Ceridian Dayforce - Go Live Help Guide

Toronto and Region Conservation Authority (TRCA)

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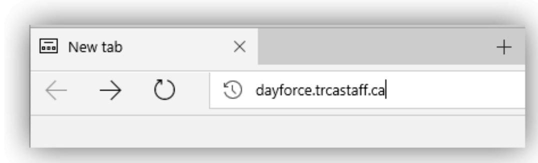
1. Open a web browser and type **dayforce.trcastaff.ca**

Note: Mozilla Firefox or Google Chrome are recommended.



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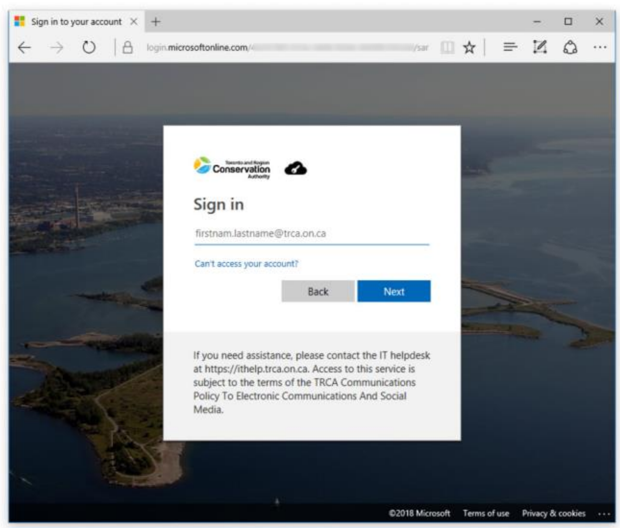
2. Login with the same credentials that you use to login to your Windows computer or Office 365.

Tip: Please ensure you are using the firstname.lastname@trca.on.ca format.



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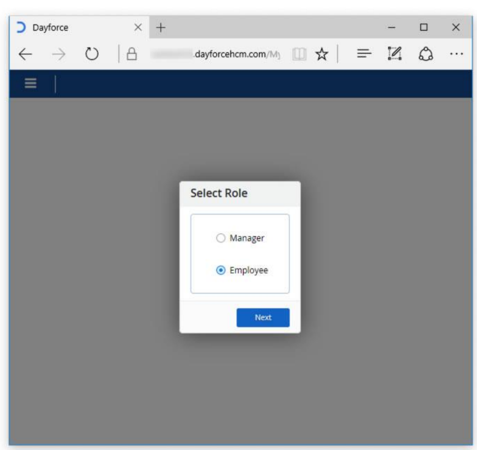
3. Certain TRCA staff will have more than one role assigned to them in Dayforce. If you are assigned more than one user role, you will be prompted to select a role in order to proceed.

In order to enter your time, select the employee role.



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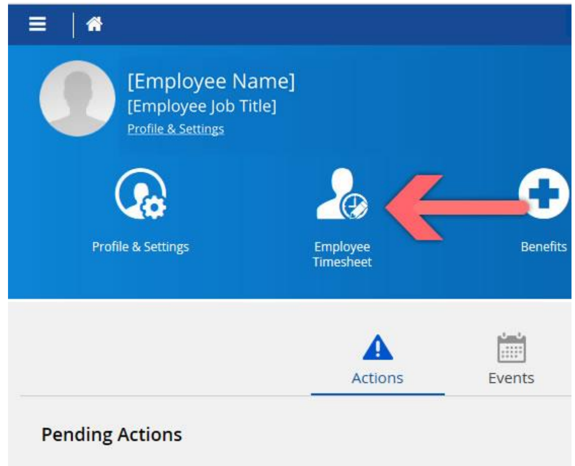
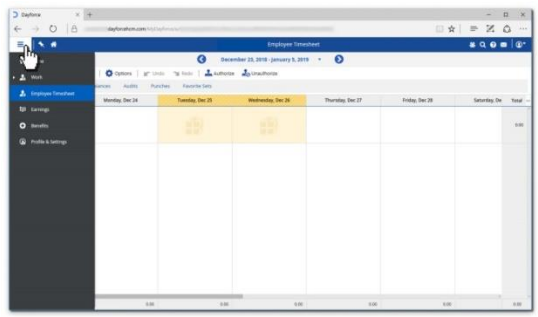
4. When you first login to Dayforce you will be brought to the Home screen.

If you are logging into Dayforce as an employee, select the Employee Timesheet icon.



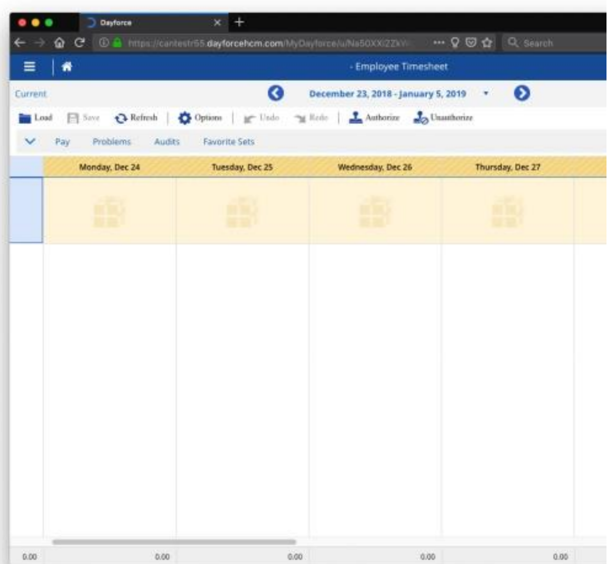
Note: You can also access the Employee Timesheet by clicking the menu icon in the top left corner of the page and selecting Employee Timesheet from the slide out menu.



5. If you work full-time hours, your first timesheet will be prepopulated with the following holidays:

- Dec. 24: CEO Floater Day
- Dec. 25: Christmas Day (STAT)
- Dec. 26: Boxing Day (STAT)
- Dec. 27: CEO Floater Day
- Dec. 28: CEO Floater Day
- Jan 1: New Year Day (STAT)

If you work other than full-time hours, you will need to add a Pay Adjustment for the holidays noted above. See instructions for adding a Pay Adjustment in Step 6 below.



Tip: You do not need to select a 'Project-Unit' (Account Code) or 'Task-SubTask' for the holidays noted above.

Note: The first 2019 pay period starts Sunday, Dec. 23, 2018 and ends Saturday, Jan. 5, 2019.

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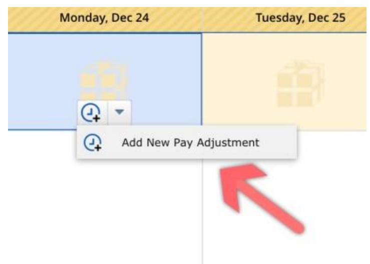
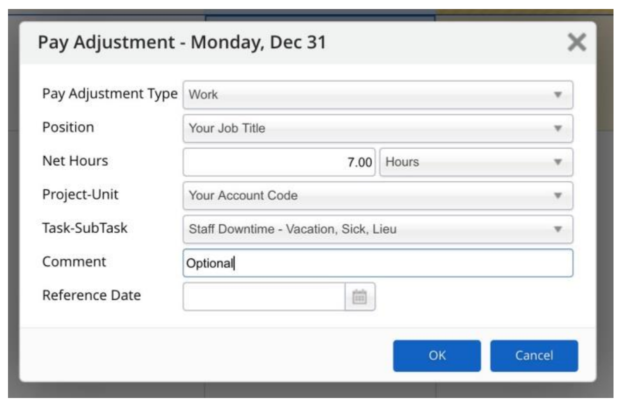
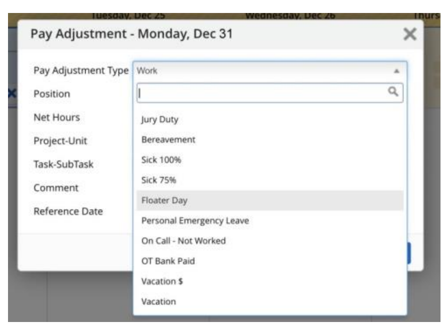
6. For the remaining days in your first timesheet, where you will be using floater days, lieu time or vacation, click on the day in your timesheet that you want to record time for and select 'Add New Pay Adjustment'. Select a Pay Adjustment Type from the dropdown. Select the Project-Unit (Account Code) and Task to assign the time to.



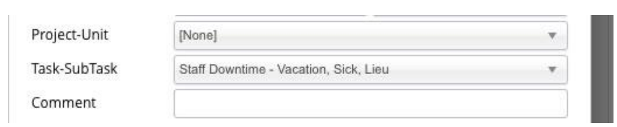


Note: For Dec. 31, due to the TRCA Office Closure, please use one of the following:

- Floater Day (if not used)
- OT Bank Paid (lieu time out)
- Vacation (if balance available)



Note: It is recommended that select the 'Staff Downtime – Vacation, Sick, Lieu' task if available.



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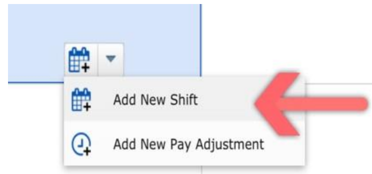
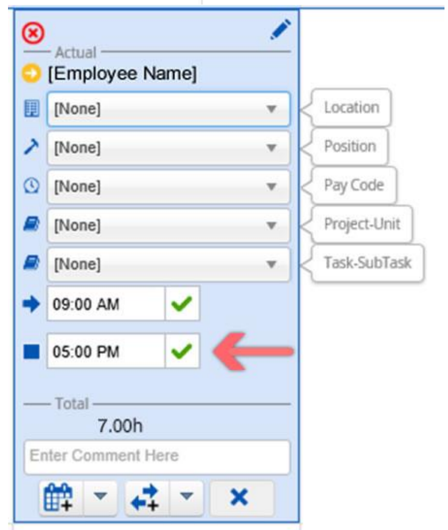
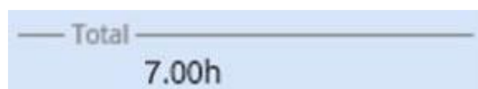
7. To record any paid time worked between Jan. 2 – 4, select Add New Shift on the date you worked in your timesheet.



- Your Location and Position field will already be pre-populated.
- The pay code [None] is the default pay code for regular paid time worked.
- Select the appropriate **account code** for the time worked from the Project-Unit dropdown.
- Select the appropriate task from the Task-Subtask dropdown. This task list is unique to your business unit.
- Enter the time of your work day and **click the green arrow** to confirm both the start and end time of your work day.

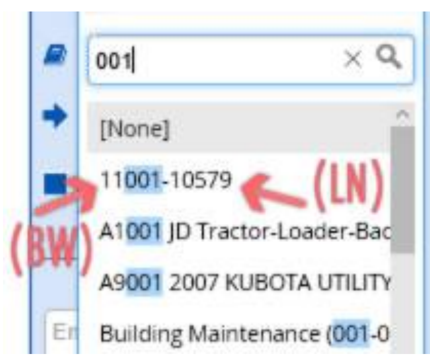


Tip: A full day will equal 7.00h for staff working 35 hours a week as unpaid lunch and break time is included.



Note: You can search for a Business World (BW) account code using the built-in search field.

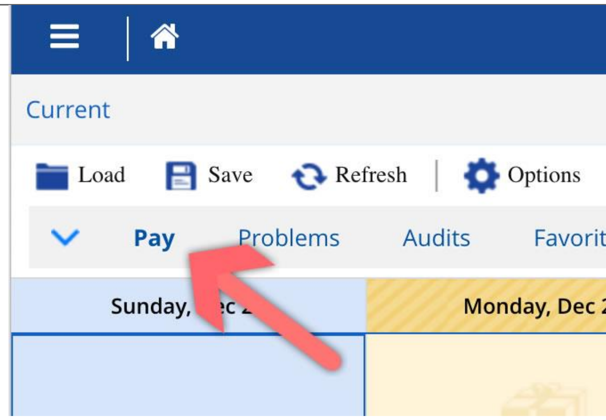
The Lotus Notes (LN) Account Code is also shows up under the description name of the account code.



8. Once you have completed your timesheet for the pay period, click the ‘Pay’ tab to review your entries.

Under the Total for Period heading, ensure that the total hours are correct for your position.

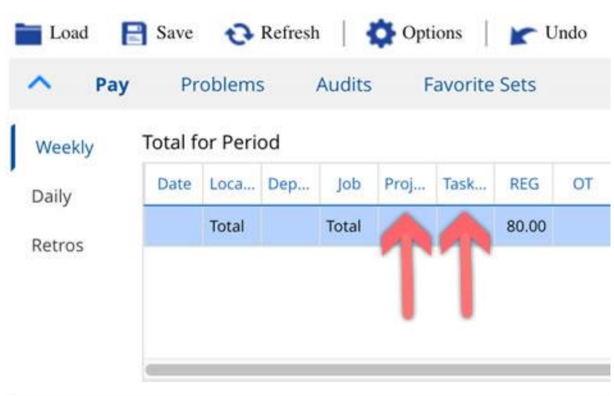
Tip: The Total for Period should equal 70.00h for staff working 35 hours a week and 80.00 for staff working 40 hours a week.



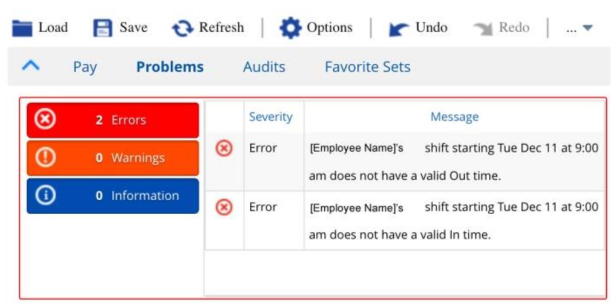
Please ensure you review the following columns in the Pay Summary for each time entry to ensure each time entry is allocated to an account code and task:

- Project-Unit
- Task-Subtask

For Stat Holidays and CEO Floater days, leave as [None].

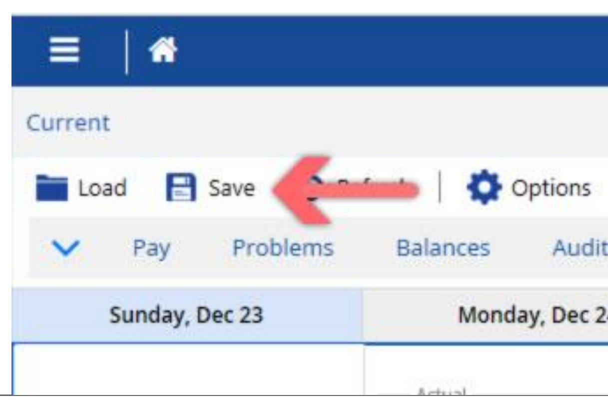


Note: If entries in your timesheet are incomplete or improperly entered, you will see error and warning messages listed under the 'Problems' tab, with instructions on what needs to be updated. Please follow instructions to update before authorizing your time.



9. You must save the entries by clicking the 'Save' button in the timesheet menu.

Tip: Saving will allow you to return and complete your timesheet at a later date.



10. When you are finished entering your time worked**, you will need to 'Authorize' your entries** in order to submit them to your manager for final approval.

To Authorize multiple days at a time, click and drag your cursor over the entries you would like to Authorize. Once selected, you can then click the Authorize button.

Tip: You can also hold the Ctrl key and click on the days you would like to Authorize in order to select multiple days at a time.

Note: Authorizing your time confirms you have checked it for accuracy and completeness and confirms that your timesheet is ready to be approved by your manager, who will then then send it to Payroll.