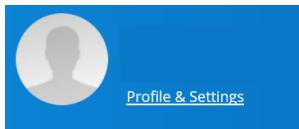
From a mobile device, tap on the Apple or Google Play icon to navigate to the respective app store to download the Dayforce Mobile Application (App).



***NOTE:** Your User Name (5-digit number) will also be used as your Employee ID number to clock in/out for your shifts.

B. Set Up Security Questions

1. On your Dayforce home page, click on **Profile & Settings** under your name and position.



2. Click on the **Security** tab. Update your security questions and answers.

C. Complete Onboarding

1. Click on **Getting Started**.



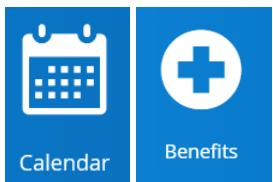
2. Complete each step of the **Getting Started** module.
 - ✓ Read the **Welcome Message** from our Executive VP of North America!
 - ✓ Go through the **Key People** to learn more about our Eataly North American Team.
 - ✓ You will find your direct management contacts for your position, along with the colleagues you'll be working with under the **Meet Your Team** tab!
 - ✓ **Your Onboarding Forms** (4 items)
 - Complete your Personal Details
 - Name and Marital Status
 - Address
 - Confidential information (CAN)
 - Employee Biography
 - Contact Details
 - Emergency Contacts
 - Complete your Tax Information
 - Federal TD1
 - Provincial TD1-Ontario
 - Eataly Policies (CAN)
 - Employee Handbook
 - Eataly Photo Release Acknowledgement
 - Employee Safety Handbook
 - Ontario Standards Poster
 - Provide your Banking Information
 - Direct Deposit and Void Check

✓ **Employee Checklist**

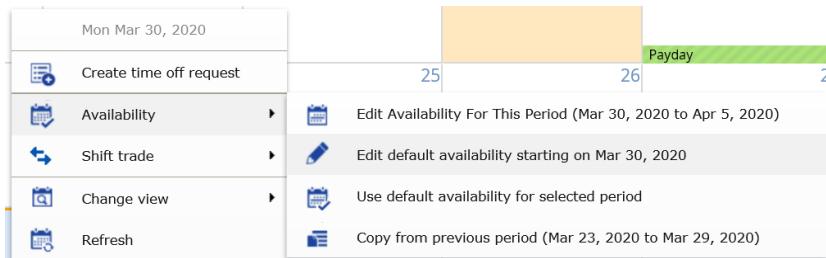
- Acknowledge that you have learned how to log in to Dayforce, know your Employee ID # and Received Face Masks on your first day.
- ✓ Please go through and refer to the items in the **Resources** section, including our Employee Referral Bonus Program and more information on how to navigate Dayforce through web or mobile app.

D. Input Your Availability

1. Click on **Calendar**.



2. Click the date → Click on **Availability** → Choose **Edit Default Availability**



Smart Tip
Availability requests can only be made 2 weeks in advance.

3. Drag the circle to adjust your availability times for each day of the week.



Smart Tip
Uncheck the date if you are unable to work on that day entirely (ie. All Mondays).



Click on **Copy Previous Day** to imitate the same availability.



E. Enrol in Medical and Dental Benefits

1. Click on **Benefits**.



Smart Tip

Refer to the Benefits
Medical & Dental
Packages breakdown:
Bronze, Silver and Gold.

2. Click on **Start Enrollment**.



3. Complete the benefits registration module.

If you have any questions, please do not hesitate to contact the Human Resources team!