Employee

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| Enter Employee Name here | Enter the new Position name here |
| Enter the Hire Date. | Submitter: Enter Your Name and Title |

Compensation Grid

Employee Band or Range Employee Step or Level

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| --- | --- |
| Enter Band or Range | Enter Step or Level |

Default Labour - Account Code

Provide the default account code where 100% of the employee’s wages and benefits will be charged to. If wages will be charged to multiple projects, that must be done on timesheets.

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| Sub Project Number (Business World) |

Surcharge Account

If this employee works on capital projects, record what surcharge account is to be assigned to the employee. Otherwise leave blank.

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| Capital Surcharge (if applicable) | • Cap. Staff – 901-97-777  • Plan Greensp Cons Division – 902-04-77  • Development and Engineering Services – 902-06-777  • Major contracts and Construction Staff – 902-07-777  • Corporate Sustainability and Community Transformation - \_902-08-777 |

Shift Schedule

For prepopulated timesheets, record what timesheet schedule is to be assigned to the employee.

With a blank timesheet, all shifts must be manually created or prepopulated when employee clocks in and out.

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| Shift Schedule (if applicable) | Day Shift, From, To  Monday to Friday – 7 Hours per Day  • 75on/2off 1 / 7:00 / 15:00  • 75on/2off 2 / 7:30 / 15:30  • 75on/2off 3 / 8:00 / 16:00  • 75on/2off 4 / 8:30 / 16:30  • 75on/2off 5 / 9:00 / 17:00  • 75on/2off 6 / 9:30 / 17:30  • 75on/2off 7 / 10:00 / 18:00  Monday to Friday – 8 Hours per Day  • 85on/2off 1 / 7:00 / 16:00  • 85on/2off 2 / 7:30 / 16:30  • 85on/2off 3 / 8:00 / 17:00  • 85on/2off 4 / 8:30 / 17:30  • 85on/2off 5 / 9:00 / 18:00  • 85on/2off 6 / 9:30 / 18:30  • 85on/2off 7 / 10:00 / 19:00  • Blank Timesheet |

Additional Management Assignments

List the name(s) of additional manager(s) / supervisor(s) that need to be assigned to the employee.

Please record a line for each manager/supervisor: | Name | Title | User Role |

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| Enter Names of additional management assignments here. |

Additional Dayforce User Roles

Please indicate any additional roles that are required (e.g., Manager, Supervisor, Admin., etc.).

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| Enter additional Dayforce user roles here. |

Employee Expenses User Roles Required

Indicate any user expense role that is required - i) Manager (Final approval – Bands 10+), or ii) Supervisor (Preliminary approval – Bands 1 to 9)

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| Enter additional user expense roles here. |

Additional Comments

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| Comments |