

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

🖻 🖷 TRCA Staff Hub - v3 🛛 🕹 + 🗸					
\leftarrow \rightarrow \circlearrowright \Uparrow https://hub.trcastaff.ca/3	?src=hubv2				
🔶 CRA login services 🌖 Dayforce 📩 OMERS e-access 🔶	Payroll Deductions O 🚦 RBC - Payroll & WSIB 📩 RBC - Taxes & EHT 🝁 ROE WEB 📘 TIM 🍕	🍃 TRCA Staff Hub – v3 甓 WS	618 🔟 EasyWeb Login		
	Staff Feature: The Lakeview Construction Services Team				
	Staff Feature: Viola McPhee and Amanda Billeter	Quick Links	·		
	More blog posts >		C	0	
	Internal Job Listing	ITRM Service Desk	Ceridian Dayforce	Outlook	Safety 24/7 eLearning
	Latest				
	Data Analyst, Ecosystem and Climate Science (TRCA-146-20) July 24, 2020	docebo	AGRESSO	©SCRIBE	Laserfiche
	Internal Job Listing >	Docebo eLearning	Agresso Business	eScribe Meeting	Laserfiche
			World	Management	Records
	Public Job Listing >	Ê,	\wedge	Guidance Now [™]	
		Digital Asset	Whistleblower	Employee	Policies and
		Management	Service	Assistance	Procedures
	0				

- 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.

Change Home	Favorite Links							2	X
You can customia	e which features show	v up on your home scre	en. You can also chan	ge the order in whic	h they appear by dragging	g the feature to your desired p	position.		
×	×	×	×	^					
Timesheets	Pay Approve Checklist	Reports	Performance						
Drag and drop fe	atures to the top					Search Features			
			F eiretr						
Calendar	Employees	Frome & settings	riojecis	Schedules					
							Save	store to Default Cancel	

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.

Pay Groups v
/ Period
9/2020 - 8/15/2020 🔻

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

Finance (HO/CS - FNCE)			0	August 9 - August 15, 2020 🔹	Ø			
🖿 Load 🔻 📄 Sav	e 🍸 Filter 🎵 Sort ★ Fi	avorites 👻 📔 🏠 Options 📋 💒 Uni	do 🕤 Redo 🚣 Authorize 🛔	🖉 Unauthorize 📔 📩 Import File	Reports			
V Pay Problem	ns 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
Danuta Jalowska	<u> 11</u>	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM		35.00 0.00
		7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00		
Irene Klimenko		PY - Coordinator, Payroll S:00 PM S:00 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll S30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P* 1 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P		35.00 36.50
		7.00 7.50	7.00 7.00	7.00 7.00	7.00 8.00	7.00 7.00		
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Review All Shifts

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

Finance (HO/CS - FNCE)			0	August 9 - August 15, 2020 🔹	Ð				
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V Pay Problem	ns 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	i i
Danuta Jalowska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll B:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll B:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM		35.00	0.00
Irene Klimenko		7.00 0.00 PY - Coordinator, Payroll 1 8:30 AM - 5:00 PM 1 11:2:00 PM - 1:00 PM 7.00 7.50	7.00 0.00 PY - Coordinator, Payroll \$ \$ 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	7.00 0.00 PY - Coordinator, Payroll ● 1 * 8:30 AM 4:30 PM * 12:00 PM - 1:00 PM 7.00	7.00 0.00 PY - Coordinator, Payroll PS 30 AM - 5:30 PM 12:00 PM - 1:50 PM 7.00 8.00	7.00 0.00 PY - Coordinator, Payroll 1 8:30 AM - 4:30 PM 12:00 PM - 1:30 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)			0	August 9 - August 15, 2020 🔹	Ø			
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✓ Pay Problem	ms 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
Danuta Jalowska		 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	PY - Assistant, Payroll 8:30 AM + 4:30 PM 12:00 PM + 1:00 PM		35.00 0.00
Irene Klimenko		7.00 0.00 PY - Coordinator, Payroll 1 8:30 AM - 5:00 PM 1:100 PM 11:200 PM 1:00 PM 7.00 7:50	7.00 0.00 ● PY - Coordinator, Payroll ● 1 ● 8:30 AM - 4:30 PM 1:100 PM 11:200 PM + 1:00 PM 7.00	7.00 0.00 ● PY - Coordinator, Payroll ● 1 ● 8:30 AM - 4:30 PM 1:00 PM 11:200 PM 1:00 PM 7.00 7.00	7.00 0.00 ● PY - Coordinator, Payroll ●* 1 ★ 8:30 AM - 5:30 PM 112:00 PM 112:00 PM 1:00 PM 7.00 8:00	7.00 0.00 ● PY - Coordinator, Payroll ● 1 ● 8:30 AM - 4:30 PM 1:100 PM 11:12:00 PM 1:00 PM 7.00 7.00		35.00 36.50
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Employee authirized shifs will be stamped with a blue head.

Finance (HO/CS - FNCE)			3	August 9 - August 15, 2020 🔹	Ð			
🖿 Load 🔻 📄 Sav	e 🌱 Filter 📑 Sort 🔺 Fi	avorites 👻 🕴 🏠 Options 🕴 💒 Un	do 🐀 Redo 🚣 Authorize 💡	🎝 Unauthorize 📩 Import File	Reports			
 Pay Problem 	ns 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
Danuta Jalowska		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 - 1:50 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 Klimenko		PY - Coordinator, Payroll S30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll S30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll P-* 1 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll S30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00 36.50
Linh Lu								0.00 0.0

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)			0	August 9 - August 15, 2020 🔹	Ð			
🖿 Load 🔻 📄 Sav	re 🍸 Filter 1 🖡 Sort 🔺 Fi	avorites 🔻 🕴 🏠 Options 🕴 💒 Un	do 🕤 Redo 🚣 Authorize 💡	🌡 Unauthorize 🕴 📩 Import File	Reports			
 Pay Probler 	ns 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
Danuta Jalowska	*	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll # 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM		35.00 0.00
		7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00		
Irene Klimenko		PY - Coordinator, Payroll S:30 AM - 5:00 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll S 30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P* 1 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll S 30 AM - 4:30 PM 12:00 PM - 1:00 PM		35.00 36.50
		7.00 7.50	7.00 7.00	7.00 7.00	7.00 8.00	7.00 7.00		
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)			0	August 9 - August 15, 2020 🔹	Ð				
🚞 Load 🔻 📄 Sav	e 🌱 Filter 📑 Sort 🔺 F	avorites 🔻 🕴 🏠 Options 🕴 💒 Un	do 🛛 📹 Redo 📔 🚣 Authorize	🎝 Unauthorize 🛃 Import File	Reports				
▶ Pay Problem	ns 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	
Danuta Jalowska		PY - Assistant, Payroll # 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Assistant, Payroll # 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 		35.00	0.00
		7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00	7.00 0.00			
Irene Klimenko		PY - Coordinator, Payroll 9 1 * 8:30 AM - 5:00 PM 112:00 PM - 1:00 PM	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P3 - 30 AM - 4:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll P* 1 8:30 AM - 5:30 PM 12:00 PM - 1:00 PM	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM		35.00	36.50
		7.00 7.50	7.00 7.00	7.00 7.00	7.00 8.00	7.00 7.00			
Linh Lu								0.00	0.00

To view detailed information, click on Daily.

Finance (HO	/CS - FNCE)					G	August 9 - Augu	st 15, 2020 🔹	Ð							
Load	▼ 📄 Save	Filter 1	Sort 🔺 F	avorites 👻 🕴 🔅	Options Und	o 🐀 Redo 🚣 Authorize	🎝 Unauthorize	🛃 Import File	Reports							
∧ Pa	y Problem	s Attendance	Balances	Audits Pi	unches											
Weekly	Work Detail	s												Pay Summaries as of: Current		
Daily	Start	Time	End	Time	Location	Position	Pay Code	Pay Category	Rate	Hours	Amount	CFN	Project-Unit	Task-SubTas	k	
Retror	Mon, Aug 10	8:30 AN	Mort Aug 10	12:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		3.50		[None]	10020-10473	Payroll - Personnel Transaction Form	s	
Redus	Mon, Aug 10	12:00 PN	Mort, Aug 10	1:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	MEAL	Unpaid		1.00		[None]	[None]	[None]		
	Mon, Aug 10	1:00 PN	Mori, Aug 10	5:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		4.00		[None]	10020-10473	Payroll - Personnel Transaction Form	5	
Emplo	oyees	Sunday,	Aug 9	Mond	lay, Aug 10	Tuesday, Aug 11	Wedness	day, Aug 12	Thursd	ay, Aug 13		Friday, Au	g 14	Saturday, Aug 15	Tot	tal
Danuta jalowsk	a			 PY - Assistant, I 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll D PM D PM	 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	 PY - Assistant, P 8:30 AM - 4:30 12:00 PM - 1:00 	ayroll PM PM	PY - Assistant, P 8:30 AM - 4:30 12:00 PM - 1:00	ayroll PM PM	 PY - Assi 8:30 AM 12:00 PM 	stant, Payrol 1 - 4:30 PM 1 - 1:00 PM	l		35.00	0.00
				7.00	0.00	7.00 0.00	7.00 0.	.00	7.00 0	0.00	7.00	0.00				
Irene Klimenko				 PY - Coordinate 8:30 AM - 5:00 12:00 PM - 1:00 	D PM - X	PY - Coordinator, Payroll	 PY - Coordinator 8:30 AM - 4:30 12:00 PM - 1:00 	r, Payroll 🎓 🛓 PM PM	PY - Coordinato 8:30 AM - 5:30 12:00 PM - 1:00	r, Payroll 🗩 🛃 PM PM	PY - Cool 8:30 AM 12:00 PM	rdinator, Pay 1 - 4:30 PM 1 - 1:00 PM	roli 🗩 🛓		35.00	36.50
				7.00	7.50	7.00 7.00	7.00 7.	00	7.00 8	1.00	7.00	7.00				
Linh Lu															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)			3	August 9 - August 15, 2020 🔹	Ð			
🚞 Load 🔻 📄 Sav	e 🌱 Filter 📑 Sort 🔺 Fa	avorites 👻 🕴 🏠 Options 🔰 💒 Un	do 🐀 Redo 🚣 Authorize 🔒	🎝 Unauthorize 📔 📩 Import File	Reports			
Y Pay Problem	ns 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
Danuta jalowska		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 Klimenko		PY - Coordinator, Payroll 8:30,AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll S:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8.00	PY - Coordinator, Payroll S30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00 36.50
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To view detailed information, click on Daily.

Finance (HO/0	CS - FNCE)					3	August 9 - Augus	st 15, 2020 🔹	Ð							
Load 🗨	Save	Filter 1	🗧 Sort 🛛 ★ Fa	worites 👻 🕴 🔅	Options Im Un	do ា Redo 🛛 🚣 Authorize	🎝 Unauthorize	📩 Import File	Reports							
∧ Pay	Problems	Attendance	Balances	Audits Pu	unches											
Weekly	Work Details													Pay Summaries as of: Current		w
Daily	Start	Time	End	Time	Location	Position	Pay Code	Pay Category	Rate	Hours	Amount	CFN	Project-Unit	Task-SubTask	E	
Retros	Mon, Aug 10	8:30 AN	Mon, Aug 10	12:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	WRK	Reg		3.50		[None]	10020-10473	Payroll - Personnel Transaction Form	s	
	Mon, Aug 10	12:00 PM	Mon, Aug 10	1:00 PM	HO/CS - FNCE - PY	PY - Coordinator, Payroll	MEAL	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 Form	s	
Employ	ees	Sunday,	Aug 9	Mond	lay, Aug 10	Tuesday, Aug 11	Wedness	lay, Aug 12	Thursd	lay, Aug 13		Friday, Au	ig 14	Saturday, Aug 15	Tota	al
Danuta Jalowska				 PY - Assistant, I 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll 3 PM 3 PM	PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	 PY - Assistant, PA 8:30 AM - 4:30 12:00 PM - 1:00 	Nyroll PM PM	 PY - Assistant, P 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll I PM I PM	PY - As * 8:30 A 12:00 F	sistant, Payro M - 4:30 PM M - 1:00 PM	•		35.00	0.00
				7.00	0.00	7.00 0.00	7.00 0.	00	7.00 0	0.00	7.0	0.00				
Irene Klimenko				 PY - Coordinate 8:30 AM - 5:00 12:00 PM - 1:00 	or, Payroll 👂 1 D PM 🚽 🗙	PY - Coordinator, Payroll S:30 AM - 4:30 PM 12:00 PM - 1:00 PM	 PY - Coordinator 8:30 AM - 4:30 I 12:00 PM - 1:00 I 	, Payroll 🔊 🗩 🚹 PM PM	 PY - Coordinato 8:30 AM - 5:30 12:00 PM - 1:00 	r, Payroll 🗩 🕈 PM PM	1 PY - Co 3 8:30 A 1 12:00 F	ordinator, Pa M - 4:30 PM M - 1:00 PM	yroll 🗩 🗴		35.00	36.50
				7.00	7.50	7.00 7.00	7.00 7.	00	7.00 8	3.00	7.0	30 7.00				
Linh Lu															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.

Einance (HO/	CS - ENCE)						2	August 0 August 15 2020		•														
							9	August 5 - August 15, 2020	·	•														
🖿 Load	 Save 	🌱 Filter 🚦 Sort 🛧 F	avorites 👻 📔 🛟	Options In Un	do ា Redo		Authorize	🧞 Unauthorize 📩 Import Fi	le 🔟	Reports														
A Pay	Problem	s Attendance Balances	Audits Pu	unches																				
Weekly	Week 1 (Pay	calculation week from 8/9/2020 to	8/15/2020)															Pay Si	ummaries	as of: Cu	ment			Ŧ
Daily	Date	Location	Department	jot		CFN	Project-Unit	Task-SubTask	Amount	REG	OT	OT	OT 1.5	PREM	PREM	VAC	Bereav	. Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5	HOL
Retros	Mon, Aug 10	HO/CS - FNCE - PY	PΥ	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.50									1.00					^
	Tue, Aug 11	HO/CS - FNCE - PY	PY	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.00									1.00					
	Wed, Aug 12	HO/CS - FNCE - PY	PΥ	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.00									1.00					
	Thu, Aug 13	HO/CS - FNCE - PY	PY	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		8.00									1.00					~
Employ	ees	Sunday, Aug 9	Mond	ay, Aug 10	Tueso	lay, Aug	11	Wednesday, Aug 12		The	ursday, Au	ug 13			Friday, Au	g 14			Saturda	, Aug 15			Total	
Danuta Jalowska			 PY - Assistant, I 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll) PM) PM	 PY - Assistant, 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll 3 PM 3 PM		 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 	• •	PY - Assista 8:30 AM - 2:00 PM -	nt, Payroll 4:30 PM 1:00 PM		-	PY - Assi 8:30 AM 12:00 PM	 4:30 PM 1:00 PM 	1						35	.00	0.00
			7.00	0.00	7.00	0.00		7.00 0.00		7.00	0.00			7.00	0.00									
rene Klimenko			PY - Coordinate 8:30 AM - 5:00 12:00 PM - 1:00	or, Payroll 🗩 🧎) PM) PM	PY - Coordinate 8:30 AM - 4:30 12:00 PM - 1:00	or, Payro D PM D PM	41 🗭 <u>i</u>	PY - Coordinator, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	● 1 ●	PY - Coordin 8:30 AM - 2:00 PM -	sator, Payr 5:30 PM 1:00 PM	roll	1	PY - Cool 8:30 AM 12:00 PM	 dinator, Pay 4:30 PM 1:00 PM 	roll	•1					35	.00 3	36.50
			7.00	7.50	7.00	7.00		7.00 7.00		7.00	8.00			7.00	7.00									
Linh Lu																						0.	.00	0.00

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

Finance (HO/C	S - FNCE)					(3	August 9 - August 15, 2020	•	Ð														
Load 🤜	Bave	🛛 🌱 Filter 🛛 🚦 Sort 🛛 ★ F	avorites 👻 🕴 🔅	Options If Un	do ា Redo	1	Authorize	🎝 Unauthorize 🛃 Import Fi	le 🔝 I	Reports														
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Daily	Date	Location	Department	jot		CFN	Project-Unit	Task-SubTask	Amount	REG	от	от	OT 1.5	PREM	PREM	VAC	Bereav.	Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5	HOL
Retros	Mon, Aug 10	HO/CS - FNCE - PY	PY	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.50									1.00					Ê
	Tue, Aug 11	HO/CS - FNCE - PY	PY	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.00									1.00					
	Wed, Aug 12	HO/CS - FNCE - PY	PY	Coordinator, Payroll		[None]	10020-10473	Payroll - Personnel Transaction Forms		7.00									1.00					
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Danuta Jalowska			 PY - Assistant, I 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll) PM) PM	 PY - Assistant, 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll D PM D PM		PY - Assistant, Payroll # 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM	* 11 1	Y - Assista 8:30 AM - 2:00 PM -	nt, Payroll 4:30 PM 1:00 PM		-	PY - Assi 8:30 AM 12:00 PM	stant, Payrol - 4:30 PM - 1:00 PM							3	15.00	0.00
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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.

Finance (HO/	CS - FNCE)					(3	August 9 - August 15, 2020	•	Ð														
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∧ Pay	Problem	Attendance Balances	Audits Pu	inches																				
Weekly	Week 1 (Pay	calculation week from 8/9/2020 to	8/15/2020)															Pay Su	mmaries	as of: Cu	ment			Ŧ
Daily	Date	Location	Department	job		CFN	Project-Unit	Task-SubTask	Amour	t REG	от	от	OT 1.5	PREM	PREM	VAC	Bereav	Family	UNPAID	OT Ba	OT Ba	HOL1.0	HOL1.5	HOL
Retros	Web, Aug 12	HU/CS - FNCE - PY	PT DV	Coordinator, Payroli		[reone]	10020-10473	Payroli - Personnel Transaction Forms		7.00									1.00					^
	Fri. Aug 14	HO/CS-FNCE-PY	PY	Coordinator, Payroli		[None]	10020-10473	Payroli - Personnel mansaction Porms		5.50	1.50	\$57.98							1.00					- 1
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	<			-																				⇒ [°]
Employ	ees	Sunday, Aug 9	Mond	ay, Aug 10	Tuesd	ay, Aug	11	Wednesday, Aug 12		Thu	rsday, Au	ig 13			Friday, Aug	g 14			Saturday	r, Aug 15			Total	3
Danuta Jalowska			 PY - Assistant, F 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll I PM I PM	 PY - Assistant. 8:30 AM - 4:30 12:00 PM - 1:00 	Payroll PM PM		 PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 		PY - Assistan 8:30 AM - 4 12:00 PM - 1	t. Payroll 30 PM 30 PM		1	PY - Assis 8:30 AM 12:00 PM	tant. Payroll 4:30 PM 1:00 PM							3	5.00	0.00
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			7.00 7	7.50	7.00	7.00		7.00 7.00		7.00	8.00			7.00	7.00									
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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 stampped with a brown head, next to the employee's authorization (a blue head).

Finance (HO/CS - FNCE)	ve Filter 17 Sort ★ Filter	avorites 👻 🏠 Options 😭 Un Audits Punches	ondo ⊃a Redo [≛ Authorize]	August 9 - August 15, 2020 🔹	Reports			
Employees	Sunday, Aug 9	Monday, Aug 10	Tuesday, Aug 11	Wednesday, Aug 12	Thursday, Aug 13	Friday, Aug 14	Saturday, Aug 15	Total
Danuta Jalowska		PY - Assistant, Payroll 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll B:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 0.00	PY - Assistant, Payroll B: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
rene Klimenko		PY - Coordinator, Payroll 8:30 AM - 5:00 PM 12:00 PM - 1:00 PM 7.00 7.50	PY - Coordinator, Payroll PM 8:30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll S30 AM - 4:30 PM 12:00 PM - 1:00 PM 7.00 7.00	PY - Coordinator, Payroll S:30 AM - 5:30 PM 12:00 PM - 1:00 PM 7.00 8:00	PY - Coordinator, Payroll S30 AM - 4/30 PM 12:00 PM - 1:00 PM 7.00 7.00		35.00 36.50
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.

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	Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exo	ptions	Locked	Locked By	Approved	Approved By
	~		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			v	Ericka Miranda	1	Ericka Miranda
	Ð		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		_1				
	~		Ericka Miranda	TRCA BWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			V	Ericka Miranda	1	Ericka Miranda
	~		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda	1	Ericka Miranda
	~		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			~	Ericka Miranda	1	Ericka Miranda

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

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	~		Ericka Miranda	TRCA BIWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	1	Ericka Miranda
	-0		Ericka Miranda	TRCA BIWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM	1				
	~		Ericka Miranda	TRCA BIWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	1	Ericka Miranda
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	~		Ericka Miranda	TRCA BIWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	1	Ericka Miranda

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	Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date 🔺	Excep	tions	Locked	Locked By	Approved	Approved By
	~	Development and Engineering Services (HO/D&ES - D&	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda		Ericka Miranda
	Ð	Finance (HD/CS - FNCE)	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		1				
	~	Information Technology & Records Management (HQ/	D Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda		Ericka Miranda
	~	Marketing and Events (HO/CS - M&E)	D Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda		Ericka Miranda
	~	Resource Management Projects (HD/R&I - RMGT)	D Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				D Ericka Miranda		Ericka Miranda
					Issues Re All outstand	main ng must be add Cat	ressed. xel						

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

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.

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B	Save	🕃 Refresh 📔 🗹 Select 👻 🍸 Filter 📔	🔒 Lock 🔓 Unlock 🖌 Approve	a 📔 Calculate Pay 🔛 Pay Su	mmary Report							
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	~		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	¥.	Ericka Miranda ^
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	~		Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		•	Ericka Miranda	1	Ericka Miranda
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	~		😰 Ericka Miranda	TRCA B/Weekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	1	🚱 Ericka Miranda

Timesheets are submitted to payrol 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.

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		HOFFEO. COR	Ericka Mirarvia	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Mirarvia		Fricka Miranda		
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	~	HO/R&I - RMGT	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda	2	Ericka Miranda		
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	~	RSC/RM - RMGT	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:90:00 AM				Ericka Miranda	×.	👔 Ericka Miranda		

Click on the location that you need to unlock.

Click on Save to save your changes/updates.

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	~	AHFC/E&T-E&T	Ericka Miranda	TRCA B/Weekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM						Ericka Miranda
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The pay period is unlocked. Proceed to revise timesheets.

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	~	AHFC/E&T - E&T	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				1	Ericka Miranda	
	~	HO/CEBO - GCR	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		✓	Ericka Miranda	×.	Ericka Miranda	

Once you are done, lock the pay period again.

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	Status	Organization	Manager	Pay Group	Start Date	End Date	Due Date	Exceptions	Locked	Locked By	Approved	Approved By	
	~	AHFC/E&T - E&T	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			Ericka Miranda	2	Ericka Miranda	
	~	HO/CEBO - GCR	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM		v	Ericka Miranda	1	Ericka Miranda	

The pay period is locked.

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	~	AMFC/E&T - E&T	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM				Ericka Miranda	2	Ericka Miranda	
	×	HOICEBO - GCR	Ericka Miranda	TRCA BiWeekly Pay Schedule	8/2/2020	8/15/2020	8/10/2020 12:00:00 AM			V	Ericka Miranda	×.	Ericka 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.

≡ ♠					Profile & Settings
Profile Security	Preferences	Notifications	Apps		

Click on Add

≡	*			Profile & Settings
Profile	Security	Preferences	Notifications Apps	
			Culture / Language	
			Set your language and locale settings	
			Delegation Access 🛨 Add	
			If you will be away, delegate your account access to another user for a	
			period of time.	

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 you will not be able to, such as when you are away	period of time. This a	llow another user to perfor	m Dayforce tasks if
Give access to* Select an Option			
Delegation Reason	Effective Period	*	
Select an Option	From	To	(111)
Restrict Private Information Pay Information Compensation Feature Access Performance Feature Access PII Documents 			
		San	ve 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.

= *				Timeshee	ts				볼 Q 🚱	⊘ ⊠∣ 0 •
TRCA BiWeekly Pay Schedu	ile (By Employee)			August 16 - August	29, 2020 🔹	Ð				
🖿 Load 🔻 📄 Sav	e 🛛 🌱 Filter 📑 Sort 🔺 Favor	tes 👻 📔 🏠 Optic	ons 🚛 Undo ာ Redo 🛃	Authorize 🎝 Unauthorize 🛛	Import File 🛛 🔝 Repo	rts				
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Summary	Туре	Unit	Start	End	Accrued	Approved	Pending	Remaining	Exceeded	
Daily	Bereavement - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020						^
Expiring Transactions	Family Responsibility - Hours	Hours	Wed, Jan 01, 2020	Thu, Dec 31, 2020						
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	Sick - Hours	Hours	Wed. Jan 01, 2020	Thu, Dec 31, 2020						
										~
Employees	Sunday, Aug 16 Mond	ay, Aug 17	Tuesday, Aug 18 Wedne	rsday, Aug 19 Thursday, Au	g 20 Friday, A	Aug 21 Saturda	ay, Aug 22 Su	unday, Aug 23 Mo	nday, Aug 24	Total >

From Reports

From the Main Menu, click on Reports.



Select TRCA - Employee Entitlement Balances.

Click on Run.

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Reports															
Categories	0		📄 F रुभ	Report Refresh	ts 🜱 Filter	Search for Report Names	earch for Report Names and Descriptions Q S								
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TRCA Reports	F TRCA Reports				Employee Pro	perties - Contract Expiry Dat	te	MS - created for HR and Managers to be aware of employee c	TRCA Reports	* ConnectedPay - Employee Properties Export					
Human Resources		6			Employee Pro	loyee 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					
🕨 💽 Time & Attendance		2		5	Employee Pro	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 Pro	perties - Temporary Promot	tion End Date	MS - created for HR and Managers to be aware of employee t	TRCA Reports	* ConnectedPay - Employee Properties Export					
					Employee Rol	e Report			TRCA Reports	Employee User Role					
🗔 📊 Employee-Manage						nager Listing		MS - created for admin purposes to see who can see employ		Employee Details - Personal with LM					
					TRCA - Employ	vee Entitlement Balances		MS - Contains balance details for entitlements for managers t	TRCA Reports	* Entitlement Balances and Accruals					

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

TRCA - E	mployee Entitlement Balances			×
Filters				^
	Employee Display Name	*	Please select a value	
	Effective Start	*	8/20/2020	
	Effective End			
And	Division	In	0 Selected	
			Please select a value	
And	l Business Unit	In	Please select a value 🔹	
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 t	he default output setting for this repo	t. You can change these val	lues when running your report.	
Output Op	otions		Page & Format Options	_
Report He	eader Display Name		Excel Format	_
			Suppress formatting in Excel output	
🗹 Includ	de filter criteria		Suppress formatting - Include Totals in Output	
🗹 Only	include unique records		PDF Format	
Max Num	ber of Records 20000		Orientation	
Report Ty	De		Select an Option	T
Base report		Ψ	Paper Size	
Output Eo	rmat		Select an Option	•
			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				🔄 Selected Employees	
🖺 Save Filter as	🗶 Clear Filter		Select -		Select 🔻 🗶 Remove 💾 Save List as	
Department	Select an Option	× Ø	0			
Job	Select an Option	× Ø	0			
Location	Select an Option	× Ø				
Name		8				
Number		8				
Pay Class	Select an Option	· Ø				
Pay Group	Select an Option	• Ø	□ 0	>]	
Pay Type	Select an Option	- O	•	Add	-	
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Ndd Filter	Reset to Default			AI	1	
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You can run all balances at once or you can run one balance at a time.

Click on Run Report.

CA - En	nployee Entitlement Balances	5		
Ariu	work Assignment Effective Start	Less man equal	WEITECUVEETU	
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	Please select a value	0 Selected
And	Pay Type Name	In	Please select a value	0 Selected
And	Pay Group Name	In	Please select a value	0 Selected
And	Balance	In	Float - Hours X OT Bank X Sick - Hours X Vacation - Dollars X	5 Selected
And And	Pay Class Name Location Hierarchy Effective End	In Empty	Please select a value	U Selected ▼
And And elow is th	Pay Class Name Location Hierarchy Effective End ne default output setting for this rep	In Empty ort. You can change the:	Please select a value se values when running your report. Bage & Format Options	v selected. ▲
And And elow is th	Pay Class Name Location Hierarchy Effective End ne default output setting for this rep tions	In Empty ort. You can change the	Please select a value se values when running your report. Page & Format Options Excel Format	U Selected
And And And And elow is th itput Opt eport Hea 2 Include 2 Only in	Pay Class Name Location Hierarchy Effective End the default output setting for this rep tions ader Display Name e filter criteria aclude unique records	In Empty ort. You can change the	Please select a value se values when running your report. Page & Format Options Excel Format Suppress formatting in Excel output Suppress formatting - Include Totals in Output	<u>0 369000</u> ▼
And And elow is th ttput Opt eport Hea Include Only in lax Numb	Pay Class Name Location Hierarchy Effective End the default output setting for this rep tions ader Display Name e filter criteria include unique records	In Empty ort. You can change the	Please select a value se values when running your report. Page & Format Options Excel Format Suppress formatting in Excel output DF Format Orientation	<u>0 360000</u> ▼
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And And elow is th atput Opt eport Hea Include Only in lax Numb port Type ase report	Pay Class Name Location Hierarchy Effective End edefault output setting for this rep tions ader Display Name e filter criteria sclude unique records er of Records 20000 e	In Empty ort. You can change the:	Please select a value se values when running your 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	● 3 SERUE ▼

To retrieve your report, click on the Messages icon.

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

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Compose		Refresh		×
Approvals		Inbox		í
🕰 Inbox	0	📄 📔 Ericka Miranda	TRCA - Employee Entitlement Balances_8-20-2020-21305-PM.xlsx	8/20/20, 2:13 PM
Messages	0	🗌 🔝 Ericka Miranda	Terminated Employees by Location_8-20-2020-115246-AM.xlsx	8/20/20, 11:52 AM
Notifications		📄 📄 Ericka Miranda	Entitlement Balance and Accruals with Seniority Date and Locatio_8-20-2020-114520-AM.xlsx	8/20/20, 11:45 AM
Actions		📄 📓 Ericka Miranda	MS - Employee Timesheet Data for Review_B-18-2020-93588-AM.xlisx	8/18/20, 9:35 AM
Drafts		📄 📄 Ericka Miranda	Employee Properties - Pay Bands and Steps by EE_8-18-2020-82513-AM.vlox	8/18/20, 8:25 AM
Trash	Empty	📄 📄 Ericka Miranda	PayrolRegisterReport_8-17-2020-23652-PM.pdf	8/17/20, 2:36 PM
		📄 📴 Ericka Miranda	PayrollRegisterReport_8-17-2020-15853-PM.pdf	8/17/20, 1:58 PM
		📄 📄 Ericka Miranda	Lotus Notes Export v4_8-17-2020-111754-AMJdsx	8/17/20, 11:17 AM

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.

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🔿 Approvals 😑	Approvals			
🖴 Inbox	① Linh Lu	🔀 Time Away From Work	VAC 8/24/2020 - 8/28/2020 35.00 Hours Payroll (Pr) Seniority Date: 4/1/2010	Approve Deny
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Click on it to view details.

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🔤 Inbox	① Linh Lu	🔀 Time Away From Work	VAC 8/24/2020 - 8/28/2020 35.00 Hours Parcell (Ph) Seniority Date: 4/1/2010	Approve Deny
Messages			a shrand of Lancer American	
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Click on Approve to approve the request.

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Notifications Actions C Drafts Sent	Time Requested: 35.00 Hours Reason Vicadio: Unit of accuent vacation, full time only Type of Request Al Day Partial Day	808/2009	Type Remaining Unit OT Bank Hours Hours Vacation - Hours Hours Hours Sick - Hours Hours Hours Float - Hours Hours Hours
Trash Empty	Balances		~
	Employee Coverage		\sim
	Employee Comment No comment has been entered		
	Manager Comment		
			Save Approve Deny

Click on Deny denying the request.

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Reports Notifications Actions Drafts Sent	Time Requested: 35.00 Hours Reation Vacation Vac	8282220 📾	Type Remaining OT Bank Vacation - Hours Sick - Hours Float - Hours	Unit Hours Hours Hours
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	Employee Coverage			× .
	Employee Comment No comment has been entered			
	Manager Comment			
			Save Approve	Deny

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

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Time Away from Work Requests Reports

From the Main Menu, click on the Approvals icon.

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	Timesheets	Pay Approve Checklist	Reports	Performance	Profile & Settings	O Felt

Click on Reports.

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🖂 Messages				
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Actions				
🕼 Drafts				
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Trash Empty				

Select a report.

Select the report parameters.

To run the report, click on Run Report.

Reports		x
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▼Fixed Format Reports 👩	Organization	TORONTO AND REGION CON:
Employee Balance Report	Date Range	820/2020
TAFW Calendar Report	Employees All Employees 	
	 Selected Employee 	Choose Employee All Selected
	Filters	
	Reason	0select an Option •
	Status	Selected Pending X Approved X Denied X Cancellation Pending X Canceled X *
	Pay Class	Select an Option V
	Pay Group	Select an Option v
	Pay Type	Select an Option v
	Sort By	Start Date v
	Description	
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Close the screen.

Pick up your Report.

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🕰 Inbox 🕕	🗌 睯 Ericka Miranda	ReportEmployeeTAFW_8-20-2020-31010-PM.pdf	8/20/20, 3:10 PM
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Running Reports

From the Main Menu, click on the Reports icon.

2	<u>ب</u>		*		
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					🔅 <u>Edit</u>

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

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Reports								
Categories	gories () Reports Search for Report Names and Descriptions			ons Q 😣				
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* 🚞 All Reports		23	Name	Description	Category	Topic Name 🕕	Topic Type 🕕	Last Updated
TRCA Reports		🔇 🖂 🔜 Employee P	roperties - Pay Bands and Steps by EE	MS - List of Employees by Pay Band/Steps with hourly base ra	TRCA Reports	* ConnectedPay - Employee Properties Export	V2	8/5/2020 11:59 PM

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

Employee	Properties - Pay Bands and Step		×		
Filters					
And	Employment Status Name	In	Active X	cted ▼	
And	Location Hierarchy Effective End	Empty			
And	Employee Employment Status Effective End	Empty			
And	Work Assignment Effective End	Empty			
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Output Optic	ons		Page & Format Options		
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Excel 2007+ ()	KLSX)	X *	Repeat column headers on each page		
			Insert page break between first-level groups		
			Support for double-sided printing ¹		
			Run Report	Cancel	

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

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* 📾 All Reports	•	3 🖪 🔟	Name	Description	Category	Topic Name 🕕	Topic Type 🕕	Last Updated		

To open the report, click on the link.

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🕰 Inbox 🕕	🗌 睯 Ericka Miranda	Employee Properties - Pay Bands and Steps by EE_8-20-2020-25541-PM.xlsx	8/20/20, 2:55 PM