

# Dayforce 101

**\*Smart Tip\***

At times you may find the Dayforce registration email in your Junk Mail folder!

## 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](http://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\***

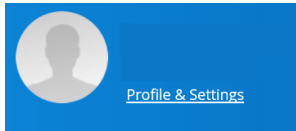
From a mobile device, tap on the Apple or Google Play icon to navigate to the respective app store to download the Dayforce Mobile Application (App).



\*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

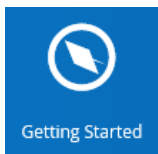
1. On your Dayforce home page, click on **Profile & Settings** under your name and position.



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**

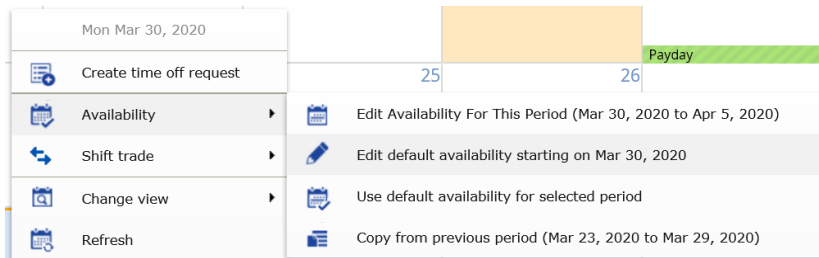
- Acknowledge that you have learned how to log in to Dayforce, know your Employee ID # and Received Face Masks on your first day.
- ✓ Please go through and refer to the items in the **Resources** section, including our Employee Referral Bonus Program and more information on how to navigate Dayforce through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

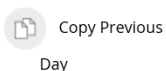


**\*Smart Tip\***

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!**