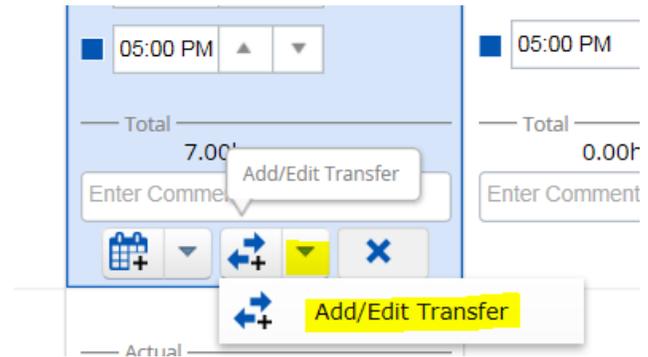


# Dayforce - 10 Tips for your Timesheets

1. Use the **“Add/Edit Transfer”** button in your timesheet to quickly assign your projects and tasks to your schedule for the selected day.

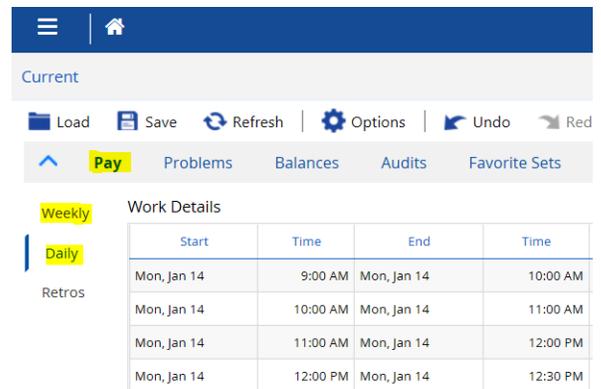
**Benefits:**

- 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



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).

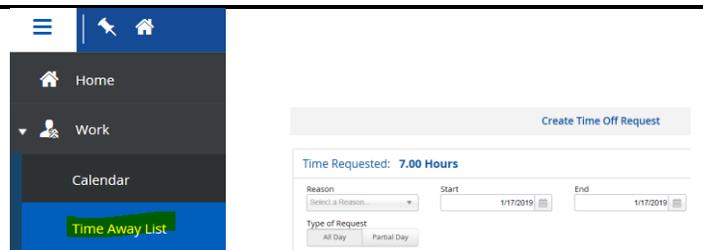
Managers are also encouraged to review this view in approving timesheets.



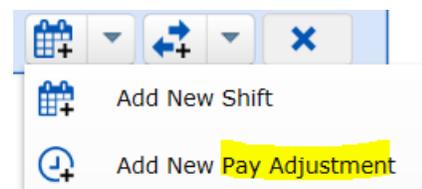
3. Ensure you select a **“Project-Unit”** and **“Task-SubTask”** for each time entry (i.e. shift, time away from work request and pay adjustment). This is important to ensure accurate information is transferred to the general ledger and eliminates need for journal entries.

| 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.

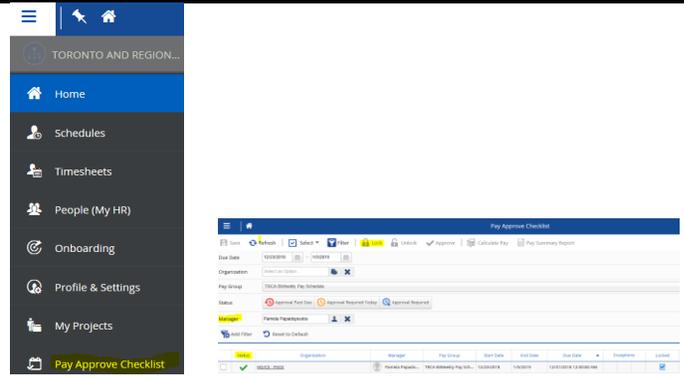


5. Use **“Pay adjustments”** in your timesheets to revise any approved time away from work requests already autopopulated in your timesheets, or to record approved accrued lieu time.

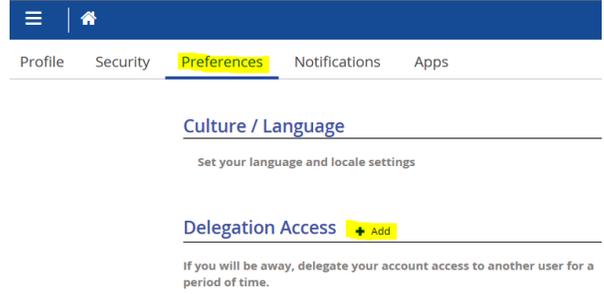


6. Managers - Use the **“Pay Approve Checklist”** to **approve and lock** staff timesheets when ready. No further changes can be made by employees to timesheets once locked by managers.

**Tip:** Make use of the **“Filter”** function to ensure you see only staff in locations that report directly to you.

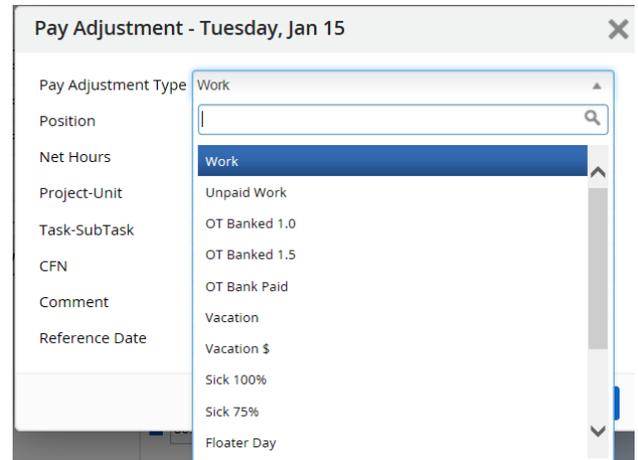


7. For managers planning to be away, use the **“Delegation Access”** feature to assign your approvals for the period of time away. This can be accessed through **“Profile & Settings”** in your Home menu, under the **“Preferences”** tab.

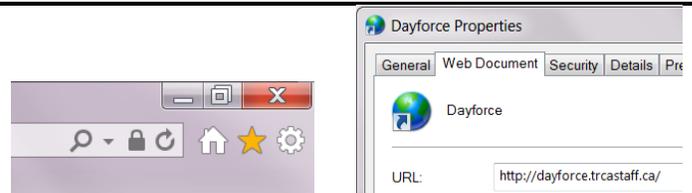


8. Summary of **“Pay adjustment”** descriptions:

- 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



9. Add Dayforce to your **“Favourites.”** Select any existing favourite site, and select **“Properties”** to edit the URL. Update URL to read: <http://dayforce.trcastaff.ca>. Revise description of favourite to read: Dayforce



10. 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.

