




# Understanding How an Employee uses Dayforce – Part 1

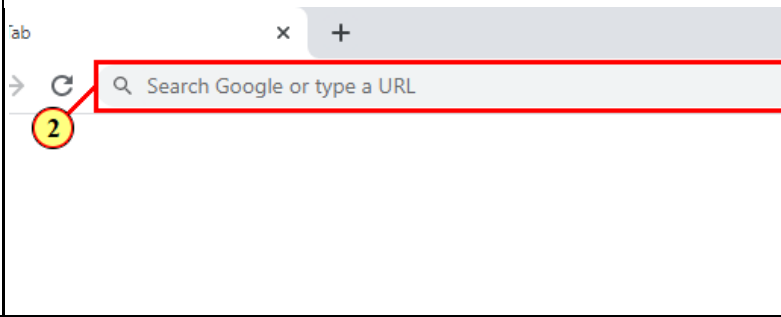
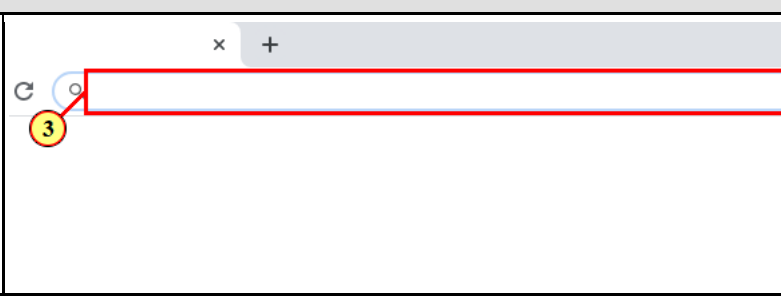
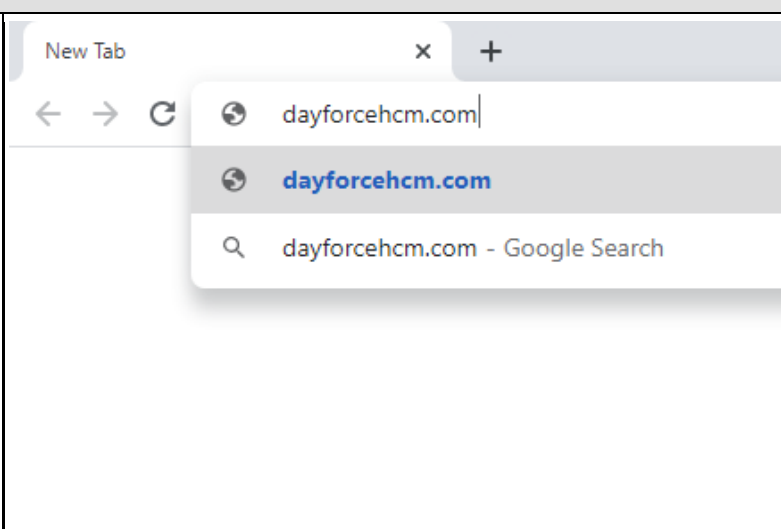
**Navigating Dayforce as an employee.....2**


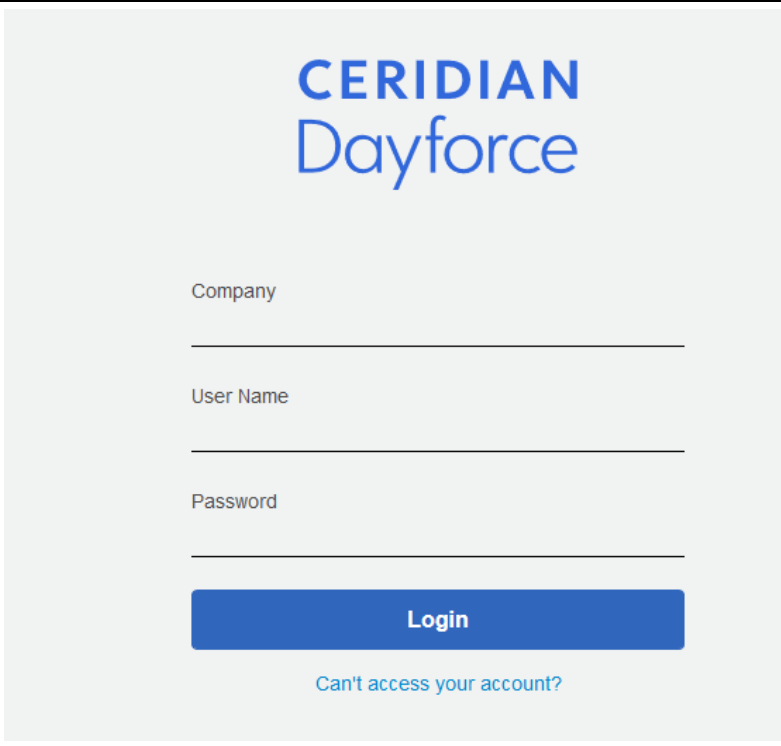
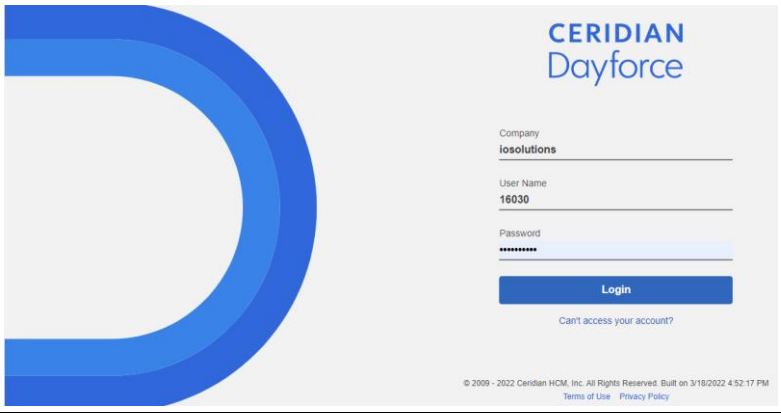
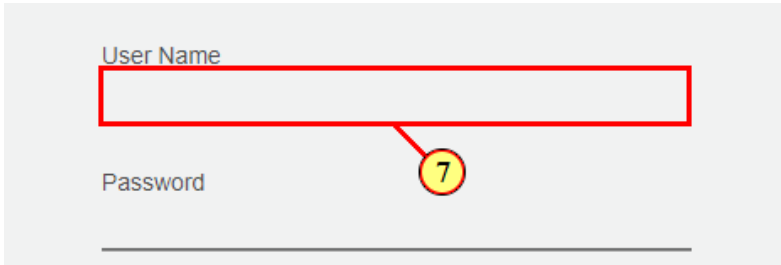
**Employee Space - Home Screen..... 11**


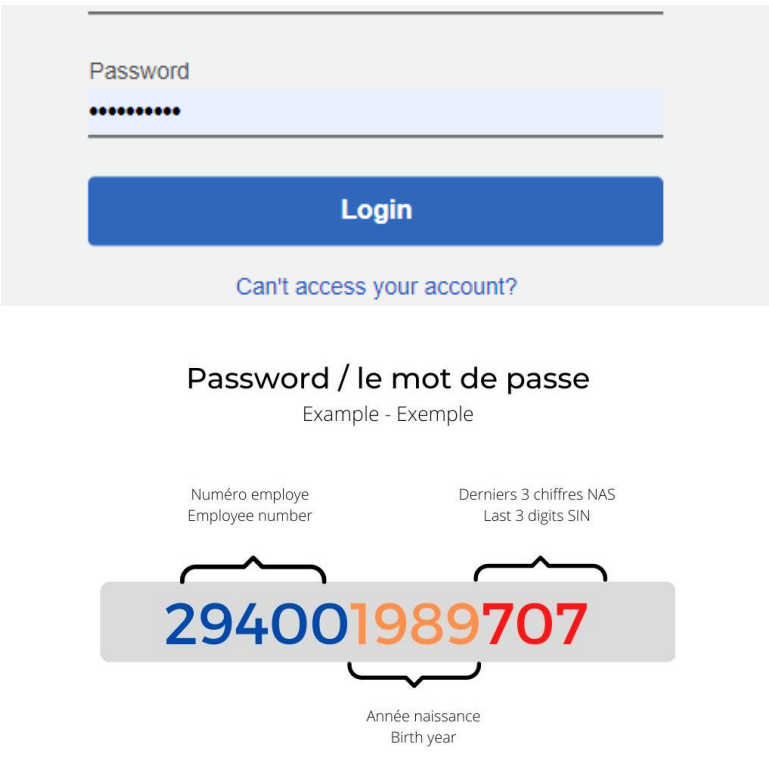


**Viewing your earning statements ..... 13**

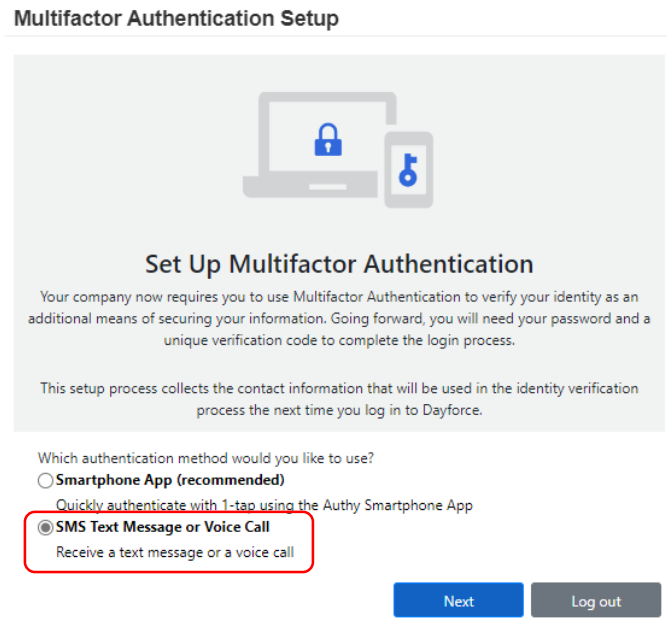
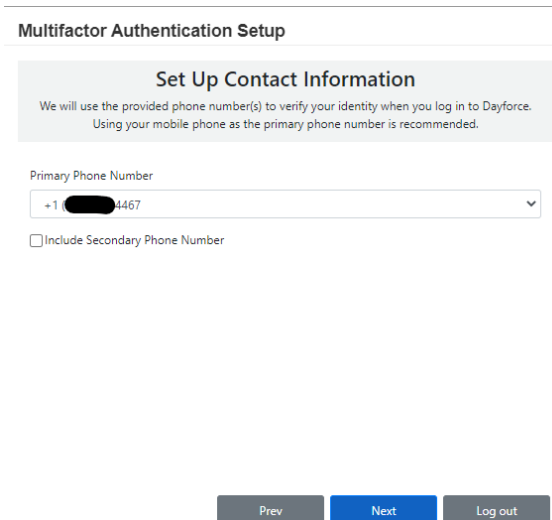
## Navigating Dayforce as an employee

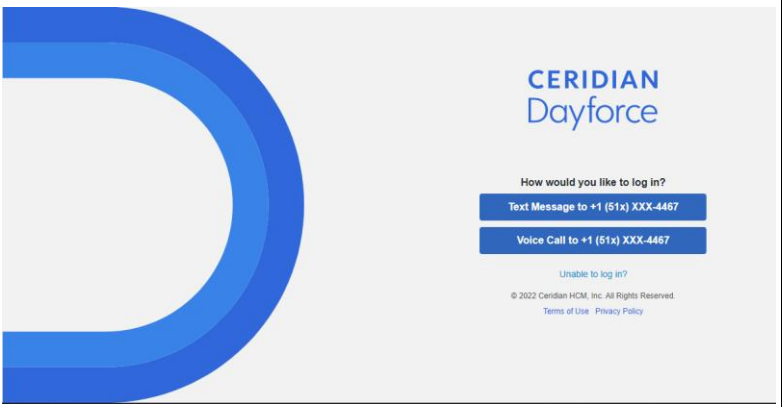
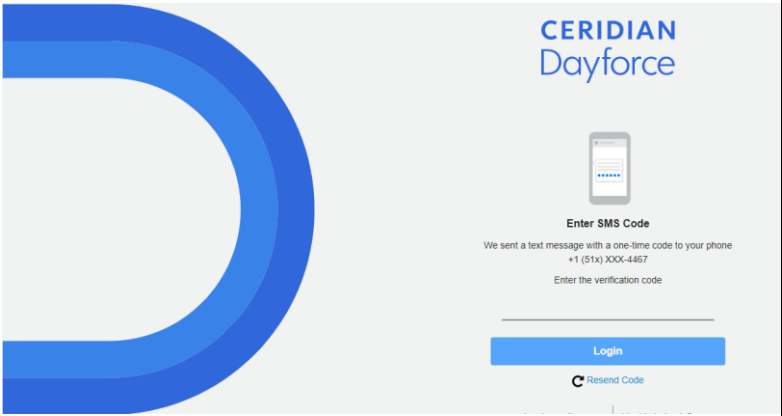
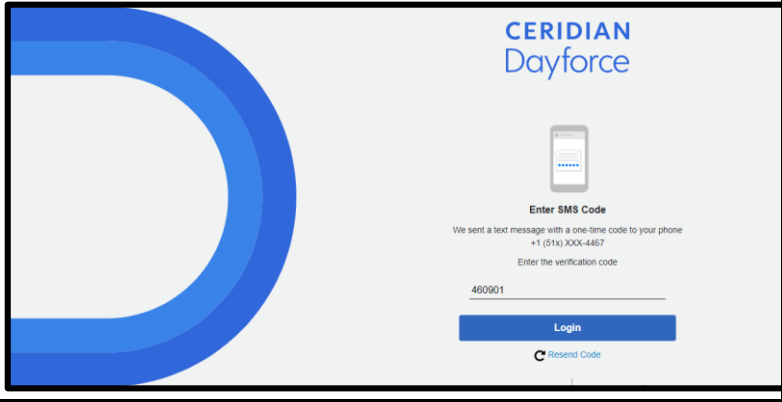
Explanation	Screenshot
<p></p> <h3>Navigating Dayforce as an employee</h3> <p><b>Scenario</b></p> <p>Beginning with a day in the life of an employee, let's log in to Dayforce for the first time and explore some of the tasks you'll routinely perform.</p>	
<h3>Navigate to the Dayforce website</h3> <p>Dayforce is a website that runs in almost any internet browser.</p> <p>A link to the url was already sent to you by email with your credentials. Connect to Dayforce through this link.</p> <p>Or,</p> <p>Open the browser, In this example, log in by launching <b>Chrome</b>.</p>	

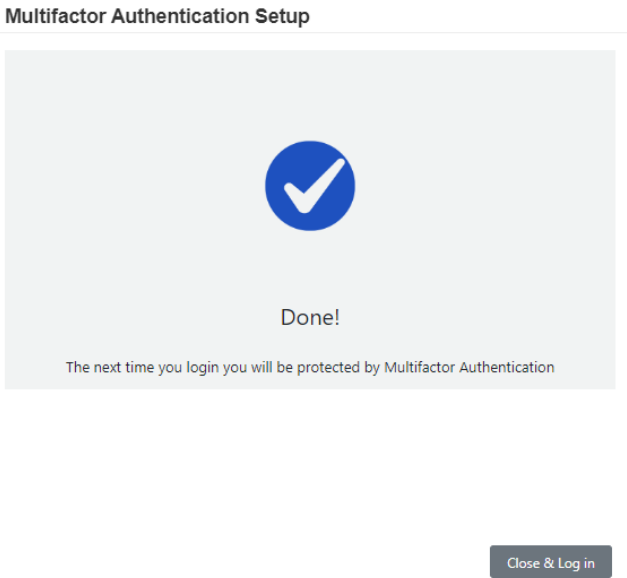
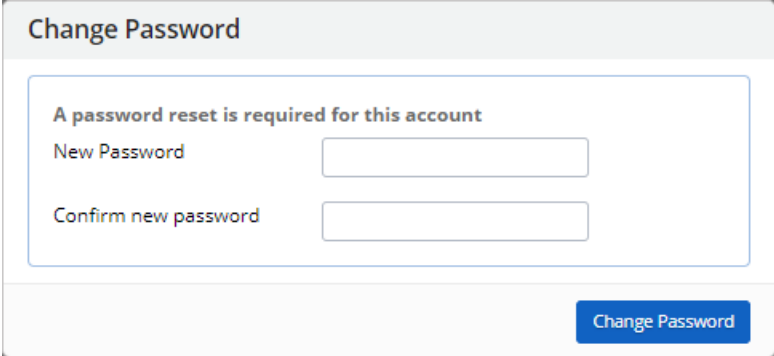
Explanation	Screenshot
Click in your browser's <b>Address</b> field.	
Enter <a href="http://www.dayforcehcm.com">www.dayforcehcm.com</a>	
Press <b>Enter</b> .	

Explanation	Screenshot
<p></p> <p><b>Getting in</b></p> <p><b>Logging in</b></p> <p>In this example, you'll log in.</p> <p>There are 3 fields to complete: <b>Company, User Name, and Password.</b></p>	
<p><b>Log in to Dayforce</b></p> <p>Click in the <b>Company</b> field.</p> <p>Enter <b>iosolutions</b></p>	
<p>Click in the <b>User Name</b> field.</p> <p>Enter the user name you received by email.</p>	

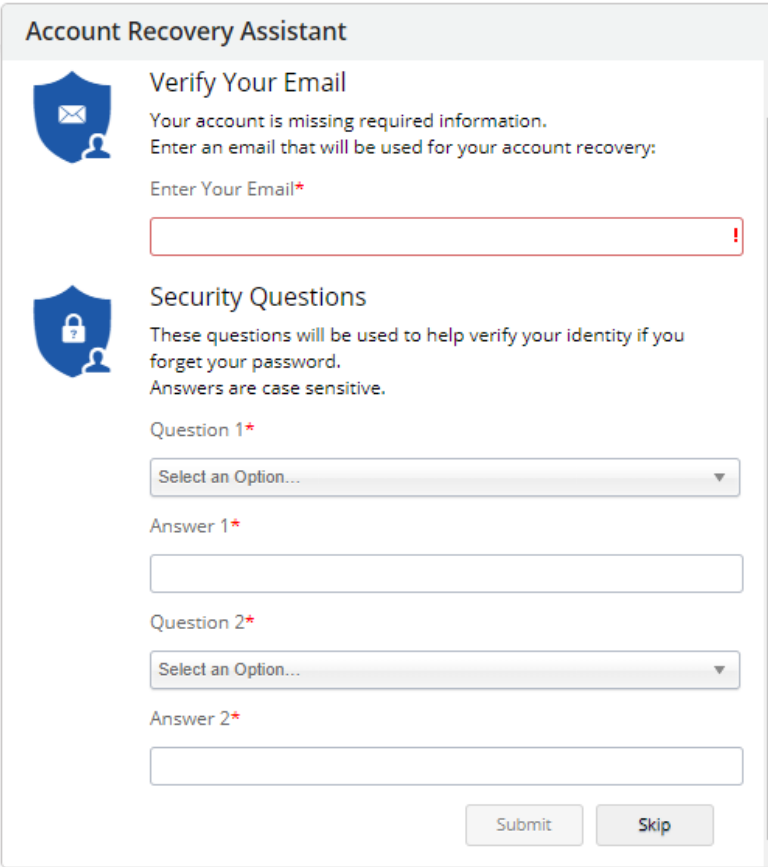
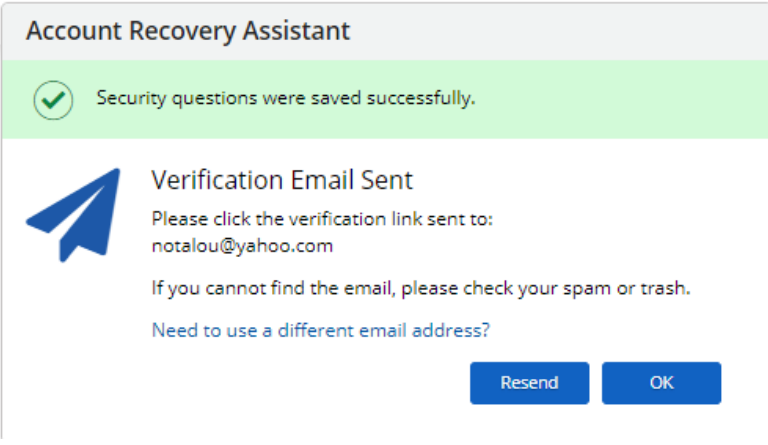

Explanation	Screenshot
<p>Click in the <b>Password</b> field.</p> <p>Enter your <b>Password</b>.</p> <p> For your first connection, your password sequence is your <b>employee ID, your year of birth followed by the 3 last digit of your social insurance number</b> with no space inbetween.</p> <p>Hit the <b>Login</b> button.</p>	
<p> You entered your credentials to log in but you get an error message ?</p> <p>Check again the company name, user name and password before sending a request for help to: <a href="mailto:dayforce@ioscenter.com">dayforce@ioscenter.com</a></p>	


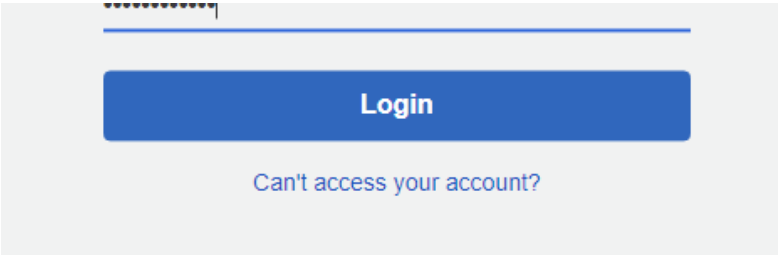
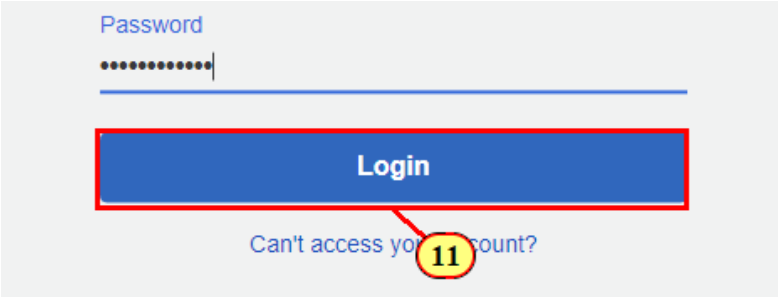
Explanation	Screenshot
<p><b>Multifactor Authentication Setup</b></p> <p>During your first login, a multi-factor authentication step is required.</p> <p>We recommend you choose to send authentication by text message.</p> <p>If you are familiar with authenticator apps you can choose the Smartphone App option.</p>	 <p><b>Multifactor Authentication Setup</b></p> <p><b>Set Up Multifactor Authentication</b></p> <p>Your company now requires you to use Multifactor Authentication to verify your identity as an additional means of securing your information. Going forward, you will need your password and a unique verification code to complete the login process.</p> <p>This setup process collects the contact information that will be used in the identity verification process the next time you log in to Dayforce.</p> <p>Which authentication method would you like to use?</p> <p><input type="radio"/> Smartphone App (recommended) Quickly authenticate with 1-tap using the Authy Smartphone App</p> <p><input checked="" type="radio"/> <b>SMS Text Message or Voice Call</b> Receive a text message or a voice call</p> <p>Next Log out</p>
<p>Follow the steps. Your mobile phone is needed to receive the authentication code.</p>	 <p><b>Multifactor Authentication Setup</b></p> <p><b>Set Up Contact Information</b></p> <p>We will use the provided phone number(s) to verify your identity when you log in to Dayforce. Using your mobile phone as the primary phone number is recommended.</p> <p>Primary Phone Number</p> <p>+1 4467</p> <p><input type="checkbox"/> Include Secondary Phone Number</p> <p>Prev Next Log out</p>


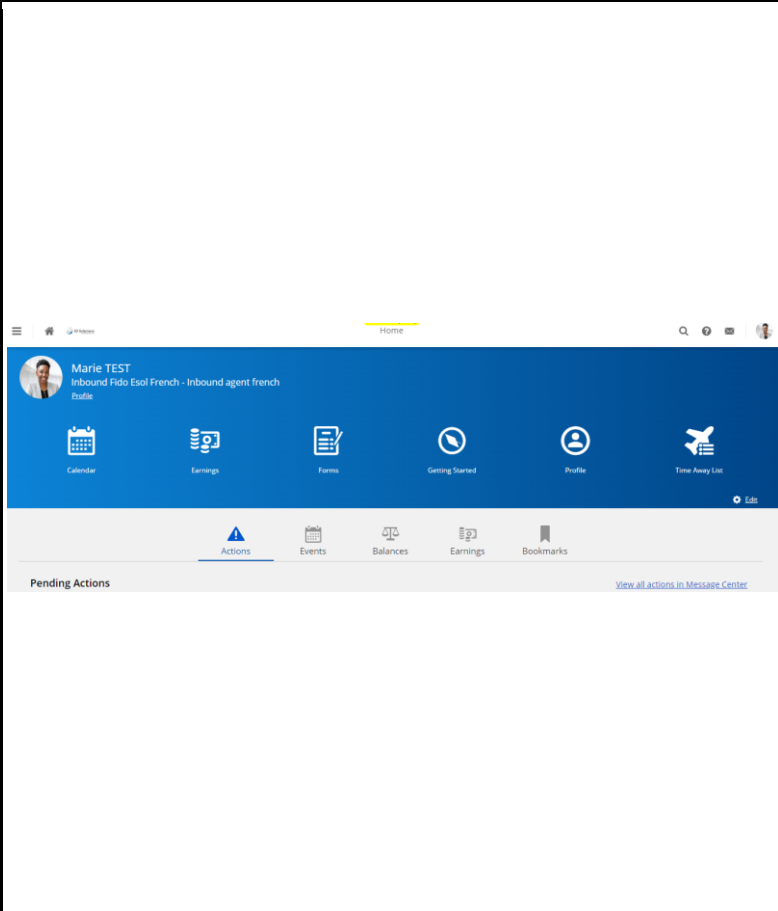
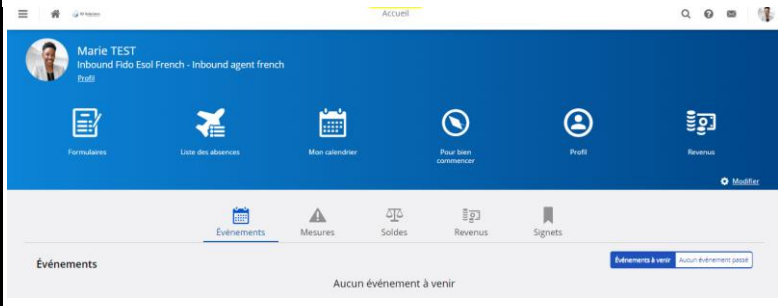


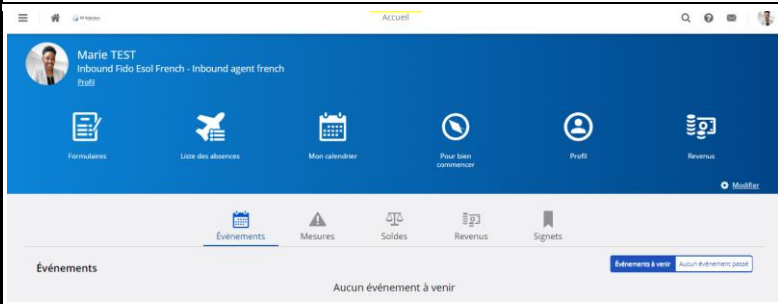
Explanation	Screenshot
Select the desired option	
Enter the code received by text or voice.	
	

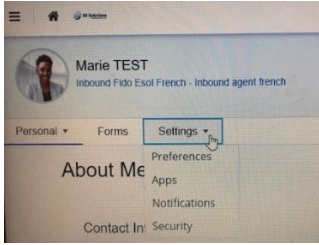
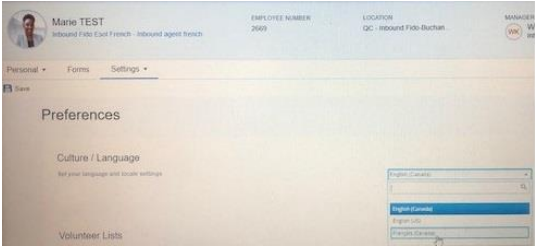
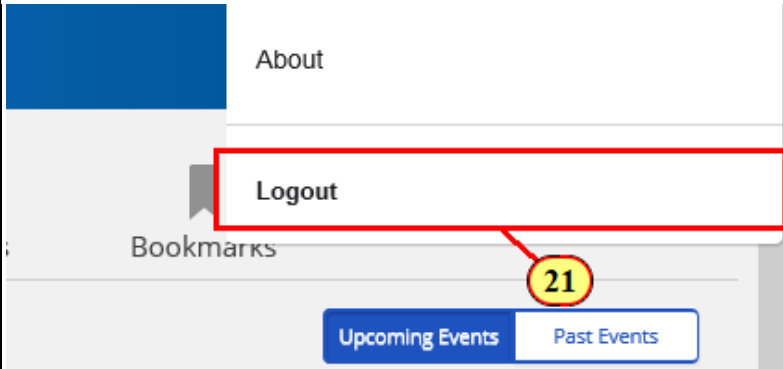
Explanation	Screenshot
Authentication done. Close to login.	 <p>The screenshot shows a 'Multifactor Authentication Setup' window. In the center, there is a large blue circle with a white checkmark. Below the circle, the word 'Done!' is displayed. Underneath that, a smaller line of text reads: 'The next time you login you will be protected by Multifactor Authentication'. At the bottom right of the window, there is a button labeled 'Close &amp; Log in'.</p>
<p>You are prompted to enter your new password</p> <p>When the message, <b>password changed</b>, clic <b>OK</b></p>	 <p>The screenshot shows a 'Change Password' window. At the top, it says 'Change Password'. Below this, a message states: 'A password reset is required for this account'. There are two input fields: 'New Password' and 'Confirm new password'. At the bottom right, there is a blue button labeled 'Change Password'.</p>




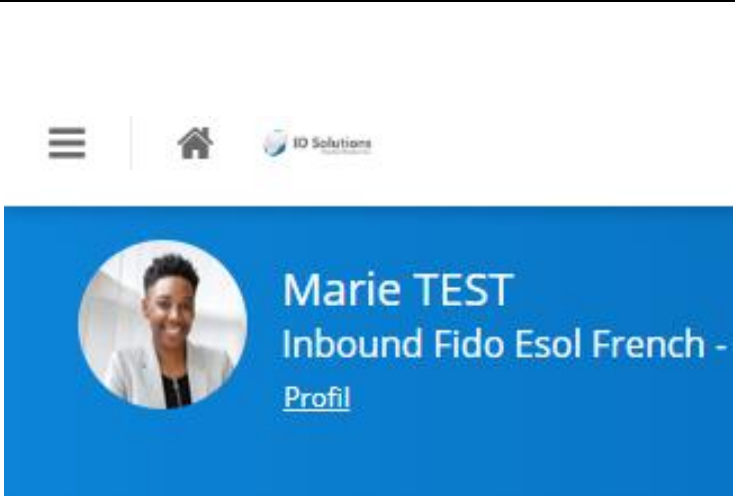
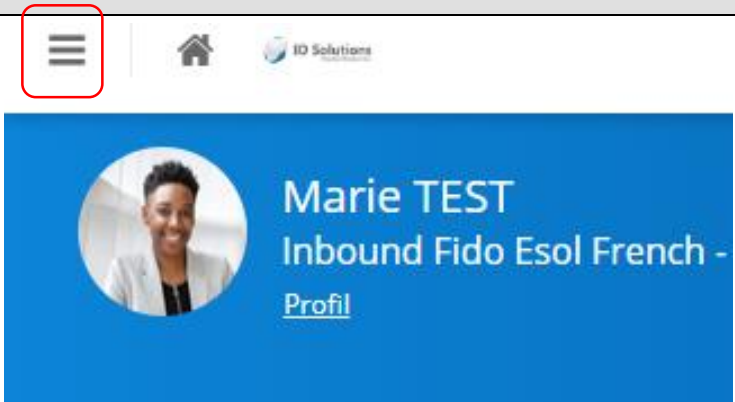
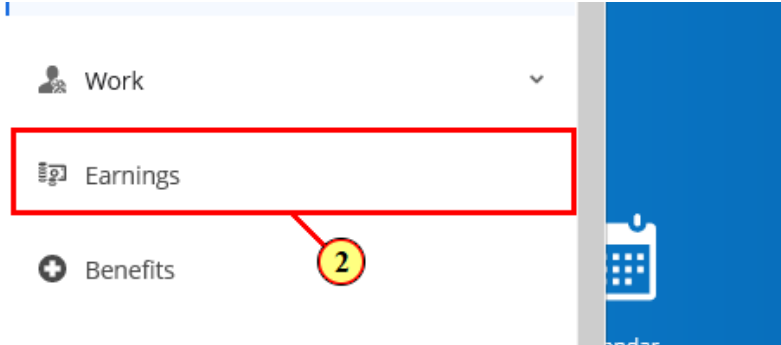
Explanation	Screenshot
<p><b>Account Recovery Assistant</b></p> <p>Complete this step and Submit.</p>	
	
<p>You are now connected.</p>	

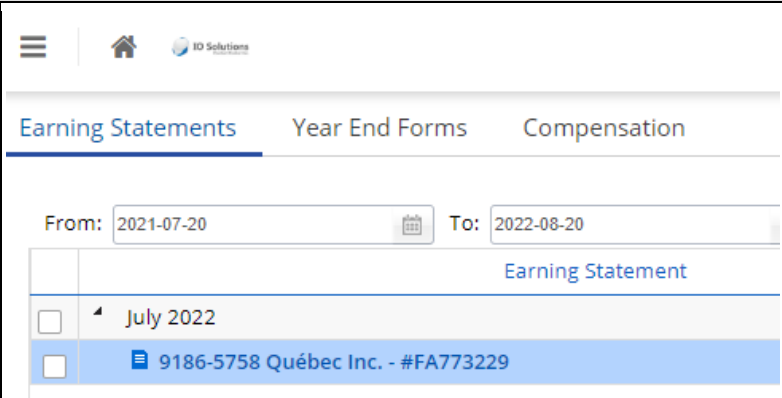
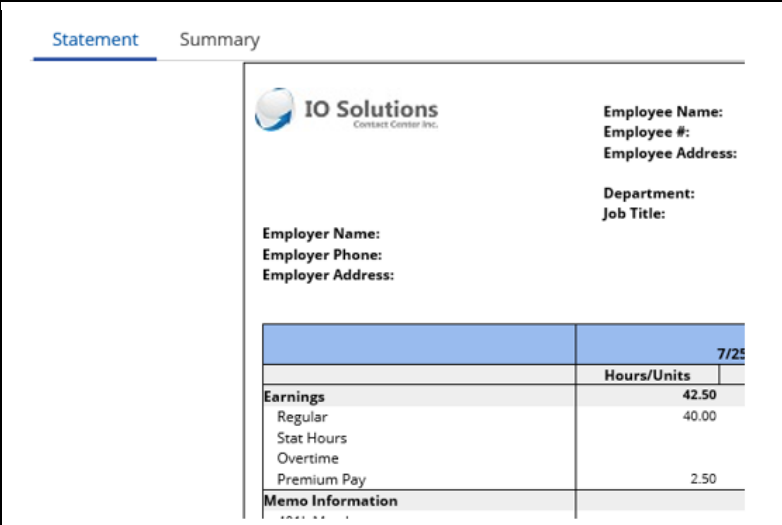
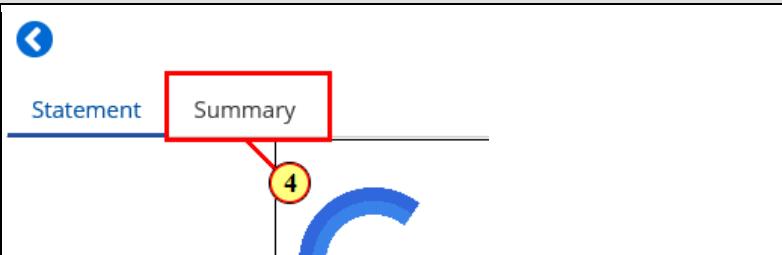
Explanation	Screenshot
<p> <b>Resetting your password</b></p> <p>If you forget your password, you can reset it by clicking the <b>Can't access your account?</b> link beneath the Login button. The application prompts you to enter your user name or E-mail address. Click Submit.</p> <p>The application sends you an e-mail with a URL. Click the link inside the e-mail and you will be prompted to reset your password.</p> <p>Note: A verified e-mail address is required to use this feature.</p> <p>If you have issue to login, send an email request to <a href="mailto:dayforce@ioscenter.com">dayforce@ioscenter.com</a></p>	
<p>Click the <b>Login</b> button.</p>	


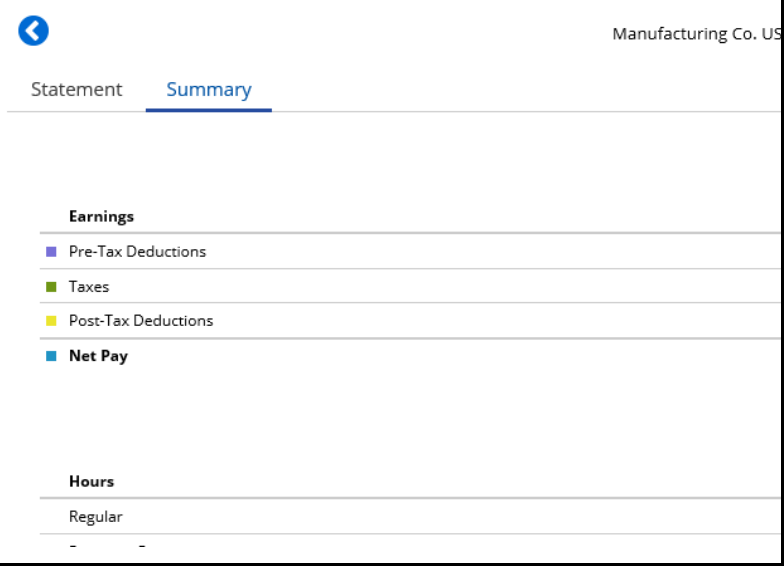
<p></p> <h2>Employee Space - Home Screen</h2> <p>When you first log into Dayforce you'll be brought to the Home screen.</p> <p>The icons in the blue section of the screen are your Favorites. These are features in Dayforce you'll access most often. You can change what's in your Favorites by clicking on the Edit button.</p> <p>You can also display your messages, earnings, balances, and events by clicking on the icons near the middle of the screen.</p>	
<p>If your profile is not set with your preferred language, follow these steps to change the settings.</p>	
<p></p> <h2>Changing preferences:</h2> <p>Click on the Profile button under your name or go to the menu icon  at the top left of your screen then <b>Profile</b></p>	


<p>Go to the <b>Preferences Settings</b> tab and then select <b>Preferences</b>.</p> <p>Choose the preferred language then enregistrer - <b>save</b>.</p> <p>You must <b>log out</b> to refresh your new settings.</p>	 
<p>Click the <b>Logout</b> button.</p>	

## Viewing your earning statements

Explanation	Screenshot
<p></p> <h3>Viewing your Earning Statements</h3> <p>In this lesson you will learn how to view and understand your earnings statements.</p> <p><b>Scenario:</b> Check your earning statement to review your compensation.</p>	
<h3>Display your earning statement</h3> <p>In Dayforce your current and past earning statements are available electronically from the Earnings screen.</p> <p>Click the <b>Menu</b> button.</p>	
<p>Click the <b>Earnings</b> button.</p>	

Explanation	Screenshot																					
<p>Open your earning statement with the Pay Date July 2022</p> <p>Click the <b>Earning Statement</b> link.</p> <p>Select the company name in blue.</p>																						
<p><b>Earning Statement</b></p> <p>Your earning statement appears in the same format as a traditional printed pay stub.</p> <p>You're able to print your earning statement using the Print button or view past statements using the Arrow buttons at the top of the flyout.</p>	 <table><tr><th></th><th>Hours/Units</th><th>7/25</th></tr><tr><td><b>Earnings</b></td><td><b>42.50</b></td><td></td></tr><tr><td>Regular</td><td>40.00</td><td></td></tr><tr><td>Stat Hours</td><td></td><td></td></tr><tr><td>Overtime</td><td></td><td></td></tr><tr><td>Premium Pay</td><td>2.50</td><td></td></tr><tr><td><b>Memo Information</b></td><td></td><td></td></tr></table>		Hours/Units	7/25	<b>Earnings</b>	<b>42.50</b>		Regular	40.00		Stat Hours			Overtime			Premium Pay	2.50		<b>Memo Information</b>		
	Hours/Units	7/25																				
<b>Earnings</b>	<b>42.50</b>																					
Regular	40.00																					
Stat Hours																						
Overtime																						
Premium Pay	2.50																					
<b>Memo Information</b>																						
<p>Click the <b>Summary</b> tab.</p>																						

Explanation	Screenshot
<p> <b>Earning Summary</b></p> <p>When you open an earning statement, you'll first see your summary. This provides you with a visual breakdown of your earnings and deductions.</p> <p>To view your complete earning statement with your year-to-date balances, navigate to the Statement tab.</p>	

<p></p> <p>You have completed the demo.</p>	
<p><b>To learn more in depth,</b></p> <p>Now that you are familiar with how to navigate Dayforce, additional updates and features will be activated soon, stay tuned.</p> <p>You can continue your training and learn how to use the system in more depth by clicking on the Help icon.</p> <p>Note: MyPath courses in the CEC do not contain audio. You can access MyPath through the Dayforce Help button to view this course with full narration. To pass the course, complete each lesson topic.</p> <p>N.B MyPath courses remain general and not customize to IO Solutions users.</p>	