

## Dayforce – Manager User Guide

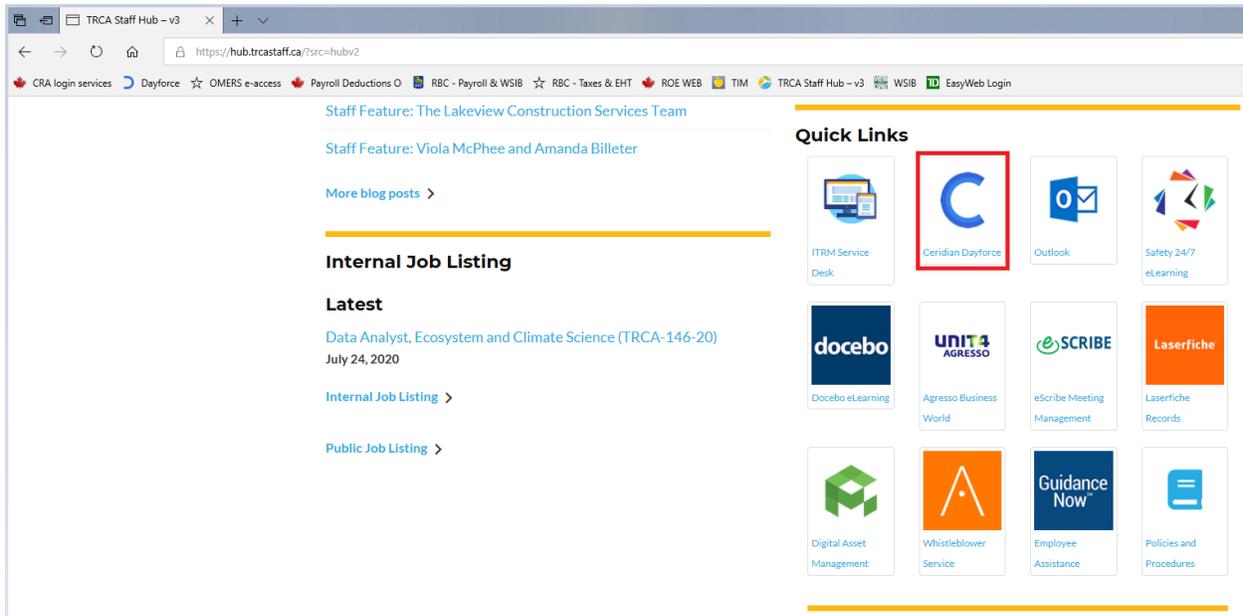
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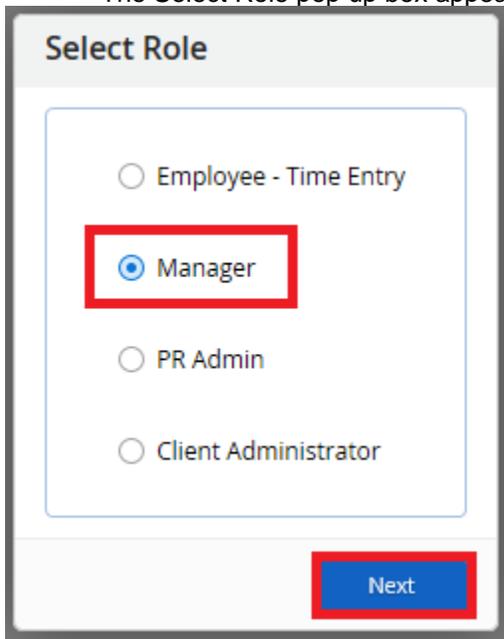
## Logging into Dayforce

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](http://hub.trcastaff.ca)

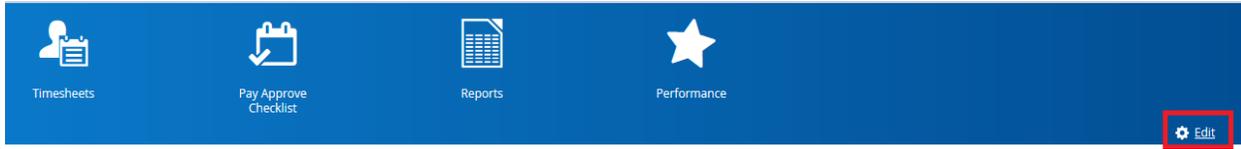


- You can also launch Dayforce by clicking on the following link:  
<http://dayforce.trcastaff.ca/>
- The Select Role pop up box appears. Select the Manager Role and click Next.

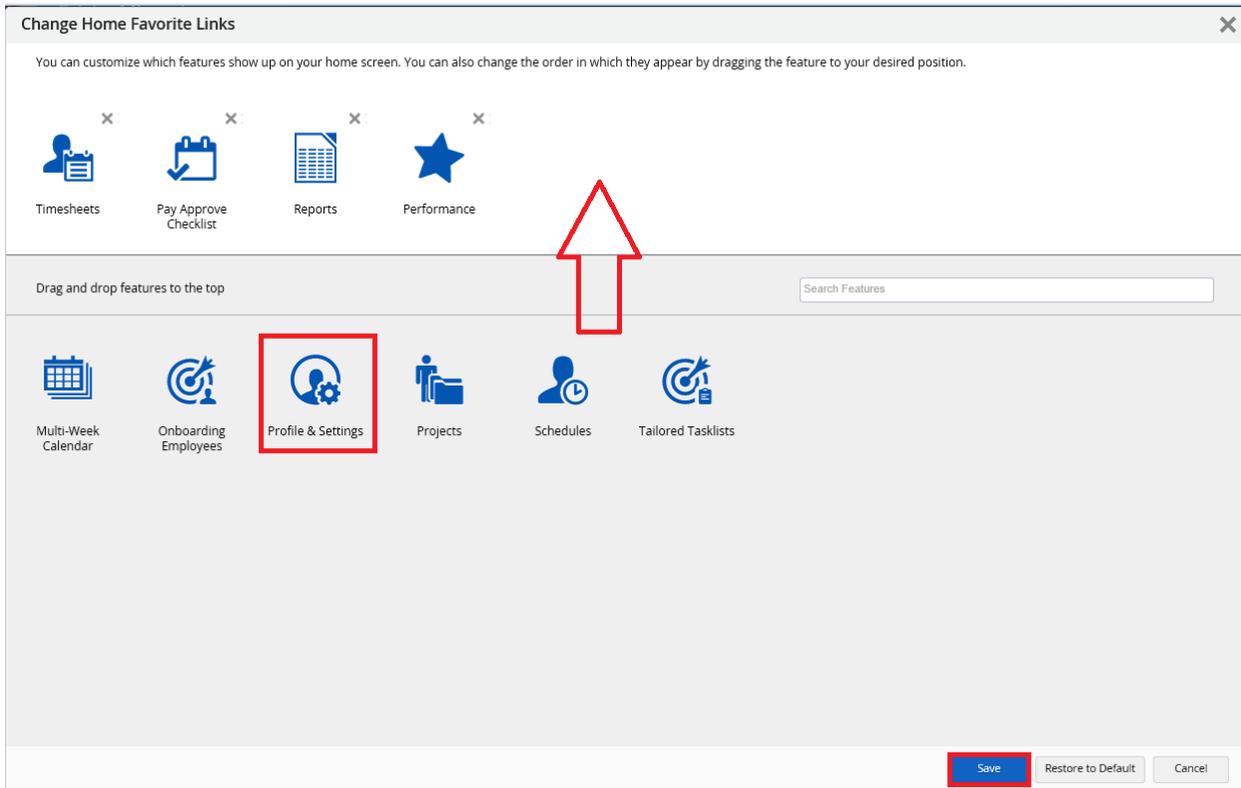


## Customize Your Main Menu Bar

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



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



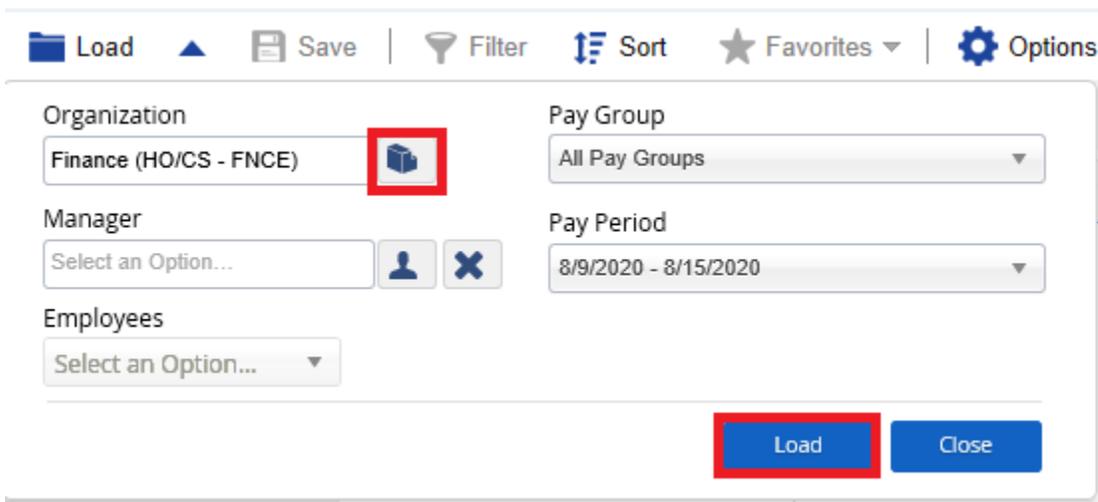
## Authorizing Your Staff's Timesheet

From the Main Menu Bar, click on the Timesheets Icon.



Once the Timesheets Screen is displayed, the pay period will default to the current pay period.

If you manage only one group of staff, click on Load. Otherwise, select the group and click on Load.



All staff who report to you, under the selected location, will be listed.

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total
Danuta Jalovska		PF - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PF - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PF - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PF - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PF - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00 0.00
Irene Klimenko		PF - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PF - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PF - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PF - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PF - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00 36.50
Linh Lu								0.00 0.00

## Review All Shifts

Scheduled shifts not worked will be displayed with a red dot.

Finance (HO/CS - FNCE)		August 9 - August 15, 2020								
Pay Problems Attendance Balances Audits Punches										
Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total		
Daruta Jalovska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00	0.00	
Irene Klimerko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00	36.50	
Linh Lu								0.00	0.00	

Scheduled shifts worked will be displayed with a green dot.

Finance (HO/CS - FNCE)		August 9 - August 15, 2020								
Pay Problems Attendance Balances Audits Punches										
Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total		
Daruta Jalovska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00	0.00	
Irene Klimerko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00	36.50	
Linh Lu								0.00	0.00	

Employee authorized shifts will be stamped with a blue head.

Finance (HO/CS - FNCE)		August 9 - August 15, 2020								
Pay Problems Attendance Balances Audits Punches										
Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total		
Daruta Jalovska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00	0.00	
Irene Klimerko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00	36.50	
Linh Lu								0.00	0.00	

Each employee has two figures under the column total. The first figure is the number of hours that the employee was scheduled to work and the second figure is the number of hours that the employee actually worked.

Finance (HO/CS - FNCE)		August 9 - August 15, 2020								
Pay Problems Attendance Balances Audits Punches										
Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total		
Daruta Jalovska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00	0.00	
Irene Klimerko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00	36.50	
Linh Lu								0.00	0.00	

## Review All Project-Units for the Projects that Your Staff Worked on During the Day

Click on the day that you wish to review. Click on Pay, from the menu above the calendar display.

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total	
Daruta Jalovska		<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	0.00
Irene Klimerko		<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:00 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	36.50
Linh Lu		<ul style="list-style-type: none"> <li>7.00</li> <li>7.50</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>8.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>		0.00	0.00

To view detailed information, click on Daily.

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Work Details

Weekly

Daily	Start	Time	End	Time	Location	Position	Pay Code	Pay Category	Rate	Hours	Amount	CFN	Project-Unit	Task-SubTask
Retros	Mon, Aug 10	8:30 AM	Mon, Aug 10	12:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		3.50		[None]	10020-10473	Payroll - Personnel Transaction Forms
	Mon, Aug 10	12:00 PM	Mon, Aug 10	1:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	MRAL	Unpaid		1.00		[None]	[None]	[None]
	Mon, Aug 10	1:00 PM	Mon, Aug 10	5:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		4.00		[None]	10020-10473	Payroll - Personnel Transaction Forms

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total	
Daruta Jalovska		<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	0.00
Irene Klimerko		<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:00 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	36.50
Linh Lu		<ul style="list-style-type: none"> <li>7.00</li> <li>7.50</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>8.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>		0.00	0.00

## Review All Tasks for the Projects that Your Staff Worked on During the Day

Click on the day that you wish to review. Click on Pay, from the menu above the calendar display.

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total	
Daruta Jalovska		<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	0.00
Irene Klimerko		<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:00 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	36.50
Linh Lu		<ul style="list-style-type: none"> <li>7.00</li> <li>7.50</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>8.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>		0.00	0.00

To view detailed information, click on Daily.

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Work Details

Weekly

Daily	Start	Time	End	Time	Location	Position	Pay Code	Pay Category	Rate	Hours	Amount	CFN	Project-Unit	Task-SubTask
Retros	Mon, Aug 10	8:30 AM	Mon, Aug 10	12:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		3.50		[None]	10020-10473	Payroll - Personnel Transaction Forms
	Mon, Aug 10	12:00 PM	Mon, Aug 10	1:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	MRAL	Unpaid		1.00		[None]	[None]	[None]
	Mon, Aug 10	1:00 PM	Mon, Aug 10	5:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		4.00		[None]	10020-10473	Payroll - Personnel Transaction Forms

Finance (HO/CS - FNCE) August 9 - August 15, 2020

Pay Problems Attendance Balances Audits Punches

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total	
Daruta Jalovska		<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Assistant, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	0.00
Irene Klimerko		<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:00 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 5:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>PY - Coordinator, Payroll</li> <li>8:30 AM - 4:30 PM</li> <li>11:20:00 PM - 1:00 PM</li> </ul>		35.00	36.50
Linh Lu		<ul style="list-style-type: none"> <li>7.00</li> <li>7.50</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>8.00</li> </ul>	<ul style="list-style-type: none"> <li>7.00</li> <li>7.00</li> </ul>		0.00	0.00

## Review All Pay Codes on Each of Your Staff's Timesheets

Click on the name of the staff member that you wish to review.

Click on Pay, from the menu above the calendar display.

Click on Weekly to view weekly details.

Review Pay Codes.

Date	Location	Department	Job	CTR	Project Unit	Task SubTask	Amount	REG	OT	OT 1.5	PREM	PREM	VAC	Benew.	Family	UNPAID	OT Ba.	OT Ba.	HOL1.0	HOL1.5	HOL	
Mon, Aug 10	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.50															1.00
Tue, Aug 11	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.00															1.00
Wed, Aug 12	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.00															1.00
Thu, Aug 13	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	8.00															1.00

Use Bars to scroll up and down and left to right.

Date	Location	Department	Job	CTR	Project Unit	Task SubTask	Amount	REG	OT	OT 1.5	PREM	PREM	VAC	Benew.	Family	UNPAID	OT Ba.	OT Ba.	HOL1.0	HOL1.5	HOL	
Mon, Aug 10	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.50															1.00
Tue, Aug 11	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.00															1.00
Wed, Aug 12	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.00															1.00
Thu, Aug 13	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	8.00															1.00

Review Weekly Totals Total

Click on the name of the staff member that you wish to review.

Click on Pay, from the menu above the calendar display.

Click on Weekly to view weekly details.

Date	Location	Department	Job	CTR	Project Unit	Task SubTask	Amount	REG	OT	OT 1.5	PREM	PREM	VAC	Benew.	Family	UNPAID	OT Ba.	OT Ba.	HOL1.0	HOL1.5	HOL	
Wed, Aug 12	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	7.00															1.00
Thu, Aug 13	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - Personnel Transaction Forms	8.00															1.00
Fri, Aug 14	HOVCS - FNCE - PY	PY	Coordinator, Payroll	[None]	10020-10473	Payroll - OMBRS/OTPP	5.50	1.50	\$57.98													1.00
Total			Total				35.00	1.50	\$57.98													5.00

## Authorizing Your Staff's Timesheets

Once the employee's timesheet has been reviewed and the data to be submitted to payroll for processing is accurate, proceed to authorize the timesheet.

Click on the employee's name.

Click on the Authorize icon.

Click on Save.

The manager's authorization is stamped with a brown head, next to the employee's authorization (a blue head).

Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total
Danuta Jalovska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00		35.00 0.00
Irene Klimerko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00 35.50
Linh Lu								0.00 0.00

## Locking and Approving your Staff's Timesheets

From the main menu bar, click on the Pay Approve Checklist icon.



The Pay Approve Checklist page will be displayed. It will list the location(s) of the staff who report to you.

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

Before approving and locking timesheets, ensure that all exceptions are taken care of. These three fields have to be blank.

The screenshot shows the same table as above, but with the 'Exceptions' column highlighted by a red box. The 'Exceptions' column contains empty cells for all rows, indicating that no exceptions have been recorded.

If you attempt to approve timesheets without addressing all exceptions first, you will get a pop up warning.

The screenshot shows the Pay Approve Checklist page with a warning dialog box overlaid. The dialog box is titled 'Issues Remain' and contains the text 'All outstanding must be addressed.' with a 'Cancel' button.

Once all exceptions are cleared, click on approve. The Locked check box will be checked off automatically.

Click on Save to save your changes/updates.

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input checked="" type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Fully Locked	<input checked="" type="checkbox"/>	Erica Miranda
<input checked="" type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input checked="" type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input checked="" type="checkbox"/>		Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

Timesheets are submitted to payroll for processing.

## Unlocking and Recording Last Minute Changes on Timesheets (Before the Deadline)

From the Main Menu, click on the Pay Approve Checklist.



Once the screen is displayed, it will list the location(s) that you manage.

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input type="checkbox"/>	AMSCRT - EAT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKSG - GCR	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - FNGE	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - ITM	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - DBAS	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - STE	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - HE	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKS - BNGT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	BSCBIA - EP	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	BSCBIA - BNGT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

Click on the location that you need to unlock.

Click on Save to save your changes/updates.

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input checked="" type="checkbox"/>	AMSCRT - EAT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input type="checkbox"/>		<input checked="" type="checkbox"/>	Erica Miranda
<input checked="" type="checkbox"/>	HOCKSG - GCR	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

The pay period is unlocked. Proceed to revise timesheets.

PreProd Site (58.3) Pay Approve Checklist

Save Refresh Select Filter Lock Unlock Approve Calculate Pay Pay Summary Report

Due Date: 8/2/2020 - 8/15/2020

Organization: Select an Option

Pay Group: TRCA BiWeekly Pay Schedule

Status: Approval Past Due Approval Required Today Approval Required

Manager: Erica Miranda

Add Filter Reset to Default Apply Filter Clear Filter Close

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input type="checkbox"/>	AHEGREAT_EAT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input type="checkbox"/>		<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKEAO_GCB	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

Once you are done, lock the pay period again.

PreProd Site (58.3) Pay Approve Checklist

Save Refresh Select Filter Lock Unlock Approve Calculate Pay Pay Summary Report

Due Date: 8/2/2020 - 8/15/2020

Organization: Select an Option

Pay Group: TRCA BiWeekly Pay Schedule

Status: Approval Past Due Approval Required Today Approval Required

Manager: Erica Miranda

Add Filter Reset to Default Apply Filter Clear Filter Close

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input checked="" type="checkbox"/>	AHEGREAT_EAT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKEAO_GCB	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

The pay period is locked.

PreProd Site (58.3) Pay Approve Checklist

Save Refresh Select Filter Lock Unlock Approve Calculate Pay Pay Summary Report

Due Date: 8/2/2020 - 8/15/2020

Organization: Select an Option

Pay Group: TRCA BiWeekly Pay Schedule

Status: Approval Past Due Approval Required Today Approval Required

Manager: Erica Miranda

Add Filter Reset to Default Apply Filter Clear Filter Close

Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By
<input type="checkbox"/>	AHEGREAT_EAT	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda
<input type="checkbox"/>	HOCKEAO_GCB	Erica Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		<input checked="" type="checkbox"/>	Erica Miranda	<input checked="" type="checkbox"/>	Erica Miranda

## Delegate Timesheet Approval to a Covering Manager

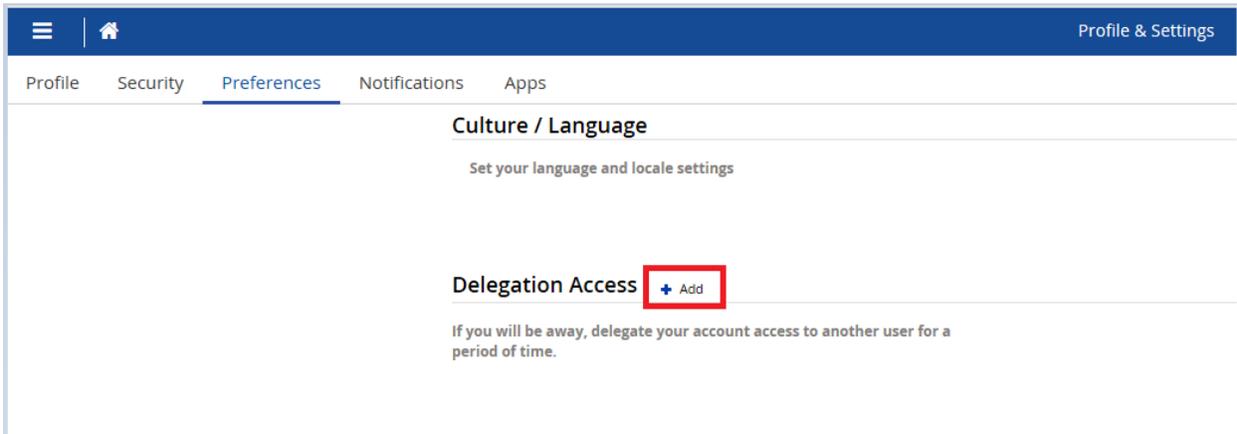
From the main menu bar, click on Profile & Settings.



Once the Profile and Setting page is displayed, click on the Preferences tab.



Click on Add



Select the covering manager, same management level or a level above yours.

Select delegation reason.

Select effective period.

Click on Save to save your changes/updates.

## Delegation Access



Give your account access to another employee for a period of time. This allow another user to perform Dayforce tasks if you will not be able to, such as when you are away

### Give access to\*

Select an Option... ▼!

### Delegation Reason

Select an Option... ▼

### Effective Period\*

From   To  

### Restrict Private Information

- Pay Information
- Compensation Feature Access
- Performance Feature Access
- PII Documents

Save

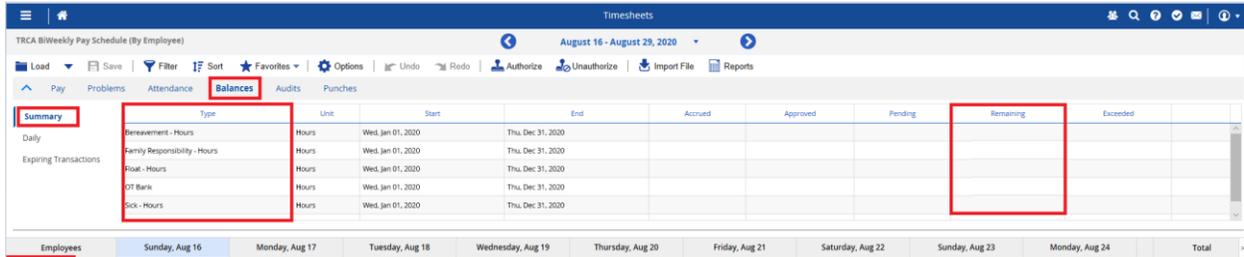
Cancel

## Retrieving your Staff's Balances

### From Employees Timesheets

Select the employee's name.

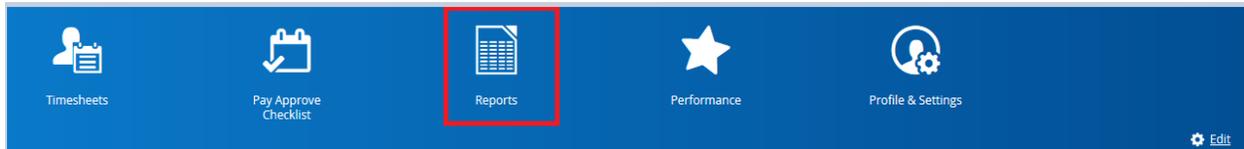
Click on Balances from the Menu Panel above the employee's timesheet.



Summary	Type	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded
Daily	Benefitment - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020					
	Family Responsibility - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020					
Expiring Transactions	Float - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020					
	OT Bank - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020					
	Sick - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020					

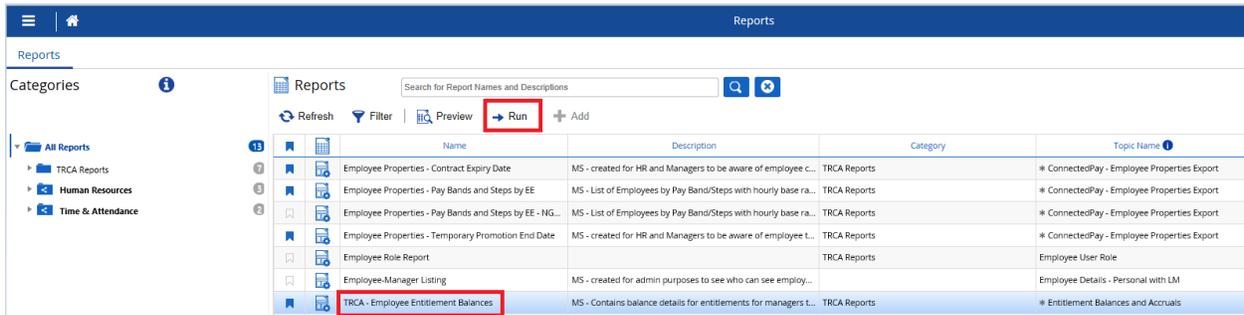
### From Reports

From the Main Menu, click on Reports.



Select TRCA - Employee Entitlement Balances.

Click on Run.



Name	Description	Category	Topic Name
Employee Properties - Contract Expiry Date	MS - created for HR and Managers to be aware of employee c...	TRCA Reports	* ConnectedPay - Employee Properties Export
Employee Properties - Pay Bands and Steps by EE	MS - List of Employees by Pay Band/Steps with hourly base ra...	TRCA Reports	* ConnectedPay - Employee Properties Export
Employee Properties - Pay Bands and Steps by EE - NG...	MS - List of Employees by Pay Band/Steps with hourly base ra...	TRCA Reports	* ConnectedPay - Employee Properties Export
Employee Properties - Temporary Promotion End Date	MS - created for HR and Managers to be aware of employee t...	TRCA Reports	* ConnectedPay - Employee Properties Export
Employee Role Report		TRCA Reports	Employee User Role
Employee-Manager Listing	MS - created for admin purposes to see who can see employ...		Employee Details - Personal with LM
TRCA - Employee Entitlement Balances	MS - Contains balance details for entitlements for managers L...	TRCA Reports	* Entitlement Balances and Accruals

To select one or more employees, click on the Employee Display Name icon.

**TRCA - Employee Entitlement Balances**

**Filters**

Employee Display Name \* 0 Selected  

Effective Start \* 8/20/2020 

Effective End 

And Division In 0 Selected 

And Business Unit In 0 Selected 

And Primary Work Assignment Equal True

And Employee Employment Status Effective S... Less Than Equal @EffectiveEnd

And Employee Employment Status Effective E... Greater Than @EffectiveStart

And Work Assignment Effective End Greater Than @EffectiveStart

**Below is the default output setting for this report. You can change these values when running your report.**

**Output Options**

Report Header Display Name

Include filter criteria

Only include unique records

Max Number of Records

**Report Type**

Base report 

**Page & Format Options**

**Excel Format**

Suppress formatting in Excel output

Suppress formatting - Include Totals in Output

**PDF Format**

Orientation 

Paper Size 

**Run Report** **Cancel**

Once the screen displays, select the employee's name and Add to run the report for one or more employees. Or, select all to run the report for all employees.

Click on Select.

**Search**

**Filter** **Saved Items**

Save Filter as...  Clear Filter

Department   

Job   

Location   

Name   

Number   

Pay Class   

Pay Group   

Pay Type   

Status   

 Add Filter  Reset to Default

Select 

 Add

 All

**Selected Employees**

 Select  Remove  Save List as...

**Select** **Cancel**

You can run all balances at once or you can run one balance at a time.

Click on Run Report.

**TRCA - Employee Entitlement Balances**

And	WORK ASSIGNMENT Effective Start	Less Than Equal	@EffectiveEnd	
And	Employee Balance Period Start Date	Less Than Equal	@EffectiveEnd	
And	Employee Balance Period End Date	Greater Than	@EffectiveStart	
And	Employment Status Group Name	In		0 Selected
And	Pay Type Name	In		0 Selected
And	Pay Group Name	In		0 Selected
And	Balance	In		5 Selected
And	Pay Class Name	In		0 Selected
And	Location Hierarchy Effective End	Empty		

Below is the default output setting for this report. You can change these values when running your report.

**Output Options**

Report Header Display Name:

Include filter criteria

Only include unique records

Max Number of Records:

**Report Type**

Base report

**Page & Format Options**

**Excel Format**

Suppress formatting in Excel output

Suppress formatting - Include Totals in Output

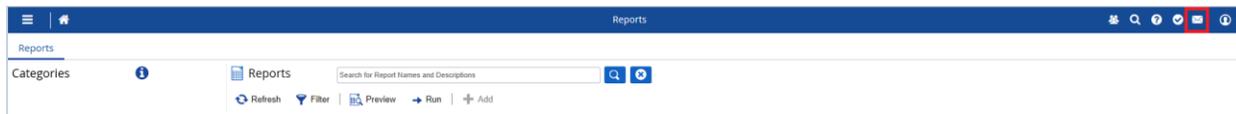
**PDF Format**

Orientation: Select an Option...

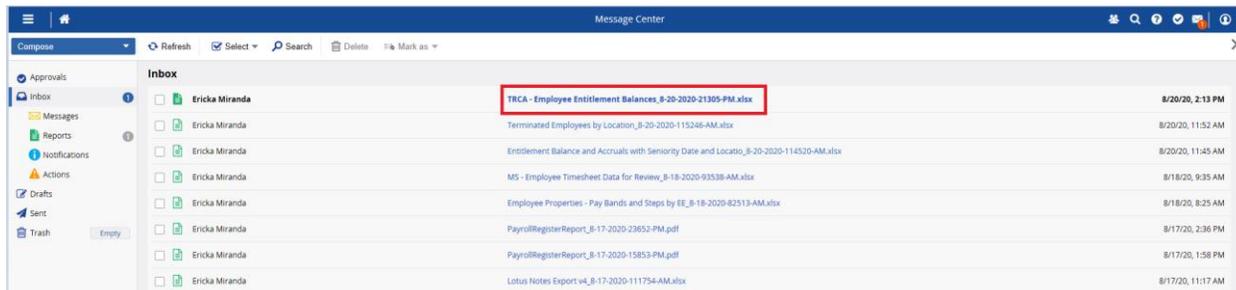
Paper Size: Select an Option...

**Run Report** **Cancel**

To retrieve your report, click on the Messages icon.



The most recent report run will be at the top of the list.



# Approving Time Away from Work Requests

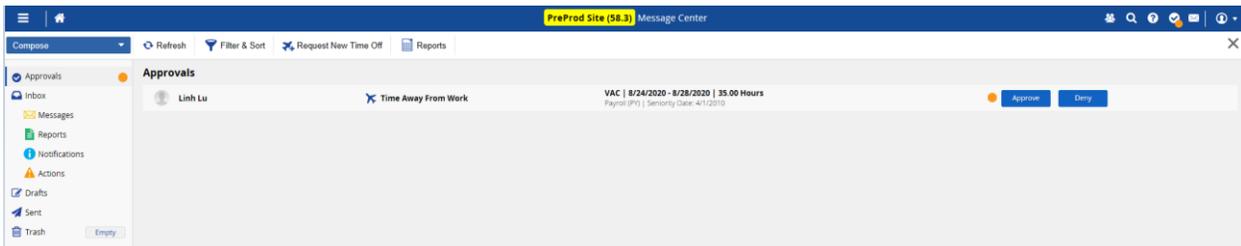
When one of your staff requests time off, you will receive a notification from Dayforce.

The orange dot means that you have a time away from work request that is pending for your approval.

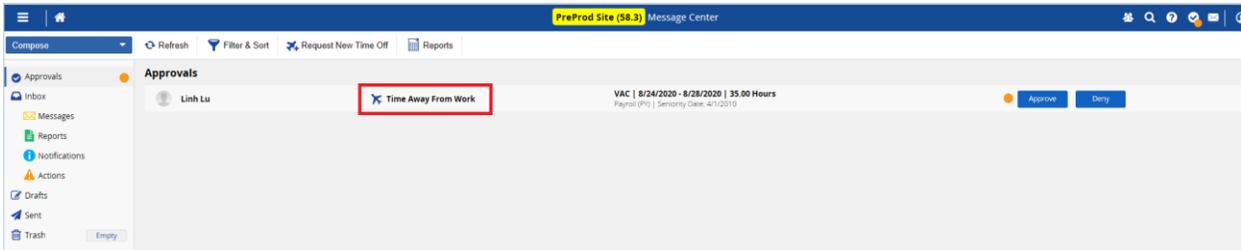
Click on the Approvals icon.



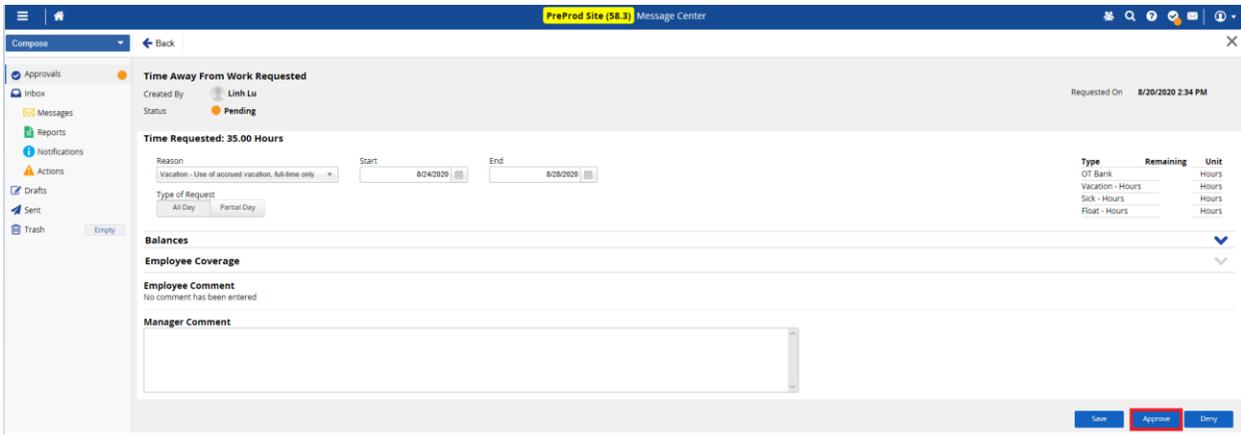
Once the screen is displayed, you will see the time away from work request that is pending for your approval.



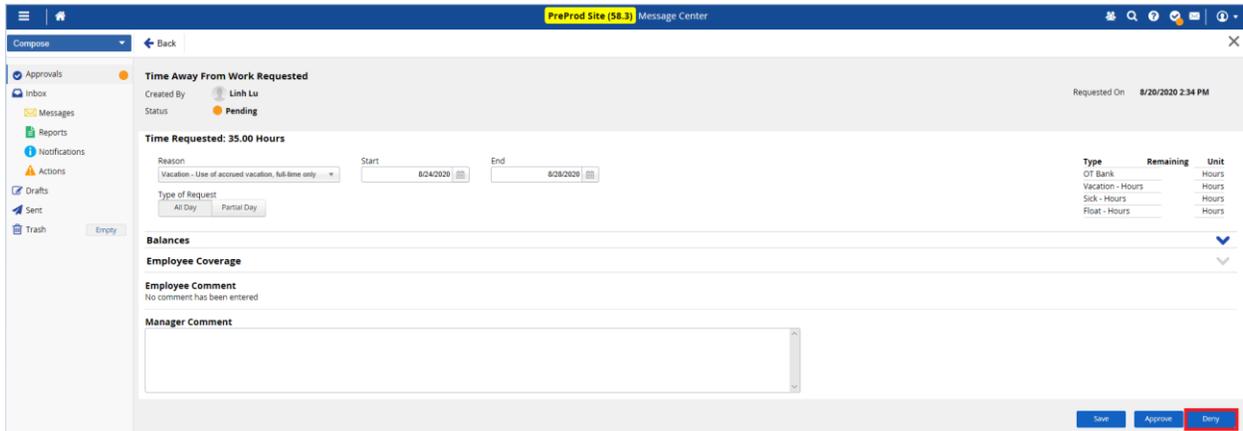
Click on it to view details.



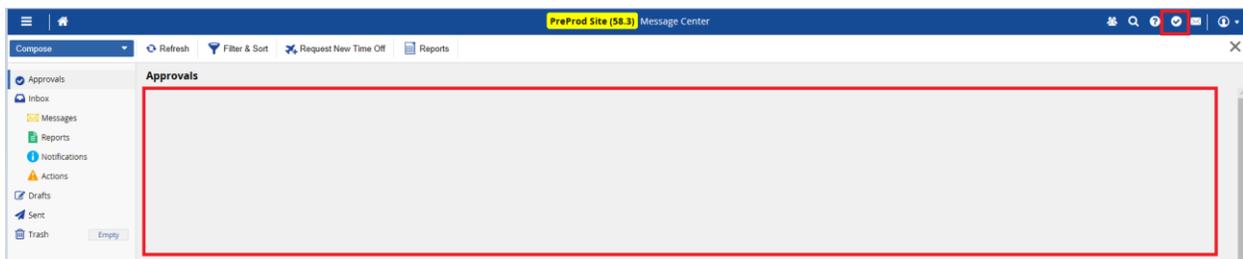
Click on Approve to approve the request.



Click on Deny denying the request.



Once all requests are approved, your screen display will be cleared.

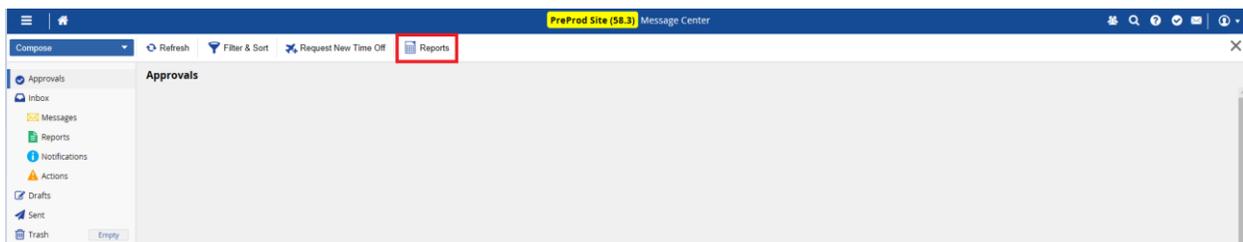


## Time Away from Work Requests Reports

From the Main Menu, click on the Approvals icon.



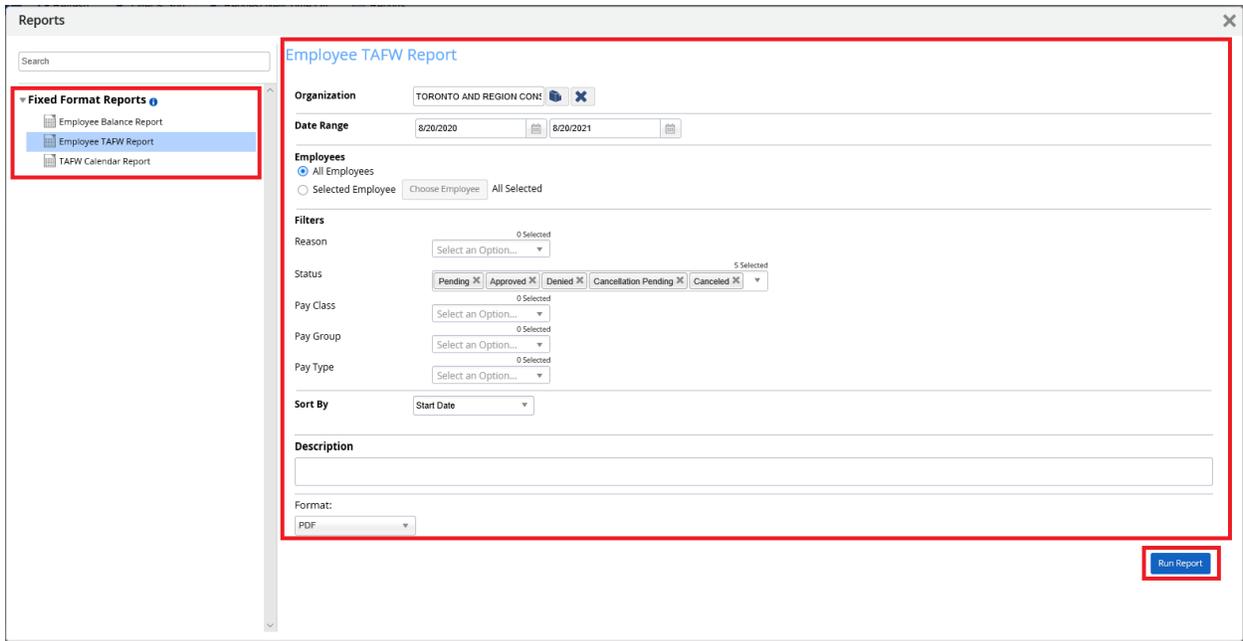
Click on Reports.



Select a report.

Select the report parameters.

To run the report, click on Run Report.



Close the screen.

Pick up your Report.

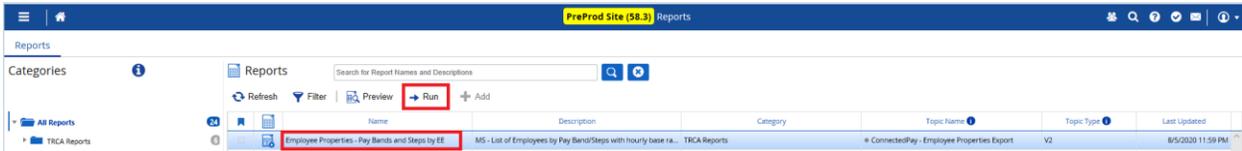


## Running Reports

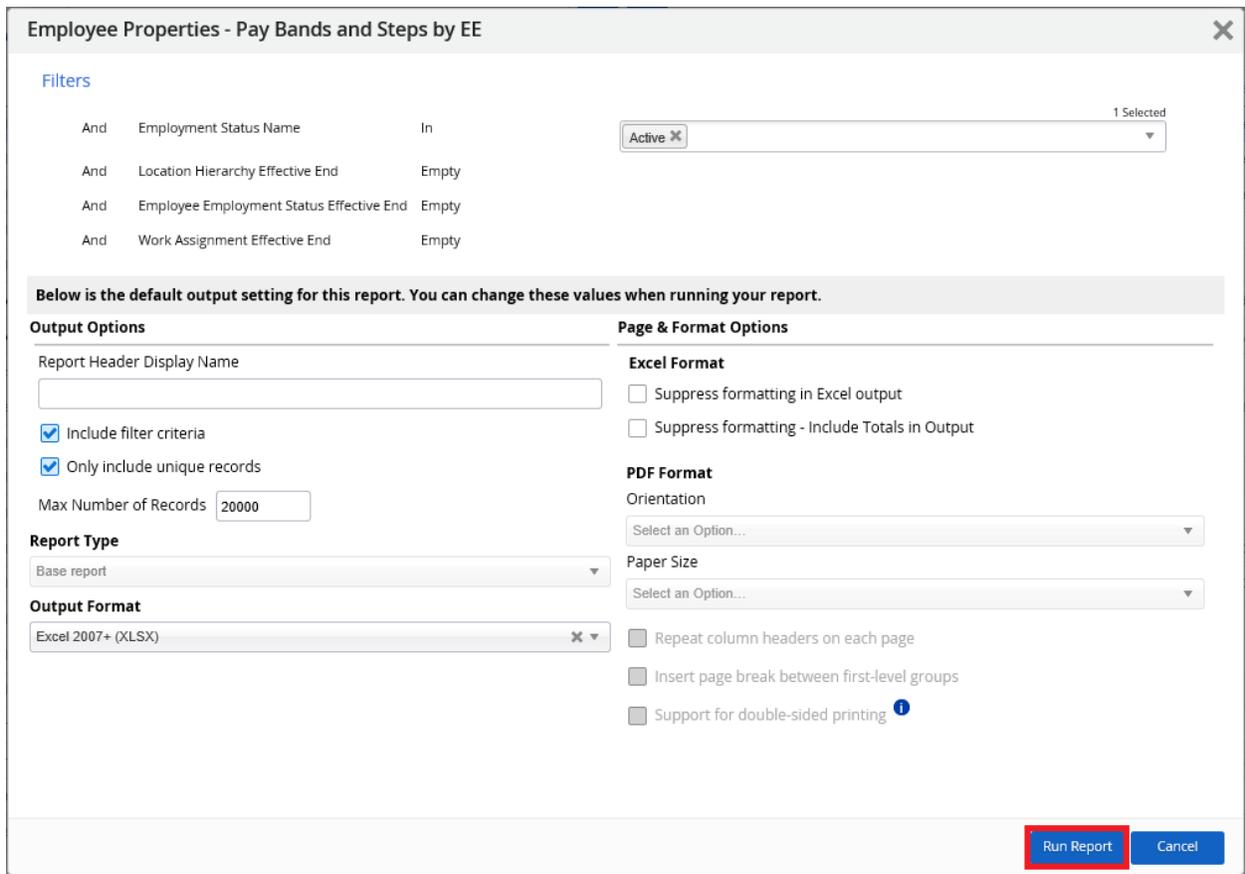
From the Main Menu, click on the Reports icon.



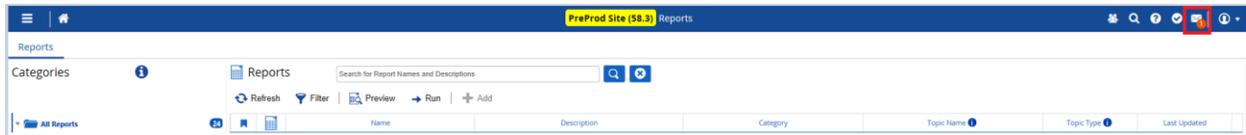
To run a report, select it and click on Run.



Once the Report parameters page is opened, select the desired parameters and click on Run Report.



Once the report is ready, click on the Messages icon to pick it up.



To open the report, click on the link.

