

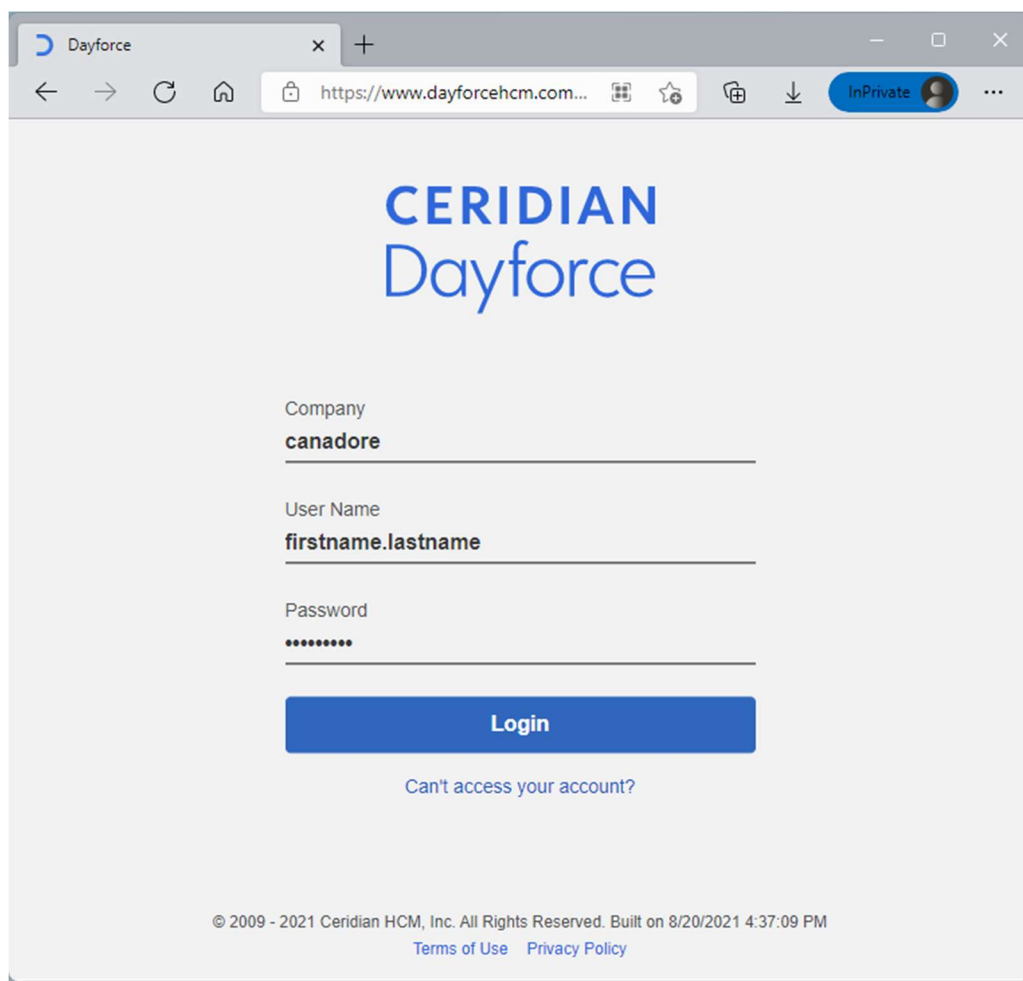
Login instructions for Ceridian Dayforce – Basic Authentication

Visit the Dayforce login screen located here at <https://www.dayforcehcm.com/mydayforce/login.aspx>.

On the login screen,

1. Enter “canadore” as the company,
2. Enter your first.last name for the username,
3. Enter your employee number followed by the last 3 digits of your Social Insurance Number as the default password.

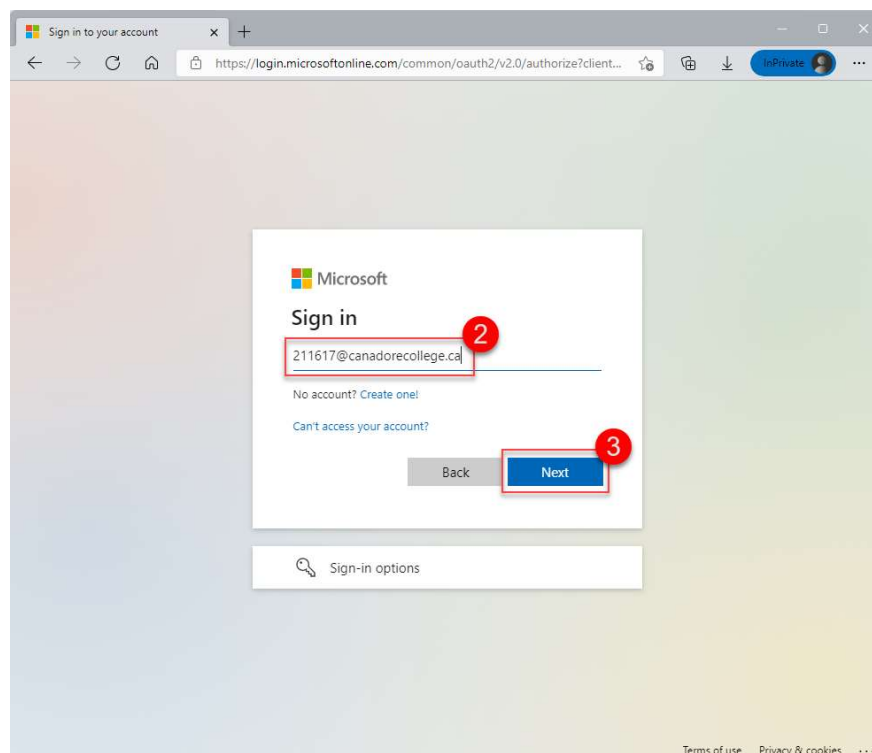
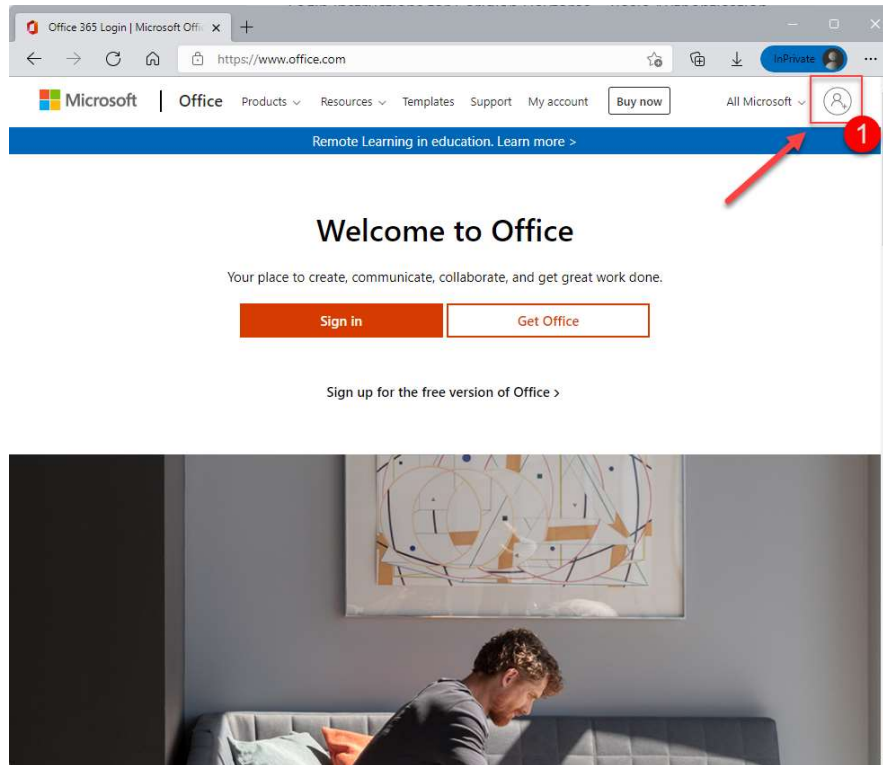
Once you enter the system, you’ll be asked to change your password. It must be at least 8 characters long and include a capital, a number and a special character.

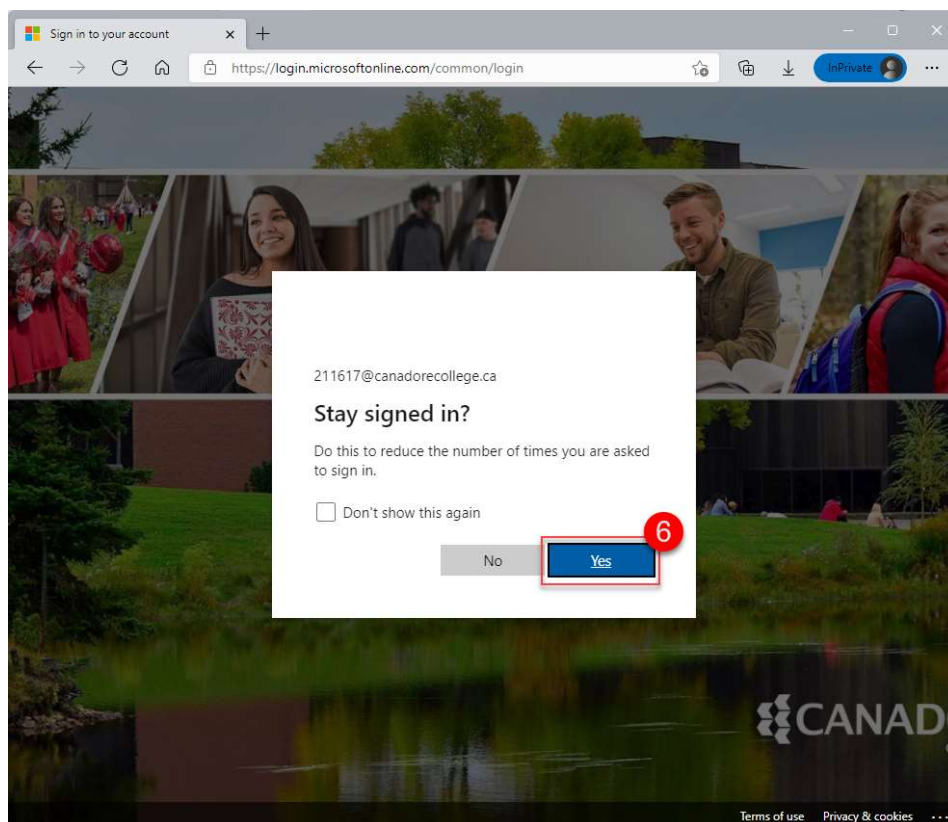
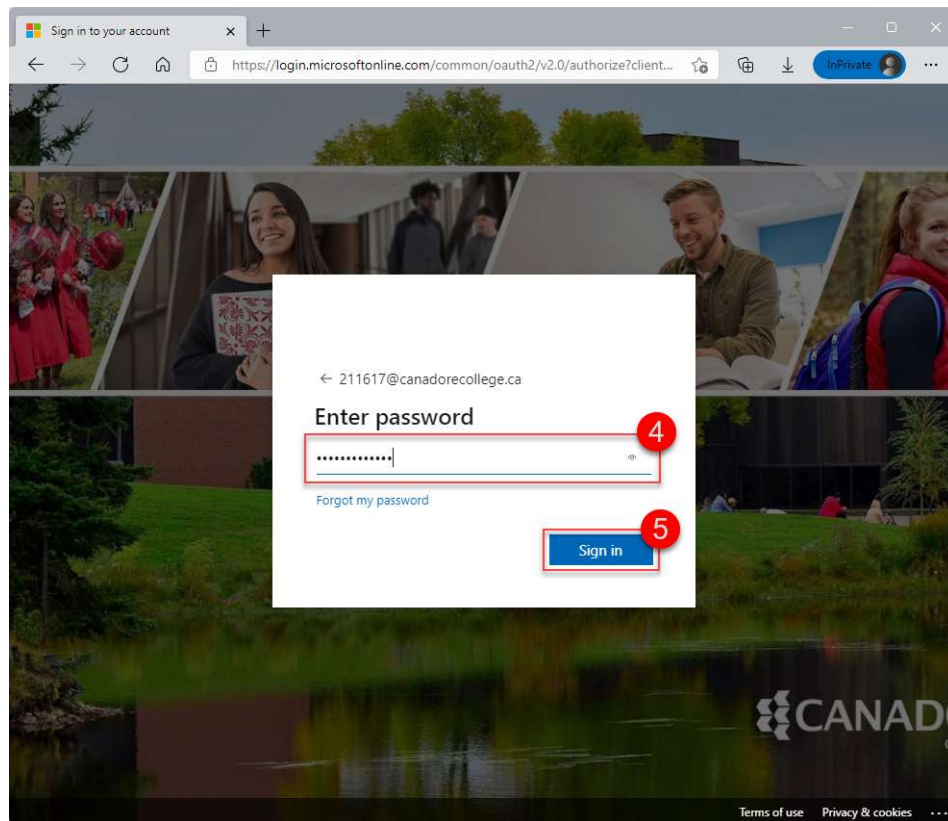


The screenshot shows a web browser window with the address bar displaying <https://www.dayforcehcm.com...>. The page title is "Dayforce". The main heading is "CERIDIAN Dayforce". Below the heading are three input fields: "Company" with the value "canadore", "User Name" with the value "firstname.lastname", and "Password" with masked characters ".....". A blue "Login" button is positioned below the password field. Below the button is a link that says "Can't access your account?". At the bottom of the page, there is a copyright notice: "© 2009 - 2021 Ceridian HCM, Inc. All Rights Reserved. Built on 8/20/2021 4:37:09 PM", followed by links for "Terms of Use" and "Privacy Policy".

Login instructions for Ceridian Dayforce – SSO Authentication

Ensure you're logged into Microsoft services on your browser by visiting www.office.com and signing in with your Canadore account.





Once you're signed into Microsoft services, you can access the Dayforce SSO link in order to automatically sign-in to Dayforce.

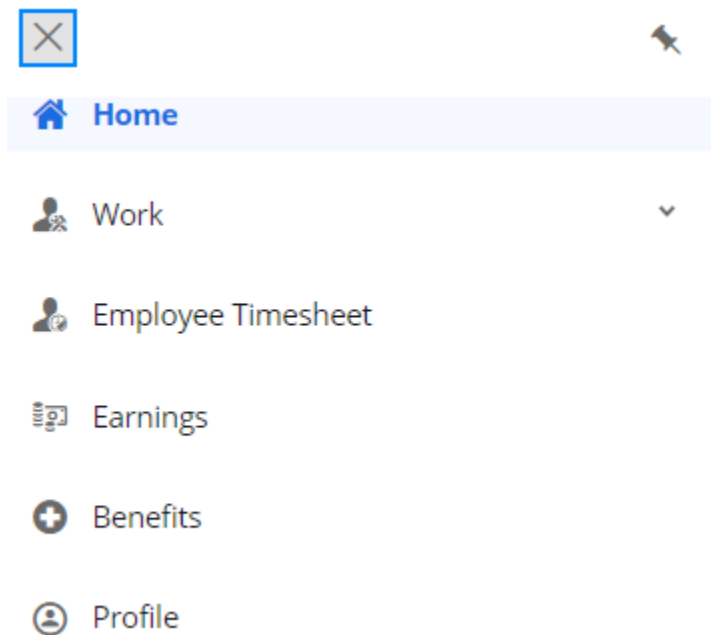
<https://sso.dayforcehcm.com/canadore>

Updating Your Profile in Ceridian Dayforce

1. Once you have signed in to Ceridian Dayforce (see Login Instructions for Ceridian Dayforce for assistance), select the following drop down below in the top left corner



2. The following options below will appear – select Profile



- Please ensure the information under Addresses and Contact Information is correct. If your address is incorrect, contact ODTM.Information@canadorecollege.ca. If you need to update your phone number, you can select the blue icon beside Contact Information and an additional pop-up will appear where you can add or delete a phone number.

About Me

Contact Information

Addresses

Contact Information



Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

Add Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	
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- Within this pop-up you are also able to add both your work and personal email addresses. We ask that you ensure both are included, as your personal email address will enable you to receive notifications/alerts if you ever leave Canadore. When reviewing your email addresses, ensure that under the Alerts column, there is a checkmark under the email you prefer to have alerts/notifications sent to at this time.

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

Add Delete

	Type*	Address*	Alerts	Start Date*	End Date	
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5. In the About Me screen, kindly also provide your emergency contact information, which will assist in case of an emergency at work. This can be done by selecting the blue icon beside Emergency Contacts and entering the contact details in the pop-up.

Emergency Contacts



No emergency contact information available

▼ Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name *	Middle Name	Last Name *	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>

Phone Number

Address

Electronic Address

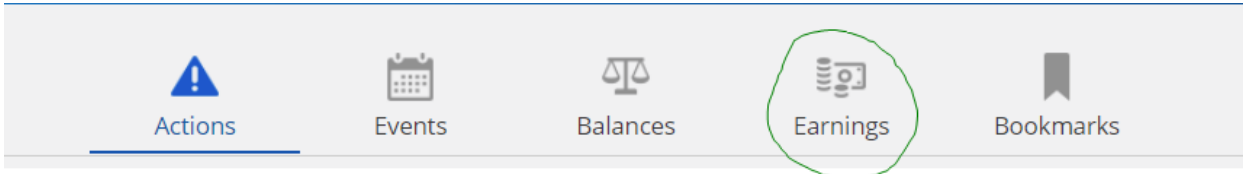


Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
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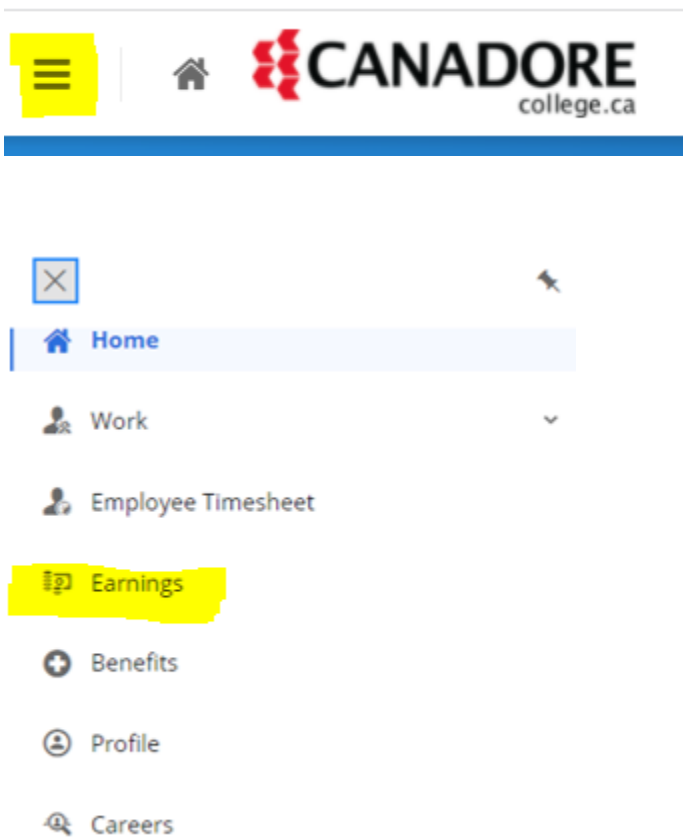
ACCESSING YOUR EARNINGS STATEMENT IN CERIDIAN

1) From the Home Screen choose “Earnings” from the Quick Links or the Menu:

From the Quick Links on the Home screen:



From the Menu:



2) Choose (or verify) the date parameters and select the earnings statement you wish to view:

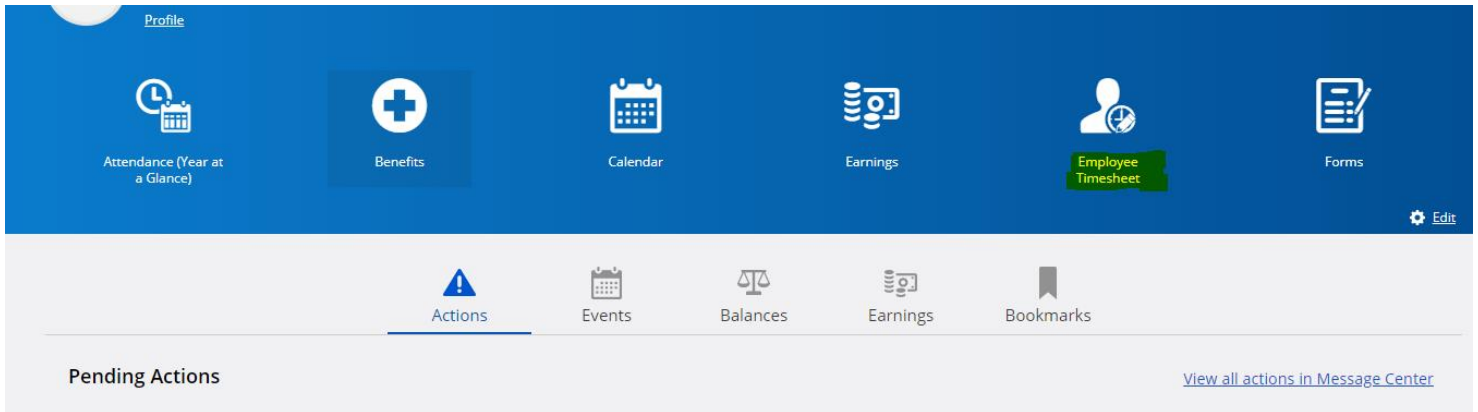
Earning Statements		Year End Forms					
From:	2021-01-05	To:	2022-02-05	Filter	Print	1 Statement(s) Found	
Earning Statement		Pay Date	Type	Net Pay			
<input type="checkbox"/>	January 2022						
<input type="checkbox"/>	Canadore College of Applied Arts and Technology - #EH177329	2022-01-05	Normal				

Earnings Statements can be viewed online or printed by the employee.

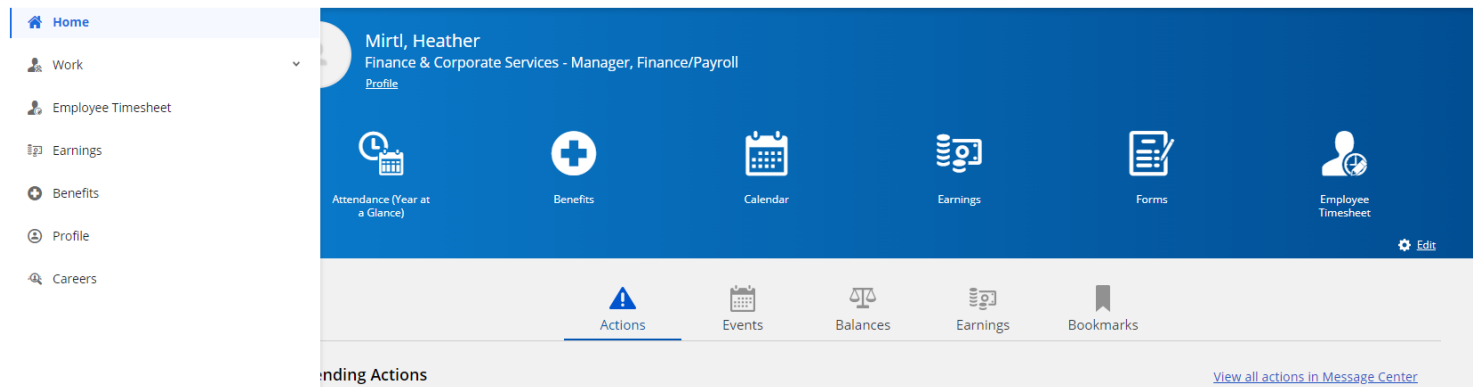
PART-TIME HOURLY EMPLOYEES

ADDING HOURS TO DAYFORCE TIMESHEET MODULE

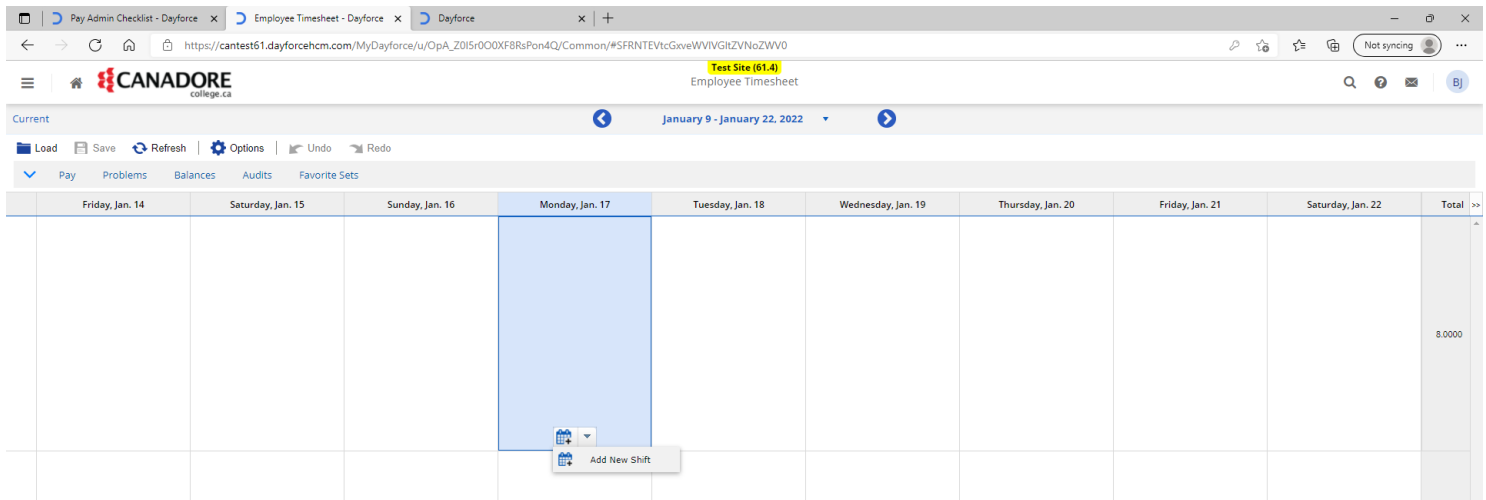
1. Login to Dayforce
2. Click on “Employee Timesheet”. If this is not showing on your home page, you can update your shortcuts by clicking on the Edit icon just below and to the right of “Forms” icon.



- You can also navigate to Employee timesheets by clicking on the menu bar in top left corner, and click on Employee Timesheet from the menu selection.

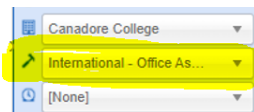


3. On the applicable day, click on “Add New Shift”

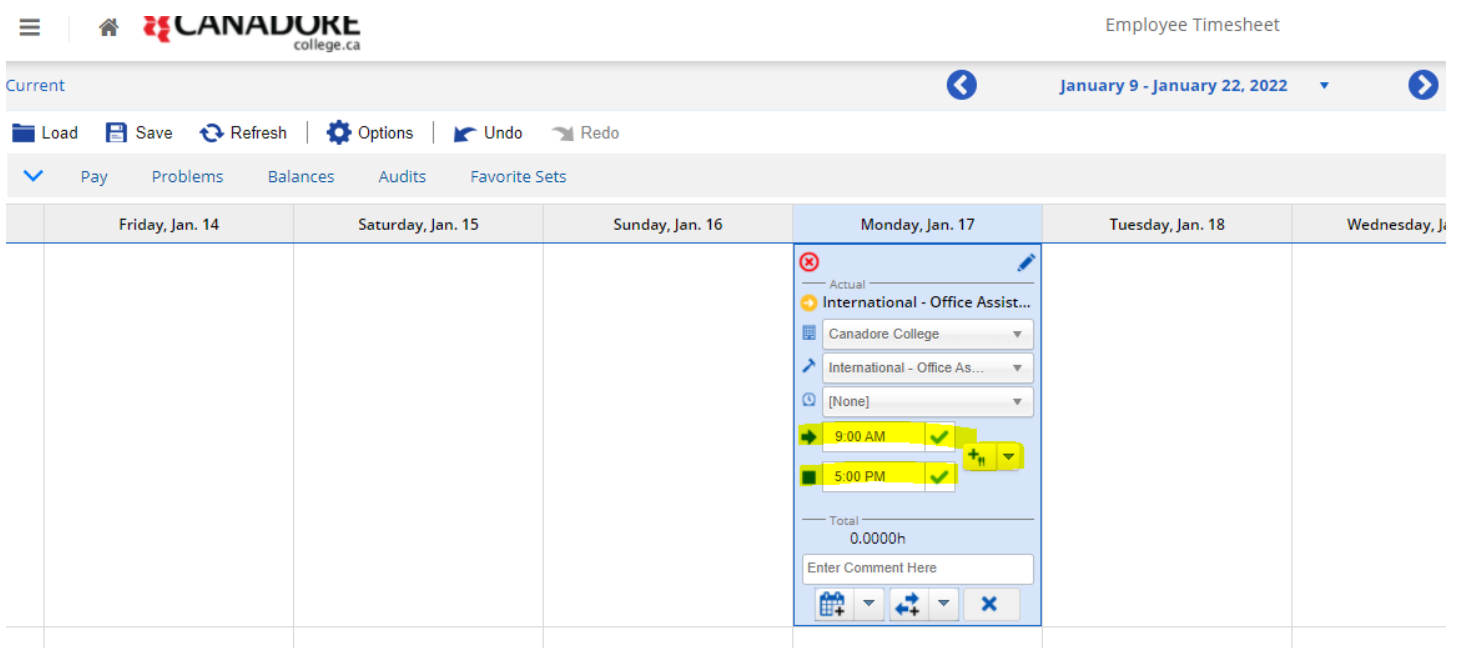


4. If you have more than one part-time position, it is imperative that you select the correct position in the “Position” drop-down menu. Hourly rate and GL codes are tied to each position, so selecting the incorrect position may result in the wrong rate being paid.

Position is the middle drop-down item in the “Add New Shift” screen. (Note – screenshot is showing a sample position).



Once the proper position has been confirmed, add your shift ‘start’ and ‘end’ time.



If you are required to add a half hour unpaid meal, click on the “Add meal” icon (to the right of the start and end time).

Example:

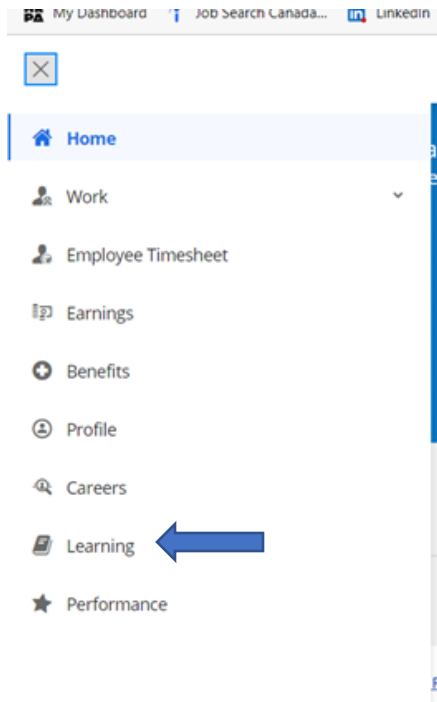
5. Click save. Once saved Manager will be able to review and approve for payroll processing.

Additional Notes:

If you do not see the appropriate position in the position drop-down menu, please contact your direct supervisor or your Academic Timekeeper.

Accessing Dayforce Learning

You can access your Dayforce learning account by clicking the menu in the left-hand corner, from the drop-down menu select "Learning"



This will bring you to your Learning Dashboard, here you will be able to see all the courses you are enrolled in.

