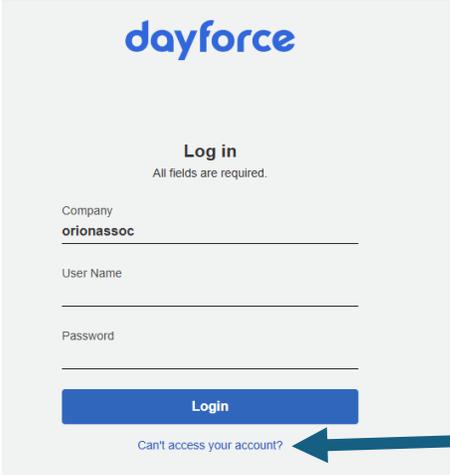
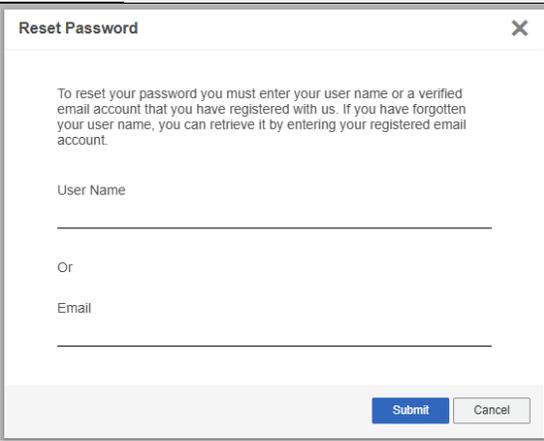
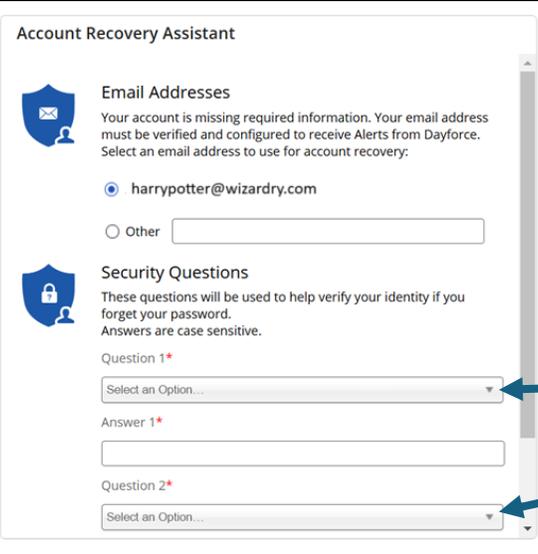


Logging in to Dayforce

 <p>The screenshot shows the Dayforce login page. At the top is the Dayforce logo. Below it is the heading "Log in" with the note "All fields are required." There are three input fields: "Company" (with "orionassoc" entered), "User Name", and "Password". A blue "Login" button is at the bottom. A link "Can't access your account?" is located below the button. A blue arrow points from the "Can't access your account?" link to the right-hand text.</p>	<p>For all of our agencies, orionassoc will be used as the company.</p> <p>User Name format: (firstname.lastname)</p> <p>Staff will have 5 tries at the correct User Name and password before being logged out. You must then contact a site administrator</p> <p>Use this before your 5th failure to reset it!</p>
 <p>The screenshot shows the "Reset Password" dialog box. It contains instructions: "To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account." There are two input fields: "User Name" and "Email". There are "Submit" and "Cancel" buttons at the bottom.</p>	<p>Reset Password Screen</p> <p>You can use either your User Name or your Email.</p> <p>Your email must be verified ahead of time. Make sure you do this the first time that you log in.</p> 
 <p>The screenshot shows the "Account Recovery Assistant" screen. It has two sections: "Email Addresses" and "Security Questions". The "Email Addresses" section has a radio button selected for "harrypotter@wizardry.com" and an "Other" field. The "Security Questions" section has two questions, each with a dropdown menu and an answer field. Blue arrows point from the right-hand text to the dropdown menus for "Question 1" and "Question 2".</p>	<p>On the first time that you log in, it is crucial that you verify your email address and set your security questions. This is needed in order recover a forgotten password.</p> <p>Use the dropdown boxes to choose the two questions that you want to use and fill in the correct answer. To recover your password, you will need to answer these questions again; so choose wisely</p>
<ul style="list-style-type: none">• Employees with a company email will use Single Sign On (SSO)—you will be directed to the Microsoft Login, and you will log in with your company credentials (similar to Sharepoint)• Employees without a company email will use Multifactor Authentication (MFA). Choose the option to send a text message.	

Welcome to your Hub!

You can always click on the logo to go back to this hub.

We put the most commonly used button, the Time Clock, in the front and center.

You can use this search bar to find any task that you need.

Click on this button to access your profile

Your notifications button

This is your “ hamburger menu” —another way to find many of your tasks.

We designed this hub so most of the commonly used tasks can be accessed with these links

You can see your PTO and Sick and Safe balances here.

Balances

Remaining Holiday	0.00
Hours	160.00
PTO	Hours

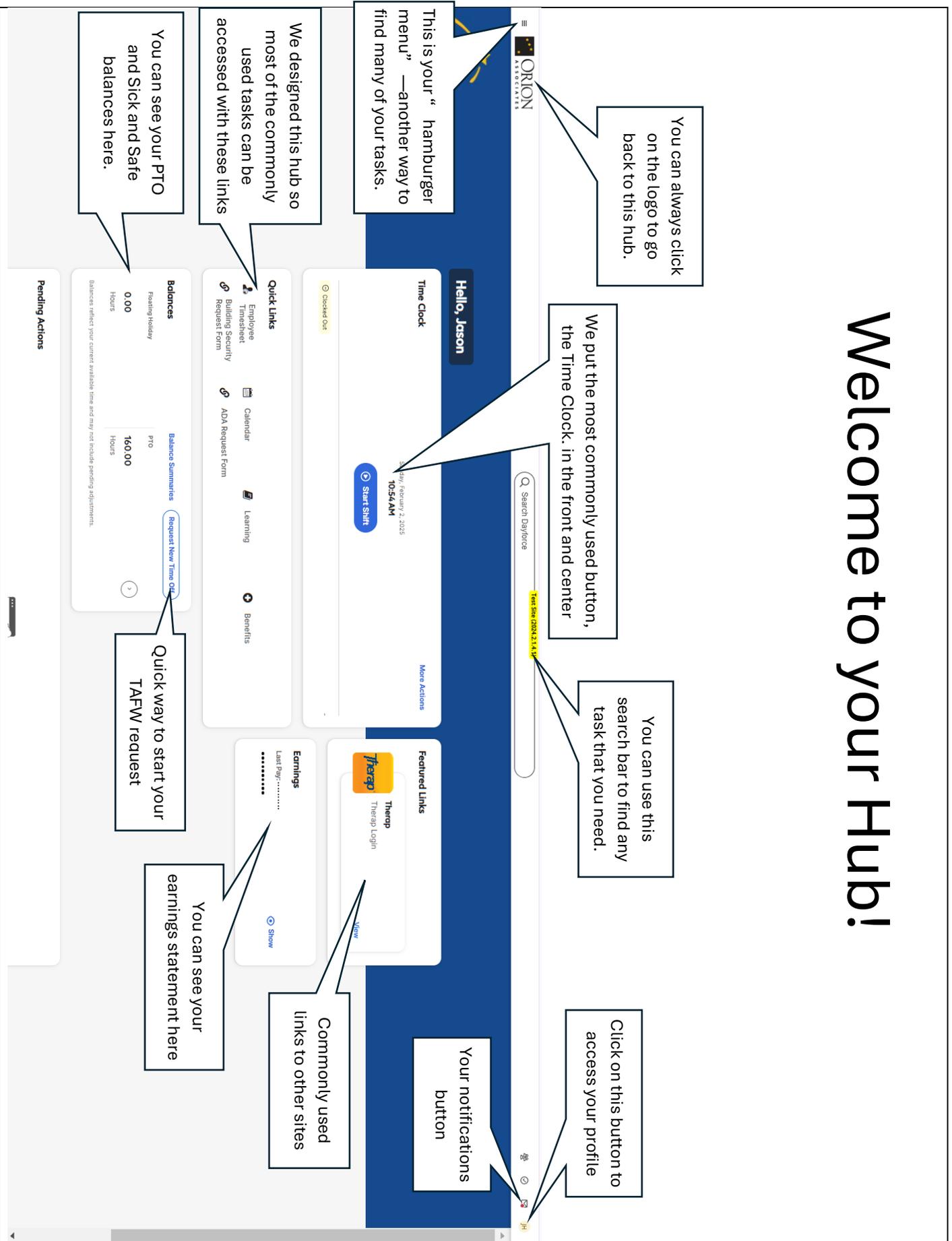
Balance Summaries [Request New Time Off](#)

Balances reflect your current available time and may not include pending adjustments.

Quick way to start your TAFW request

You can see your earnings statement here

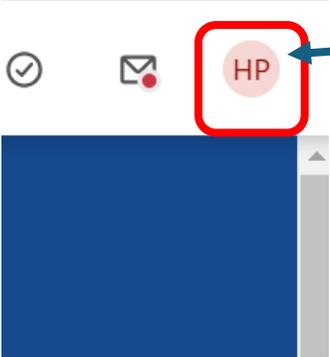
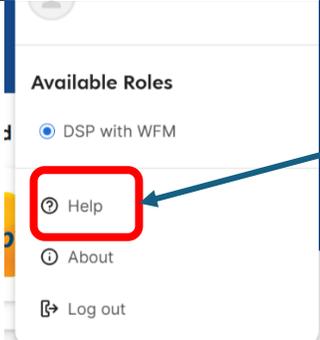
Commonly used links to other sites



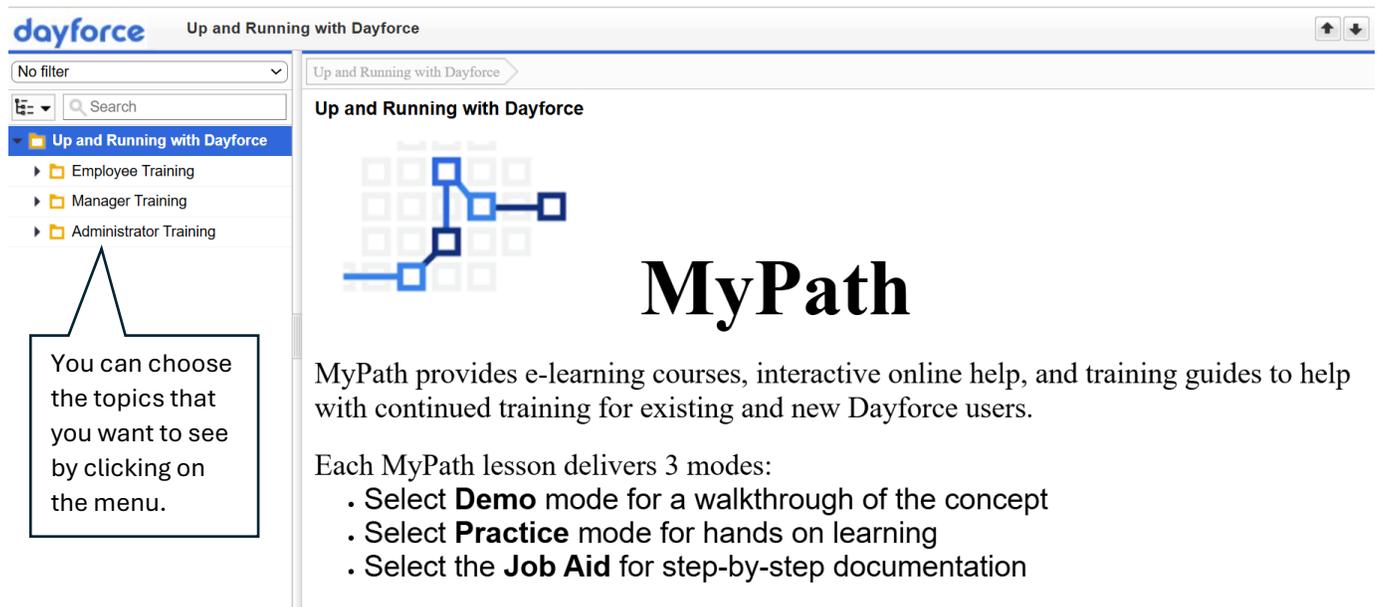
Dayforce Training Guide for DSP's

Getting help through MyPath Videos

Dayforce has training videos and guides that can help you to learn how to navigate the software. Here is how to access these videos:

	<p>Click on the profile button with your initials in the top right corner of the page.</p>
	<p>Click on Help</p>

MyPath will open up in another tab on your browser.



You can choose the topics that you want to see by clicking on the menu.

MyPath

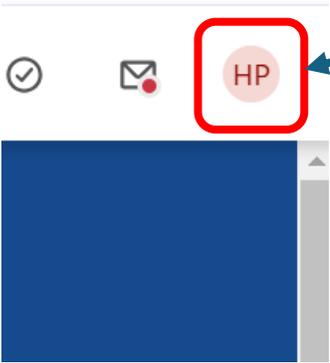
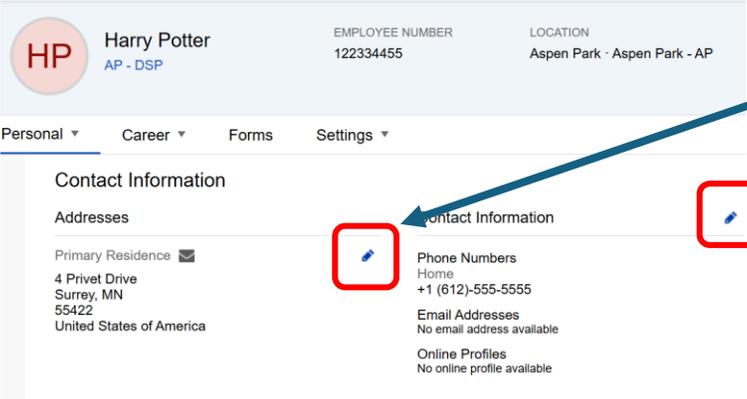
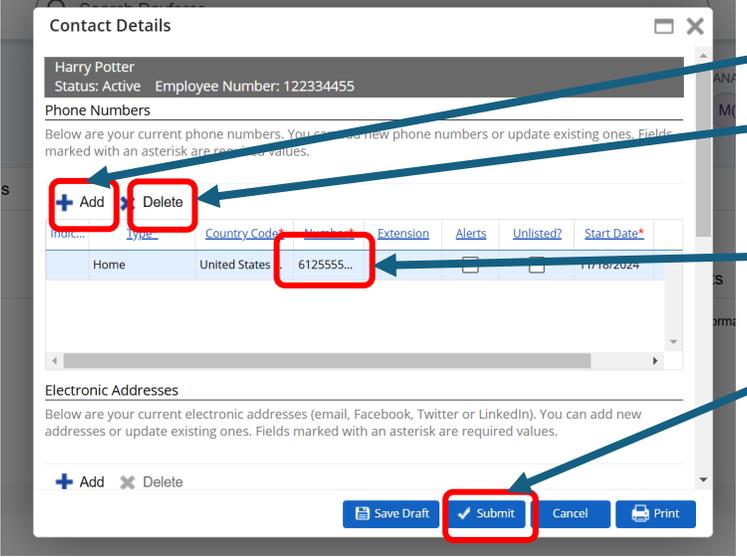
MyPath provides e-learning courses, interactive online help, and training guides to help with continued training for existing and new Dayforce users.

Each MyPath lesson delivers 3 modes:

- Select **Demo** mode for a walkthrough of the concept
- Select **Practice** mode for hands on learning
- Select the **Job Aid** for step-by-step documentation

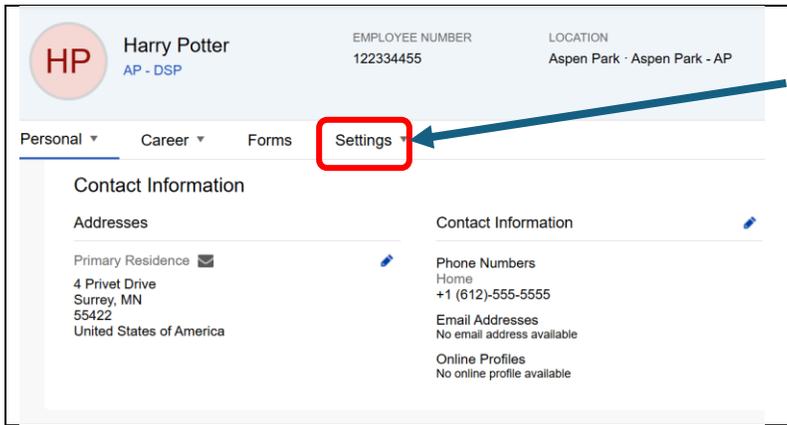
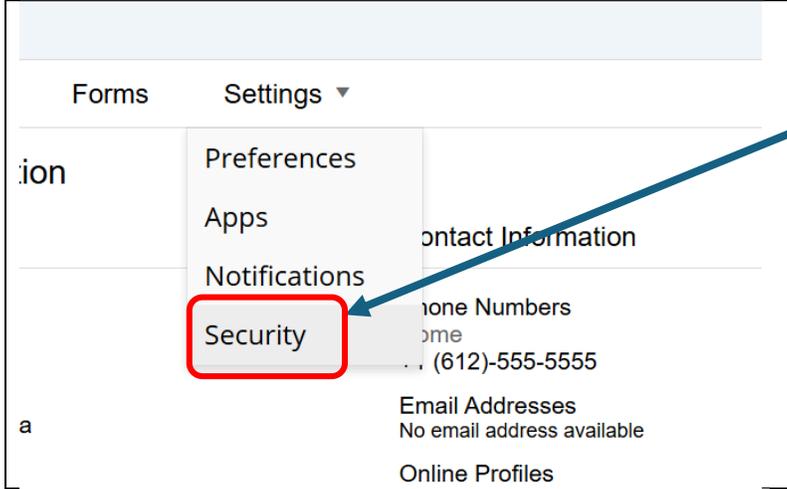
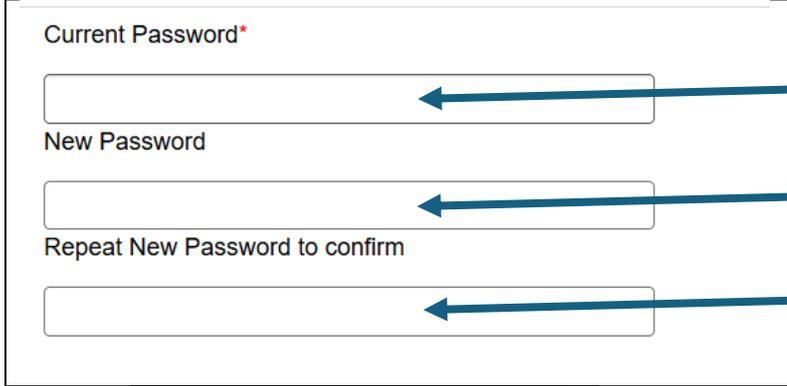
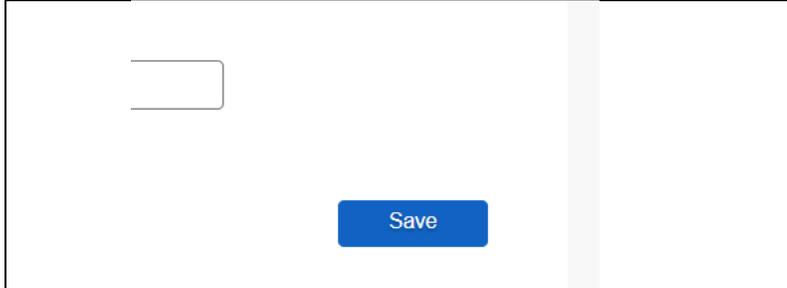
Dayforce Training Guide for DSP's

Updating your profile information

	<p>Click on the profile button with your initials in the top right corner of the page.</p>
	<p>You can update any of your personal information by clicking on a blue pen icon.</p>
	<p>To add information, click on the Add button.</p> <p>To delete information, click on the Delete button.</p> <p>To edit any information, click on the information that you want to change, and make the correction</p> <p>Once the changes are completed, click on the Submit button.</p> <p>Note: once you submit the change, the change will NOT be made immediately. It will take a little time to be approved.</p>

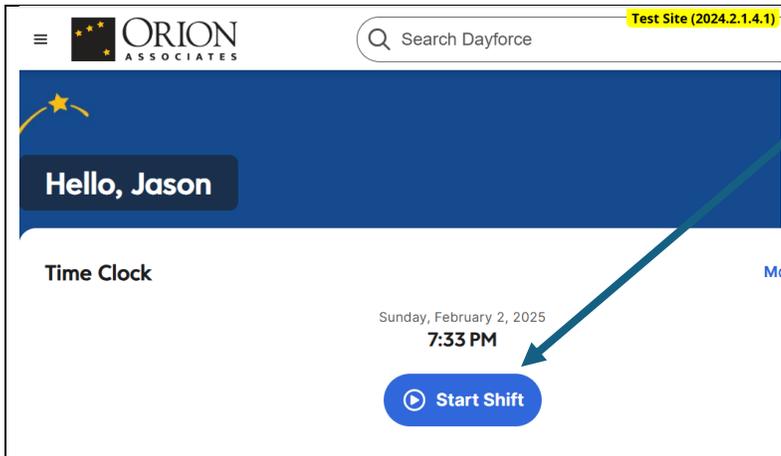
Dayforce Training Guide for DSP's

Changing your password (if you are already logged in)

 <p>HP Harry Potter AP - DSP</p> <p>EMPLOYEE NUMBER 122334455</p> <p>LOCATION Aspen Park - Aspen Park - AP</p> <p>Personal ▾ Career ▾ Forms Settings ▾</p> <p>Contact Information</p> <p>Addresses</p> <p>Primary Residence ✉</p> <p>4 Privet Drive Surrey, MN 55422 United States of America</p> <p>Contact Information</p> <p>Phone Numbers Home +1 (612)-555-5555</p> <p>Email Addresses No email address available</p> <p>Online Profiles No online profile available</p>	<p>On the profile page (see above), click on settings.</p>
 <p>Forms Settings ▾</p> <p>Preferences</p> <p>Apps</p> <p>Notifications</p> <p>Security</p> <p>Contact Information</p> <p>Phone Numbers Home +1 (612)-555-5555</p> <p>Email Addresses No email address available</p> <p>Online Profiles</p>	<p>Click on Security.</p>
 <p>Current Password*</p> <input type="password"/> <p>New Password</p> <input type="password"/> <p>Repeat New Password to confirm</p> <input type="password"/>	<p>Enter your current password</p> <p>Enter the new password.</p> <p>Enter the password again to confirm it.</p>
 <p>Save</p>	<p>Scroll down to the bottom right of the page to click on save</p>

Dayforce Training Guide for DSP's

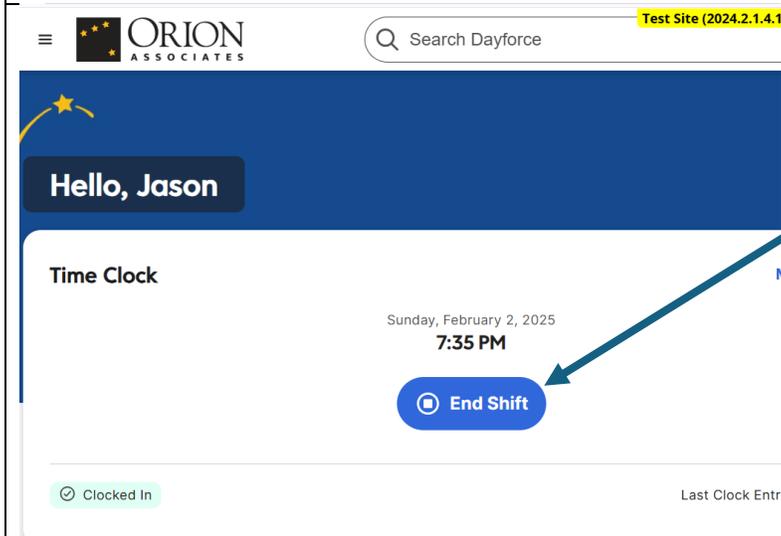
Clocking in and out (Meridian Program Dept)



On the hub page, click on **Start Shift**.

- You must be scheduled to clock in.
- You must be at the house to clock in.
- You cannot clock in more than 15 minutes early.
- Your clock in time and clock out time will be recorded on your timesheet for your supervisor to verify.

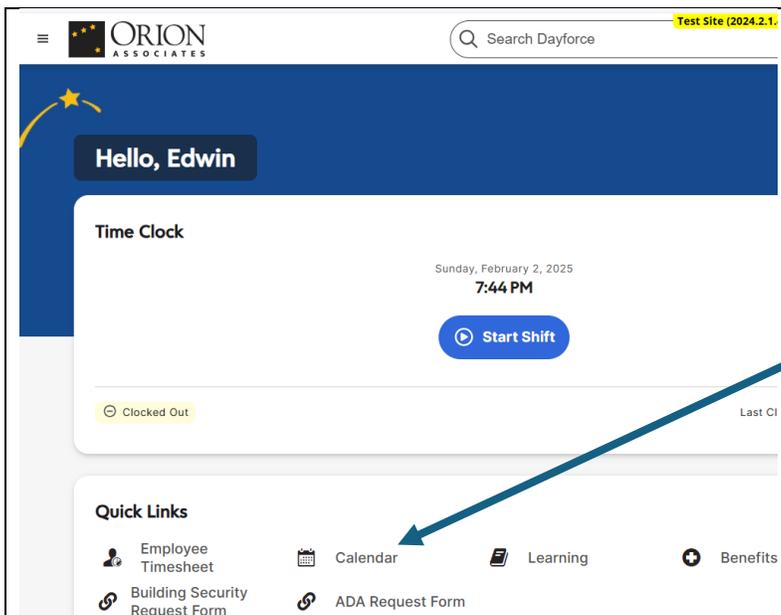
You will see a green notification bar that you were successfully clocked in.



When it is time to clock out, click on **End Shift**.

You will see a green notification bar that you were clocked out.

Reviewing your schedule



The calendar is a page where you will frequently go to review your schedule, pick up available shifts, and even make a request for Time Away From Work (TAFW).

Start by clicking on **Calendar**.

Dayforce Training Guide for DSP's

This is a calendar Month view. This view allows you to see an entire month at a time, but it does not provide much detail about your shift.

Click here to change the view (points to the view selector)

Use the arrows to see the previous month or the next month. (points to navigation arrows)

This row shows the number of hours scheduled and the number of hours worked for the week. (points to the summary row on the right)

Indicates that you are scheduled for Time Away From Work (TAFW) (points to the PTO - 1 Day block)

Day	Date	Shift	Status	Hours Worked
Sunday	26	2:00PM — 9:00PM	Not Worked	0.0000
Monday	27	2:00PM — 10:00PM	Not Worked	0.0000
Tuesday	28	2:00PM — 9:00PM	Not Worked	0.0000
Wednesday	29	2:00PM — 9:00PM	Not Worked	0.0000
Thursday	30			0.0167
Friday	31	2:00PM — 9:00PM	Not Worked	0.0000
Saturday	01			36.0000
Sunday	02			1.7500
Monday	03	2:00PM — 10:00PM	Scheduled	0.0000
Tuesday	04	2:00PM — 9:00PM	Scheduled	0.0000
Wednesday	05	PTO - 1 Day	Time Away From Work	0.0000
Thursday	06			0.0000
Friday	07	2:00PM — 9:00PM	Scheduled	0.0000
Saturday	08	2:00PM — 9:00PM	Scheduled	0.0000
Sunday	09	2:00PM — 9:00PM	Scheduled	0.0000
Monday	10	2:00PM — 10:00PM	Scheduled	0.0000
Tuesday	11	2:00PM — 9:00PM	Scheduled	0.0000
Wednesday	12	2:00PM — 9:00PM	Scheduled	0.0000
Thursday	13			0.0000
Friday	14	2:00PM — 9:00PM	Scheduled	0.0000
Saturday	15			36.0000
Sunday	16			0.0000
Monday	17	2:00PM — 10:00PM	Scheduled	0.0000
Tuesday	18	2:00PM — 9:00PM	Scheduled	0.0000
Wednesday	19	2:00PM — 9:00PM	Scheduled	0.0000
Thursday	20			0.0000
Friday	21	2:00PM — 9:00PM	Scheduled	0.0000
Saturday	22	2:00PM — 9:00PM	Scheduled	0.0000

This is the Week view. It will show you your schedule for one week. This view will provide you with more detail about your shift.

Use the arrows to see the previous week or the next week. (points to navigation arrows)

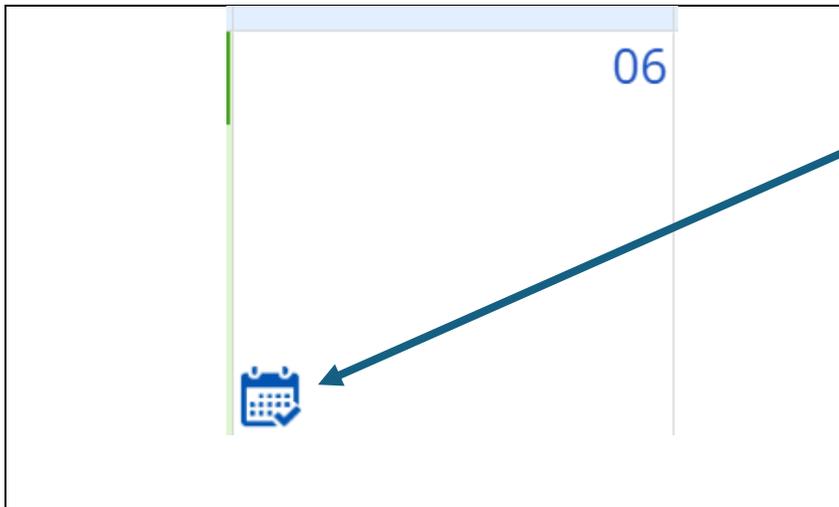
This row shows the hours scheduled and worked each day. (points to the daily summary row)

This shows you the hours scheduled and worked for the week (points to the weekly summary row)

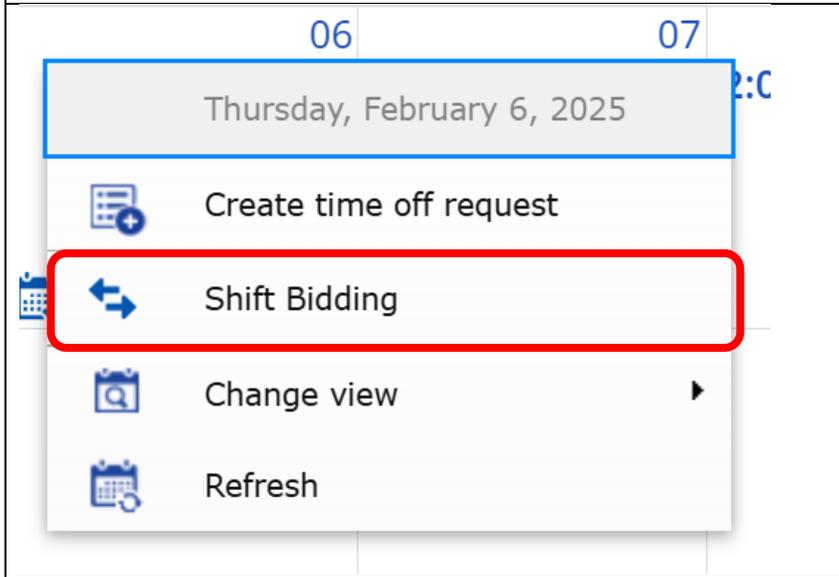
Day	Date	Shift	Status	Hours Scheduled	Hours Worked
Sunday	2			0.0000	1.7500
Monday	3	2:00PM — 10:00PM	Scheduled	8.0000	0.0000
Tuesday	4	2:00PM — 9:00PM	Scheduled	7.0000	0.0000
Wednesday	5	PTO - 1 Day	Time Away From Work	0.0000	0.0000
Thursday	6			0.0000	0.0000
Friday	7	2:00PM — 9:00PM	Scheduled	7.0000	0.0000
Saturday	8	2:00PM — 9:00PM	Scheduled	7.0000	0.0000
Weekly Totals				Scheduled: 29.0000 hours	Worked: 1.7500 hours

Dayforce Training Guide for DSP's

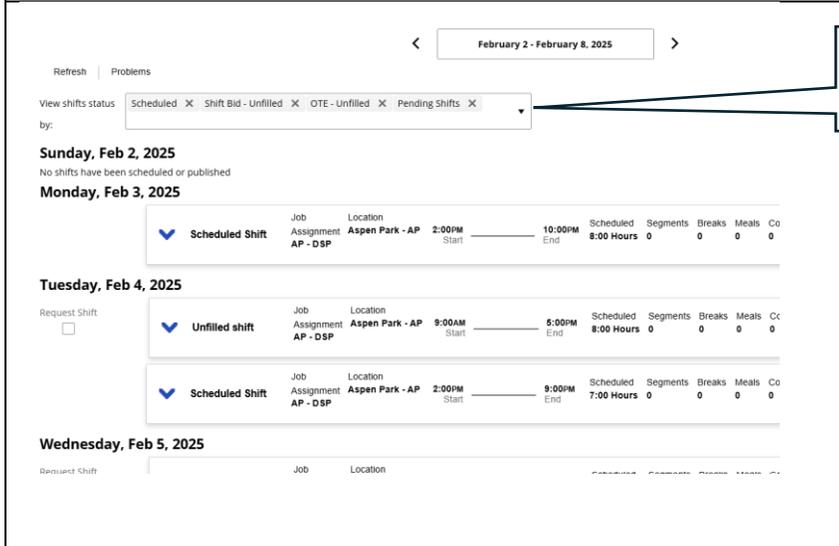
Picking up an unfilled shift (Shift Bidding)



In your calendar, this icon will indicate that there is a shift available for you to pick up. In Dayforce, this is referred to as Shift Bidding.



When you click on a date, this box will appear. To view the available shifts for that week, click on **Shift Bidding**.



You can filter out the types of shifts that you want to see in this box

Your shifts that you are scheduled and the available shifts will appear in this view.

Day	Shift Type	Job Assignment	Location	Start	End	Scheduled	Segments	Breaks	Meals	Co
Sunday, Feb 2, 2025	No shifts have been scheduled or published									
Monday, Feb 3, 2025	Scheduled Shift	AP - DSP	Aspen Park - AP	2:00PM	10:00PM	8:00 Hours	0	0	0	0
Tuesday, Feb 4, 2025	Unfilled shift	AP - DSP	Aspen Park - AP	9:00AM	5:00PM	8:00 Hours	0	0	0	0
Tuesday, Feb 4, 2025	Scheduled Shift	AP - DSP	Aspen Park - AP	2:00PM	9:00PM	7:00 Hours	0	0	0	0
Wednesday, Feb 5, 2025	Request Shift									

Dayforce Training Guide for DSP's

Wednesday, Feb 5, 2025

Request Shift

▼ Unfilled shift

Job: Jol, As, AF

Thursday, Feb 6, 2025

Request Shift

▼ Unfilled shift

Job: Jol, As, AF

Friday, Feb 7, 2025

Choose the shift that you would like to bid by checking the **Request Shift** box.

- You will not be able to bid for a shift if you are in overtime or it will put you in overtime.
- You will not be able to bid for a shift if it overlaps with another shift you are scheduled for.
- You cannot pick up a shift that is going to put you over 18 hours.

Submit

Cancel

Scroll to the bottom right and click on **Submit**.

If it successfully accepts the bid, you will not see yourself scheduled immediately. You will see this in the row of the shift that you bid on.

It will say "Cancel Request" instead of "Request Shift"

It will say "Pending Request"

Thurs Feb 6, 2025

Cancel Request

▼ Unfilled shift	Job Assignment AP - DSP	Location Aspen Park - AP	4:00PM Start	8:00PM End	Scheduled 4:00 Hours	Segments 0	Breaks 0	Meals 0	Comments 0	Estimated Hourly Rate \$11.85	ⓘ Pending Request
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Once the shift bid is approved, the shift will appear on your schedule.

If the bid cannot be received, you will see an error message at the top of the screen that looks like this:

✖ 2 Errors

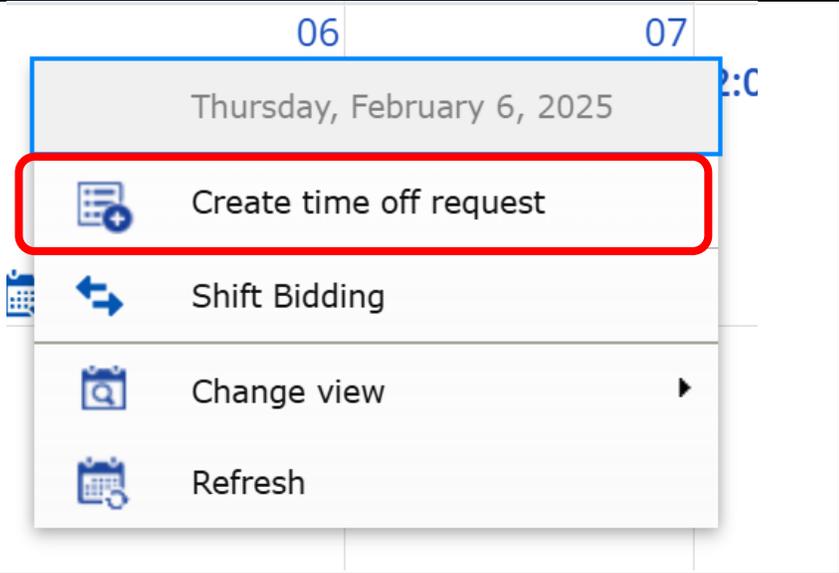
⚠ 0 Warnings

- ✖ The shifts starting Tuesday, February 4, 2025 at 2:00 PM and Tuesday, February 4, 2025 at 9:00 AM overlap.
- ✖ The shifts starting Tuesday, February 4, 2025 at 9:00 AM and Tuesday, February 4, 2025 at 2:00 PM overlap.

If you have any questions about errors or need to resolve schedule conflicts to bid on a shift, contact the scheduling department.

Dayforce Training Guide for DSP's

Requesting Time Away From Work (using the calendar)



When you click on a date, this box will appear. To view the available shifts for that week, click on **Create time off request**.

***Time Away From Work requests still must be made 2 weeks in advance.*

To initiate a shift trade, contact the scheduling department.

This screen will appear.

Create Time Off Request

Time Requested: **7.0000 Hours**Status: + Pending

Reason <input type="text" value="Select a Reason..."/>	Start Date <input type="text" value="2/14/2025"/>	End Date <input type="text" value="2/14/2025"/>	
Type of Request			
<input type="button" value="All Day"/> <input type="button" value="Partial Day"/>			

Employee Comments

Balances ▼

Dayforce Training Guide for DSP's

<p>Time Requested: 7.0000 Hours</p> <p>Reason: Select a Reason... Start Date: <input type="text"/></p> <p>B</p> <ul style="list-style-type: none"> Bereavement Jury Duty PTO Sick and Safe (Part-Time) Unpaid Time Off 	<p>Click on the drop-down box under "Reason" to choose how the time off will be categorized. You are required to choose one.</p>						
<p>Reason: PTO Start Date: 2/14/2025 End Date: 2/14/2025</p> <p>Type of Request: All Day Partial Day 12:00 AM 12:00 AM</p> <p>Employee Comments</p>	<p>You can choose to take off a partial day by clicking Partial Day and setting the times that you need off.</p>						
<p>Employee Comments</p> <p><input type="text"/></p>	<p>Add a comment if it is needed to explain the time away from work.</p>						
<p>Time Requested: 7.0000 Hours ←</p> <p>Reason: PTO Start Date: 2/14/2025 End Date: <input type="text"/></p> <p>Type of Request: All Day Partial Day</p>	<p>Verify that the total number of hours is correct.</p>						
<p>Status: ⊕ Pending</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Remaining</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>PTO</td> <td>98.00</td> <td>Hours</td> </tr> </tbody> </table>	Type	Remaining	Unit	PTO	98.00	Hours	<p>At the top right of the screen, you will be able to see how many hours you have left if a PTO request goes through.</p> <p>*The scheduling department will approve or deny your TAFW request.</p>
Type	Remaining	Unit					
PTO	98.00	Hours					
<p></p> <p>Time Away List</p>	<p>To look at your list of TAFW, click on the "Time Away List"</p>						

Dayforce Training Guide for DSP's