
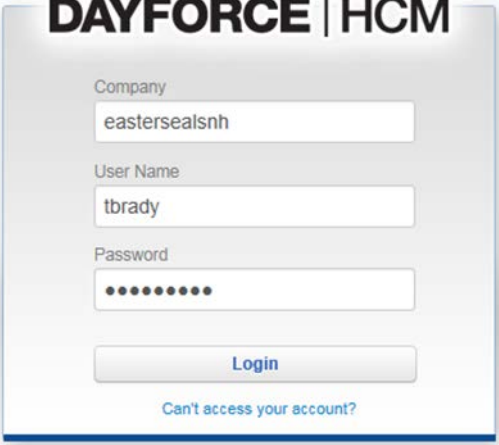
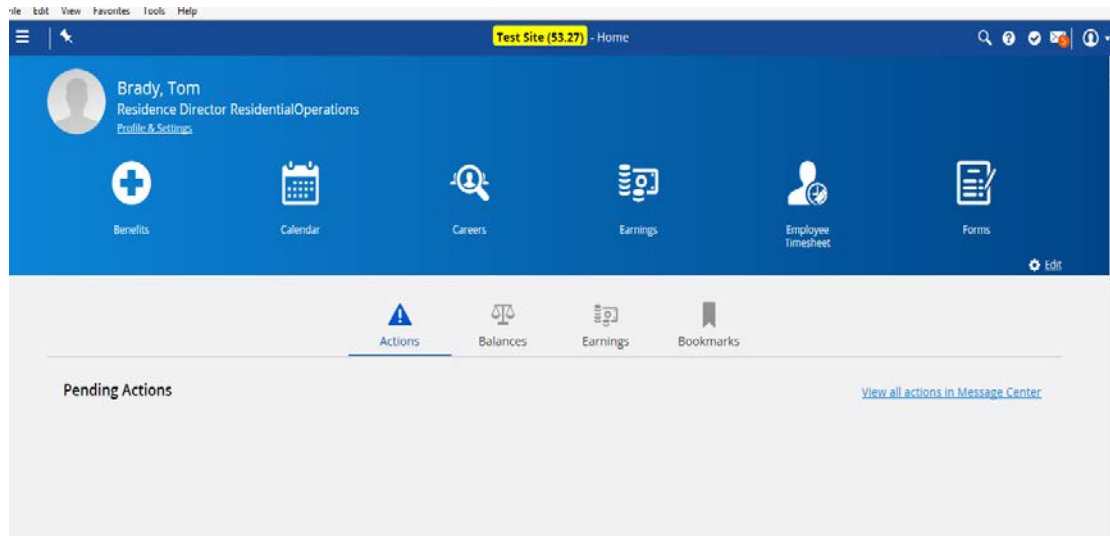


Getting Started with Dayforce HCM

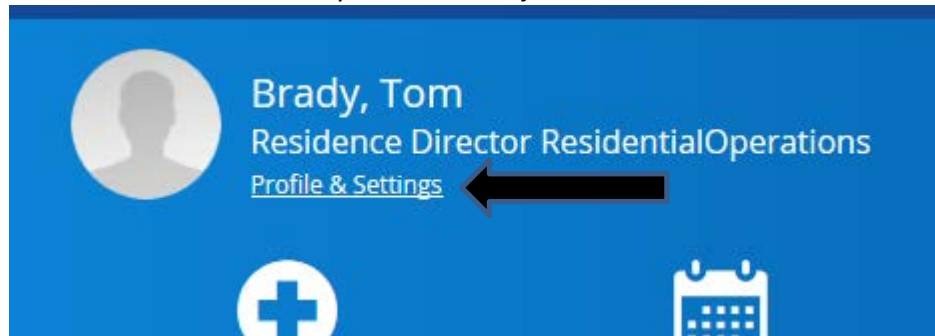
Step:	
1.	<p>Navigate to the Dayforce HCM website</p> <p>Dayforce is a website that runs in any internet browser.</p> <p>You might see a link to the Dayforce website on your Easterseals Desktop The computer you use on the job may have a link to the Dayforce website in Internet Explorer favorites as well.</p> <p>In this example, log in by launching Internet Explorer.</p> 
2.	From a NON Easterseals Desktop : Click in your browser's Address field.
3.	Enter the desired information into the field. Enter a valid value e.g. " www.dayforcehcm.com "
4.	Press [Enter] .
5.	<p>Log in to Dayforce HCM</p> 
6.	Click in the Company field and enter eastersealsnh .
7.	Click in the User Name field. Enter the username given to you or your previous PeopleSoft user name.
8.	Click in the Password field. Your first time Dayforce Password is Welcome & last 4 digits of your social security number .
9.	<p>Resetting your password</p> <p>If you forget your password, you can reset it by clicking the Can't access your account? link beneath the Login button. The application prompts you to enter your user name or E-mail address. You may use your Easterseals email or personal E-mail. Click Submit.</p> <p>The application sends you an e-mail with a URL. Click the link inside the e-mail and you will be prompted to reset your password.</p>
10.	Click the Login button.

Getting Started with Dayforce HCM

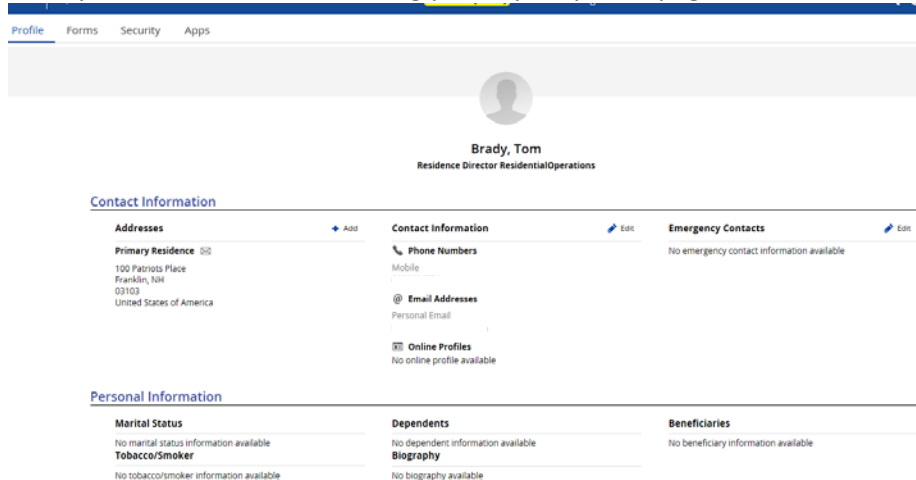
11. Once you are logged on your "HOME" screen will appear.



12. To update your **Profile, Setting and Personal Information** click on the "Profile & Settings" link in the upper left corner located underneath your name and job title.

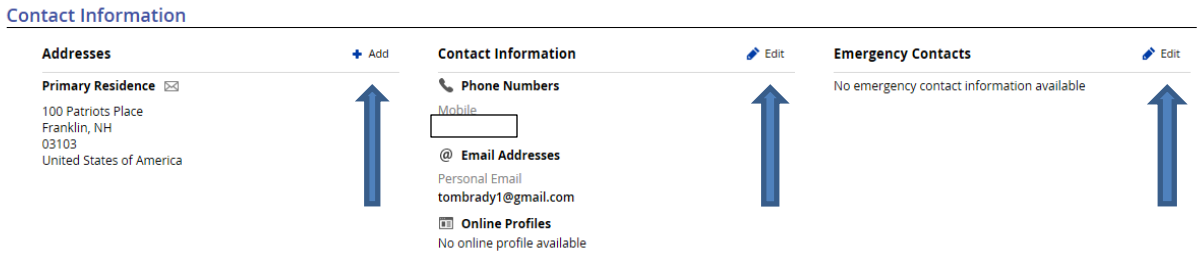


13. Once you click that link it will bring you to your profile page.



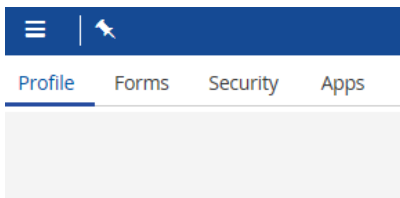
Getting Started with Dayforce HCM

14. Here you can view your contact information and update as necessary by clicking on the “Add” for the address information or “Edit” for your personal and emergency contact information.

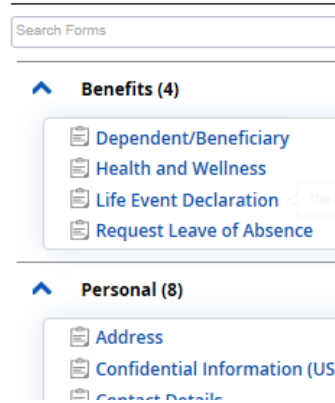


15. When you click the “Add” button for the address, this page only **allows you to add an additional address such as a mailing address (ex.P.O. Box) and not to change your primary address.**

To change your “Primary” address you must click on the forms link at the top of this page



Available Forms



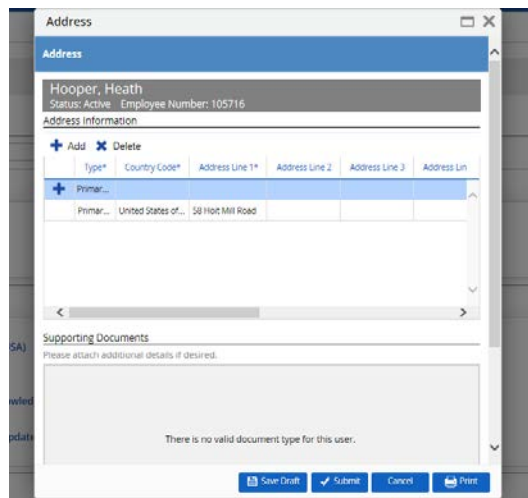
Click the address form link



When the form opens:

Click Add
Select **Primary** or **Mailing** under type

Enter your:
Country code
Address
City
State
Zip
Start Date of the new address
End date of the old
Check off for Payroll Mailing
Click Submit

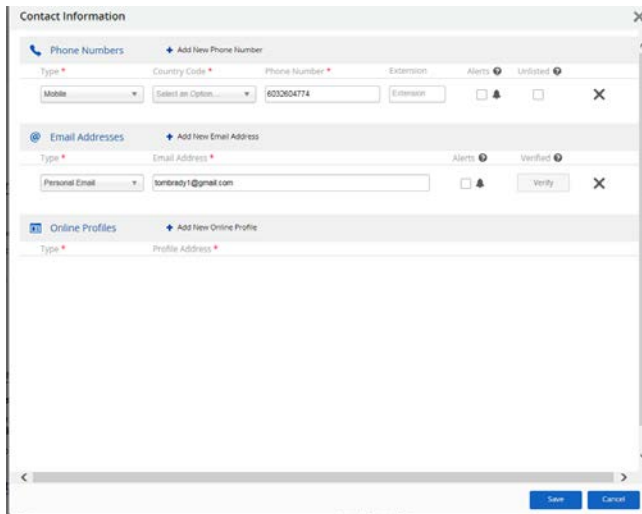


You have the option to Print the changes as well.
Return to the Profile Screen

Getting Started with Dayforce HCM

16.

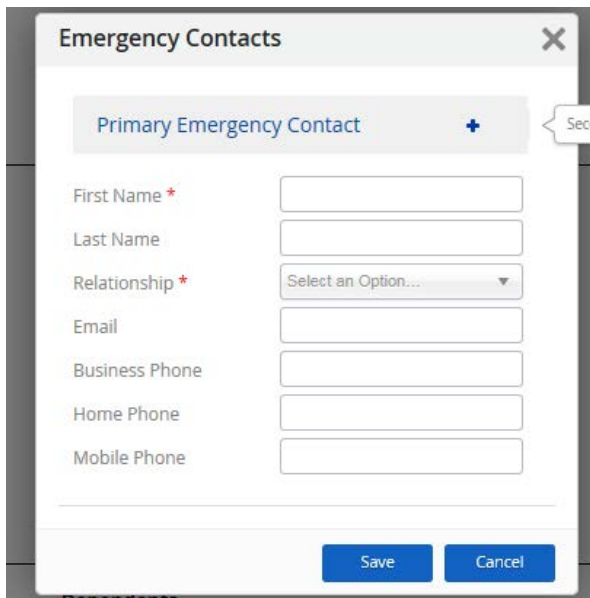
When you click the “Edit” button for the Contact information a new page will open. Please follow the fields carefully and update your information. If you would like to receive text alerts (cell phone carrier rates may apply) or email alerts, be sure to click the “Alert” check box. Save after you have entered your information.



The screenshot shows a 'Contact Information' form with three main sections: Phone Numbers, Email Addresses, and Online Profiles. The Phone Numbers section includes fields for Type (Mobile), Country Code (Select an Option...), Phone Number (6032604774), and Extension (Extension). There are also checkboxes for Alerts and Unlisted. The Email Addresses section includes fields for Type (Personal Email) and Email Address (tombrady1@gmail.com), with checkboxes for Alerts and a Verify button. The Online Profiles section includes fields for Type and Profile Address. At the bottom right, there are Save and Cancel buttons.

17.

When you click the “Edit” button for the Emergency Contact information a new page will open. Please fill out as much information as you can when you update your contacts. Please note the “Red Star” fields are required.



The screenshot shows an 'Emergency Contacts' form. At the top, there is a section for 'Primary Emergency Contact' with a plus sign and a 'Secondary' label. Below this are several input fields: First Name (with a red asterisk), Last Name, Relationship (with a red asterisk and a dropdown menu showing 'Select an Option...'), Email, Business Phone, Home Phone, and Mobile Phone. At the bottom, there are Save and Cancel buttons.

Getting Started with Dayforce HCM

18.

The next three sections are Personal Information, Work Information and Time Off Balances. Please be sure to review those carefully and if there are any corrections or changes, please contact the HRHelp line at (603) 621-3439 or HRHelp@eastersealsnh.org

Personal Information

Marital Status

No marital status information available

Tobacco/Smoker

No tobacco/smoker information available

Dependents

No dependent information available

Biography

No biography available

Beneficiaries

No beneficiary information available

Work Information

Employee Information

Number	2031000
Status	Active
Location	200 Zachary Rd-Residence
Position Title	Residence Director ResidentialOperations
Business Title	
Department	Residence
Original Hire Date	3/2/2018
First Day Worked	3/2/2018
Seniority Date	
Manager	Soucy, John

Pay Information

Pay Class	FT
Pay Group	Full Year
Pay Type	Salaried
Pay Frequency	Bi-Weekly
Annual Salary	View

Payroll Information

Balances

[Overview](#) Expiring Transactions

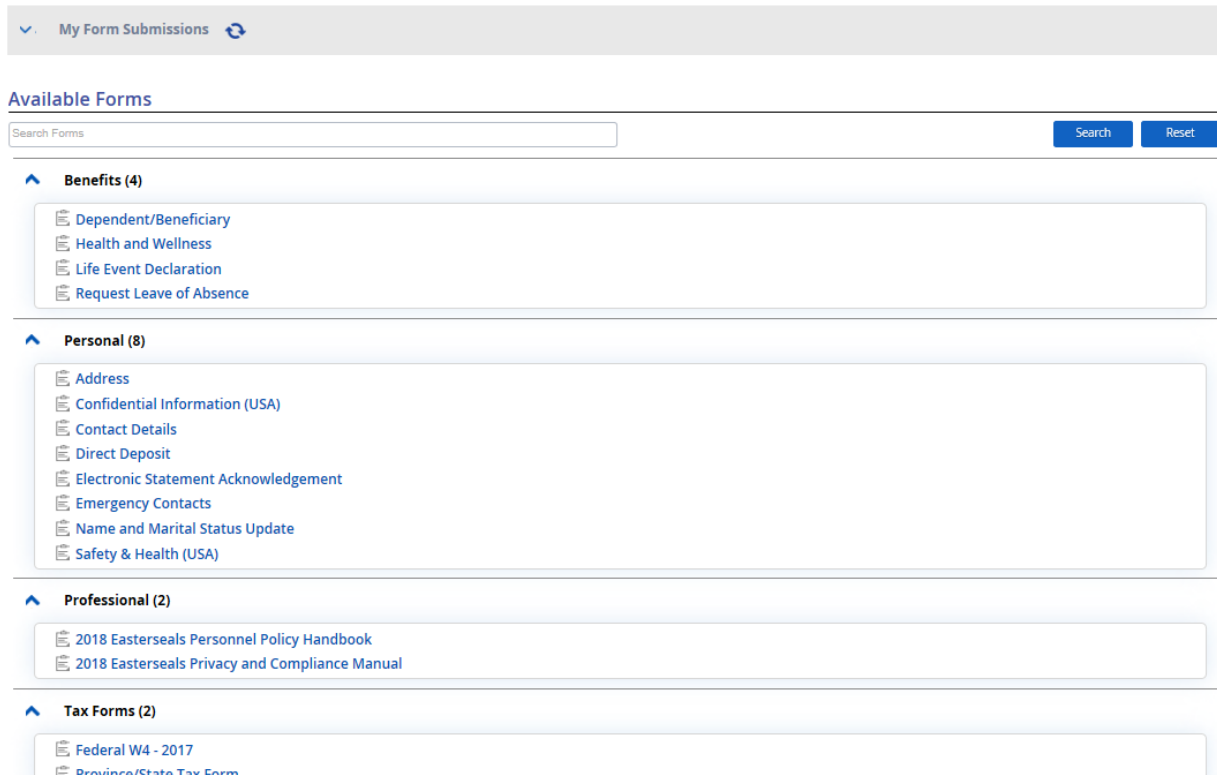
19.

When you click on the “Forms” link at the top left of the page you will see all the forms available to you to submit on line depending on your user role settings in Dayforce.



Getting Started with Dayforce HCM

The “My Form Submission” will keep you informed as to where your form is in the approval and data process.



My Form Submissions

Available Forms

Search Forms Search Reset

Benefits (4)

- Dependent/Beneficiary
- Health and Wellness
- Life Event Declaration
- Request Leave of Absence

Personal (8)

- Address
- Confidential Information (USA)
- Contact Details
- Direct Deposit
- Electronic Statement Acknowledgement
- Emergency Contacts
- Name and Marital Status Update
- Safety & Health (USA)

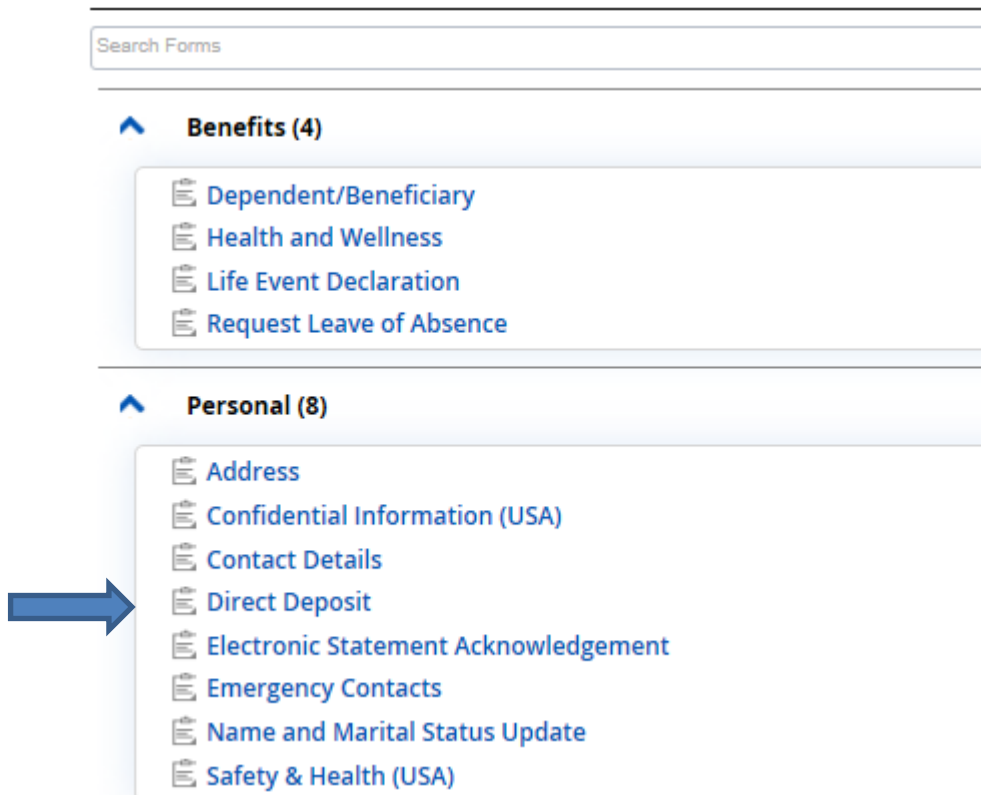
Professional (2)

- 2018 Easterseals Personnel Policy Handbook
- 2018 Easterseals Privacy and Compliance Manual

Tax Forms (2)

- Federal W4 - 2017
- Provincial/State Tax Form

20. To View and Update your Direct Deposit . Click the on Direct Deposit Form under the Personal Form section.



Search Forms

Benefits (4)

- Dependent/Beneficiary
- Health and Wellness
- Life Event Declaration
- Request Leave of Absence

Personal (8)

- Address
- Confidential Information (USA)
- Contact Details
- Direct Deposit
- Electronic Statement Acknowledgement
- Emergency Contacts
- Name and Marital Status Update
- Safety & Health (USA)

Getting Started with Dayforce HCM

21. When the page comes up, please verify that your information is correct. If it's not please contact the Payroll Department at (603) 621-3412.

Direct Deposit

Hooper, Heath
Status: Active Employee Number: 105716

Direct Deposit Information
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add ↑ Move Up ↓ Move Down

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input type="checkbox"/>	Checking	[Redacted]	[Redacted]	[Redacted]	55	<input type="checkbox"/>	View/Edit
2	<input type="checkbox"/>	Checking	[Redacted]	[Redacted]	[Redacted]	100	<input type="checkbox"/>	View/Edit
999	<input checked="" type="checkbox"/>	Checking	[Redacted]	[Redacted]	[Redacted]	0	<input type="checkbox"/>	View/Edit

Comment
 Add comment to the employee's file.

Save Draft Submit Cancel Print

22. To add an account click the "Add" button and fill out the New Direct Deposit Page. Your information can be obtained from a blank check or from your Financial Institution.

New Direct Deposit

Sample check image

Remainder

Pay Method *

Routing Number *

Financial Institution

Account # *

Reenter Account # *

Amount *

Is Deposit in Percentage

OK Cancel

**Please be sure to send a copy of a Voided Check or a confirmation of your information to the Payroll Office to PayrollHelp@eastersealsnh.org or fax to (603) 623-3461.

Getting Started with Dayforce HCM

23.

Once you have completed click "Submit".

The screenshot shows a "Direct Deposit" form for employee Heath Hooper (Status: Active, Employee Number: 105716). The form includes a table of direct deposit accounts and a comment section.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
1	<input type="checkbox"/>	Checking	051000021	THE BANK OF AMERICA	999999999...	55	<input type="checkbox"/>	View/Edit
2	<input type="checkbox"/>	Checking				0	<input type="checkbox"/>	View/Edit
3	<input checked="" type="checkbox"/>	Checking				0	<input type="checkbox"/>	View/Edit
4	<input type="checkbox"/>	Savings			999999999	25.00	<input type="checkbox"/>	View/Edit

Comment
 Add comment to the employee's file.

Buttons: Save Draft, Submit, Cancel, Print

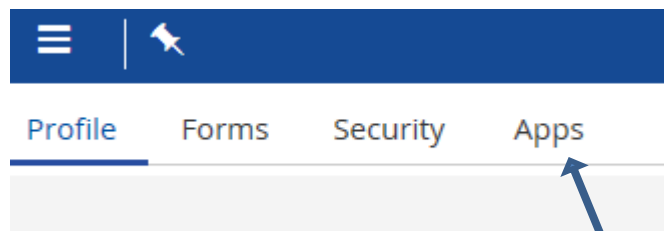
24.

The "Security" link allows you to change your password.



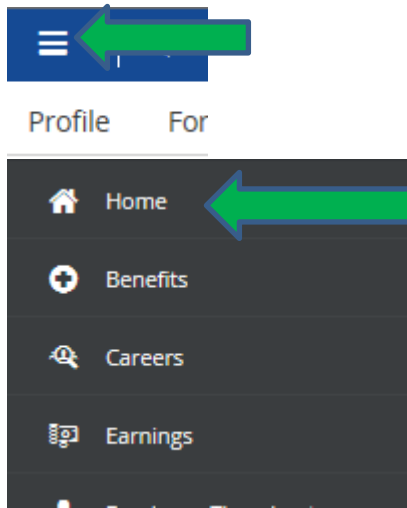
25.

The "Apps" page gives you information in order to successfully log on to the Dayforce HCM Mobile App.

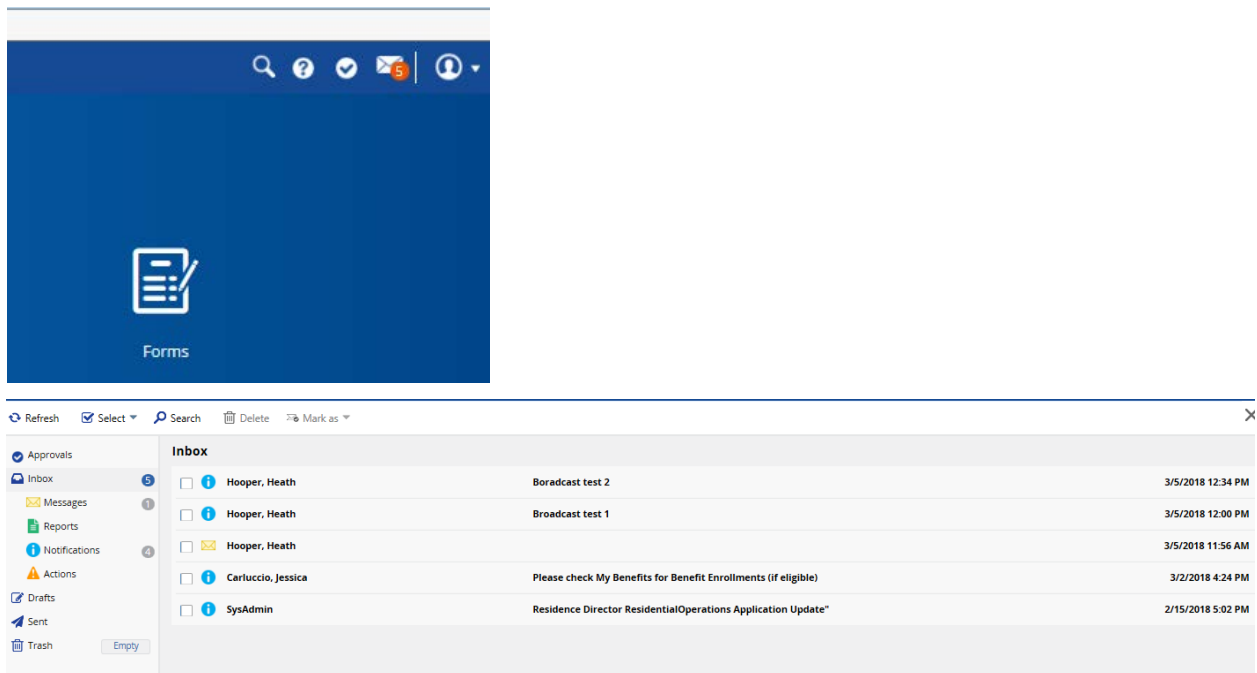


Getting Started with Dayforce HCM

26. When you're done with your Profile & Settings Page, click the menu Icon and click on Home, to bring you back to your home page.



27. On your Home Page in the upper right hand corner is an envelope icon. Click that icon to open your Message Center. Here you will find any Messages, Reports, Notifications, or Actions that you should review. This function works very similar to email. If you receive an "Action", that requires you to open the document and follow the instructions.



- 28.. Once you are done using Dayforce, please be sure to log out. If you need further assistance please call (603)621-3439 or email HRHelp@eastersealsnh.org.