Dayforce - 10 Tips for your Timesheets

1.	 Use the "Add/Edit Transfer" button in your timesheet to quickly assign your projects and tasks to your schedule for the selected day. Benefits: Faster and easier to navigate compared with adding multiple shifts for a day. Does not allow time records to overlap Keeps 1 hour lunch visible in your time entries 	05:00 PM 05:00 PM Total Total Total Total Enter Comme Add/Edit Transfer Enter Comme Add/Edit Transfer Add/Edit Transfer Add/Edit Transfer
2.	Use the " Pay " drop down menu to review your time records for the day and week, to ensure you have captured your time correctly (i.e. assigned every time entry to a project, a task, and with the correct # of hours). Managers are also encouraged to review this view in approving timesheets.	Image: Current Image: Load Save Refresh Options Image: Undo Red Image: Load Save Refresh Options Image: Undo Image: Red Image: Load Save Refresh Image: Options Image: Undo Image: Red Image: Verekiy Pay Problems Balances Audits Favorite Sets Verekiy Start Time End Time Mon, Jan 14 9:00 AM Mon, Jan 14 10:00 AM Mon, Jan 14 10:00 AM Mon, Jan 14 11:00 AM Mon, Jan 14 11:00 AM Mon, Jan 14 12:00 PM Mon, Jan 14 12:00 PM Mon, Jan 14 12:30 PM
3.	Ensure you select a " Project-Unit " and "Task-SubTask" for each time entry (i.e. shift, time away from work request and pay adjustment). This is important to ensure accurate information is transferred to the general ledger and eliminates need for journal entries.	Pay Code Pay Category Hours CFN Project Unit. Task-SubTask WRK Reg 1.00 [None] 10020-10473 Audit - External WRK Reg 1.00 [None] 10020-10473 Reporting - Actuals
4.	Submit "Time away from work requests" to capture any paid time not worked (i.e. vacation, floater, sick, lieu etc.) for full-time staff. For staff other than full-time, use for any unpaid time (i.e sick, vacation etc.). All approved time away from work requests will autopopulate timesheets.	 More More Work Calendar Time Away List.
5.	Use " Pay adjustments" in your timesheets to revise any approved time away from work requests already autopopulated in your timesheets, or to record approved accrued lieu time.	Add New Shift Add New Pay Adjustment

 6. Managers - Use the "Pay Approve Checklist" to approve and lock staff timesheets when ready. No further changes can be made by employees to timesheets once locked by managers. Tip: Make use of the "Filter" function to ensure you see only staff in locations that report directly to you. 	 TORONTO AND REGION Home Schedules Trmesheets People (My HR) Onboarding Profile & Settings My Projects Profile & Settings My Projects Pay Approve Checklist
7. For managers planning to be away, use the "Delegation Access" feature to assign your approvals for the period of time away. This can be accessed through "Profile & Settings" in your Home menu, under the "Preferences" tab.	E A Profile Security Preferences Notifications Apps Culture / Language Set your language and locale settings Delegation Access Add If you will be away, delegate your account access to another user for a period of time.
 8. Summary of "Pay adjustment" descriptions: Work → Regular paid time worked OT Bank 1.0 → Approved lieu or paid time at rate of 1.0 OT Bank 1.5 → Approved lieu or paid time at rate of 1.5 OT Bank Paid → Use of accrued lieu time Unpaid Work → Overtime worked and unpaid Vacation → Use of accrued vacation, full-time(FT) staff Vacation \$ → Use of vacation for supplementary staff (i.e. not paid each pay) Sick 100% → Sick day paid at 100% Sick 75% → Sick day paid at 75% (FT only) Floater Day → Use of personal floater days (2/yr, FTonly) Bereavement → Use of bereavement days Jury Duty → Paid jury duty responsibilities Holiday 1.0 → Regular time worked on stat holiday 	Pay Adjustment - Tuesday, Jan 15 Pay Adjustment Type Position Net Hours Project-Unit Unpaid Work OT Banked 1.0 OT Banked 1.5 CFN Comment Reference Date Sick 100% Sick 100% Sick 75% Floater Day
9. Add Dayforce to your "Favourites." Select any existing favourite site, and select "Properties" to edit the URL. Update URL to read: <u>http://dayforce.trcastaff.ca</u> . Revise description of favourite to read: Dayforce	Image: Security Details Pre Image: Security Details Pre Image: Security Details Pre Image: Deal Pre Image: Deal Pre Image: Deal Pre Image: Deal <t< td=""></t<>
 Access the "MyPath" training platform for additional online Dayforce training available 24/7. My Path is accessible via the blue question mark icon on the top right hand corner of any Dayforce page. 	0