



Getting started/Navigating the app







The Dayforce HCM mobile app gives you access to a variety of HR tasks from the palms of your hands. If your organization is using the app you can download it from your device's app store by searching Dayforce HCM.





Scenario

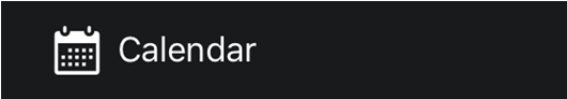


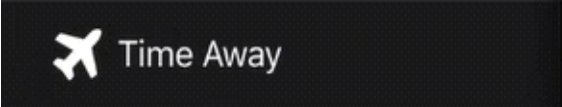

Let's log into the Dayforce HCM app and learn how to navigate the app and some of the features you may use on a regular basis.



Step	Action
1.	<p>First, launch the Dayforce HCM app from your device's home screen.</p> <p>Tap the Dayforce HCM icon after downloading the app from your device's app store.</p> 
2.	<p>Connect your account</p> <p>The first time you open the app you'll need to connect your account before you can log in.</p> <p>Tap Connect to Account.</p> 

Step	Action
3.	Tap OK . 
4.	Enter your Company ID This is the same Company ID you use to log into Dayforce using a computer. Ask your Manager or Human Resources for assistance if you're unsure of what the Company ID is. Tap the Company ID field. 
5.	Enter your Company ID = eastersealsnh
6.	Verify your Company ID The app verifies your company ID to ensure that it is valid. Once verified, you'll be able to log in. Tap Verify Company ID . 
7.	Next, enter your Username Tap the Username field. 
8.	Enter your Username.
9.	Save your changes After entering your Company ID and Username tap Save to return to the Login screen. This account will now automatically appear when we open the app Tap Save and Continue . 
10.	Enter your Password and Login The next step is to enter your password and login. Tap the Password field. 

Step	Action
11.	Enter your password.
12.	Tap Login . 
13.	Home Screen When you log in, you'll be brought to the Home Screen. You might see things like your unread messages, your next pay date, when your current shift ends and any time away requests. If we scroll down, you might also see your TeamRelate personal engagement score. The options you see here will vary depending on your organization and role.
14.	You can access more features from the Navigation Menu. Tap the Navigation Menu . 
15.	Navigation Menu The menu shows the features that may be available to you, as well as the ability to log out. First, review the My Profile feature. Tap My Profile . 
16.	My Profile This is where you can review and update your personal information that is stored in Dayforce such as address and emergency contact information. It's important to keep this information up to date, so you get paid on time, taxed correctly, and receive important mail such as paychecks or tax documents.
17.	Navigate to the Calendar Tap the Navigation Menu . 

Step	Action
18.	Tap Calendar . 
19.	Calendar You can use the app to check when you work next. Days when you're scheduled to work have a blue dot under them
20.	Tap September 26 and then the shift underneath. 
21.	Here we can see the shift details, including the date, time, location, position and pay code.
22.	Finally, review the Time Away feature. Tap Back and the Navigation Menu . 
23.	Tap Time Away . 
24.	Time Away On this screen you can view and update your submitted time away requests, and see their statuses. Using the options menu on the right, you also have the ability create a new request, view your remaining balances, and see any comments from your manager.
25.	Dayforce HCM app This overview introduced you to logging into, navigating the app, and reviewing some of the features.
26.	To Enter your time using the Timesheet Begin by opening the Timesheet from the Navigation Menu Tap the Navigation Menu 

27.

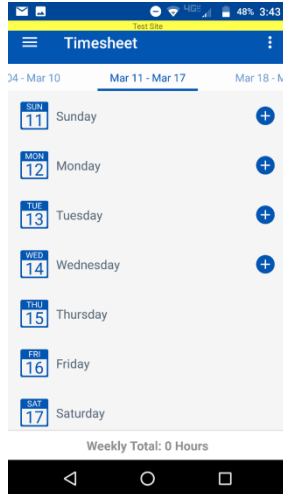
Tap **Timesheet**.



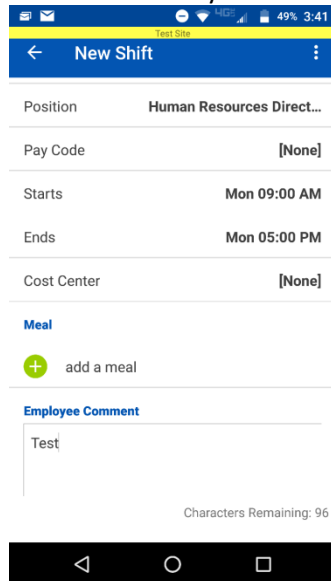
28.

Add your time to the timesheet.

- Tap the day that you worked.

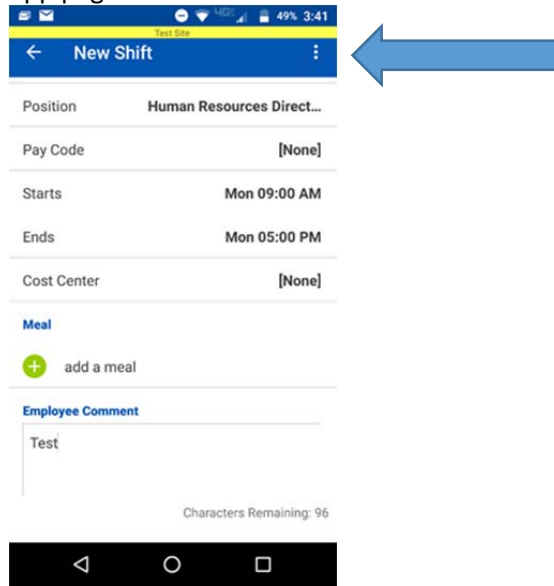


- Verify the Location and Position is correct
- Enter a Pay Code if Necessary (ex: PTO, Jury Duty, Holiday, etc) this will always default to work time if nothing is chosen.
- Enter your start and end times
- Enter any meal periods
- Enter any Cost Centers if required
- Enter any comments to you Supervisor/Manager



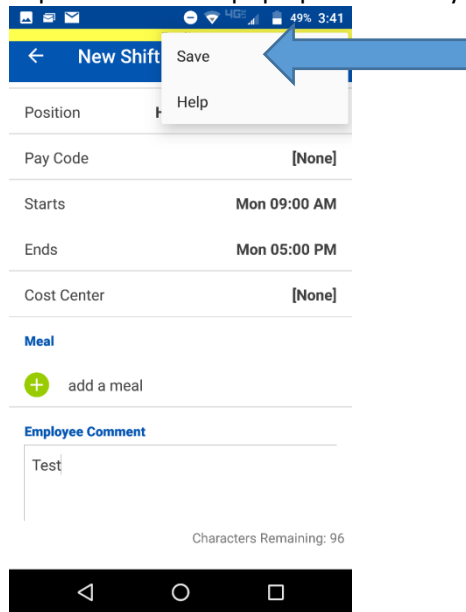
29.

When you have completed all of your entries for that day tap the three dots at that top of the app page:



30.

Tap save from the pop up menu and your punches for the day are saved



31.

Once saved ,tap the back arrow to select another day to enter time.

