

## Dayforce Updates

### Dayforce Mobile Application Upcoming Change:

As of 7/31/19, Ceridian will be upgrading the Dayforce Mobile application with a technology change.

Please be aware after the change you may be required to upgrade your installed version of the mobile application in order to continue using it. If this is required for your device, the 'Update required' message will appear for your action. Click on the Update button to be taken to the App Store for iOS or Google Play for Android.

If the update button does not take you to the App Store, you will need to navigate there manually to perform the mobile app update.



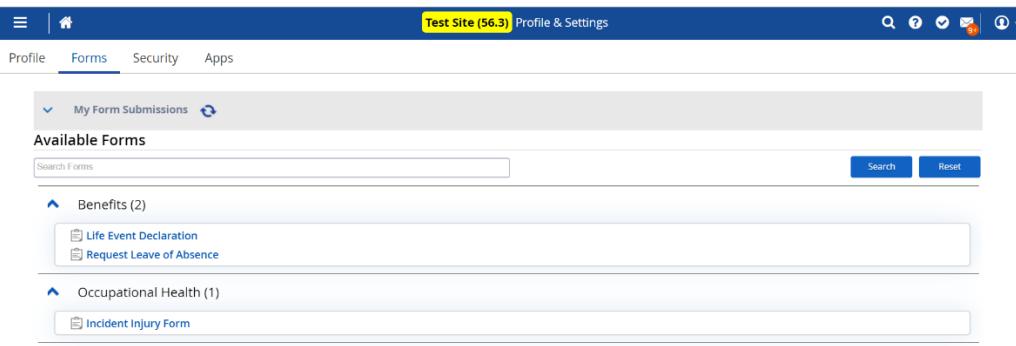
Please note: If your device is 'too old\*', the mobile application may no longer function on your device. You will still be able to access Dayforce using the web version. If you need assistance with setting up web access, please advise HR as soon as possible.

\*Old versions include devices such as iPhone 5, iPad Mini 1<sup>st</sup> Gen

### New Forms for Employees:

#### 1. Incident Injury Form

As of 8/5/19, the Form Incident Injury will be turned on for employees to use to record an incident/ injury that occurs at work. This form will replace the paper version saved on the shared drive. If injured, this form will need to be completed in Dayforce, which you can access when you log on in Profiles and Settings>Forms>Occupational Health.



Managers, the Occupational Health Team and HR Help have been trained on how to use this form. If you need any assistance completing the form, please reach out.

## **2. PTO Request for Hours Form**

As of 8/12/19, this form will replace emailing hrhelp to request PTO hours from the PTO Donation Pool. If you have a catastrophic event and have exhausted all your available leave time, have been on a leave for more than 4 connective weeks, and need to continue to be out on an approved leave, to be considered, you must complete this form and provide physician certification. All requests will be reviewed by an executive committee for approval, and approval is based on level of need and availability of pooled time off. This form is accessible via Profile and Settings>Forms>Benefits Section.

## **3. PTO Donation of Hours Form**

As of 8/12/19, this form will replace emailing hrhelp to donate hours to the PTO donation bank. If you want to donate 15% of unused time, not to exceed 40 hours per calendar year, complete this form and we will remove hours from your PTO balances and add them to the donation pool. This form is accessible via Profile and Settings>Forms>Benefits Section.

## **4. Transfer PTO to XIB Form**

As of 8/12/19, this form will replace emailing hrhelp to request PTO hours to be moved into your extended illness bank. Per policy, if you want to move up to 40 hours a calendar year to your extended illness back, complete this form. Please note, once you move PTO hours to XIB, they cannot be moved back. This form is accessible via profile and Settings>Forms>Benefits Section.

## **5. Biography Form**

As of 8/12/19, this form will allow employees to list information about themselves that will be displayed in their profile and shared with other employees. Information about yourself should be work related, and gives other employees, new employees information about your experiences. This form is accessible via profile and Settings>Forms>Personal Section.

**Did you know?** If you verified your email address, you can reset your own password. How? Easy: Step 1 - log into Dayforce, open up the “Contact Details” form in Profile and Settings>Forms>Personal and check off “Alerts” next to your email address. If an email address is not listed, click “Add” to enter the information.

Step 2 - Verify that you have set up your security questions via Profile and Settings>Security. Enter your current password in the Update Password section, and then choose two security questions and answers in the Update Security Questions section. Save.

Step 3 - You will receive an email from [notify@dayforce.com](mailto:notify@dayforce.com) asking you to verify your email address. This is a valid request (not spam) but it may go into your email’s junk folder. You will need to click the “Verify Your Email” box in the email in order to complete this process and be able to utilize the “Can’t Access Your Account” link on the log in page of Dayforce.

**If you have any questions about these updates, new forms, or anything Dayforce related, feel free to reach out to [hrhelp@eastersealsnh.org](mailto:hrhelp@eastersealsnh.org) or [payrollhelp@eastersealsnh.org](mailto:payrollhelp@eastersealsnh.org) (for pay, timesheets)**