

Dayforce – Employee User Guide

Table of contents	
Logging into Dayforce	2
Customizing your Main Menu Bar	3
Completing your Timesheet	
Recording Your Shifts – Prepopulated Schedule from Monday to Friday	4
Adding Your Shifts – Scheduled Shifts on Different Days and Different Hours Each Week	6
Recording Project-Unit for the Projects that You Worked on During the Day	8
Recording Tasks for the Projects that You Worked on During the Day	10
Statutory Holiday Worked and Paid	12
Statutory Holiday Worked and Banked	13
Reviewing Your Timesheet	17
Authorizing your Timesheet for Supervisory/Management Approval	18
Banking your Overtime	20
Recording your Unpaid Work (Supervisory and Management Staff, Bands 10 and Above)	24
Retrieving your Pay Stubs	26
Retrieving your Balances	28
Submitting Time Away from Work Requests	31
Cancelling Time Away from Work Requests	34
Updating your Personal Information	35
Updating your Tax Forms	37
Retrieving your Benefit Coverage	39

Logging into Dayforce

Your Dayforce user ID and Password is the same as your Windows user ID and Password. Dayforce uses Single Sign On (SSO). If you are logged on with your Windows User ID and Password, you don't need to key them again, when logging into Dayforce.

- You can launch Dayforce by clicking on the Dayforce link on TRCA's Staff Hub.
- hub.trcastaff.ca

TRCA Staff Hub - v3 × +											
\leftarrow \rightarrow \circlearrowright \textcircled{a} https://hub.trcastaff.ca/?	src=hubv2										
🔶 CRA login services 🔵 Dayforce 🔥 OMERS e-access 🔶	🝁 CRA login services 🔵 Dayforce 📩 OMERS e-access 🍁 Payroll Deductions O 🚪 RBC - Payroll & WSIB 📩 RBC - Taxes & EHT 🝁 ROE WEB 🗧 TIM 🍃 TRCA Staff Hub – v3 👫 WSIB 🔃 EasyWeb Login										
	Staff Feature: The Lakeview Construction Services Team										
	Staff Feature: Viola McPhee and Amanda Billeter	Quick Links	·								
	More blog posts >		C	0							
	Internal Job Listing	ITRM Service Desk	Ceridian Dayforce	Outlook	Safety 24/7 eLearning						
	Latest										
	Data Analyst, Ecosystem and Climate Science (TRCA-146-20) July 24, 2020	docebo	AGRESSO	குSCRIBE	Laserfiche						
	Internal Job Listing 🗲	Docebo eLearning	Agresso Business	eScribe Meeting	Laserfiche						
			World	Management	Records						
	Public Job Listing >	F ,	\wedge	Guidance Now ^{**}							
		Digital Asset	Whistleblower	Employee	Policies and						
		Management	Service	Assistance	Procedures						

- You can also launch Dayforce by clicking on the following link:
- <u>http://dayforce.trcastaff.ca/</u>
- The Select Role pop up box appears. Select Employee Time Entry or Employee Clock, according to your Dayforce settings. Click Next.

Sel	ect Role
	• Employee - Time Entry
	🔿 Manager
	O PR Admin
	O Client Administrator
	Next

Customize Your Main Menu Bar

• When the Home screen displays, to customize your main menu bar click on Edit.

• Drag and drop features to the top and click Save.

Change Home F	avorite Links					×
You can customize	which features sho	w up on your home scre	en. You can also chan	ge the order in wh	nich they appear by dragging the	feature to your desired position.
×	×	×	*	٨		
Employee Timesheet	Earnings	Time Away List	Performance			
Drag and drop fea	tures to the top				Search Features	
Benefits	Calendar	Profile & Settings	Forms			
					Save	Restore to Default Cancel

Completing Your Timesheet

1. Recording Your Shifts – Prepopulated Schedule from Monday to Friday

• Click on the Employee Timesheet icon to open the Employee Timesheet screen.



- The Employee Timesheet screen appears with the current Pay Period loaded.
- Each shift defaults to your regular work hours.
- To accept each time record, click on each green check mark () next to the recorded time.

			💿 🖉 💓 💽 To acc	cess Dayforce at its best, log in from th	ne latest version of Chrome, Safari, Firel
Current			3	jul 5 - Jul 18, 202	• • 🜔
🖿 Load 📄 Save 🛛 🕀	Refresh 🔅 Options 🖛	Undo 🛛 😭 Redo 🕴 🚣 Author	ize 🍶 Unauthorize 🔂 R	ecalculate	
V Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * 0 [None] 10473 - Ganantial Servi * 10473 - Financial Servi * 10473 - Financial Servi * 10473 - Financial Servi * 10473 - Supervisor, Payroll * 10473 - Supervi	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual PY - Supervisor, Payroll V PY - Supervisor, Payroll V None] 10473 - Financial Servi V None] 10473 - Sinancial Servi V 10473 - Sinancial Servi Si	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi v 10473 - Financial Servi v 10473 - Gamma - Servi v 10473 - Sinancial Servi.	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11:00 PM - 1:00 PM Actual PY - Supervisor, Payroll PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * [None] 8:00 AM 11:00 PM 11:00 PM 4:00 PM	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE * PY - Supervisor, Payroll * (None] * 10473 - Financial Servi * (None] * 8:00 AM * 112:00 PM * 1100 PM * 4:00 PM *
	Total 0.00h	Total 0.00h	Total 0.00h	Total 0.00h	
+ -	Enter Comment Here	Enter Comment Here	Enter Comment Here	Enter Comment Here	Enter Comment Here

• Once all the green check marks have been clicked, click Save.

			💽 🏈 🤡 To acc	cess Dayforce at its best, log in from th	e latest version of Chrome, Safari, Fire
Current			3	jul 5 - jul 18, 2020	• • • •
🖿 Load 📑 Save 📀	Refresh 🛛 🏠 Options 📔 🚩 U	Jndo 🕥 Redo 🛛 🚣 Authori	ze 🦾 Unauthorize 🐻 Re	ecalculate	
✓ Pay Problems	Balances Audits Fav	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll It 12:00 PM 10473 - Financial Servi INone It 12:00 PM It 12:00 PM It 12:00 PM It 12:00 PM It 10:00 PM	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM Y1 12:00 PM - 1:00 PM HO/CS - FNCE PY - Supervisor, Payroll Y 10473 - Financial Servi 10473 - Financial Servi None] X 104073 - Financial Servi 104074 - Financial Servi 104075 - FNCE Total Total 7.00h Enter Comment Here	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM HO/CS - FNCE PY - Supervisor, Payroll Image: Comparison of the second secon	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11:200 PM - 1:00 PM Actual PY - Supervisor, Payroll PY - Supervisor, Payroll PY - Supervisor, Payroll PY - Supervisor, Payroll P(none) V It 2:00 PM It 1:00 PM It 1:00 PM It 1:00 PM Total Total Total	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM Y1 12:00 PM - 1:00 PM HO/CS - FNCE PY - Supervisor, Payroll O(None) Y 10473 - Financial Servi None None Y 100 PM 112:00 PM Y 100 PM Y Confirm end Total Total Financial Here

When you have been approved to work overtime, adjust the start/end times recorded for the shift and click Save. •

Current			3	Jul 5 - Jul 18, 2020	• • • • • • • • • • • • • • • • • • •
🖿 Load 📑 Save 😯	Refresh 🛟 Options ┢ 🕻	Jndo 🛛 📹 Redo 🕴 🚣 Author	rize 🦾 Unauthorize 🛃 R	lecalculate	
V Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11:00 PM - 1:00 PM Actual HO/CS - FNCE V PY - Supervisor, Payroll O(None) 10473 - Financial Servi None) 10473 - Financial Servi None) 10473 - Financial Servi None) 10473 - Financial Servi School Service Construct Service School Service	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * (None] 8:00 AM 4 11 1:00 PM 4 11 1:00 PM 4 11 1:00 PM 4 11 1:00 PM 4 12:00 PM 4 11 1:00 PM 4 11 1:00 PM 4 11 1:00 PM 4 11 1:00 PM 4 12:00 PM 4 11 1:00 PM 4 12:00 PM 4 12:00 PM 4 12:00 PM 4 13 1:00 PM 4 14 1:00 PM 4 15 1:00 P	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 10:200 PM - 1:00 PM Actual III HO/CS - FNCE V PY - Supervisor, Payroll III HO/CS - FNCE V IIII 100 PM IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * (None] 10473 - Financial Servi * 10473 - Fin	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 (2:00 PM - 1:00 PM Actual Image: Horizer Financial Servi PY - Supervisor, Payroll Image: Point Payroll Promet Image: Point Payroll Image: Point Payroll

- Overtime will default to overtime paid.
 If you wish to bank your overtime, please read the instructions provided under the Banking your Overtime section of this document.

• To record time off, like vacation, please read the instructions under the Time Away from Work Requests section of this document.

2. Adding Your Shifts – Scheduled Shifts on Different Days and Different Hours Each Week

Click on Employee Timesheet on the main menu bar.



Once the Employee Timesheet screen is displayed, click on the day that you need to enter a shift.

Current			3	July 19 - August 1, 2	020 🔹 🜔	
🚞 Load 📄 Save 😯 R	efresh 🏟 Options 🖛 U	Indo 🛛 📹 Redo 🕴 🚣 Authori	ze 🍶 Unauthorize 🗟 Re	ecalculate		
V Pay Problems	Balances Audits Fa	vorite Sets				
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25
			# -			

Click on the Add New Shift drop down menu arrow and select Add New Shift.

≡ #		Test Site (58.3) Employee Timesheet					
Current			3	July 19 - August 1, 2	.020 🔹 🜔		
🚞 Load 🛛 📄 Save 😯 R	efresh 🛟 Options 🖝 U	Jndo 🛛 📹 Redo 🕴 🚣 Authori	ze 🍰 Unauthorize 🛃 Re	calculate			
 Pay Problems 	Balances Audits Fa	vorite Sets					
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25	
			Add New Shift				
			Add New Pay A	djustment			

Key in the start time and the end time of your shift. Click on the green check marks as well.

Current			3	July 19 - August 1, 2	020 🔹 🜔	
🚞 Load 🛛 🖹 Save 😯 F	Refresh 🔅 Options ┢ U	Jndo 🛛 🔟 Redo 🕴 🚣 Authori	ize 🍰 Unauthorize 🐻 Re	ecalculate		
 Pay Problems 	Balances Audits Fa	vorite Sets				
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25
		Add New Shift	Actual Actual PY - Supervisor, Payroll FACE V PY - Supervisor, Payroll V IO None V IO Particle V Pone V Pone V Soo PM V Soo PM V Compart Compart Here V V V V V V V V V V V V V V V V V V			

Click Save to save your changes/updates.

Current			3	July 19 - August 1, 2	020 🔹 🜔	
🖿 Load 🖹 Save 😯 R	efresh 🔅 Options 🚩 l	Jndo 🛛 📹 Redo 📔 🚣 Author	ize 🍶 Unauthorize 🐻 Re	calculate		
 Pay Problems 	Balances Audits Fa	vorite Sets				
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25
			Actual PY - Supervisor, Payroll FNCE PY - Supervisor, Payroll Iteration Iteration			

Repeat the steps above to add all shifts worked on the pay period.

As this process doesn't allow to record lunch hours, enter two shifts for the day, if applicable.

🖿 Load 📄 Save 🔂 R	efresh 🔅 Options ┎ (Undo 🕤 Redo 🚣 Authori	ze 🎝 Unauthorize 🗟 Re	ecalculate		
 Pay Problems 	Balances Audits Fa	vorite Sets				
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25
			Preside Joby Junit 2: Preside Joby Junit 2: Preside Job Junit 2:			
< 0.00	0.00	0.00	₩ <u>▼</u> 47 × 7.00	0.00	0.00	0.00

3. Recording Project-Unit for the Projects that You Worked on During the Day

- All shifts default to the Project-Unit where you charge all or the majority of your time.
- To allocate your time to different Projects-Units, click on the arrow next to the Add/Edit transfer icon and select Add/Edit Transfer.

			3	Jul 5 - Jul 18, 2020	• • •
🚞 Load 🛛 📄 Save 😯 Refi	fresh 🌞 Options 🚩 U	Indo 🛛 🔟 Redo 🕴 🚣 Author	ze 🍶 Unauthorize 🗟 R	ecalculate	
 Pay Problems 	Balances Audits Fav	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM HO/CS - FNCE PY - Supervisor, Payroll I HO/CS - FNCE I HO/CS - FNCE I Nonej I 100 PM 8:00 AM 11 12:00 PM 6:00 PM 10473 - Financial Serví I 12:00 PM 8:00 AM 100 PM 100 PM 9:00h Enter Comment Here I + Y Add/Edit Trar	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE V PY - Supervisor, Payroll V 10473 - Financial Servi P(Inone) 10473 - Financial Servi P(Inone) 10473 - Financial Servi P(Inone) V 100 PM I 100 PM I 100 PM Total Total Total Supervisor	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM Y1 2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll 10473 - Financial Servi 112:00 PM 4 112:00 PM 4 112:00 PM 4 Total Total 7.00h Enter Comment Here	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE Y Y - Supervisor, Payroll 0 [None] 10473 - Financial Servi 10473 - Financial Servi 100 PM 100 PM	Scheduled PY - Supervisor, Payroll Stoo AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi v (None] 10473 - Financial Servi v (None] Total Total Total Finite Comment Here

• The Add/Edit Transfer screen will pop up. Click on Add to add as many rows as you need to record all the projects you may have worked on during the day. Click on the Project-Unit drop down menu, key in the Project-Unit number and select it. Once you are done, click OK.

Fransfer - Monday, Jul	16						×
➡ 8:00 AM	Location HO/CS - FNCE	Position PY - Supervisor, Payroll	Pay Code [None]	Project-Unit 10473 - Financial Servic	Task-SubTask [None]	CFN [None]	Comment
 ★ 1:00 PM ★ 3:30 PM 	HO/CS - FNCE V	PY - Supervisor, Pay *	[Same] v	10200 - Office Servic v	[Same] •	[Same] v	
6:00 PM					-		
						Add	OK Cancel

• Click Save to save your changes/updates.

Current			3	jul 5 - jul 18, 2020	• • ()
🖿 Load 📑 Save 😯 F	Refresh 🛟 Options ┢ U	Jndo 🕤 Redo 🚣 Author	ize 🦾 Unauthorize 🛃 R	ecalculate	
V Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled *** PY - Supervisor, Payroll 8:00 AM 8:00 AM * PY - Supervisor, Payroll * * * * *	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY Py - Supervisor, Payroll Py - Supervisor, Payroll </td <td>Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Su</td> <td>Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual Image: HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supervisor, Payroll PY - Supervisor, Payroll</td> <td>Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual Image: HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supe</td>	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Su	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual Image: HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supervisor, Payroll PY - Supervisor, Payroll	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual Image: HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supervisor, Payroll PY - Supervisor, Payroll Image: PY - Supe

4. Recording Tasks for the Projects that You Worked on During the Day

• To allocate your time to different Tasks, click on the arrow next to the Add/Edit transfer icon and select Add/Edit Transfer.

Current			0	July 5 - July 18, 20	20 🔹 🜔
🚞 Load 📄 Save 🛭 🗞 F	Refresh 🔅 Options 🖝 U	Jndo 🛛 Redo 🚣 Author	ize 🌛 Unauthorize 🛃 R	ecalculate	
V Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll II HO/CS - FNCE PY - Supervisor, Payroll II HO/CS - FNCE PY - Supervisor, Payroll II 10473 - Financial Servi II 100 PM Nonej II 100 PM II 100 PM II 100 PM Soon PM Soon PM Finter Comme Add/Edit Transfer III III III	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * 0 [None] 10473 - Financial Servi * 0 [None] 10473 - Financial Servi * 10473 - Financial Servi * 1	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi * None] 8:00 AM 10473 - Financial Servi * None] * 10473 - Financial Servi * 10473 - Financial Servi *	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE V PY - Supervisor, Payroll V 10473 - Financial Servi V 10473 - Financial Servi None 10473 - Financial Servi None 10473 - Financial Servi V 101200 PM 10473 - Financial Servi V 1050 10473 - Financial Servi V 10473 -	Scheduled PY - Supervisor, Payroll Stoo AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE V PY - Supervisor, Payroll V 10473 - Financial Servi V None V 10473 - Financial Servi V None V 10473 - Financial Servi V 112:00 PM V 12:00 PM V
	Add/Edit Tran	nsfer			

- The Add/Edit Transfer screen will pop up. Click on Add to add as many rows as you need to record all the tasks you may have worked on during the day. Click on the Task-SubTask drop down menu and select the task.
- Ensure to round your tasks to **15 minute intervals**, rounded to the nearest quarter of an hour.
- You have the option to key in additional notes on the Comment field.
- Once you are done, click OK.

•	8:00 AM			Location HO/CS - FNCE		Position PY - Supervisor, Payroll	Pay Code [None]	Project-Unit 10473 - Financial Servic	Task-SubTask Support - Internal Staff	CFN [None]	Comment
×	8:30 AM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Meetings - Team v	[Same] v	Payroll
×	9:00 AM	•	Þ	HO/CS - FNCE	Ŧ	PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Timesheets 🔻	[Same] v	
×	9:30 AM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay *	[Same] v	[Same] v	System Administration 🔻	[Same] v	
×	10:00 AM	•	Þ	HO/CS - FNCE	Ŧ	PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Reports 🛛 🔻	[Same] v	
×	10:30 AM	٩	Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	System Administration 🔻	[Same] v	
×	11:30 AM	•	Þ	HO/CS - FNCE	Ŧ	PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Timesheets v	[Same] v	
×	1:00 PM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - EEC v	[Same] v	
×	2:00 PM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - Benefits Ad v	[Same] v	
×	2:30 PM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Reports 🛛 🔻	[Same] v	
×	2:45 PM	•	Þ	HO/CS - FNCE	Ŧ	PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - Personnel T v	[Same] v	
×	4:00 PM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay *	Unpaid Work - Overti 🔻	[Same] v	Payroll - Timesheets v	[Same] •	
×	4:15 PM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay v	Unpaid Work - Overti v	[Same] v	Support - Internal Staff v	[Same] v	
4	4:30 PM										

• Click Save to save your changes/updates.

Current			3	July 19 - August 1, 2	2020 - 🔊
🚞 Load 📑 Save 😯 F	Refresh 🔅 Options 🚩 l	Undo 🕥 Redo 📔 🚣 Author	ize 🦾 Unauthorize 🐻 R	ecalculate	
Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual II HO/CS - FNCE PY - Supervisor, Payroll V PY - Supervisor, Payroll V PY - Supervisor, Payroll V Il 0473 - Financial Servi Support - Internal Staff Nonej Il 12:00 PM Il 12:00 PM 4:30 PM Total 7.50h	Scheduled ** PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM * HO/CS - FNCE * PY - Supervisor, Payroll * O [None] * Payroll - Timesheets * 8:00 AM * 11 12:00 PM * * * <	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY Support - Internal Staff Py - Support - Internal Staff Support - Support	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll processes	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll Support - Internal Staff PY - Supervisor, Payroll PY - OPM + P 2:00 PM + P Total 5:00h
	Total 7.50h ₩FH ₩F ★ ★ ★ ★	Total 7.75h WFH	Total 7.00h WFH - Rehire form testing	Total 8.00h WFH - Payroll processes	WFH - I

5. Statutory Holiday Worked and Paid

From the Main Menu Bar click on the Employee Timesheet Icon.



Once your timesheet is displayed, you will notice that statutory holiday pay defaults to statutory holiday not worked and paid.

To record a shif on a statutory holiday worked, add your shift by clicking on the drop down menu and select Add New Shift.

Current			3	August 2 - August 15,	, 2020 🔹 🜔
Load 📄 Save 😯 Re	efresh 🏠 Options 🖝 U Balances Audits Fav	Indo 🔄 Redo 🚣 Authori vorite Sets	ze 🌛 Unauthorize		
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
		Scheduled PY - Supervisor, Payroll B:00 AM - 4:00 PM B:00 AM - 4:00 PM H2:00 PM - 1:00 PM Image: Comparison of the second	Scheduled PY - Supervisor, Payroll B:00 AM - 4:00 PM 12:00 PM - 1:00 PM HO/CS - FNCE V HO/CS - FNCE V O [None] V Support - Internal Staff V Support - Internal Staff V 10473 - Financial Servi V Support - Internal Staff V 112:00 PM V 100 PM V Total 7.00h	Scheduled PY - Supervisor, Payroll PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Image: Scheduled Image: HO/CS - FNCE V PY - Supervisor, Payroll V Image: Scheduled V Image: Sche	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual Image: HO/CS - FNCE Y - Supervisor, Payroll Y - P - Supervisor, Payroll Y Supervisor, Payroll Y P - Supervisor, Payroll Y Supervisor,
	Add New Shift	Adjustment			

Click on Save to save your changes/updates.

Load 🛛 Save 💸 R	efresh 🏠 Options 🖝 U Balances Audits Fav	Indo 🛛 😭 Redo 📔 🚣 Authori vorite Sets	ize 🎝 Unauthorize		•
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7 10473 - Financial Servi [None] [None]
	Total	8:00 AM	8.00 AM < H 12.00 PM < H 12.00 PM < H 1.00 PM < H 1.00 PM < Total	8.00 AM	8:00 AM < H 1:00 PM < H 1:00 PM < H 4:00 PM < H Total
	Enter Comment Here	WFH	WFH	WFH	WFH
	PY - Supervisor, Payroll HO/CS - FNCE PY - Supervisor, Payroll O [None]				
	I0473 - Financial Servi Inone Inone Inone Inone Inone Inone				
	4:00 PM 4				
< 0.00	7.00	7.00	7.00	7.00	7.00

Employees whose jobs are classified between Bands 1 to 9 will be paid their regular wages plus time and a half or they will be paid their regular wages and they will bank their time at time and a half. To bank your time, follow the instructions below.

Employess whose jobs are classifed from Band 10 and above will be paid their regular wages plus a day in lieu. To bank your time, follow the instructions below.

6. Statutory Holiday Worked and Banked

Bands 1 to 9

Add a pay adjustment on the Statutory Holiday. The pay adjustment matches the number of hours worked on the Statutory Holiday.

Current			3	August 2 - August 15	, 2020 🔻 🜔
🖿 Load 📑 Save 😯 R	tefresh 🔅 Options 🚩 U	Jndo 🛛 Redo 🚨 Author	ize 🎝 Unauthorize		-
V Pay Problems	Balances Audits Fa	vorite Sets	-		
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	None]	D10473 - Financial Servi 🔻	10473 - Financial Servi •	10473 - Financial Servi •	10473 - Financial Servi
	♦ 8:00 AM	Bupport - Internal Staff 🔹 🔻	Support - Internal Staff 🔹 🔻	/None] 💌	/None]
	■ 12:00 PM ►	[None]	[None]	/None]	/None] 🔻
		♦ 8:00 AM	♦ 8:00 AM	♦ 8:00 AM	♦ 8:00 AM
		11 12:00 PM ∢ →	11 12:00 PM 4 +	12:00 PM 4 >	12:00 PM 4 >
		1:00 PM ▲ ▶	1:00 PM ▲ ▶	1:00 PM 🔺 🕨 🗶	1:00 PM 4 🕨
		4:00 PM ∢ ▶	4:00 PM ∢ ▶	4:00 PM 4	4:00 PM 4
	4.00h	7.00h	7.00h	7.00h	7.00h
	Enter Comment Here	WFH	WFH	WFH	WFH
	📫 🔽 🗱 👻 🗶				
	Add New Shift				
	Add New Pay Adjustmer	nt			
	HO/CS - FNCE V				
	PY - Supervisor, Payroll *				
	(None)				
	10473 - Financial Servi 🔻				
	[None]				
	[None]				
	➡ 1:00 PM < ►				

Fill in details and click OK.

Pay Adjustment - Monday, Aug 3					
Pay Adjustment Type	OT Banked 1.5 - Approved overtime banked at 1.5	T			
Position	PY - Supervisor, Payroll	•			
Net Hours	7.00 Hours				
Project-Unit	10473 - Financial Services-Staff (020-01)	•			
Task-SubTask	[None]	•			
CFN	[None]	•			
Comment	Statutory holiday worked and banked				
Reference Date	100				
	ОК	Cancel			

Click Save to save your changes/updates.

Current	lefresh 👌 Ontions 💌 I	Indo 🗨 Redo 🗌 🚣 Author	ize 🕹 Unauthorize	August 2 - August 15	, 2020 🔻 🜔
Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4 1 12:00 PM 4 1 1:00 PM 4 4:00 PM 4 Total 7:00h	Wednesday, Aug 5 1 12:00 PM 1 1:00 PM 4:00 PM + - Total 7:00h WFH	Thursday, Aug 6 1 12:00 PM + 1 1:00 PM + 4:00 PM + - - Total - 7:00h WFH	Friday, Aug 7 1 12:00 PM 4 1 1:00 PM 4 • •
	PY - Supervisor, Payroll () [) 10473 - Financial Servi [) 10473 - Financial Servi []<				
	Pay Adjustment OT Banked 1.5 7.00 Approved overtime (2) banked at 1.5				

Bands 10 and Above

Add a pay adjustment on the Statutory Holiday. The pay adjustment matches the number of hours worked on the Statutory Holiday.

Current			0	August 2 - August 15,	, 2020 🔻 🜔
🖿 Load 🛛 🖹 Save 😯 R	efresh 🐴 Options 🚩 L	Jndo 🕥 Redo 🚣 Author	ize 🎝 Unauthorize		•
✓ Pay Problems	Balances Audits Fa	vorite Sets			
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	[None]	10473 - Financial Servi	10473 - Financial Servi	10473 - Financial Servi	10473 - Financial Servi
	♦ 8:00 AM	Support - Internal Staff 🔹 🔻	Support - Internal Staff 🔹 🔻	/None]	/None] 🔻
	12:00 PM 🖪 🕨	/None] 💌	/None]	/None]	/None]
		♦ 8:00 AM	♦ 8:00 AM	♦ 8:00 AM <	♦ MA 00:8
		12:00 PM ▲ ▶	12:00 PM 4 +	12:00 PM 🔺 🕨	12:00 PM 4 >
		1:00 PM 4 🕨 🗙	11 1:00 PM 4 >	1:00 PM < >	1:00 PM ◀ ►
		4:00 PM 4	4:00 PM 4	4.00 PM	■ 4:00 PM ◀ ▶
	Total	Total	Total	Total	Total
	Enter Comment Here	WFH	WFH	WFH	WFH
	📫 🔽 🚅 👻 🗙				
	Add New Shift				
	Add New Pay Adjustmer	nt			
	HO/CS - FNCE				
	PY - Supervisor, Payroll V				
	(None) v				
	10473 - Financial Servi				
	[None]				
	[None]				
	➡ 1:00 PM <				

Fill in details and click OK.

Pay Adjustment	- Monday, Aug 3	×
Pay Adjustment Type	OT Banked 1.0 - Approved overtime banked at 1.0	•
Position	PY - Supervisor, Payroll	.
Net Hours	7.00 Hours	•
Project-Unit	10473 - Financial Services-Staff (020-01)	
Task-SubTask	[None]	•
CFN	[None]	•
Comment	Statutory holiday worked and banked	
Reference Date		
	ок	Cancel

Click Save to save your changes/updates.

Current			0	August 2 - August 15,	2020 • 🜔
 ■ Load ➡ Save ➡ R ➡ Pay ➡ Problems 	efresh 🔅 Options 🚩 U Balances Audits Fav	Indo 🛛 🕤 Redo 📔 🚣 Authori vorite Sets	ize 🍶 Unauthorize		
Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
Add New Shift	Total 4.00h Enter Comment Here PY - Supervisor, Payroll HO/CS - FNCE PY - Supervisor, Payroll O [None] 10473 - Financial Servi V (None] 100 PM 4 4.00 PM 4 - Total 3.00h Enter Comment Here	1 12.00 PM + 1 1:00 PM + 4:00 PM + Total 7.00h	1 12:00 PM 4 1 1:00 PM 4 4:00 PM 4 Total 7.00h	1 12:00 PM 4 P 1 1:00 PM 4 P 4:00 PM 4 P Total 7:00h WFH	11 12:00 PM 4 11 10:00 PM 4 4:00 PM 4 Total 7:00h WFH
	Pay Adjustment OT Banked 1.0 - 7.00 Approved overtime (2) banked at 1.0				

7. Reviewing Your Timesheet

After your timesheet is saved, you need to review the details on your timesheet to ensure it is accurate.

To review your timesheet, click on the Pay tab to expand the panel above your timesheet.



Review your weekly and biweekly totals. To navigate through this panel, use the side bars on your screen display.

Weekly	Week 1																					
Daily	Date	Location	Department	Job	CFN	Project-L	Unit Task-SubTask	k	REG	OT	от	OT 1.5	PREM	REM	/AC Bere	av Farr	ily UNP	AID OT Ba	OT Ba.	HOL1.0	J HOL1.5	HOL
	Mon, Jun 22	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Accounting - Journal Entri	ies (8 mo	re) 7.00								2	.00				^
tetros	Tue, Jun 23	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (3 more)	7.00								2	.00				
	Wed, Jun 24	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (.1 more)	7.00								2	.00				
	Thu, Jun 25	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (2 more)	7.00								2	.50				~
	<																					>
	<																					>
Bay	Problems	Dalanses Audite	Supplie Cate						_	_	_											>
Pay	Problems	Balances Audits	Favorite Sets													_						>
Pay	Problems Week 2	Balances Audits	Favorite Sets																			>
Pay /eekly	Problems Week 2 Date	Balances Audits	Favorite Sets Department	job	CFN	Project-Unit	Tesk-SubTesk	REG	от	OT (DT 1.5 PR	M PR	em va	Bereau	. Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5 H	OL2.0 Abse	> n_
Pay Reekly	Problems Week 2 Date Mon. Jun 29	Balances Audits	Favorite Sets Department Py	job Supervisor, Pagroli	CFN [None]	Project-Unit 10020-10473	Task SubTask Support - Internal Staff (2 more)	REG 7.00	от	OT (DT 1.5 PR	M PR	EM VA	Bereau	. Family	UNPAID 1.00	OT Be	OT Ba	HOL1.0	HOL1.5 H	IOL2.0 Abse	>
Pay reekly	Veek 2 Date Mon, Jun 29 Tue, Jun 30	Balances Audits Location HOICS - FICE - PY HOICS - FICE - PY	Favorite Sets Department PY PY	job Supervisor, Payroll Supervisor, Payroll	CFN [None] [None]	Project-Unit 10020-10473 10020-10473	Task-SubTask Support - Internal Staff (2 more) Support - Internal Staff (3 more)	REG 7.00 7.00	TO	ot (DT 1.5 PR	M PR	EM VA	Bereau	. Family	UNPAID 1.00 2.00	OT Be	OT Ba	HOL1.0	HOL1.5 H	IOL2.0 Abse	> 9^
Yeekiy aily itros	Problems Week 2 Date Mon, Jun 29 Tue, Jun 30 Wed, Jul 01	Balances Audits Location HO/CS - RICE - PY HO/CS - RICE - PY HO/CS - RICE - PY	Favorite Sets Department PY PY PY	job Supersion, Payroll Supersion, Payroll Supersion, Payroll	CFN [None] [None]	Project-Unit 10020-10473 10020-10473 [None]	Task-SubTask Support - Internal Statt (2 more) Support - Internal Statt (3 more) [None]	REG 7.00 7.00	TO	от (DT 1.5 PR	M PR	EM VA	Bereau	. Family	UNPAID 1.00 2.00	OT Ba	OT Ba	HOL1.0 I	HOL1.5 H	IOL2.0 Abse	> 9^

	∧ Pay	Problems	Balances Audits Fi	avorite Sets																							
1	Weekly	Total for Perio	đ																								^
1	Daily	Date	Location	Department	Job	CFN	Project-Unit	Task-SubTask	REG	OT	OT	OT 1.5	PREM	PREM	VAC	Bereav	Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5	HOL2.0	Absen	Bonus	Соп	
	atros		Total		Total				63.00									15.50			7.00						
1	ieu us																										
																					_					Y	
		<				_			_	_	_	_	_		_	_	_	_	_	_						>	~

To review daily details, click on Daily. To navigate through this panel, use the side bars on your screen display.

A Pay	Problems B	Balances /	Audits Favorite S	ets									
Weekly	Work Details												
Daily	Start	Time	End	Time	Location	Position	Pay Code	Pay Category	Hours	CFN	Project-Unit	Task-SubTask	
Retros	Mon. Jun 22	10:30 AM	Mon, Jun 22	12:00 PM	HO/CS - FNCE - PY	PY - Supervisor, Payroll	WRK	Reg	1.50	[None]	10020-10473	Support - Internal Staff	^
	Mon. Jun 22	12:00 PM	Mon, Jun 22	1:00 PM	HO/CS - FNCE - PY	PY - Supervisor, Payroll	MEAL	Unpaid	1.00	[None]	[None]	Support - Internal Staff	l
	Mon, Jun 22	1:00 PM	Mon, Jun 22	1:30 PM	HO/CS - FNCE - PY	PY - Supervisor, Payroll	WRK	Reg	0.50	[None]	10020-10473	Payroll - Timesheets	
	Mon, jun 22	1:30 PM	Mon, Jun 22	1:45 PM	HO/CS - FNCE - PY	PY - Supervisor, Payroll	WRK	Reg	0.25	[None]	10020-10473	System Administration	~

8. Authorizing your Timesheet for Management Approval

After your Timesheet is saved, you need to Authorize it for management approval.

To Authorize your Timesheet – click anywhere on on the first day and drag across the days to highlight and select them.

Click the Authorize button.

Repeat these steps for any remaining Unauthorized days.

Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HOXCS - FNCE PY - Supervisor, Payroll (None) None None 4:00 PM 4:00 PM 4:00 PM 5:00 AM Cotal Cot	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll () [None] 10473 - Financial Servi () [None] 8:00 AM < 11 2:00 PM < 11 00 PM < 4:00 PM < Total 7.00h Enter Comment Here	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi 10473	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 [None] 10473 - Financial Servi v 10473 - Financial Serv	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE V PY - Supervisor, Payroll 0473 - Financial Servi v 10473 - Financial Servi v

Once all days have been authorized, click Save to save your changes/updates.

Your Timesheet will now be submitted to your Manager for approval.



Banking Your Overtime

Once you have finished recording all your shifts, expand the Pay tab.

Note that Dayforce defautls to overtime paid rather than overtime banked.

Overtime is calculated on a weekly, not a daily basis. On this example, the employee is scheduled to work a 35 hour week. This employee worked an hour of overtime on Monday. Dayforce is recording an hour of of overtime on Friday. Overtime occurs after the employee has worked 35 hours for the week.

Date	Location	Department	Job	CFI	N Project-Un	it Task-SubTask	REG	от	от	OT 1.5	PREM	PREM	VAC	Bereav	Family	UNPAID	OT Ba	OT Ba	HOL
Wed, Jul 29	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[Non	e] 10020-1047	3 [None]	7.00									1.00			
Retros Thu, Jul 30	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[Non	e] 10020-1047	3 [None]	7.00									1.00			
Fri, Jul 31	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[Non	e] 10020-1047	3 [None]	6.00	1.00								1.00			
	Total		Total				35.00	1.00								5.00			
Friday, Jul 24	Saturday, Jul	25	Sunday, Jul 26	Monday, J	ul 27	Tuesday	, Jul 28		Wee	dnesday, Ju	ul 29		Thursd	day, Jul 3	0		Frida	7, Jul 31	
PY - Supervisor, Pay Sto O MA - 4:00 PM Actual HOICS - FNCE PY - Supervisor, Pay O (Rone) Support - Internal Sta (None) (Support - Internal Sta (None) (Support - Internal Sta (Suppor	vroll v v v v v v			PY - Supervisor, F Sto AM - 4:00 FM - 1:00 F Actual HorCs - FNCE PY - Supervisor, F (0 [None] PY - Supervisor, F (0 [None] [Non	Payroll Payroll v Payroll v v Servi v v b b		r, Payroll) PM ; Payroll al Servi		PY - Sup 8:00 AM 12:00 PM Actual - HO/CS PY - Sup [None] [None] [None] [None] [None] [None] [None] [None] [None] 10473 - [None] [None] [None] [None] [None] [None] 100 PM 1:00 PM Total -	a b a b b a b b c b c c c c c c c c c c c c c c c c	vroll	 P P 8: 112: P Q P P P Q P P P Q P P P Q P P P P Q P <	Y - Superv 200 AM - 4 200 PM - 1 200 PM - 1 200 PM - 1 200 PM - 1 200 PM - 2 200 PM	isor, Pay :00 PM :00 PM CE sor, Payro ncial Servi	v v v v v v v v	PY PY S:0 [1 12:0 [1	- Supervi 0 AM - 4: 0 PM - 1: ual vCS - FNC - Supervis me] 173 - Finan me] 100 AM 4 00 PM 4 00 PM 4 100	sor, Payrol D0 PM D0 PM D0 PM E cial Servi	×

To bank the overime, add a pay adjustment. Click on the Add New Shift drop down menu arrow and select Add New Pay Adjustment.

Ξ	E #			Employee Timesheet			
Curr	rent		0	July 19 - August 1, 2020	· •		
	Load 🖹 Save 😯 Refresh 🌼 Opti	ons 🚩 Undo 🕋 Redo 🚣	Authorize 🎝 Unauthorize				
~	Pay Problems Balances A	udits Favorite Sets					
	Friday, Jul 24 Sate	urday, Jul 25 Sunday, J	ul 26 Monday, Jul 27	Tuesday, Jul 28	Wednesday, Jul 29	Thursday, Jul 30	Friday, Jul 31
	Schendular PY - Supervisor, Payroll 800 AM - 600 PM H020 SPNCE H030 SPNCE PY - Supervisor, Payroll 0 [None] V 9 [0473 - Financial Servi		Cohesidad PY-Supervisor, Payroll Py-Supervisor, Payroll SoO AM - 400 PM 112:00 PM - 1:00 PM Actual HorOS - FIACE Y PY-Supervisor, Payroll PG Poroel Poroel Poroel Poroel Poroel Poroel Poroel Poroel POROEL V Boonel V	Schedded PY - Supervisor, Payroll S00 AM - 400 PM Actual It HOXCS-INCE IP - Supervisor, Payroll PY - Supervisor, Payroll IP (Nons) It HOXCS-INCE IP (Nons) It Box - Note It Box - Note IP (Nons) It 1200 PM 4 It 1200 PM 4	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 1:00 PM - 4:00 PM Actual IH 0X:05 = FNE PY - Supervisor, Payroll V PY - Supervisor, Payroll V INenci V INenci V INenci V INenci V INenci V IN 00 PM I 100 PM V	Sciencided PY - Supervisor, Payroll > 800 AII - 400 PM + 200 PM + 200 PM + H020S - FNCE PY - Supervisor, Payroll © [Mone] V © [Mone] © [None] © [None] 1 1200 PM 1 100 PM	Criticalad Pr-Supervisor, Payroll Por-Supervisor, Payroll Soo AN - 400 PM Actual HolCS-FNEE Pr-Supervisor, Payroll Pore Por-Supervisor, Payroll Soo AN - 4 Pore P
	2:00 PM 4 Total 5.00h WFH - PTFs additional information ft		5:00 PM 4 For the second se	■ 4:00 PM < ► — Total 7.00h WFH	4:00 PM F Total 7.00h WFH	■ 4:00 PM 4 ► Total 7.00h WFH	4:00 PM
•							Add New Pay Adjustment

Once the Pay Adjustment Screen pops up, select the OT Banked 1.0 – Approved overtime banked at 1.0 Pay Adjustment Type.

Pay Adjustment -	Friday, Jul 31	×
Pay Adjustment Type	Work - Regular paid time worked	
Position	1	٩
Net Hours	Work - Regular paid time worked	^
Project-Unit	Unpaid Work - Overtime worked and unpaid	
Task-SubTask	OT Banked 1.0 - Approved overtime banked at 1.0	
CFN	OT Banked 1.5 - Approved overtime banked at 1.5	
Comment	OT Bank Paid - Bank out lieu time previously accrued	
Reference Date	Vacation - Use of accrued vacation, full-time only	
	Vacation \$ - Use of accrued vacation, supplementary s	taff only
	Sick 100% - Sick day paid at 100%	
	Sick 75% - Sick day paid at 75% (FT only)	~
	<	\rightarrow

Complete recording the Pay Adjustment details and click OK.

Pay Adjustment ·	- Friday, Jul 31	×
Pay Adjustment Type	OT Banked 1.0 - Approved overtime banked at 1.0	
Position	DV Supervisor Payroll	
Net Hours		
Broject Lipit		•
Task SubTask		•
		•
CFN		•
Comment Defense Dete	Preparing OTPP reports to remit monthly contributions	
Reference Date	100	
	ОК	Cancel

Click Save to save your changes/updates.

Friday, Jul 24	Saturday, Jul 25	Sunday, Jul 26	Monday, Jul 27	Tuesday, Jul 28	Wednesday, Jul 29	Thursday, Jul 30	Friday, Jul 31
Scheduled Pr<-Supervisor, Payroll			Scheduled P - Supervisor, Payroll 5:00 AH - 4:00 PM 11200 PM - 1:00 PM HO/CS - FN/CE * HO/CS - FN/CE * P/ - Supervisor, Payroll * IP Monds * IP 1200 PM 4 * II 1200 PM 4 * Total 8.00h WFH *	Scheduled PY - Supervisor, Payroll B:0 AM - 400 PM H1 12:00 PM HOXCS - FNCE * PY - Supervisor, Payroll * IHOXCS - FNCE * P(Nene) * III 12:00 PM + b * III 12:00 PM + b * III 12:00 PM + b * Total 7.00h WFH *	Scheduled P P Y- Supervisor, Payroll 8:00 AM 8:00 AM 4:00 PM H 12:00 PM 1:00 PM HOUCS - FINCE V P (P- Supervisor, Payroll V III 1:00 PM IIII 1:00 PM IIII 1:00 PM IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Scheduled PY - Supervisor, Payroll PX - Supervisor, Payroll 5:00 AM - 4:00 PM T1 12:00 PM 1:00 PM HO/CS-FNCE * P (* Supervisor, Payroll * III 1:00 PM IIII * IV - Supervisor, Payroll * III 1:00 PM III 1:00 PM III 1:00 PM Total * Total 7:00h	Scheduled Y-Supervisor, Payroll Soo AN - 4:00 PM 11200 PM - 1:00 PM HordS-FRACE HordS-FRACE HordS-FRACE Prevel HordS-FRACE Prevel HordS-FRACE Prevel HordS-FRACE Hord
•							Pay Adjustment OT Banked 1.0 - 1 Approved overtime Abnked at 1.0

Your overtime has now been banked.

∧ Pa	y Problems	Balances Audits F	avorite Sets																						
Weekly	Week 2																								^
	Date	Location	Department	job	CFN	Project-Unit	Task-SubTask	REG	OT	от	OT 1.5	PREM	PREM	VAC	Bereav	Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5	HOL2.0	Absen	Bonus	Corr
Daily	Wed, Jul 29	HO/CS - FNCE - PY	PY	Supervisor, Payroli	[None]	10020-10473	[None]	7.00									1.00								^
Retros	Thu, Jul 30	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	7.00									1.00								
	Fri, Jul 31	HO/CS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	6.00									1.00	1.00							12
		Total		Total				35.00									5.00	1.00							~
	<																								>
																									100

To bank overitme at 1.5, repeat the same steps as above and select the OT Banked 1.5 – Approved overtime banked at 1.5 Pay Adjustment Type.

Pay Adjustment -	Friday, Jul 31	×		
Pay Adjustment Type	Work - Regular paid time worked			
Position		Q,		
Net Hours	Work - Regular paid time worked	^		
Project-Unit	Unpaid Work - Overtime worked and unpaid			
Task-SubTask	OT Banked 1.0 - Approved overtime banked at 1.0			
CFN	OT Banked 1.5 - Approved overtime banked at 1.5			
Comment	OT Bank Paid - Bank out lieu time previously accrued			
Beference Date	Vacation - Use of accrued vacation, full-time only			
Reference Date	Vacation \$ - Use of accrued vacation, supplementary staff on			
	Sick 100% - Sick day paid at 100%			
	Sick 75% - Sick day paid at 75% (FT only)			
	<	>		

Recording your Unpaid Work (Supervisory and Management Staff, Bands 10 and Above)

Supervisory and management staff are not entitled to overtime, but they are required to report all hours worked.

Click on the Edit/Transfer drop down menu arrow.

≡ ♠				Employee Times	sheet
Current			3	July 19 - August 1, 2	020 🔹 🜔
🖿 Load 🗎 Save 😯	Refresh 🔅 Options 🕼 Un	ndo 🛛 🔟 Redo 🕴 🚣 Authori	ze 🦾 Unauthorize		
V Pay Problems	Balances Audits Fav	orite Sets			
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24
	Scheduled PY - Supervisor, Payroll & 8:00 AM - 4:00 PM # H0/CS - FNCE # H0/CS - FNCE PY - Supervisor, Payroll © [None] * 10473 - Financial Servi * © [None] * 10473 - Financial Servi * © [None] * 10473 - Financial Servi * © [None] * 3:00 AM * 11 12:00 PM * 4:30 PM * 4:30 PM * Total 7.50h WFH * * * * *	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual H0/CS - FNCE Y - Supervisor, Payroll PY - Supervisor, Payroll Y - Supervisor, Payroll Y - Supervisor, Payroll Payroll - Timesheets Nonel 12:00 PM 8:00 AM 11:00 PM 4:45 PM Total 7.75h WFH	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11:2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll Image: Py - Py - Supervisor, Payroll Image: Py - Py - Supervisor, Payroll Image: Py - Py	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll It 100 PM - 1:00 PM Support - Internal Staff It 12:00 PM - Internal Staff It 100 PM - Internal Staff Stop PM - Internal Staff WFH - Payroll processes	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll 0 PY - Supervisor, Payroll 0 10473 - Financial Servi 10473 - Financial Servi Support - Internal Staff 11:00 PM 12:00 PM 11:00 PM 2:00 PM Total 5.00h WFH - PTFs additional information ft

Once the Edit/Transfer screen pops up, click on the Pay Code drop down menu arrow and select the Unpaid Work – Overtime Worked and Unpaid option and click OK.

•	8:00 AM			HO/CS - FNCE		Position PY - Supervisor, Payroll	[None]	10473 - Financial Servic	Support - Internal Staff	[None]	Comment
×	8:30 AM		×.	HO/CS - FNCE	T	PY - Supervisor, Pay v	[Same] v	[Same] v	Meetings - Team v	[Same]	Payroll
×	9:00 AM	•	×.	HO/CS - FNCE	Ŧ	PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Timesheets v	[Same]	
×	9:30 AM		Þ	HO/CS - FNCE		PY - Supervisor, Pay *	[Same] v	[Same] •	System Administration v	[Same]	
×	10:00 AM	•	Þ	HO/CS - FNCE		PY - Supervisor, Pay *	[Same] v	[Same] v	Payroll - Reports 🔹	[Same]	
×	10:30 AM		Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	System Administration v	[Same]	
×	11:30 AM	•	۱.	HO/CS - FNCE	v	PY - Supervisor, Pay V	[Same] v	[Same]	Payroll - Timesheets v	[Same]	
×	1:00 PM	•	×.	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - EEC v	[Same]	•
×	2:00 PM		×.	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - Benefits Ad v	[Same]	
×	2:30 PM		Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - Reports v	[Same]	•
×	2:45 PM		Þ	HO/CS - FNCE		PY - Supervisor, Pay v	[Same] v	[Same] v	Payroll - Personnel T v	[Same]	•
×	4:00 PM	•	×.	HO/CS - FNCE		PY - Supervisor, Pay *	Unpaid Work - Overti 🔻	[Same] 🔻	Payroll - Timesheets v	[Same]	
×	4:15 PM		×.	HO/CS - FNCE		PY - Supervisor, Pay v	Unpaid Work - Overti v	[Same] v	Support - Internal Staff v	[Same]	•
4	1:30 PM										

Click Save to save your changes/updates.

Current			3	July 19 - August 1, 2	.020 🔹 🜔
Load Save C F	Refresh 🔅 Options 🖝 U	Jndo 🕥 Redo 🚣 Author	ize 🌛 Unauthorize		
Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24
	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM Actual PY - Supervisor, Payroll V (None) 10473 - Financial Servi V Support - Internal Staff V 8:00 AM + H 11 12:00 PM + H 11	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll 10473 - Financial Servi Payroll - Timesheets 8:00 AM 112:00 PM 4:45 PM 11:00 PM - Total 7.75h WFH	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 11 2:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll 10 H0/CS - FNCE PY - Supervisor, Payroll 10 H0/CS - FNCE PY - Supervisor, Payroll Support - Internal Staff Hoo PM Loo PM Total Total Total WFH - Rehire form testing	Scheduled PY - Supervisor, Payroll 8:00 AM - 4:00 PM 112:00 PM - 1:00 PM Actual HO/CS - FNCE PY - Supervisor, Payroll PY - Supervisor, Payroll 10473 - Financial Servi Support - Internal Staff Stop PM 100 PM Stop PM 100 PM 5:00 PM Total 8.00h WFH - Payroll processes	Scheduled PY - Supervisor, Payroll B:00 AM - 4:00 PM H1 2:00 PM - 1:00 PM Actual H0/CS - FNCE H0/CS - FNCE V PY - Supervisor, Payroll V G [Pone] V Support - Internal Staff V B:00 AM V I: 1:00 PM V I: 2:00 PM V Total 5.00h WFH - PTFs additional information fx

Retrieving your Pay Stubs

To retrive your pay stubs, from the main menu bar, click on the Earnings icon.



The Earnings Statements screen will be displayed. Pay stubs are grouped by month. The most recent pay period is displayed at the top.

Earning Statements Year End Forms			
From: 1728/2019 📾 To: 8/28/2020 📾 🖤 Filter 🖶 Print			26 State
Earning Statement	Pay Date	Туре	Net Pay
⁴ June 2020			
TORONTO AND REGION CONSERVATION AUTHORITY - #CU051120	6/26/2020	Normal	
TORONTO AND REGION CONSERVATION AUTHORITY - #CT390115	6/12/2020	Normal	
May 2020			
April 2020			
March 2020			
February 2020			
January 2020			
December 2019			

To view details, click on the link for the pay stub.

Earning Statements Year End Forms	
From: 7/26/2019 🖮 To: 8/26/2020 🖮 🔻 Filter 🔒 Print	
Earning Statement	Pay Date
4 June 2020	
TORONTO AND REGION CONSERVATION AUTHORITY - #CU051120	6/26/2020
TORONTO AND REGION CONSERVATION AUTHORITY - #CT390115	6/12/2020

The pay stub fly will open. You don't need to print pay stubs, they are stored in Dayforce and you can access them anytime.



For your convenience, you can use the filter to access the pay stubs for a specific period of time.

Earning Statements	Year End Forms	
From: 5/1/2019	m To: 5/31/2019	🛗 🔻 Filter 🖶 Print
		Earning Statement
May 2019		
	AND REGION CONSERVATION AUT	THORITY - #BX686076
	AND REGION CONSERVATION AUT	THORITY - #BX066449
	AND REGION CONSERVATION AUT	THORITY - #BW435733

Retrieving your Balances

There are several places where you can access your balances.

• From the Home Page

Click on the Balances icon.



The remaining balance reflects your balances, including future dated approved and pending transactions.

• From Your Pay Stub

From the main menu bar, click on the Earnings icon.



Click on the link to access your last pay stub. The most recent pay stub is at the top of the list.

≡ # Ear	hings						
arning Statements Year End Forms							
From: 7/28/2019 💼 To: 8/28/2020 💼 🔻 Filter 🖨 Print							
Earning Statement	Pay Date						
□ ⁴ July 2020							
TORONTO AND REGION CONSERVATION AUTHORITY - #CV479923	7/24/2020						
TORONTO AND REGION CONSERVATION AUTHORITY - #CU765022	7/10/2020						

Once your pay stub is displayed, your balances can be found under the accrual and balances portion of your pay stub, at the bottom of it.

The balances reflect your balances, including all transactions up to the last day of the pay period. The dates are located at the top of your pay sutb.

Summ	any Sta	tomont				
		Toronto and Region Conservation Authority	Employee Name: Employee #: Employee Address:	Pay Date: Pay Period: Sequence #: Pay Frequency: Pay Rate:	7/24/2020 7/5/2020 - 7/18/2020	
	Employer Name: Employer Address:	TORONTO AND REGION CONSERVATION AUTHORITY 5 Shoreham Drive Downsview. ON M3N1S4	Department: Job Title:	Fed Total Claim: Fed Add Tax: Prov Total Claim:		

Accruals & Balances										
OT Bank Balance:	Hours			OT Bank Taken:	Hours					
Vacation - Hours Balance:	Hours	Vacation - Hours Accrued:	Hours							
Sick - Hours Balance:	Hours									
Float - Hours Balance:	Hours									

• From Time Away List

From the main menu bar, click on the Time Away List icon.



Once the Time Away List is displayed, expand the balances screen.

≡		Time Away List
+	Request New Time Off	
~	Balances	

The date defaults to 'today's date'.

The remaining balance reflects your balances, including future dated approved and pending transactions.

If you wish to calculate what your vacation balance will be at a certain date, use the calendar. For example, if you wish to know what your vacation balance will be on September 30, 2020, select that date on the calendar. Your remaining balance will be adjusted accordingly.

= *				Time Away Lis	st
+ Request New Time Off					
∧ Balances					
Summary	Туре	Unit	Start	End	
Expiring Transactions	Family Responsibility - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020	
As of 9/30/2020 🛗	Float - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020	
	OT Bank	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020	
	Sick - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020	
	Vacation - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020	

Submitting Time Away from Work Requests

From the main menu bar, click on the Time Away List icon.

Image: Second second

Once the Time Away List screen is displayed, click on Request New Time Off.



Once the Create Time Off Request screen is displayed, select the following:

- Reason
- Start Date
- End Date
- Type of Request
 - a. All Day
 - b. Partial Day
- Employee Comments, optional

For your convenience, remaining balances are also displayed on this screen.

Double check your request to ensure that it is accurate, then click on Submit for approval.

All day Request

This option can be used for a day or several days.

If a statutory holiday falls in between your planned holidays, you must submit two request. One request for the days that fall before the statutory holiday and another request for the days that fall after the statutory holiday.

	Create	e Time Off Request	:			
Time Requested: 35.00 Hours				Sta	atus: 🗘 P	endin
Reason Vacation - Use of accrued vacation, full-time only Type of Request All Day	Start	8/10/2020 💼	End	8/14/2020		
				Туре	Remaining	Uni
				OT Bank	89.75	Hour
				Vacation - Hours	316.32	Hour
				Sick - Hours	70	Hour
				Float - Hours	14	Hour
mployee Comments						
Balances						~
					Submit	Close

• Partial Day Request

Reason	tion follow and a	Start	8/40/2020	End	8/40/2020 101		
Type of Request All Day Partial Day	1:00) PM 🕑	4:30 P	M	Type	Remaining	Uni
					OT Bank	89.75	Hour
					Vacation - Hour	s 347.82	Hour
					Sick - Hours	70	Hour
					Float - Hours	14	Hour
imployee Comments							

Each Time Away Request will be stampped with a status.

You can also click on the drop down menu arrow to display the details for each Time Away Request.

🕂 Pending	
Approved	-
😢 Denied	
😢 Cancellatio	on Pending
Canceled	

	+ Reque	Request New Time Off				
	✔ В	alances				
•		Monday, August 10, 2020 Requested Vacation - Use of accrued vacation, full-time only Tuesday, July 28, 2020	Manager	3.50 hours	• Pending	~
•		Monday, November 04, 2019 Requisited Vacation - Use of accrued vacation, full-time only Tuesday, January 15, 2019	Manager Pamela Papadopoulos	5 days	Approved	

Cancelling Time Away from Work Requests

From the main menu bar, click on the Time Away List icon.

200	ۊ <u></u>	X	*	
Employee Timesheet	Earnings	Time Away List	Performance	Forms

Once the Time Away List screen is displayed, all Time Away from Work Requests will be listed from the most recent date.

Select the Time Away from Work Request to be cancelled by clicking on the drop down menu of the Request that you wish to cancel.

≡	A	PreProd Site (58.3) Time Away List		🛎 ር 🛛 📬 🛈 ፣
+	Request New Time Off		Select Status to Filter: Display All	v
~	Balances			
•	Monday, August 10, 2020 Requested No Vacation - Use of accrued vacation, full-time only Tuesday, July 28, 2020	3.50 hour	S Pending	~
•	Monday, November 04, 2019 Requested Monday, November 04, 2019 Requested Section - Use of accrued vacation, full-time only Tuesday, January 15, 2019 Patron -	reger mela Papadopoulos 5 day	S Approved	~

Once the screen details are displayed, click on Cancel Request.

Monday, November 04, 2019 Requested Vacation - Use of accrued vacation, full-time only Tuesday, Ja	Manager Inuary 15, 2019 Pamela Papa	idopoulos				5 da	ys	Approved
Time Off Details								
	Time Requested: 35.00 Hours							
	Reason Vacation - Use of accrued vacation, full-time only	Start 11/4/2019	End 11/	8/2019				
	Type of Request All Day Partial Day							
				Type P	emaining	Unit		
				Vacation - Hours	270.56	Hours		
				Sick - Hours	70	Hours		
				Float - Hours	7	Hours		
	Employee Comments							
	Cancel Request			Su	bmit	Close		

Your request is now pending for management approval.

:	= #	PreProd Site (58.3) Time Away List		# Q Ø	🦦 🛈 •
E	Request New Time Off		Select Status to Filter	Display All	
•	Balances				
	Monday, August 10, 2020 Repursted Vacation - Use of accrued vacation, full-time only Tuesday, July 28, 2020	Manager	3.50 hours	• Pending	·)
	Monday, November 04, 2019 Reputed Vacation - Use of accrued vacation, full-time only Tuesday, January 15, 2019	Manager Pamela Papadopoulos	5 days	Cancellation Pending	~

Updating your Personal Information

From the main menu bar click on forms.

200	.	*	*	
Employee Timesheet	Earnings	Time Away List	Performance	Forms

Once the Forms page is displayed, click on the appropriate form to upate your personal information.

≡ *	Forms
	My Form Submissions
	Search Reset
	Address Contact Details Direct Deposit Emergency Contacts In Ame and Marital Status Print Statement Acknowledgement
	Tax forms (2)
	E) Federal TD1 - 2020 Ê) Province/State Tax Form

On all forms, complete the following steps:

- Click on Add to create a new record
- Fill in details
- Submit for processing

Adress Change Sample Form

Address					
Address					
Address Inform	ation				
🕂 Add 🗶 I	Delete				
Туре*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4
					^
<		_			>
Supporting Doc Please attach add	uments litional details if d	esired.			
There is no valid document type for this user.					
Comment	it to the employee	's file.			
		🗎 s	ave Draft 🛛 🖌 S	ubmit Cancel	🖶 Print

Updating your Tax Forms

From the main menu bar click on Forms.

200	ال	X	*	
Employee Timesheet	Earnings	Time Away List	Performance	Forms

Once the Forms page is displayed, click on the Federal and Provincial Tax Forms to upate your Personal Tax Credits Returns.

≡ #	Forms
	My Form Submissions 🛟
	Available Forms
	Search Forms Search
	Personal (6)
	Address Contact Details Direct Deposit Direct Deposit Emergency Contacts Name and Marital Status Print Statement Acknowledgement
	▲ Tax forms (2)

On both Forms, complete the following steps:

- Fill in all applicable fields
- Sign
- Submit for processing

Federal Tax Form Sample

Federal TD1 - 2020			X
Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount	or territory of residence. Your employer or of your tax deductions.		^
If you are claiming the basic personal amount only , your employer or payer will deduct provincial or territorial taxes basic personal amount.	after allowing the provincial or territorial		
Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2020, you may be ab Form TD1SK, 2020 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1S personal amount on this form.	le to claim the child amount on K even if you are only claiming the basic		
Deduction for living in a prescribed zone			
If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed northern zone for more than six mon you can claim any of the following:	ths in a row beginning or ending in 2020,		
 \$11.00 for each day that you live in the prescribed northern zone 			
 \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction 	\$		
Employees living in a prescribed intermediate zone can claim 50% of the total of the above amounts. For more information, go to canada ca/taxes-northern-residents			
To more more momental or to the test of the more more than the decision			
Additional tax to be deducted	ampleument		
From they want to have more tax deducted from each payment, especially in you receive other income, including non- income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much file your income tax and benefit return. To choose this option, state the amount of additional tax you want to have de each payment. To change this deduction later, fill out a new Form TD1.	tax when you \$ 50.00		
Reduction in tax deductions			
You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or not on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or emplo tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, R Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer your employer deducts RRSP contributions from your salary.	n-refundable tax credits that are not listed yment expenses, charitable donations, and equest to Reduce Tax Deductions at r. You do not need a letter of authority if		
Forms and nublications			
To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.			
Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act an administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed to purposes of of and collection of a tax or duy. It may also be disclosed to other federal, provincial, territorial or foreign government institutions to the information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Person at <u>canada.ca/cra-Info-source</u> .	d related programs and activities including her federal acts that provide for the imposition extent authorized by law. Failure to provide this r personal information, request correction, or file al Information Bank CRA PPU 120 on Info Source	-	
Certification —		1	
I certify that the information given on this form is correct and complete.			
Neur simplifue gass here	Deta 2020/07/20		
Signature Tour signature goes here It is a serious offence to make a false return.	Date 2020/07/28		
	Page 2 of 2	2	
Comment			
	🗸 Submit 🛛 Cancel 🚍	Print	

Retrieving your Benefit Coverage

Click on the Main Menu on the Home Page.

E #	Test Site (58.3) Home						# Q 🛛 😼 🛈 •
	Ericka Mirano PY - Supervisor, I Profile & Settings	la Payroll					
	20		X	*			
	Timesheet	Earnings	Time Away List	Penormance	Forms	O Edit	

Click on Benefits

ñ	Home			
۰ 🌡	Work			
្ទីខ្លា	Earnings			
€	Benefits			
•	Profile & Settings			
20	Employee Timesheet			
*	Performance			
Q	Careers			
2	Learning			

Click on Current Elections.

You can click on the side arrow to display coverage details.

Overview	Current Elections	Forms	History		
				Health	
					Employer
				Effective Start	\$24.76
				Effective Start	\$24.76