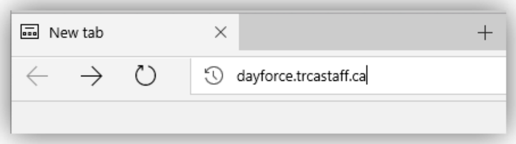
# Ceridian Dayforce - Go Live Help Guide [Managers]

**Toronto and Region Conservation Authority**

---

**1.** Open a web browser* (Mozilla Firefox or Google Chrome are recommended) and type **dayforce.trcastaff.ca**

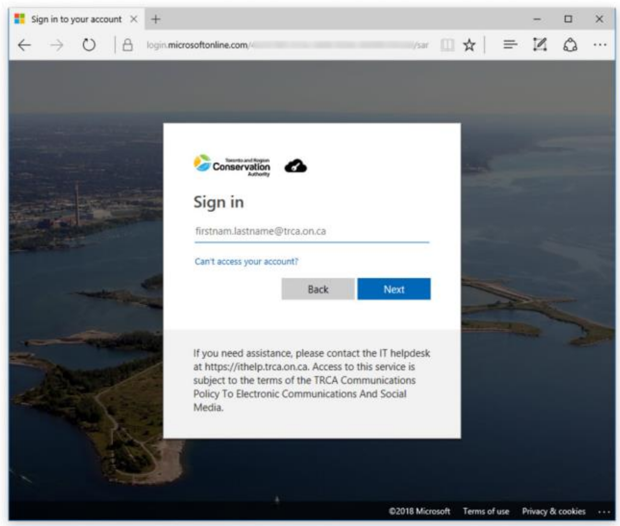



***Note: Microsoft Edge is not supported**

---

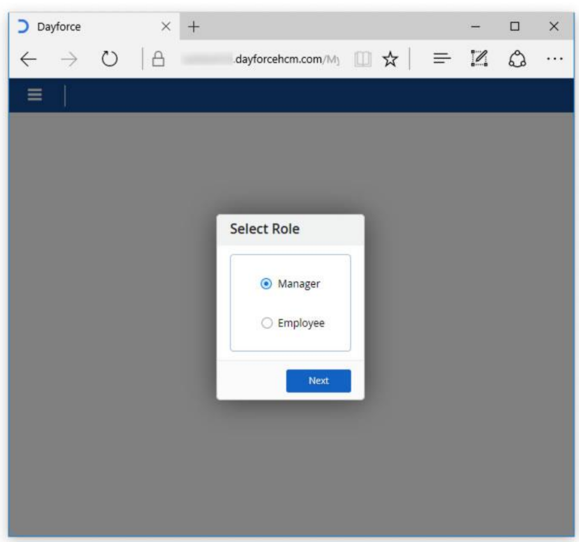
**2.** Login with the same credentials you use to login to your Windows computer or Office 365.

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



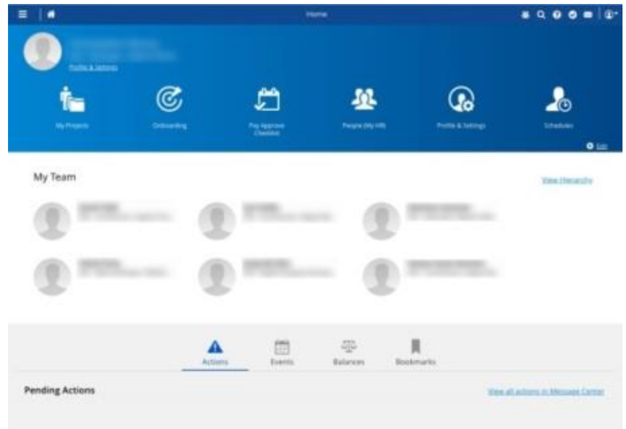

---

**3.** Select the Manager role from the options when prompted.




---

4. Once logged in, you will see a list of your direct reports.

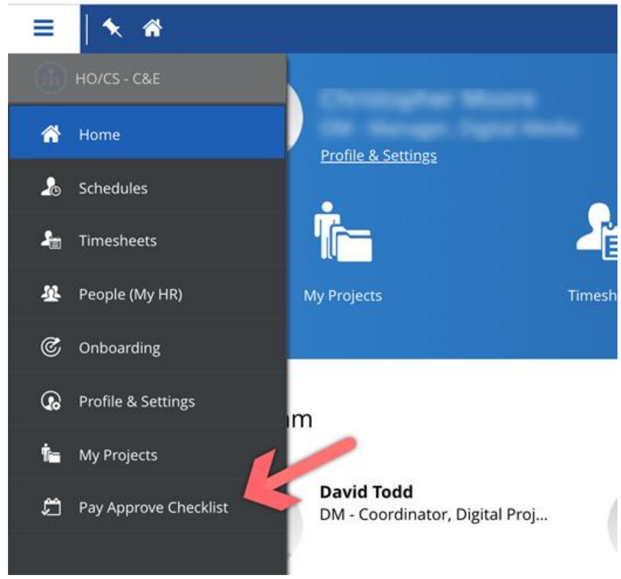


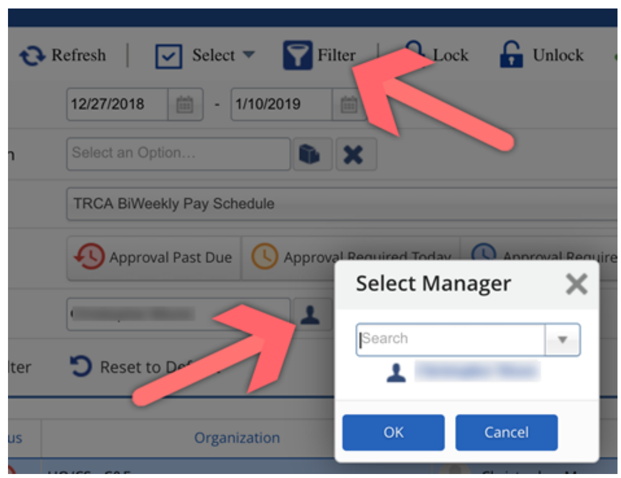
5. Click the menu icon in the top left corner of the page and select ‘Pay Approve Checklist’ from the slide out menu.

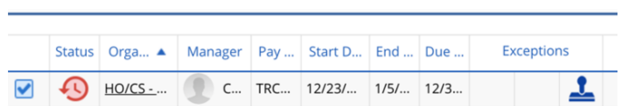
   Filter the view to only show the timesheets for your direct reports that you need to approve. Click on the ‘Filter’ button and select your name from the list and click the ‘Apply Filter’ button.

   In the ‘Exceptions’ column, if you see the stamp icon , hover over it to see any unauthorized records that are pending Authorization by your direct reports.

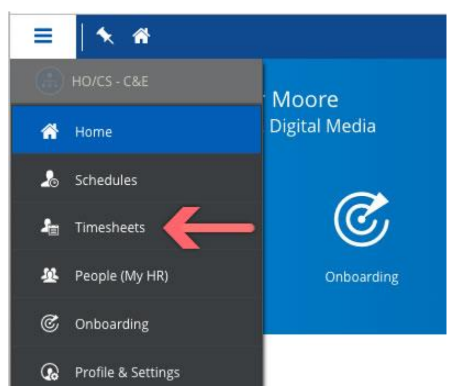
   Click the ‘Organization’ link to review and edit (if needed) your direct reports’ timesheets.



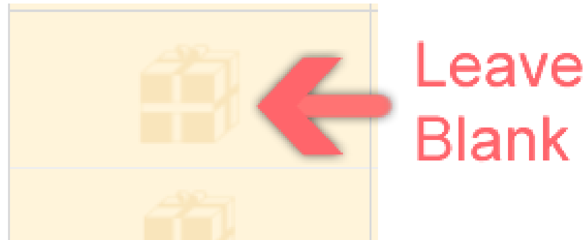



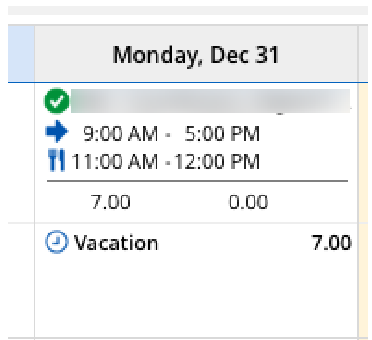

**Note:** Alternatively, you can also select ‘Timesheets’ from the slide out menu to review your direct reports’ timesheets.



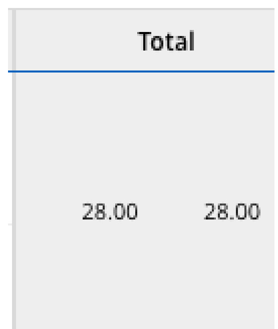
6. For the first week (Dec. 24 – Dec. 28), if all of your staff work standard 35 or 40 hour weeks, and were not working on the holiday, nothing should be entered.



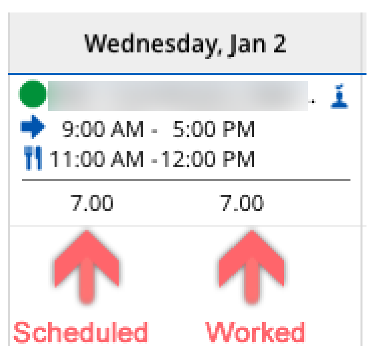

For the second week (Dec. 30 – Jan. 4), ensure that staff have used a Floater, Vacation or Lieu Time (if available) on the December 30th or 31st while TRCA's office is closed.




The total time displayed in the Timesheet view for the first pay period should be 28.00 hours for 35hr / week staff or 32.00 hours for 40 hr / week employees.




**Note:** The time displayed in the left column is the time the employee is scheduled to work. The time displayed in the right column is the actual time entered or punched (if using the time clock).




**Note:** Time being charged for these prepopulated holidays are being charged to the account code you use most frequently use (i.e. if you are normally split between two account codes at 75% / 25% , the time will be charged fully to the 75% account code.

If you would like to reflect this split for the holidays, you can override the prepopulated entry by creating a Pay Adjustment for that day.

- For stat days select ‘Holiday 1.0’
- For CEO Floater select ‘CEO Floater’

**7.** Click the ‘Pay’ tab to review the entries.

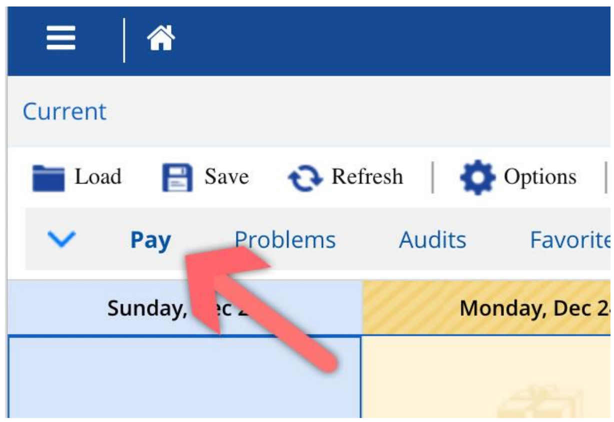
Under the Total for Period heading, ensure that the total hours are correct for each employee.

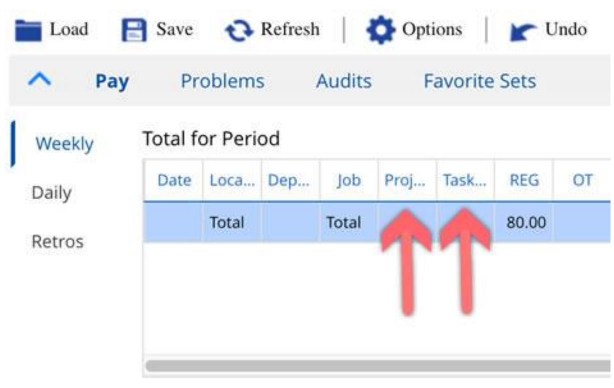
**Tip:** The Total for Period should equal 70.00h for staff working 35 hours a week and 80.00 for staff working 40 hours a week.

Please 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

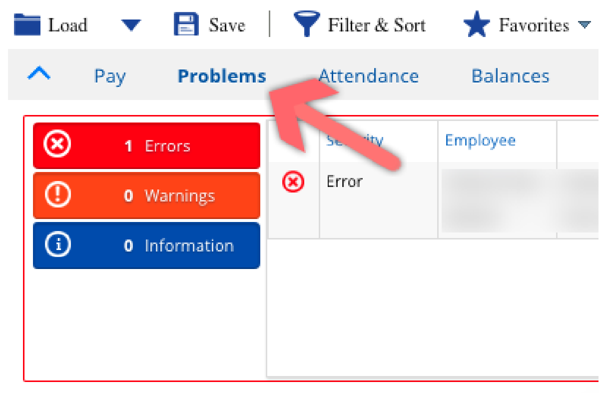
**Note:** You will not see a daily total of hours listed under each STAT and CEO Floater Day (where the gift icon appears) in your timesheet, however you will see the total hours for your pay (i.e. 70.00 or 80.00) under the Pay tab.



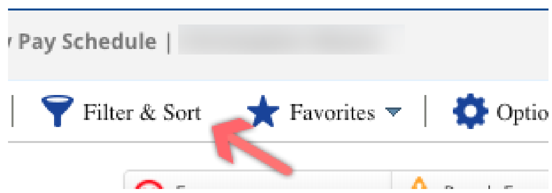



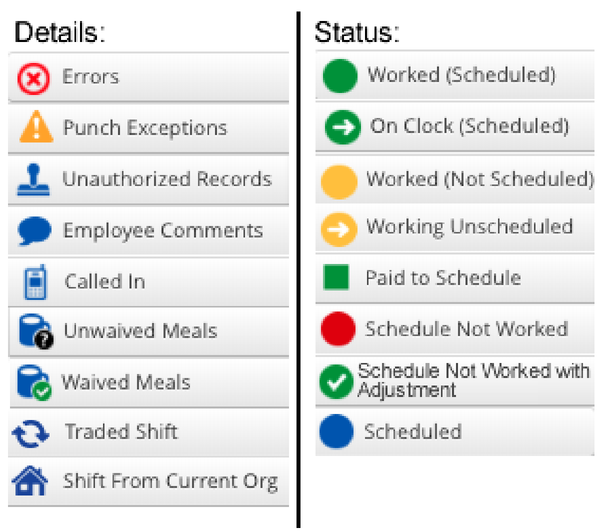
8. You can quickly identify and resolve problems using the problems tab.

**Note:** Common problems include duplicate entries and overlapping shifts.




9. You can use the Filter & Sort tab to hide or show staff timesheets using the available options.



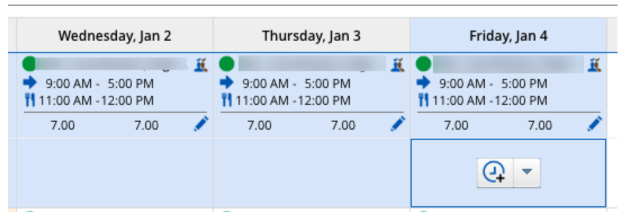



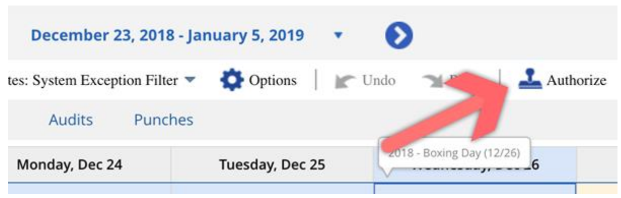
**10.** To Authorize the timesheets, click and drag your cursor over the days in the pay period and ensure you have selected all of the entries. Click the 'Authorize' button to approve the timesheets.

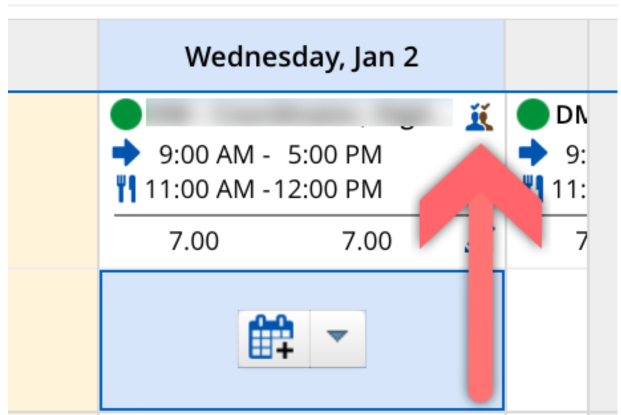
**Tip:** You can also hold the Ctrl key and click on the days you would like to Authorize in order to select multiple days at a time.

You only need to authorize the days that have entries. Days that have been automatically calculated over the holidays are already Authorized unless they have overriding pay adjustments.

**Note:** Authorizing the time confirms you have checked it for accuracy and completeness and communicates to Payroll that the timesheets are ready to be approved.



**11.** Once the timesheets have been reviewed and are correct, return to the ‘Pay Approve Checklist’.

Filter the view to only show the timesheets for your direct reports that you need to approve. Click on the ‘Filter’ button and select your name from the list and click the ‘Apply Filter’ button.

Check the box to the left of each entry and click the ‘Approve’ button to both lock and approve the timesheets.

**Note:** Approving and locking the timesheet prevents further edits and sends the timesheets to payroll.