

Dayforce – Employee User Guide

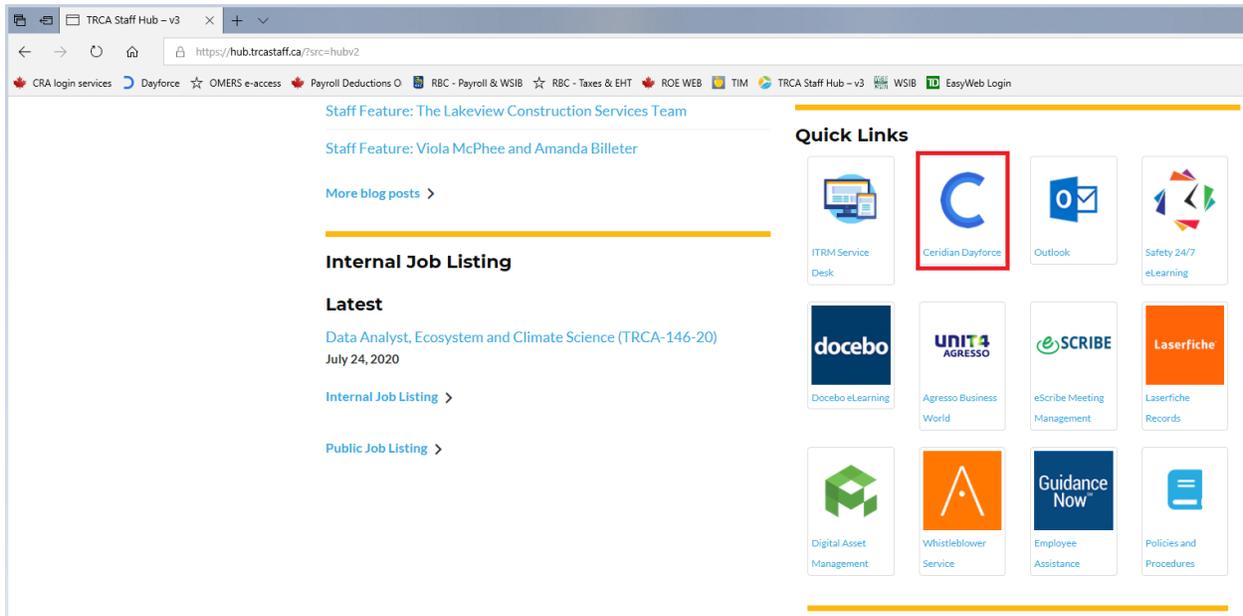
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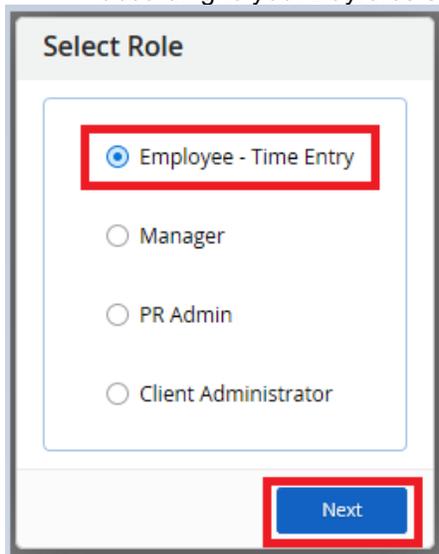
Logging into Dayforce

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

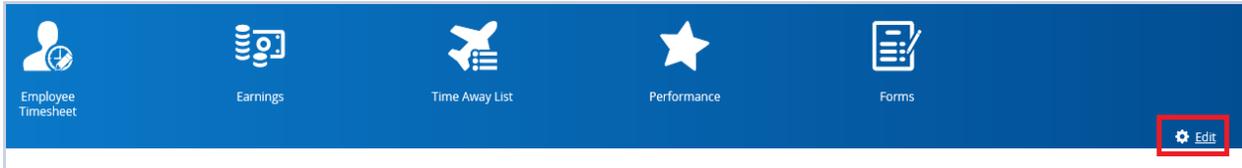


- You can also launch Dayforce by clicking on the following link:
<http://dayforce.trcastaff.ca/>
- The Select Role pop up box appears. Select Employee – Time Entry or Employee Clock, according to your Dayforce settings. Click Next.

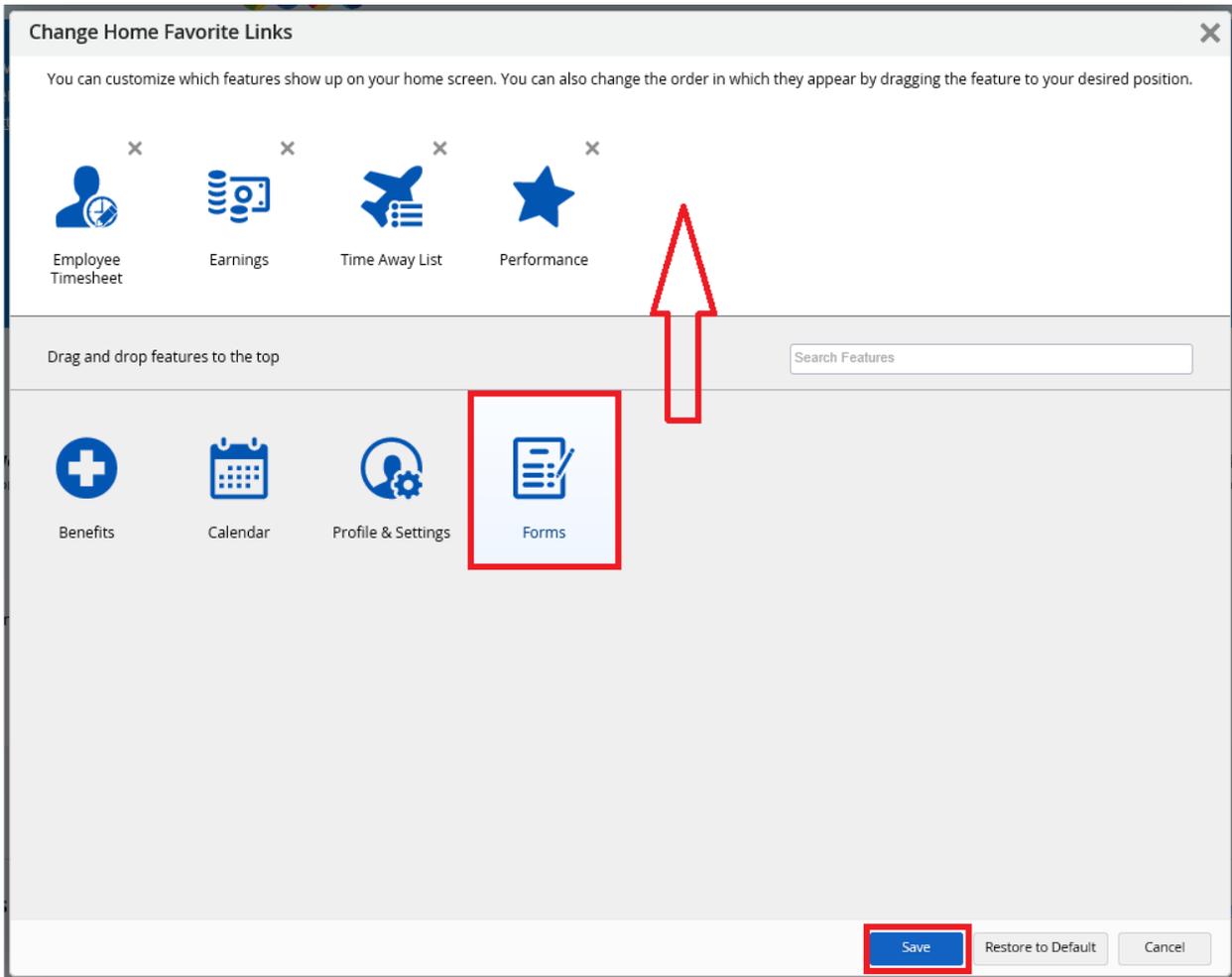


Customize Your Main Menu Bar

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



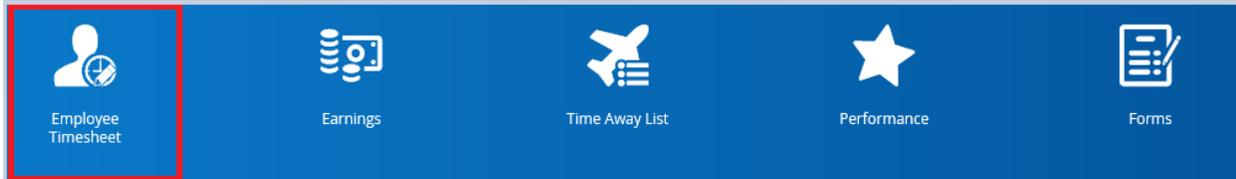
- Drag and drop features to the top and click Save.



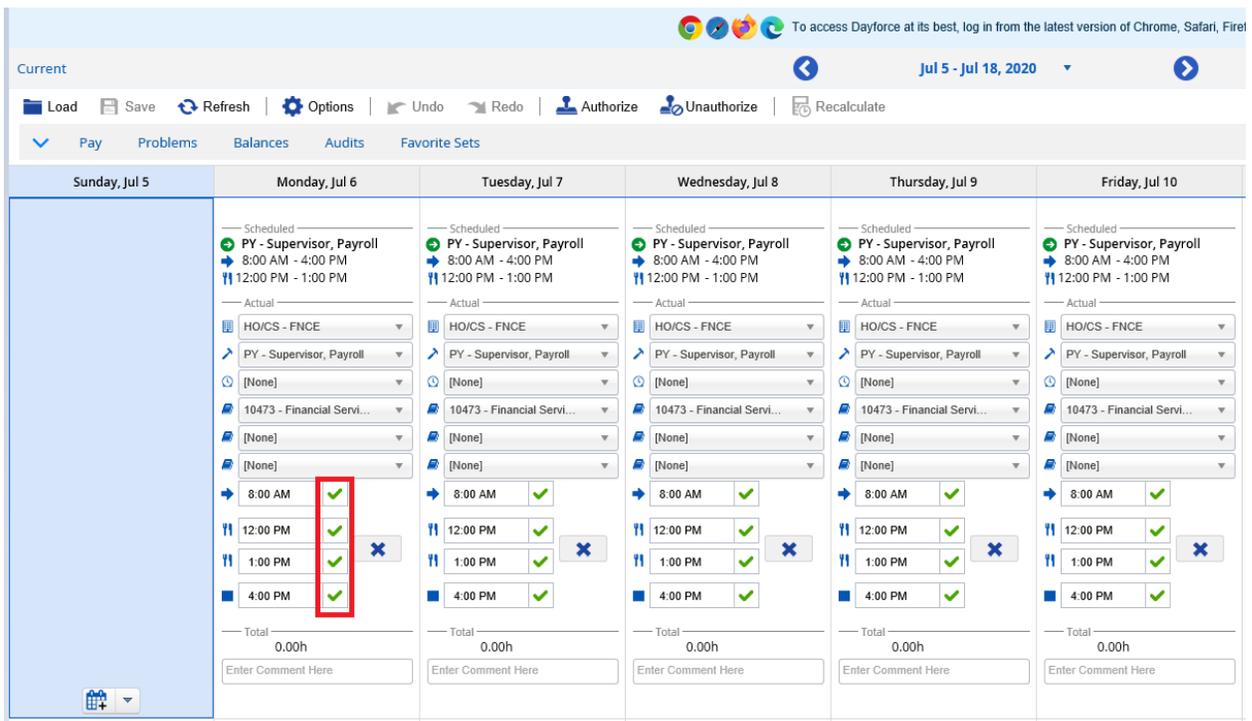
Completing Your Timesheet

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.



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

Current Jul 5 - Jul 18, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	<p>Scheduled</p> <p>PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM</p> <p>Actual</p> <p>HO/ICS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <p>PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM</p> <p>Actual</p> <p>HO/ICS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <p>PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM</p> <p>Actual</p> <p>HO/ICS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <p>PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM</p> <p>Actual</p> <p>HO/ICS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <p>PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM</p> <p>Actual</p> <p>HO/ICS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>

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

Current Jul 5 - Jul 18, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

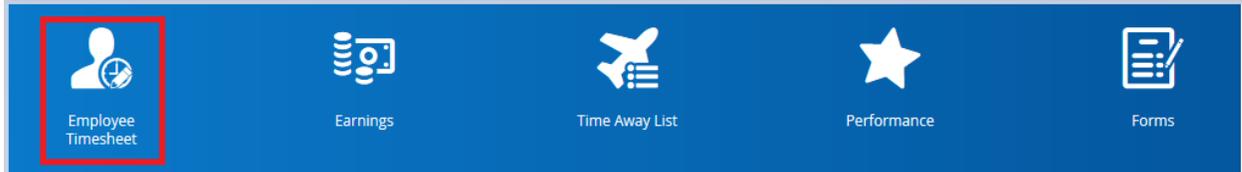
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- Overtime will default to overtime paid.
- If you wish to bank your overtime, please read the instructions provided under the Banking your Overtime section of this document.

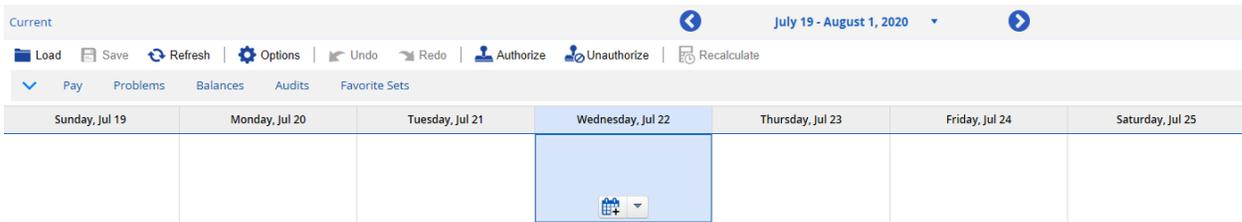
- To record time off, like vacation, please read the instructions under the Time Away from Work Requests section of this document.

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

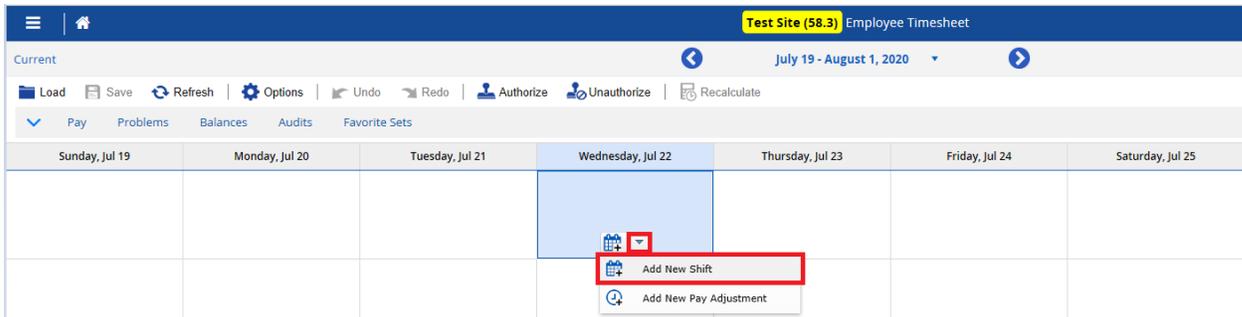
Click on Employee Timesheet on the main menu bar.



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



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



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

Current July 19 - August 1, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite 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 (None) 10473 - Financial Servi... (None) (None) 9:00 AM ✓ 5:00 PM ✓ Total: 0.00h Enter Comment Here Add New Shift			

Click Save to save your changes/updates.

Current July 19 - August 1, 2020

Load **Save** Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite 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 (None) 10473 - Financial Servi... (None) (None) 8:00 AM 12:00 PM Total: 4.00h Enter Comment Here			

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.

Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24	Saturday, Jul 25
			<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate </div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 5px;"> Pay Problems Balances Audits Favorite Sets </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> PY - Supervisor, Payroll [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 10473 - Financial Servi... [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> [None] [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 8:00 AM 12:00 PM </div> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;"> Total 4.00h </div> <div style="font-size: 0.7em; margin-top: 5px;"> <input type="text" value="Enter Comment Here"/> </div> </div> </div>			
			<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Actual </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> PY - Supervisor, Payroll FNCE </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> PY - Supervisor, Payroll [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 10473 - Financial Servi... [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> [None] [None] </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1:00 PM 4:00 PM </div> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;"> Total 3.00h </div> <div style="font-size: 0.7em; margin-top: 5px;"> <input type="text" value="Enter Comment Here"/> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> + - X </div> </div>			
0.00	0.00	0.00	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.

Current Jul 5 - Jul 18, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
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Add/Edit Transfer

- 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.

Transfer - Monday, Jul 6

	Location	Position	Pay Code	Project-Unit	Task-SubTask	CFN	Comment
8:00 AM	HO/CS - FNCE	PY - Supervisor, Payroll	[None]	10473 - Financial Servi...	[None]	[None]	
1:00 PM	HO/CS - FNCE	PY - Supervisor, Pay...	[Same]	10200 - Office Servic...	[Same]	[Same]	
3:30 PM	HO/CS - FNCE	PY - Supervisor, Pay...	[Same]	13420 - Human Res...	[Same]	[Same]	
6:00 PM							

Add OK Cancel

- Click Save to save your changes/updates.

Current Jul 5 - Jul 18, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll <ul style="list-style-type: none"> 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM 12:00 PM 1:00 PM 4:00 PM</p> <p>Total: 9.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll <ul style="list-style-type: none"> 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM 12:00 PM 1:00 PM 4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll <ul style="list-style-type: none"> 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM 12:00 PM 1:00 PM 4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll <ul style="list-style-type: none"> 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM 12:00 PM 1:00 PM 4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll <ul style="list-style-type: none"> 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM 12:00 PM 1:00 PM 4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>

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 July 5 - July 18, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

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- 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.

Transfer - Monday, Jul 20

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

4:30 PM

Add OK Cancel

- Click Save to save your changes/updates.

Current July 19 - August 1, 2020

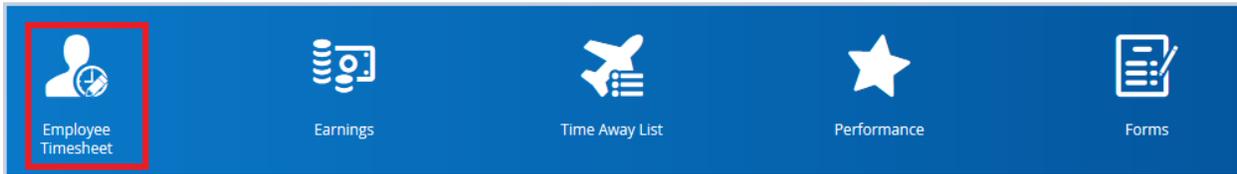
Load Save Refresh Options Undo Redo Authorize Unauthorize Recalculate

Pay Problems Balances Audits Favorite Sets

Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24
	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:30 PM <p>Total 7.50h</p> <p>WFH</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Payroll - Timesheets [None] 8:00 AM 12:00 PM 1:00 PM 4:45 PM <p>Total 7.75h</p> <p>WFH</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 1:00 PM 2:00 PM 4:00 PM <p>Total 7.00h</p> <p>WFH - Rehire form testing</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 5:00 PM <p>Total 8.00h</p> <p>WFH - Payroll processes</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 1:00 PM 2:00 PM 2:00 PM <p>Total 5.00h</p> <p>WFH - PTFs additional information f</p>

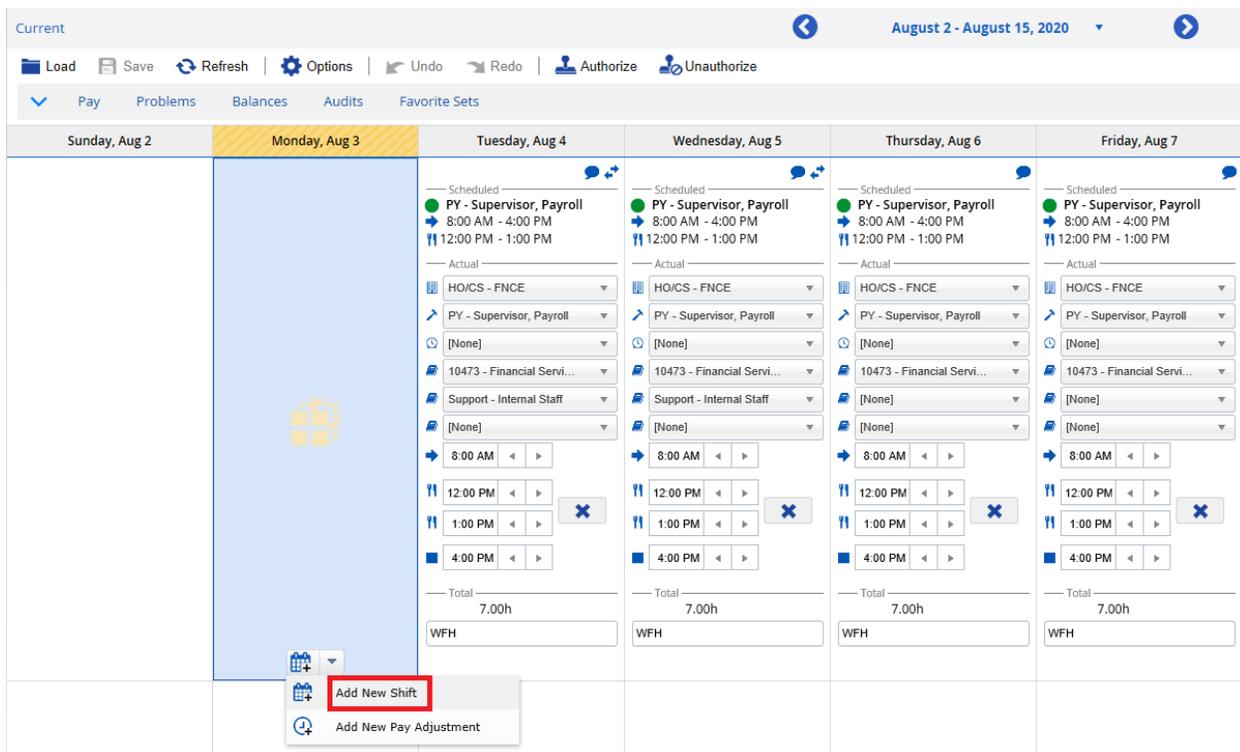
5. Statutory Holiday Worked and Paid

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



Click on Save to save your changes/updates.

Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> [None] 8:00 AM < > </div> <div style="display: flex; justify-content: space-between;"> 12:00 PM < > </div> <div style="margin-top: 10px;"> <p>— Total — 4.00h</p> <p>Enter Comment Here</p> </div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> 10473 - Financial Servi... Support - Internal Staff </div> <div style="display: flex; justify-content: space-between;"> [None] 8:00 AM < > </div> <div style="display: flex; justify-content: space-between;"> 12:00 PM < > 1:00 PM < > </div> <div style="display: flex; justify-content: space-between;"> 4:00 PM < > </div> <div style="margin-top: 10px;"> <p>— Total — 7.00h</p> <p>WFH</p> </div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> 10473 - Financial Servi... Support - Internal Staff </div> <div style="display: flex; justify-content: space-between;"> [None] 8:00 AM < > </div> <div style="display: flex; justify-content: space-between;"> 12:00 PM < > 1:00 PM < > </div> <div style="display: flex; justify-content: space-between;"> 4:00 PM < > </div> <div style="margin-top: 10px;"> <p>— Total — 7.00h</p> <p>WFH</p> </div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> 10473 - Financial Servi... [None] </div> <div style="display: flex; justify-content: space-between;"> 8:00 AM < > </div> <div style="display: flex; justify-content: space-between;"> 12:00 PM < > 1:00 PM < > </div> <div style="display: flex; justify-content: space-between;"> 4:00 PM < > </div> <div style="margin-top: 10px;"> <p>— Total — 7.00h</p> <p>WFH</p> </div> </div>	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> 10473 - Financial Servi... [None] </div> <div style="display: flex; justify-content: space-between;"> 8:00 AM < > </div> <div style="display: flex; justify-content: space-between;"> 12:00 PM < > 1:00 PM < > </div> <div style="display: flex; justify-content: space-between;"> 4:00 PM < > </div> <div style="margin-top: 10px;"> <p>— Total — 7.00h</p> <p>WFH</p> </div> </div>
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.

Employees whose jobs are classified 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 August 2 - August 15, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize

Pay Problems Balances Audits Favorite Sets

Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	[None] 8:00 AM 12:00 PM Total: 4.00h Enter Comment Here	10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... [None] [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... [None] [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH

HO/CS - FNCE
 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

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:

Click Save to save your changes/updates.

Current August 2 - August 15, 2020

Load **Save** Refresh Options Undo Redo Authorize Unauthorize

Pay Problems Balances Audits Favorite Sets

Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	<p>Total: 4.00h</p> <p>Enter Comment Here</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>
	<p>Actual</p> <p>PY - Supervisor, Payroll</p> <p>HO/CS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 3.00h</p> <p>Enter Comment Here</p>				
	<p>Pay Adjustment</p> <p>OT Banked 1.5 - 7.00</p> <p>Approved overtime banked at 1.5</p>				

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 August 2 - August 15, 2020

Load Save Refresh Options Undo Redo Authorize Unauthorize

Pay Problems Balances Audits Favorite Sets

Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	[None] 8:00 AM 12:00 PM Total: 4.00h Enter Comment Here	10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... [None] [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH	10473 - Financial Servi... [None] [None] 8:00 AM 12:00 PM 1:00 PM 4:00 PM Total: 7.00h WFH

HO/CS - FNCE
 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 1.0 - 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:

Click Save to save your changes/updates.

Current August 2 - August 15, 2020

Load **Save** Refresh Options Undo Redo Authorize Unauthorize

Pay Problems Balances Audits Favorite Sets

Sunday, Aug 2	Monday, Aug 3	Tuesday, Aug 4	Wednesday, Aug 5	Thursday, Aug 6	Friday, Aug 7
	<p>Total: 4.00h</p> <p>Enter Comment Here</p> <p>Actual</p> <p>PY - Supervisor, Payroll</p> <p>HOVCS - FNCE</p> <p>PY - Supervisor, Payroll</p> <p>[None]</p> <p>10473 - Financial Servi...</p> <p>[None]</p> <p>[None]</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 3.00h</p> <p>Enter Comment Here</p> <p>Pay Adjustment</p> <p>OT Banked 1.0 - Approved overtime banked at 1.0 7.00</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>	<p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>WFH</p>

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.

Pay Problems Balances Audits Favorite Sets

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

Pay Problems Balances Audits Favorite Sets

Weekly Week 1

Date	Location	Department	Job	CFN	Project Unit	Task-SubTask	REG	OT	OT 1.5	PREM	PREM	VAC	Bereav...	Family...	UNPAID	OT Ba...	OT Ba...	HOL1.0	HOL1.5	HOL
Mon, Jun 22	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Accounting - Journal Entries (... more)	7.00									2.00				
Tue, Jun 23	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (... more)	7.00									2.00				
Wed, Jun 24	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (... more)	7.00									2.00				
Thu, Jun 25	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (... more)	7.00									2.50				

Pay Problems Balances Audits Favorite Sets

Weekly Week 2

Date	Location	Department	Job	CFN	Project Unit	Task-SubTask	REG	OT	OT 1.5	PREM	PREM	VAC	Bereav...	Family...	UNPAID	OT Ba...	OT Ba...	HOL1.0	HOL1.5	HOL2.0	Absen...
Mon, Jun 29	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (... more)	7.00									1.00					
Tue, Jun 30	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	Support - Internal Staff (... more)	7.00									2.00					
Wed, Jul 01	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	[None]	[None]													7.00		
Thu, Jul 02	HOVCS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	7.00									1.00					

Weekly	Total for Period		Date	Location	Department	Job	CFN	Project-Unit	Task-SubTask	REG	OT	OT 1.5	PREM	PREM	VAC	Bereav...	Family...	UNPAID	OT Ba...	OT Ba...	HOL1.0	HOL1.5	HOL2.0	Abstem...	Bonus	Cor
Daily																										
Retros			Total			Total				63.00															15.50	7.00

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

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		
	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 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.

[Load](#)
[Save](#)
[Refresh](#)
[Options](#)
[Undo](#)
[Redo](#)
[Authorize](#)
[Unauthorize](#)
[Recalculate](#)

[Pay](#)
[Problems](#)
[Balances](#)
[Audits](#)
[Favorite Sets](#)

Sunday, Jul 5	Monday, Jul 6	Tuesday, Jul 7	Wednesday, Jul 8	Thursday, Jul 9	Friday, Jul 10
<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... [None] [None] <p>8:00 AM</p> <p>12:00 PM</p> <p>1:00 PM</p> <p>4:00 PM</p> <p>Total: 7.00h</p> <p>Enter Comment Here</p>	

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

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

The screenshot displays a software interface for managing a timesheet. At the top, a toolbar contains buttons for 'Load', 'Save' (highlighted with a red box), 'Refresh', 'Options', 'Undo', 'Redo', 'Authorize', 'Unauthorize', and 'Recalculate'. Below the toolbar is a navigation bar with tabs for 'Pay', 'Problems', 'Balances', 'Audits', and 'Favorite Sets'. The main area is a grid of days from Sunday, Jul 5 to Friday, Jul 10. Each day's entry is structured as follows:

- Scheduled:** A green circle icon followed by 'PY - Supervisor, Payroll'. Below this are two time slots: '8:00 AM - 4:00 PM' and '12:00 PM - 1:00 PM'.
- Actual:** A blue square icon followed by a dropdown menu showing 'HO/CS - FNCE'. Below this is another dropdown menu showing 'PY - Supervisor, Payroll'. Below that are three more dropdown menus, all showing '[None]'. Below these are four time slot controls: '8:00 AM', '12:00 PM', '1:00 PM', and '4:00 PM', each with left and right arrow buttons and a blue 'X' button.
- Total:** A field showing '7.00h'.
- Comment:** A text input field labeled 'Enter Comment Here'.

Banking Your Overtime

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

Note that Dayforce defaults 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 overtime on Friday. Overtime occurs after the employee has worked 35 hours for the week.

The screenshot shows the 'Pay' tab in Dayforce. At the top, there is a 'Weekly' summary table for 'Week 2'. The table has columns for Date, Location, Department, Job, CFN, Project-Line, Task-SubTask, REG, OT, OT 1.5, PREM, VAC, Bereav., Family., UNPAD, OT Ba., OT Ba., and HOL1.0. The 'OT' column is highlighted with a red box. The data shows 7.00 hours of regular time and 1.00 hour of overtime on Friday, July 31.

Weekly	Date	Location	Department	Job	CFN	Project-Line	Task-SubTask	REG	OT	OT 1.5	PREM	PREM	VAC	Bereav.	Family.	UNPAD	OT Ba.	OT Ba.	HOL1.0	
Daily	Wed, Jul 29	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	7.00												
Retros	Thu, Jul 30	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	7.00												
	Fri, Jul 31	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10020-10473	[None]	6.00	1.00											
	Total			Total				35.00	1.00											

Below the table is a grid of daily shift details for the week of July 24 to July 31. Each day's view shows scheduled and actual shifts, including start and end times, and a total hours summary. The 'Monday, Jul 27' view shows a total of 8.00h, with a red box around the 'Total' field and a 'WFH' label below it.

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

The screenshot shows the 'Employee Timesheet' interface for the week of July 19 - August 1, 2020. The 'Pay' tab is selected. The interface displays a grid of daily shift details for Friday, July 24 to Friday, July 31. The 'Friday, Jul 31' view is expanded, showing a total of 7.00h and a 'WFH' label. A dropdown menu is open over the 'Add New Shift' button, with the 'Add New Pay Adjustment' option selected and highlighted with a red box.

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

The screenshot shows a dialog box titled "Pay Adjustment - Friday, Jul 31". On the left, there is a list of fields: Pay Adjustment Type, Position, Net Hours, Project-Unit, Task-SubTask, CFN, Comment, and Reference Date. The "Pay Adjustment Type" field is highlighted with a red box, and its dropdown menu is open. The dropdown menu lists several options, with "OT Banked 1.0 - Approved overtime banked at 1.0" highlighted with a red box. Other options include "Work - Regular paid time worked", "Unpaid Work - Overtime worked and unpaid", "OT Banked 1.5 - Approved overtime banked at 1.5", "OT Bank Paid - Bank out lieu time previously accrued", "Vacation - Use of accrued vacation, full-time only", "Vacation \$ - Use of accrued vacation, supplementary staff only", "Sick 100% - Sick day paid at 100%", and "Sick 75% - Sick day paid at 75% (FT only)".

Complete recording the Pay Adjustment details and click OK.

The screenshot shows the same dialog box with the following details filled in: "Pay Adjustment Type" is "OT Banked 1.0 - Approved overtime banked at 1.0", "Position" is "PY - Supervisor, Payroll", "Net Hours" is "1.00" with a unit dropdown set to "Hours", "Project-Unit" is "10473 - Financial Services-Staff (020-01)", "Task-SubTask" is "Payroll - OMERS/OTPP", "CFN" is "[None]", and "Comment" is "Preparing OTPP reports to remit monthly contributions". The "Reference Date" field is empty with a calendar icon. At the bottom right, the "OK" button is highlighted with a red box, and the "Cancel" button is also visible.

Click Save to save your changes/updates.

Your overtime has now been banked.

Weekly	Date	Location	Department	Job	CNI	Project Unit	Task SubTask	REG	OT	OT 1.5	PREM	PREM	VAC	Benevol.	Family	UNPAD	OT Ba.	OT Ba.	HOL1.0	HOL1.5	HOL2.0	Absen.	Bonus	Corr
Daily	Wed, Jul 29	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10005-10473	[None]		7.00							1.00								
Retros	Thu, Jul 30	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10005-10473	[None]		7.00							1.00								
	Fri, Jul 31	HOICS - FNCE - PY	PY	Supervisor, Payroll	[None]	10005-10473	[None]		6.00							1.00								
	Total			Total					35.00							5.00	1.00							

To bank overtime 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

Net Hours

Project-Unit

Task-SubTask

CFN

Comment

Reference Date

- Work - Regular paid time worked
- Unpaid Work - Overtime worked and unpaid
- OT Banked 1.0 - Approved overtime banked at 1.0
- OT Banked 1.5 - Approved overtime banked at 1.5
- OT Bank Paid - Bank out lieu time previously accrued
- Vacation - Use of accrued vacation, full-time only
- Vacation \$ - Use of accrued vacation, supplementary staff only
- 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.

The screenshot displays the 'Employee Timesheet' application interface. At the top, there is a navigation bar with a home icon and the text 'Employee Timesheet'. Below this is a toolbar with options: Load, Save, Refresh, Options, Undo, Redo, Authorize, and Unauthorize. A secondary toolbar contains: Pay, Problems, Balances, Audits, and Favorite Sets. The main area is a grid of days from Sunday, Jul 19 to Friday, Jul 24. The Monday, Jul 20 column is expanded to show a list of scheduled and actual work items. The 'Actual' section includes dropdown menus for 'HO/CS - FNCE', 'PY - Supervisor, Payroll', '[None]', '10473 - Financial Servi...', 'Support - Internal Staff', and '[None]'. Below these are time interval inputs: 8:00 AM, 12:00 PM, 1:00 PM, and 4:30 PM. A 'Total' field shows 7.50h and a 'WFH' field is present. At the bottom of the Monday column, a red box highlights the 'Add/Edit Transfer' button.

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.

Transfer - Monday, Jul 20

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

4:30 PM

Add OK Cancel

Click Save to save your changes/updates.

Current July 19 - August 1, 2020

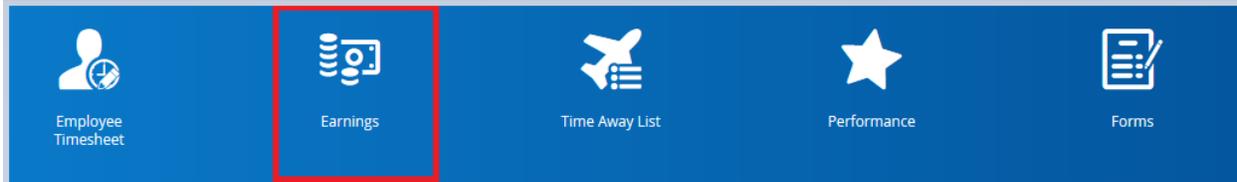
Load Save Refresh Options Undo Redo Authorize Unauthorize

Pay Problems Balances Audits Favorite Sets

Sunday, Jul 19	Monday, Jul 20	Tuesday, Jul 21	Wednesday, Jul 22	Thursday, Jul 23	Friday, Jul 24
<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 4:30 PM <p>Total 7.50h</p> <p>WFH</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Payroll - Timesheets [None] 8:00 AM 12:00 PM 1:00 PM 4:45 PM <p>Total 7.75h</p> <p>WFH</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 1:00 PM 2:00 PM 4:00 PM <p>Total 7.00h</p> <p>WFH - Rehire form testing</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 12:00 PM 1:00 PM 5:00 PM <p>Total 8.00h</p> <p>WFH - Payroll processes</p>	<p>Scheduled</p> <ul style="list-style-type: none"> PY - Supervisor, Payroll 8:00 AM - 4:00 PM 12:00 PM - 1:00 PM <p>Actual</p> <ul style="list-style-type: none"> HO/CS - FNCE PY - Supervisor, Payroll [None] 10473 - Financial Servi... Support - Internal Staff [None] 8:00 AM 1:00 PM 2:00 PM 2:00 PM <p>Total 5.00h</p> <p>WFH - PTFs additional information f</p>	

Retrieving your Pay Stubs

To retrieve 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.

The screenshot shows the 'Earning Statements' screen with a date range from 7/26/2019 to 8/26/2020. A table lists pay stubs grouped by month. The 'Pay Date' column is highlighted with a red box.

Earning Statement		Pay Date	Type	Net Pay
June 2020				
<input type="checkbox"/>	TORONTO AND REGION CONSERVATION AUTHORITY - #CU051120	6/26/2020	Normal	
<input type="checkbox"/>	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.

The screenshot shows the 'Earnings Statements' screen with the same date range. The first pay stub in the June 2020 group is selected and highlighted with a red box.

Earning Statement		Pay Date
June 2020		
<input type="checkbox"/>	TORONTO AND REGION CONSERVATION AUTHORITY - #CU051120	6/26/2020
<input type="checkbox"/>	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.

The screenshot shows a web interface for "Earning Statements" and "Year End Forms". At the top, there are two tabs: "Earning Statements" (active) and "Year End Forms". Below the tabs, there is a search and filter area. It includes a "From:" field with the date "5/1/2019", a "To:" field with the date "5/31/2019", a "Filter" button with a dropdown arrow, and a "Print" button with a printer icon. Below this area, the text "Earning Statement" is displayed. A list of items follows, each with a checkbox on the left and a document icon on the right. The first item is "May 2019". The second item is "TORONTO AND REGION CONSERVATION AUTHORITY - #BX686076" and is highlighted in blue. The third item is "TORONTO AND REGION CONSERVATION AUTHORITY - #BX066449". The fourth item is "TORONTO AND REGION CONSERVATION AUTHORITY - #BW435733".

Retrieving your Balances

There are several places where you can access your balances.

- **From the Home Page**

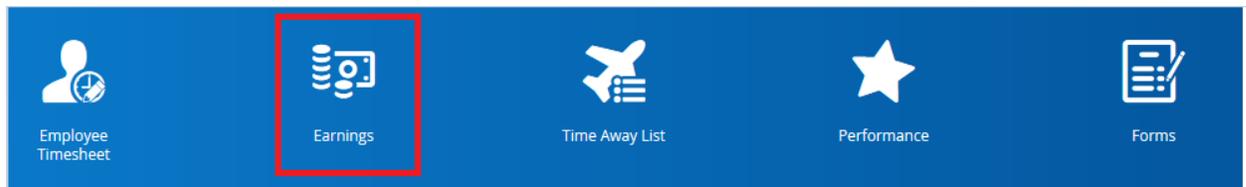
Click on the Balances icon.



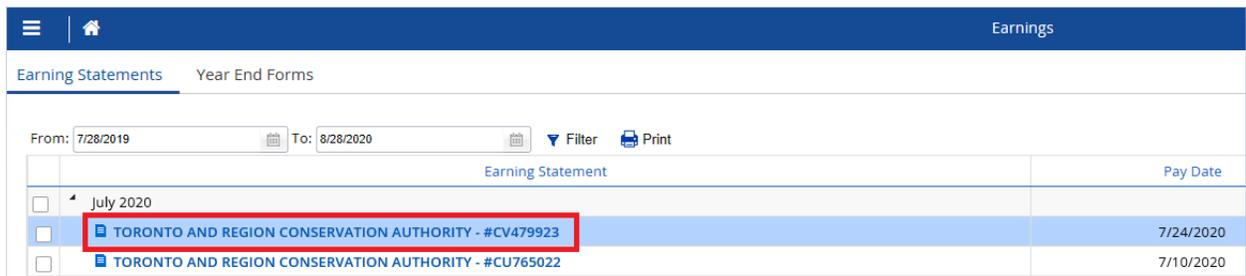
The remaining balance reflects your balances, including future dated approved and pending transactions.

- **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.



The screenshot shows the 'Earnings' page with a navigation bar at the top. Below the navigation bar, there are tabs for 'Earning Statements' and 'Year End Forms'. A date range is set from '7/28/2019' to '8/28/2020'. There are 'Filter' and 'Print' options. A table lists earning statements with columns for 'Earning Statement' and 'Pay Date'. The most recent entry is highlighted in blue and has a red box around it.

	Earning Statement	Pay Date
<input type="checkbox"/>	July 2020	
<input type="checkbox"/>	TORONTO AND REGION CONSERVATION AUTHORITY - #CV479923	7/24/2020
<input type="checkbox"/>	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 stub.

TORONTO AND REGION CONSERVATION AUTHORITY - #CV479923 • 7/24/2020 • Normal

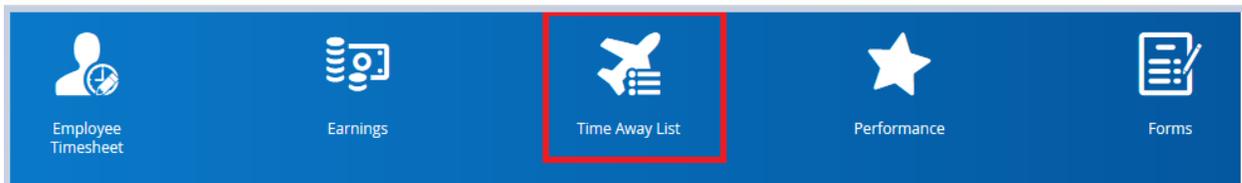
Summary Statement Print

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

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.



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.

[+ Request New Time Off](#)

⏪ **Balances**

Summary

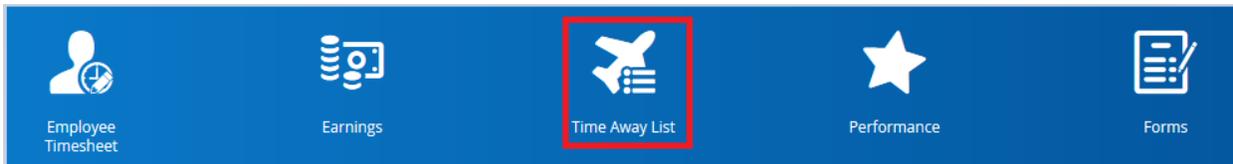
Expiring Transactions

As of 📅

Type	Unit	Start	End	
Family Responsibility - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 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.



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 Time Off Request

Time Requested: **35.00 Hours**

Status: + Pending

Reason: Vacation - Use of accrued vacation, full-time only ▼

Start: 8/10/2020 End: 8/14/2020

Type of Request: All Day Partial Day

Type	Remaining	Unit
OT Bank	89.75	Hours
Vacation - Hours	316.32	Hours
Sick - Hours	70	Hours
Float - Hours	14	Hours

Employee Comments

Balances ▼

Submit Close

- **Partial Day Request**

Create Time Off Request

Time Requested: **3.50 Hours**

Status: + Pending

Reason: Vacation - Use of accrued vacation, full-time only ▼

Start: 8/10/2020 End: 8/10/2020

Type of Request: All Day Partial Day

1:00 PM
4:30 PM

Type	Remaining	Unit
OT Bank	89.75	Hours
Vacation - Hours	347.82	Hours
Sick - Hours	70	Hours
Float - Hours	14	Hours

Employee Comments

Balances ▼

Submit Close

Each Time Away Request will be stamped with a status.

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

Select Status to Filter:

Display All ▲

- + Pending
- ✓ Approved
- ✗ Denied
- ✗ Cancellation Pending
- ✗ Canceled

Select Status to Filter: Display All ▼

Balances					
<p>Monday, August 10, 2020 <small>Vacation - Use of accrued vacation, full-time only</small></p>	<p><small>Requested</small> Tuesday, July 28, 2020</p>	<p><small>Manager</small></p>	<p>3.50 hours</p>	<p>+ Pending</p>	<p>▼</p>
<p>Monday, November 04, 2019 <small>Vacation - Use of accrued vacation, full-time only</small></p>	<p><small>Requested</small> Tuesday, January 15, 2019</p>	<p><small>Manager</small> Faniella Papadopoulos</p>	<p>5 days</p>	<p>✓ Approved</p>	<p>▼</p>

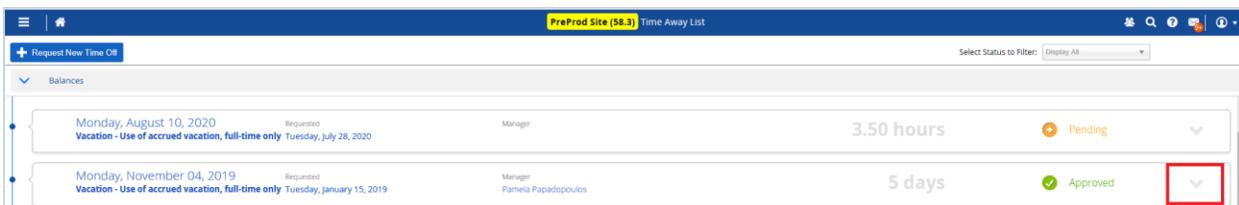
Cancelling Time Away from Work Requests

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

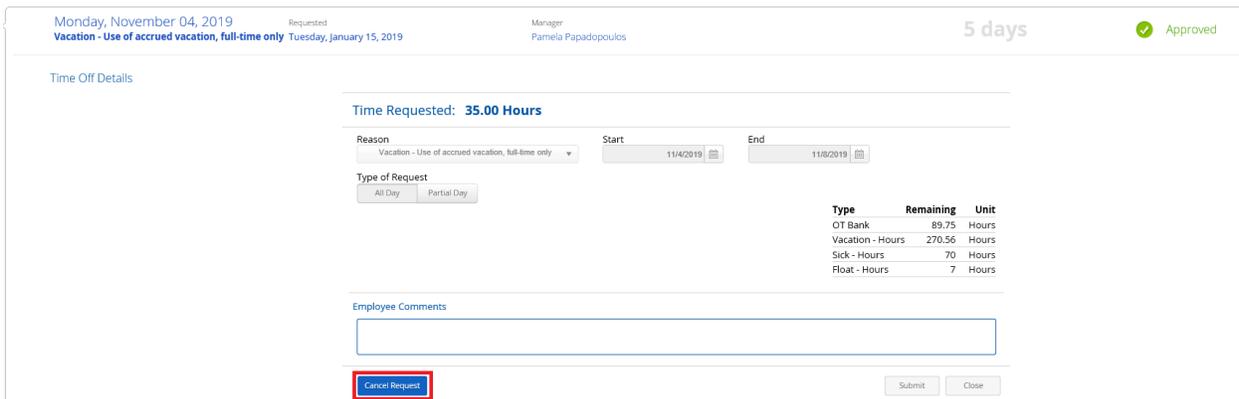


Once the Time Away List screen is displayed, all Time Away from Work Requests will be listed from the most recent date.

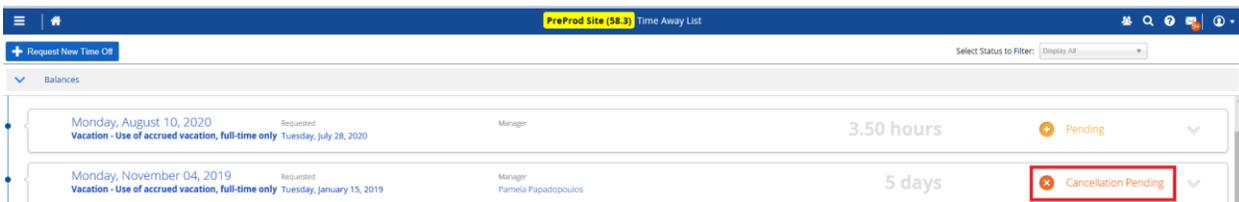
Select the Time Away from Work Request to be cancelled by clicking on the drop down menu of the Request that you wish to cancel.



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

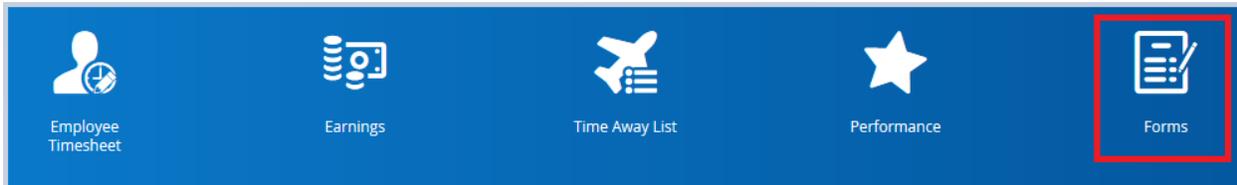


Your request is now pending for management approval.

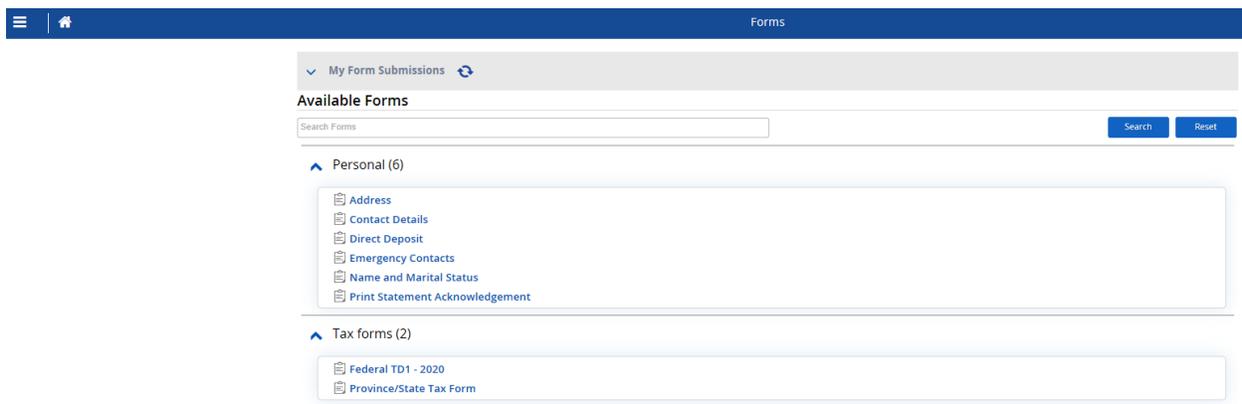


Updating your Personal Information

From the main menu bar click on forms.



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



On all forms, complete the following steps:

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

Address Change Sample Form

Address

Address

Address Information

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4

Supporting Documents

Please attach additional details if desired.

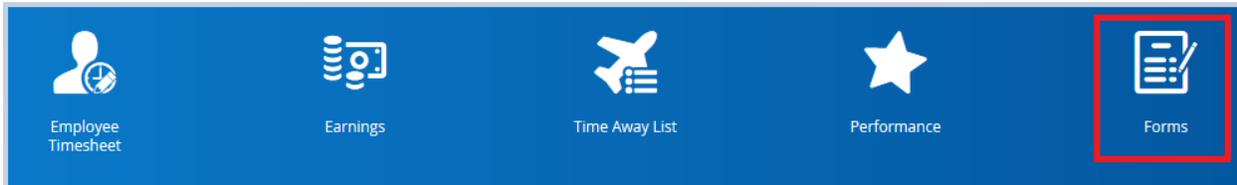
There is no valid document type for this user.

Comment

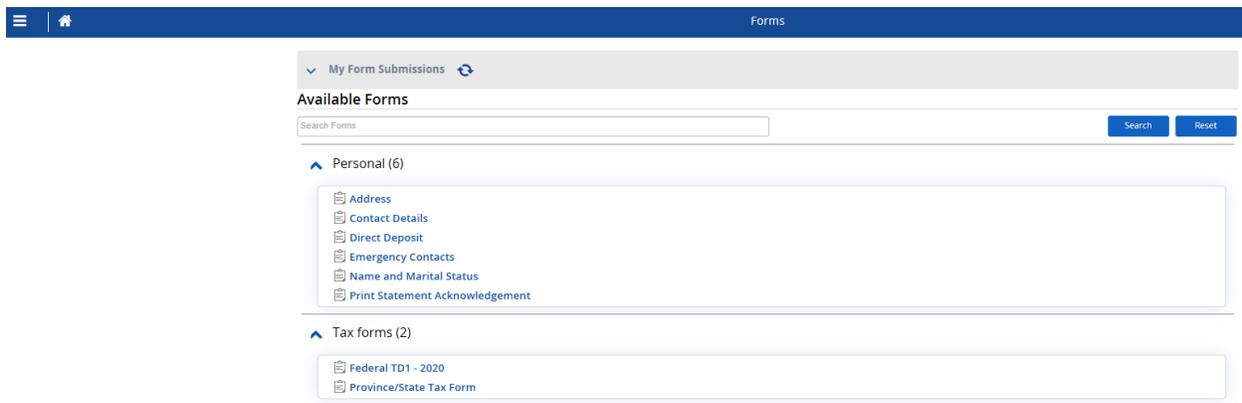
Add comment to the employee's file.

Updating your Tax Forms

From the main menu bar click on Forms.



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

A screenshot of a web application interface. At the top is a dark blue header with a home icon and the word 'Forms'. Below the header is a grey bar with a dropdown arrow and the text 'My Form Submissions' followed by a refresh icon. The main content area is titled 'Available Forms' and features a search bar with 'Search Forms' text and 'Search' and 'Reset' buttons. Underneath, there are two expandable sections: 'Personal (6)' which lists 'Address', 'Contact Details', 'Direct Deposit', 'Emergency Contacts', 'Name and Marital Status', and 'Print Statement Acknowledgement'; and 'Tax forms (2)' which lists 'Federal TD1 - 2020' and 'Province/State Tax Form'.

On both Forms, complete the following steps:

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

Federal Tax Form Sample

Federal TD1 - 2020

If your claim amount on Line 10 is more than \$13,229, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2020, you may be able to claim the child amount on Form TD1SK, 2020 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

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 months in a row beginning or ending in 2020, you can claim any of the following:

- \$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.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

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 non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

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 and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature Date
It is a serious offence to make a false return. YYY/YY/YY

Page 2 of 2

Comment

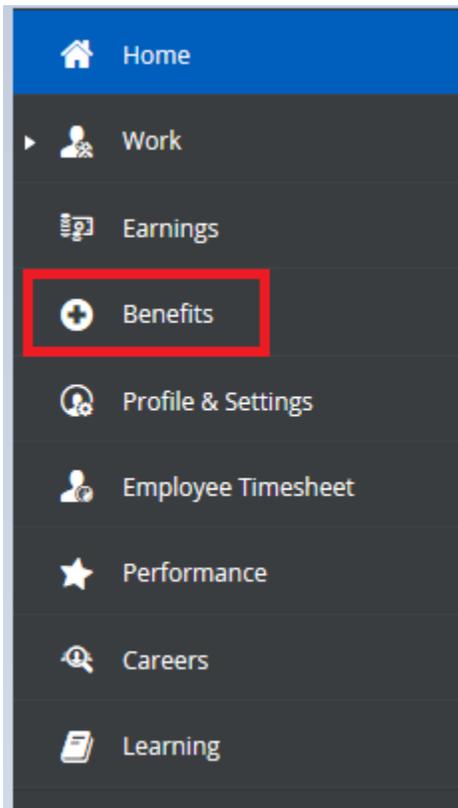
Add comment to the employee's file.

Retrieving your Benefit Coverage

Click on the Main Menu on the Home Page.



Click on Benefits



Click on Current Elections.

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

