

# Ceridian Dayforce - Go Live Help Guide [App]

Toronto and Region Conservation Authority (TRCA)

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1. Download the Ceridian Dayforce app for Apple's iOS or Android operating systems from the app store:



2. Open the app on your phone and click the 'Connect To Account' button.



3. Enter 'TRCA' in the Company ID field and click the 'Verify Company ID' button.

← New account

Company ID

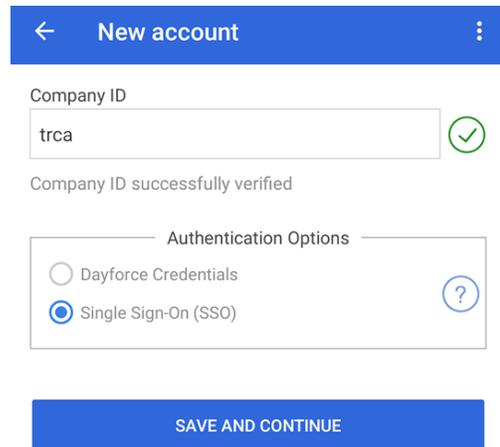
trca

VERIFY COMPANY ID

Username

Username

- 
4. Select the 'Single Sign-On (SSO)' option and click 'Save and Continue'.



New account

Company ID

trca

Company ID successfully verified

Authentication Options

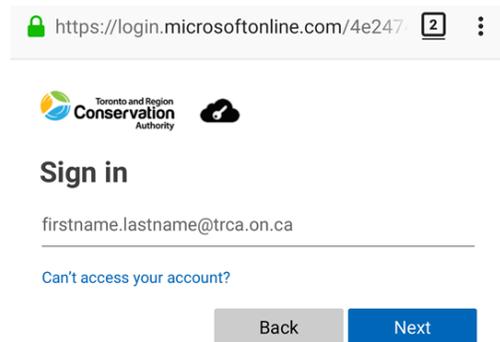
Dayforce Credentials

Single Sign-On (SSO)

SAVE AND CONTINUE

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5. 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](mailto:firstname.lastname@trca.on.ca) format.



https://login.microsoftonline.com/4e247... 2

Toronto and Region Conservation Authority

Sign in

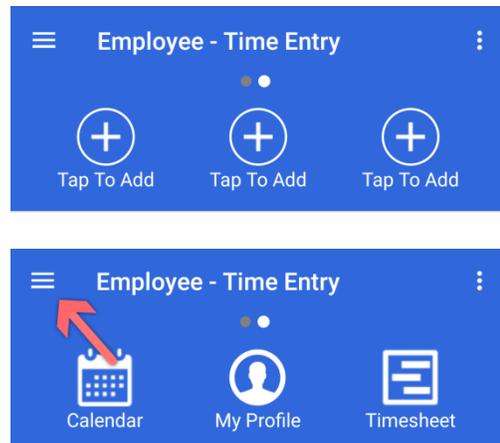
firstname.lastname@trca.on.ca

Can't access your account?

Back Next

- 
6. Once logged in, you will be brought to the home screen where you can click the menu button in the top right of the screen to open the slide out menu.

**Tip:** Clicking on the plus icons will allow you to select from the quick link options available.



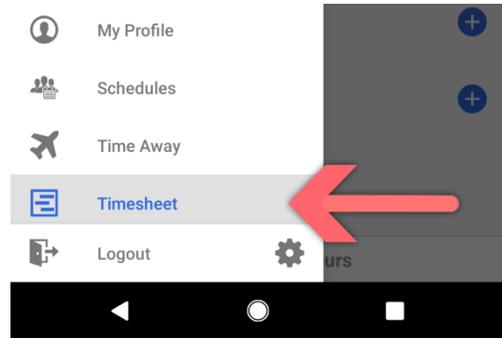
Employee - Time Entry

Tap To Add Tap To Add Tap To Add

Employee - Time Entry

Calendar My Profile Timesheet

- 
7. Select the Timesheet option from the menu to start entering your time.



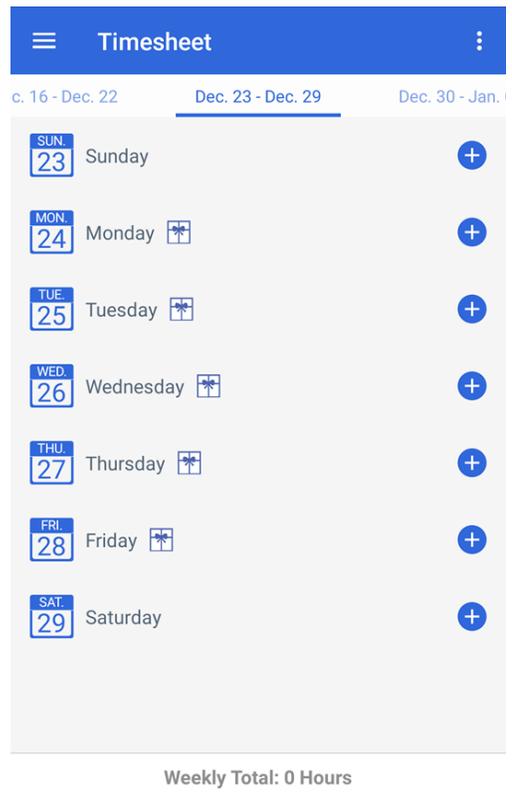
- 
8. If you work full-time hours, your first timesheet will be prepopulated with the following holidays:

- 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)

Do not input a time entry on days marked as holidays (days where the gift icon appears).

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

For any staff who will be working over the holiday, you will need to add a shift for these days as described in step 10.



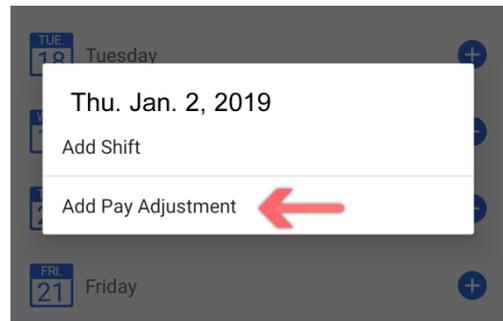
9. For the remaining days in your first timesheet, where you will be using floater days, lieu time or vacation, click on the day in your timesheet that you want to record time for and select 'Add New Pay Adjustment'. Select a Pay Adjustment Type from the dropdown. Select the Project-Unit (Account Code)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

Click 'Save' to add the entry to your timesheet.

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



- Floater Day
- CEO Floater Day
- On Call - Not Worked
- OT Bank Paid
- Vacation \$

← New Pay Adjustment SAVE ⋮

**Details**

Pay Code	Floater Day
Position	000 - Manager Digital Media
Hours	7 Hours
Project-Unit	1000 - Corporate Communi...
Task-SubTask	Staff Downtime - Vacation, Si...

**10.** 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.

**New Shift** [SAVE]

**Punch**

Location [pre-filled]

Position [pre-filled]

Pay Code [None]

Starts Thu. 09:00 a.m.

Ends Thu. 05:00 p.m.

Project-Unit [pre-filled]

Task-SubTask [None]

**Transfers**

+ add a transfer

**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.

← 001 ×

10200 - Office Services - Staff (001-02) (BW)

11966 - Earth Rangers Rent (001-19) (LN)

10204 - Utility Services (001-06) (003-06)

10205 - Building Maintenance (001-07) (003-07)

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**11.** For each week in your Timesheet, ensure the Total is accurate, for full time staff this should be 35 or 40 Hours.

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12. 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.

Tap the entry you wish to Authorize and click the Authorize button at the top of the screen.

**Tip:** Once Authorized, you will see an icon of a person with a checkmark next to the entry.

**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.

