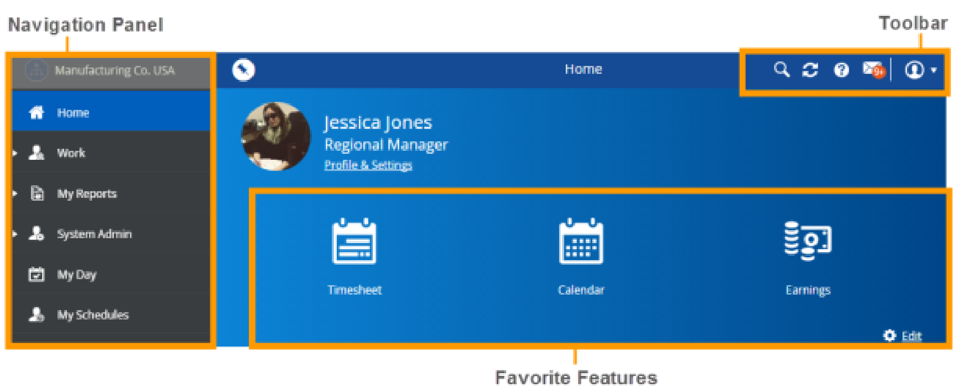
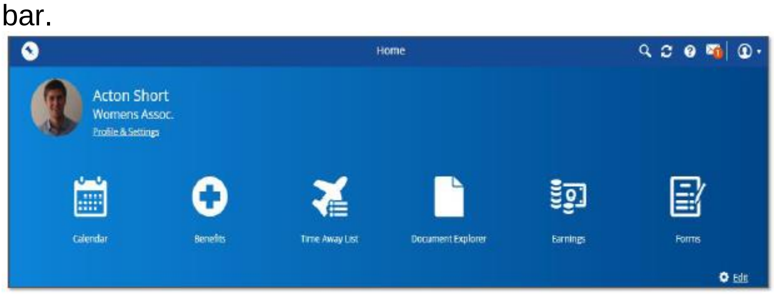
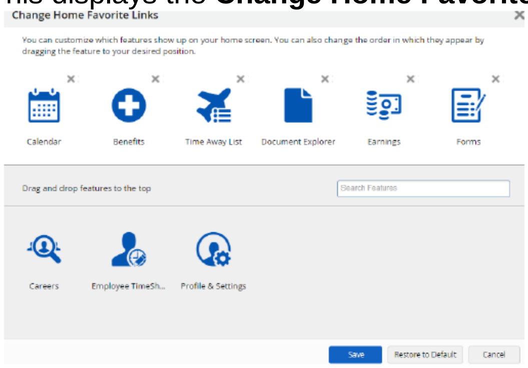
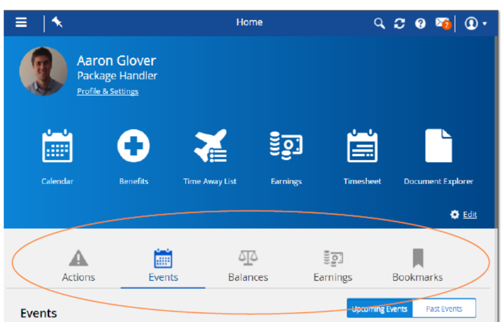
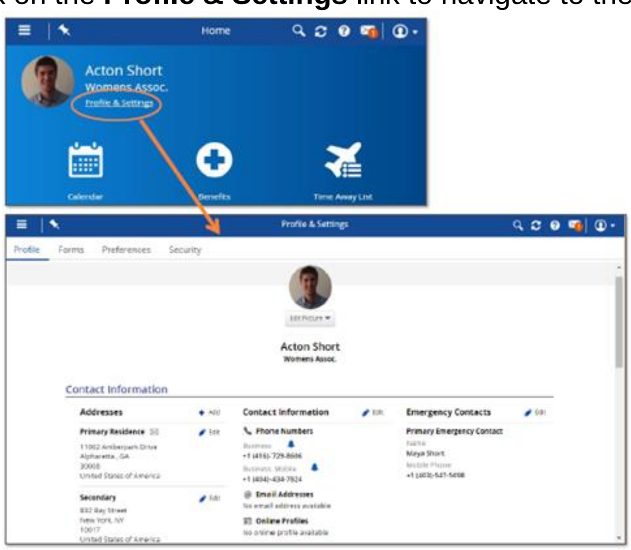
Dayforce Quick Tips for Employees

<table>
<tr><th>Topic</th><th>Procedure</th></tr>
<tr><td>How to Login</td><td>
When you launch Dayforce for the first time, you might see:


If you do, follow the steps to “Install Silverlight”
Instructions for first time users of Dayforce:
1. Open website: https://www.dayforcehcm.com/
2. At the login screen, enter the following:
Company: empire (all lower case)
Username: employee number
Password: empire+year of birth (example: empire1978)
3. After you login, you will be prompted to create your own personal password.
</td></tr>
<tr><td>Navigation</td><td>
There are three main ways to navigate across the application:
1. The navigation panel
2. Your favorite features in Home
3. Global search (located in the toolbar)
The image below provides an overview of where each of these items is located in the application:


</td></tr>
<tr><td>Home Screen</td><td>
It is now easier to access your most frequently used features. Depending on screen size, you can set up to 6 favorites. If your screen size does not allow for all six to be displayed, the application only displays as many as it can.
By default, the features you have access to will be listed in alphabetical order on the Favorites bar.


Condensed screen size
</td></tr>
</table>

Home Screen **Personalize Your Favorites**	From the **Home Screen**, you have the ability to control which features are your own favorites based on your preferences. 1. Click the **Edit** button.  2. This displays the **Change Home Favorite Links** control. 
Home Screen **View Important Information At-A-Glance**	From the **Home Screen,** you can view important information in various areas that makes it readily available within the tabs towards the bottom of the screen. 
Home Screen **Profile & Settings**	This section is for employee self-service features: Profile, Preferences, Security, and Forms. You can click on the **Profile & Settings** link to navigate to these features. 

Work

Time Away List

Requesting Time Away

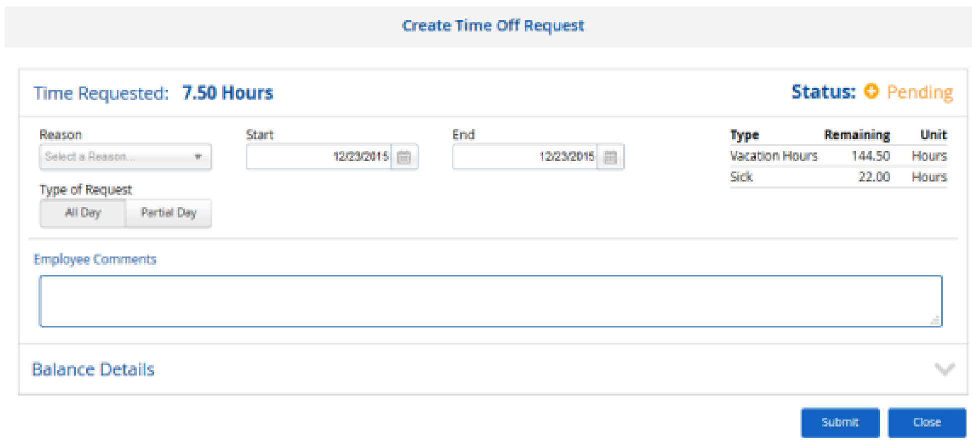
You can request time away from work for a single day or a range of dates in the **Work > Time Away List** feature.

To request time away from work:

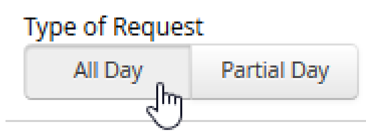
1. In **Work > Time Away List**, click the **Request New Time Off** button:

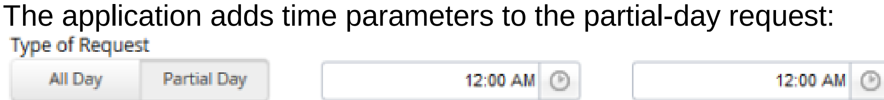
   The **Create Time Off Request** slide-out panel opens:

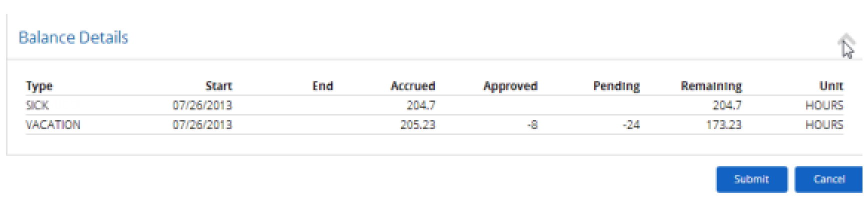
2. Select the reason for the time off from the **Reason** drop-down list.
3. Select the date(s) you are requesting away from work. Select the same date for the **Start** and **End** fields to request one day.
4. In the **Type of Request** section, do one of the following depending on whether you're requesting a full day or partial day off work:
   - If you are requesting entire days off work, click the **All Day** button:

   - If you are requesting a partial day off, click the **Partial Day** button:
   - The application adds time parameters to the partial-day request:

   - Type the start and end times of your request directly into the **Start** and **End** fields
5. To view your available balances, click the button. The application expands this section:

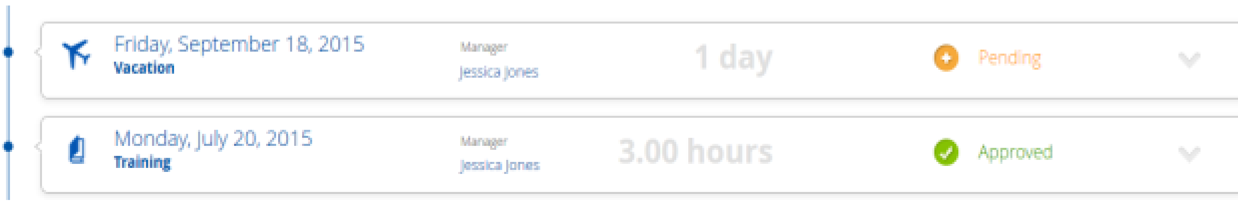
   

<table>
<tr>
<td></td>
<td>

6. Type additional information, if necessary, in the **Employee Comments** text box. These are sent to your manager along with the time away from work request.
7. When you are done recording the details of your request, click the **Submit** button.

After you submit a time away from work request, it is automatically sent to your manager for review and approval. Once it is approved, the application marks this time on the calendar.

Approved requests are marked with a green check mark, rejected requests are displayed with a red 'x', and requests your manager hasn't responded to yet are displayed with an orange circle and labeled Pending.



If you later need to cancel your time away, expand the request in the list and click the **Cancel Request** button.

</td>
</tr>
<tr>
<td>

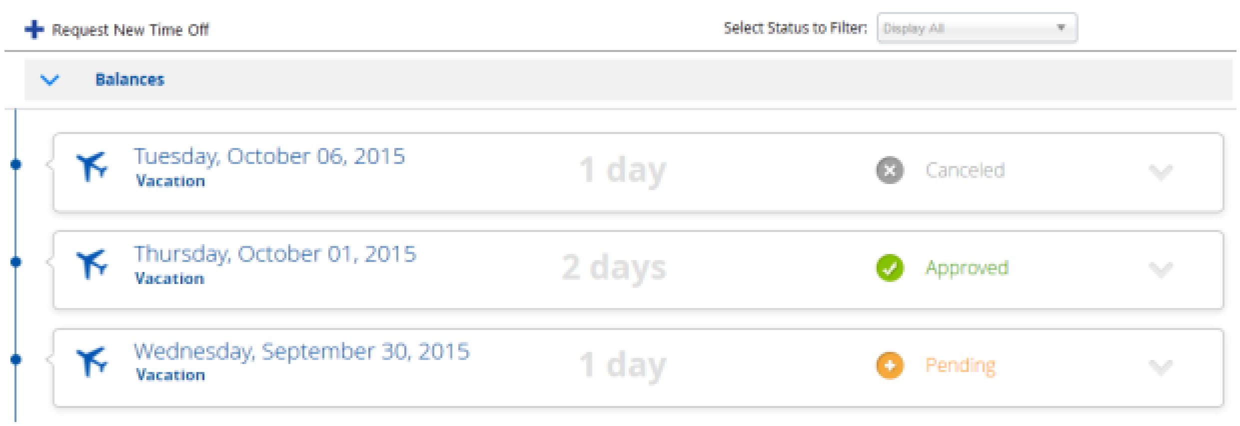
Work

Time Away List

View and Edit Existing Requests

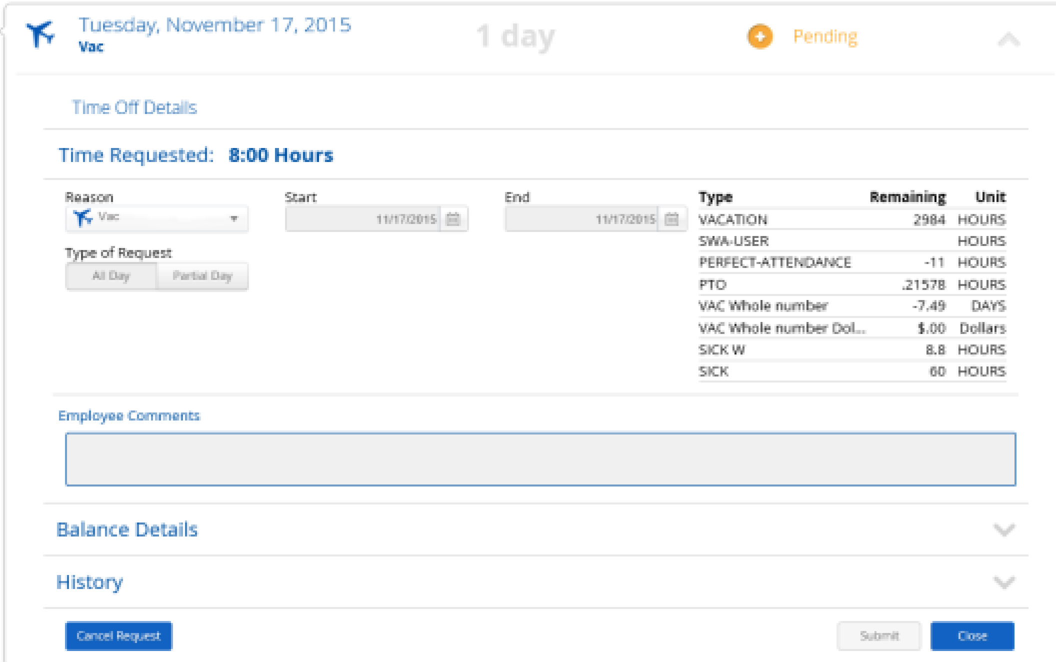
</td>
<td>

When you open **Work > Time Away List**, the application displays your existing requests:



You can view more information about each request by clicking the button. The application expands the request directly in the list:

</td>
</tr>
</table>



For pending requests, you can edit the details of the request directly from this expanded view. You can also click **Balance Details** to view information about your available balances, and click **History** to view the history of the request.

You can cancel approved requests by clicking **Cancel Request**.

Note: If the request has not been approved, the request will be deleted. If a manager has approved the time off already, the request will turn to pending until the manager cancels the request.

Filter Time Away Requests - You can filter time away from work requests by status. To filter your time away requests, select a status from the **Select Status to Filter** drop-down list. For example, if you only want to view your approved time away requests, select **Approved** from the **Select Status to Filter** drop-down list:

Accrued Balances

The balances on the earning statement reflect as of the pay period end.
*Balances do NOT include the current pay period accrual.
*The current pay period accrual will reflect on the next earning statement.

The balances in Dayforce reflect as of the pay period begin.
*Balance includes the current pay period accrual.
*Future time off requested/approved through the end of the calendar year is deducted.
*Reduced balance reflects on employee view only to help schedule time off.
*Balance is NOT reduced on the payroll side until it processes through the payroll run.

Earnings

Earning Statements

How To View &

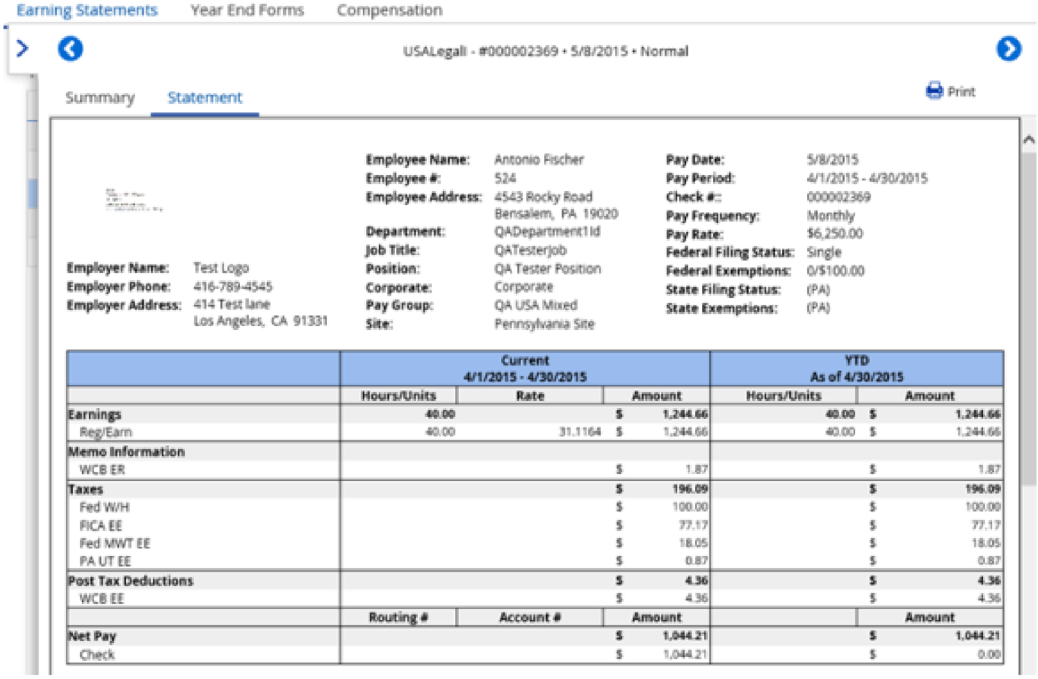
This section describes how to view and print your earning statements for current and past pay periods.

You access your earning statements is Earnings.

1. Click **Earnings** from the navigation panel on the left.
2. Select the **Earning Statements** tab and click the arrow button to expand the view.

Print

3. Select the earning statement/form you want to view.
4. To view the earning statement, click the **Statement** tab.
5. Click the **Print** button to open the **Print** dialog.
6. Click the **Print** button.



Employee Name: Antonio Fischer
Employee #: 524
Employee Address: 4543 Rocky Road, Bensalem, PA 19020
Department: QADepartment1Id
Job Title: QATesterJob
Position: QA Tester Position
Corporate: Corporate
Pay Group: QA USA Mixed
Site: Pennsylvania Site

Pay Date: 5/8/2015
Pay Period: 4/1/2015 - 4/30/2015
Check #: 000002369
Pay Frequency: Monthly
Pay Rate: $6,250.00
Federal Filing Status: Single
Federal Exemptions: 0/$100.00
State Filing Status: (PA)
State Exemptions: (PA)

Employer Name: Test Logo
Employer Phone: 416-789-4545
Employer Address: 414 Test lane, Los Angeles, CA 91331

	Current 4/1/2015 - 4/30/2015			YTD As of 4/30/2015	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	**40.00**		**$ 1,244.66**	**40.00**	**$ 1,244.66**
Reg/Earn	40.00	31.1164	$ 1,244.66	40.00	$ 1,244.66
Memo Information					
WCB ER			$ 1.87		$ 1.87
Taxes			**$ 196.09**		**$ 196.09**
Fed W/H			$ 100.00		$ 100.00
FICA EE			$ 77.17		$ 77.17
Fed MWT EE			$ 18.05		$ 18.05
PA UT EE			$ 0.87		$ 0.87
Post Tax Deductions			**$ 4.36**		**$ 4.36**
WCB EE			$ 4.36		$ 4.36
	Routing #	Account #	Amount		Amount
Net Pay			**$ 1,044.21**		**$ 1,044.21**
Check			$ 1,044.21		$ 0.00

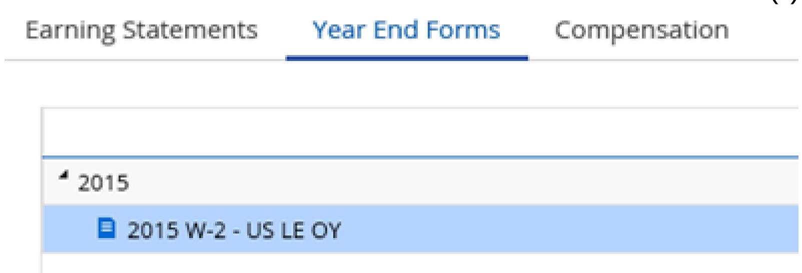
Earnings

Year End Forms

You access your year end tax forms in **Earnings**.

To view your year end tax forms:

1. Select the **Year End Forms** tab and click the arrow button (▸) to expand the year.



The application displays the tax form(s) for the selected year.

2. Select the tax form you want to view, and the application opens the flyout viewing pane.
3. Click the **Print** button to open the **Print** dialog.
4. Click the **Print** button.

Employee Timesheet

Viewing your timesheet

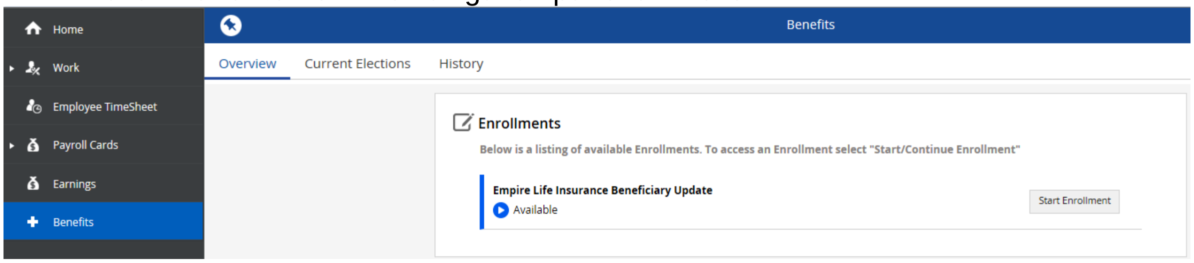
You can access your timesheets by clicking **Employee Timesheet** on the navigation panel:

The timesheet allows you to record and view the times that you have worked throughout the week.

Select the week you want to review using the calendar icon  and click the **Load** button.

<table>
<tr>
<td>Benefits

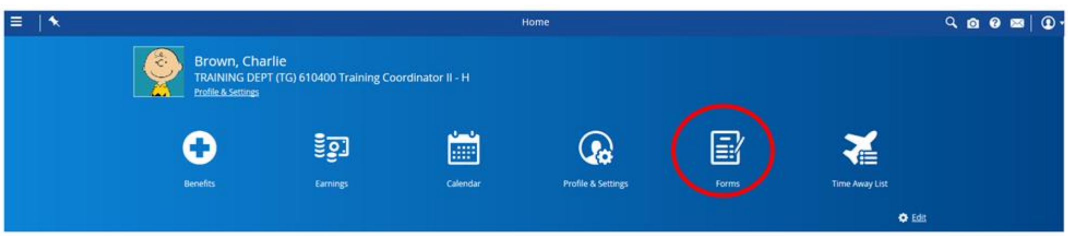
Beneficiary Designation</td>
<td>Use this form to add or modify your beneficiary designations for the Company Paid Life Insurance. You can modify your life insurance beneficiary designations at any time.

1. Click Benefits from the navigation panel on the left.


2. Click Empire Life Insurance Beneficiary Update.
3. Click Start Enrollment to begin completing form.
4. Review and confirm your information. Upon completion, please proceed by selecting "Next".
5. Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button.
To review your beneficiaries:
1. Click Current Elections.</td>
</tr>
<tr>
<td>Profile & Settings

Forms

View and Update Your Personal Information</td>
<td>View and Update your personal information, including your addresses, emergency contacts, name & marital status, contact information and direct deposit.

1. Click Forms.


2. Click the desired Form.
3. Update the form information and click Submit.</td>
</tr>
<tr>
<td>Profile & Settings

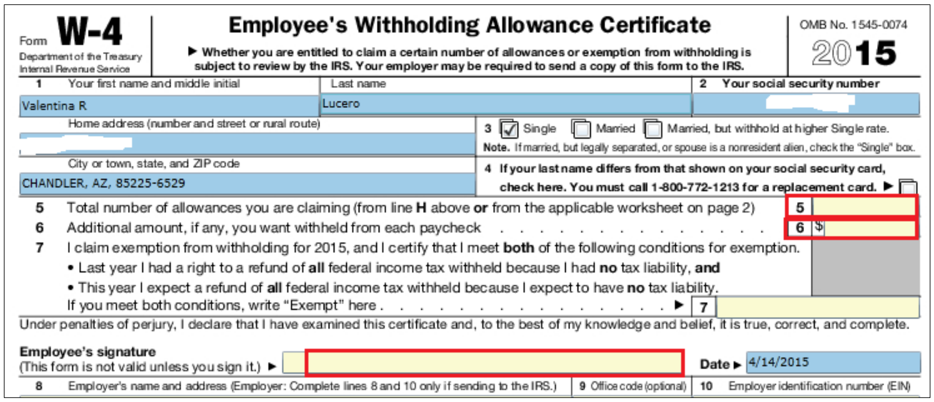
Forms

State and Federal</td>
<td>Update your tax forms:

1. Click Forms.
2. Select Federal W4 or A4 Arizona form.

</td>
</tr>
</table>

How to complete Federal W4 - 2015



Form **W-4** Department of the Treasury Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074 **2015**

1 Your first name and middle initial: Valentina R | Last name: Lucero | 2 Your social security number

Home address (number and street or rural route)

3 ☑ Single ☐ Married ☐ Married, but withhold at higher Single rate.

Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code: CHANDLER, AZ, 85225-6529

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ ☐

5 Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2) 5

6 Additional amount, if any, you want withheld from each paycheck . . . . 6 $

7 I claim exemption from withholding for 2015, and I certify that I meet **both** of the following conditions for exemption.

• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**

• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "Exempt" here . . . . ▶ 7

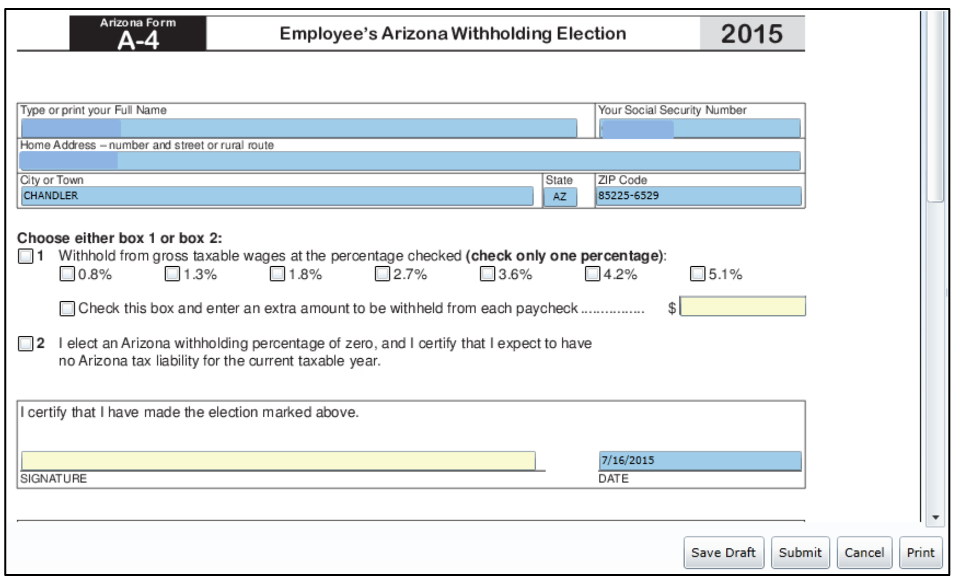
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ▶ **Date** ▶ 4/14/2015

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | 9 Office code (optional) | 10 Employer identification number (EIN)

- Line number 5 - enter total number of allowances.
- Line number 6 - enter a dollar amount, additional if you want.
- Employee's signature - type your name here.
- Click **Submit**.

How to complete A4 Arizona Form



Arizona Form **A-4** Employee's Arizona Withholding Election **2015**

Type or print your Full Name | Your Social Security Number

Home Address – number and street or rural route

City or Town: CHANDLER | State: AZ | ZIP Code: 85225-6529

Choose either box 1 or box 2:

☐ 1 Withhold from gross taxable wages at the percentage checked (**check only one percentage**):
☐ 0.8% ☐ 1.3% ☐ 1.8% ☐ 2.7% ☐ 3.6% ☐ 4.2% ☐ 5.1%

☐ Check this box and enter an extra amount to be withheld from each paycheck .... $

☐ 2 I elect an Arizona withholding percentage of zero, and I certify that I expect to have no Arizona tax liability for the current taxable year.

I certify that I have made the election marked above.

SIGNATURE | DATE 7/16/2015

Save Draft | Submit | Cancel | Print

- Choose either box 1 or box 2, then chose a percentage.
- Signature – type your name here.
- Click **Submit**.

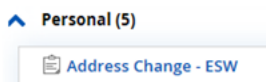
<table>
<tr>
<td>Profile & Settings

Forms

Address Change</td>
<td>

Update your address:

1. Click **Forms.**
2. Click **Address Change - ESW** form.



3. Follow instructions How To Complete Form.

How to complete this form:

Step 1: End Date the current 'Primary Residence' and 'Mailing' address.

Step 2: Click the 'Add' button. Enter 'Primary Residence' information into blank fields.

Step 4: Click the 'Add' button again. Enter 'Mailing' address information into blank fields.

Step 5: Click twice on the 'Payroll Mailing' checkbox to remove from the old 'Mailing' address.

Step 6: Check 'Payroll Mailing' checkbox for new 'Mailing' Address.

Step 7: Click 'Submit'.

Note: DO NOT DELETE ANY ADDRESSES

4. You need to update both a ***primary residence*** address and ***mailing*** address.
5. The ***mailing*** address will have the “payroll mailing” checked and the ***primary residence*** address will not.

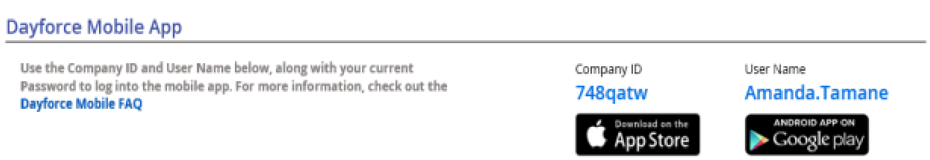
</td>
</tr>
<tr>
<td>Profile & Settings

Security

Update Password & Security Questions</td>
<td>

You can update your security settings and access links to download the mobile applications on the **Profile & Settings > Security** tab.

Dayforce Mobile App
The application displays information on the **Dayforce Mobile App**, including links to download the app on the App Store or Google Play, your Company ID and User Name, and a link to the Dayforce Mobile FAQ.



Update Your Security Settings

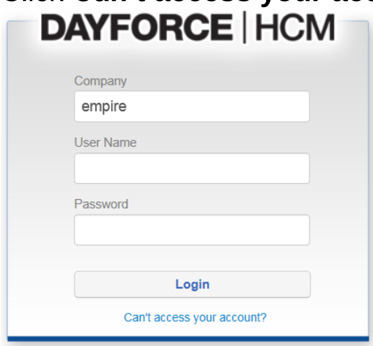
On the **Security Settings** widget, you can update your password, security questions, and PIN.

Update Password

To update your password:

- Type your **Current Password** into the parameter.
- Type your **New Password** into the parameter, and type it again into the **Repeat Password** parameter.

</td>
</tr>
</table>

	Update Security Questions To update your security questions: • Select a question from the **Question #1** drop-down, and type the associated answer into the **Answer #1** parameter. • Select a question from the **Question #2** drop-down, and type the associated answer into the **Answer #2** parameter. ***Note:*** *You need to provide your email address and answer the security questions in case you forget or lose your password. You can only reset your password if this has already been done.*
Forgot Password?	Request a new password in Dayforce. 1. Click **Can't access your account?** on the logon page.  2. Dayforce displays the **Send New Password** dialogue. 3. Follow instructions.
Install Silverlight	Verify or download the latest version of Silverlight by visiting this link: http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx