



# **iOS App Guide**

**Release 57, Service Pack 4**

# Getting Started

Once the Dayforce application has been configured to support the iOS mobile application, users need to perform setup on their mobile device. This process includes downloading the application, configuring the application and logging in.

This section provides instructions on:

- **Accessing Features** on page 12
- **Downloading the Application** on page 18
- **Logging In** on page 23
- **Reporting an Issue** on page 40
- **Rating the Application** on page 39

**Note:** This guide features screenshots for iOS7. If you are using an earlier version, some elements of the user interface (e.g., color scheme, button styles, etc.) will look different, despite providing the same functionality.

## App Security

### Before you begin:

To access the mobile app you need to have the following:

- Dayforce credentials, if applicable.
- Single Sign on (SSO), if applicable.
- Mobile features enabled for your role. (A mobile user can only access mobile features that have been enabled for that role).

The app does not store information on the device with the exception of:

- Company ID.
- Username.
- A draft message that is not sent because the phone loses connectivity will be stored until the next login.
- A list of the viewed coach marks (the app's internal visual help system for new features).

When the app's data is running, it is protected by the device's architecture and app storage. Data is not encrypted by the mobile client.

Since the main application never trusts anything from the mobile client without taking extra security measures, all communication from the app to the main application is authenticated by the main application and the verified data.

The mobile client is subject to the same session duration as the main application. Therefore, if the app is left idle for a long period of time the application terminates the session, requiring you to log back in.

## Device Configuration Requirements

### Apple iOS

Dayforce supports iOS version 11 or higher.

The following devices are the required minimum that supports iOS version 11:

- iPhone 5S or later
- iPad Air or later
- iPad Mini 2 or later
- iPad Pro

1. Tap the Dayforce icon to launch the application on your mobile device.

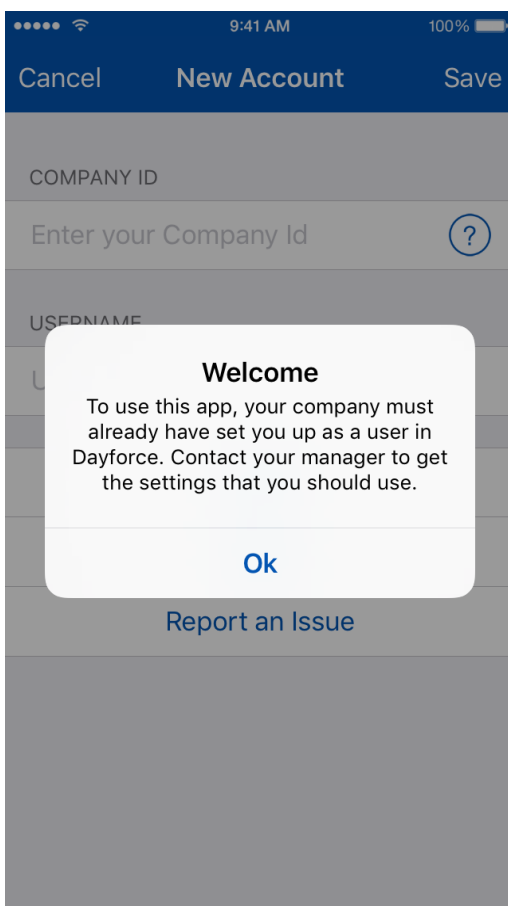


The application displays the screen to connect to an account.

2. Tap **Connect to Account** :

The **Welcome** screen is displayed.

3. Tap **Ok** to close the **Welcome** screen:



4. Type the Company ID you normally use to access the main Dayforce application into the text field.
5. Tap the **Save** button.

**Note:** To reopen the **Settings** screen after first login, in the main login screen, tap the **Settings** button.

## Dayforce Mobile App

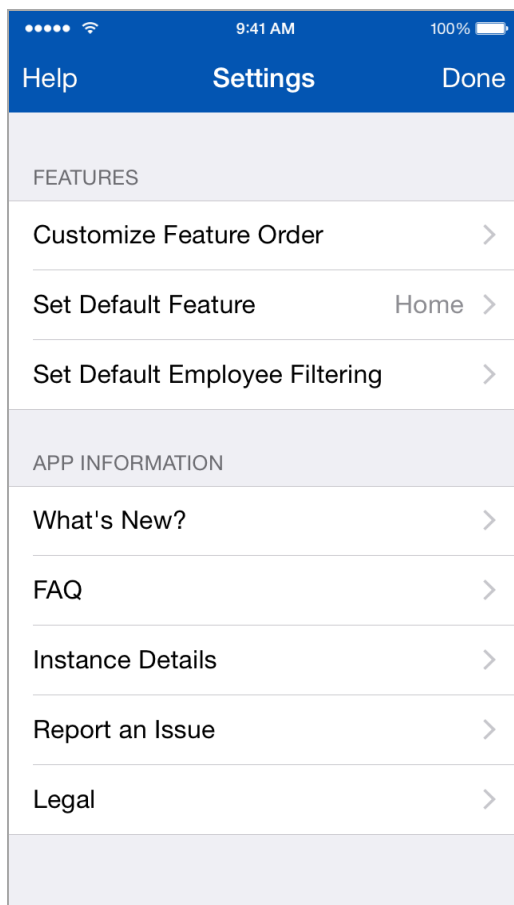


Company ID    Company A  
User Name    Maury.Palmer

[Dayforce Mobile FAQ](#)

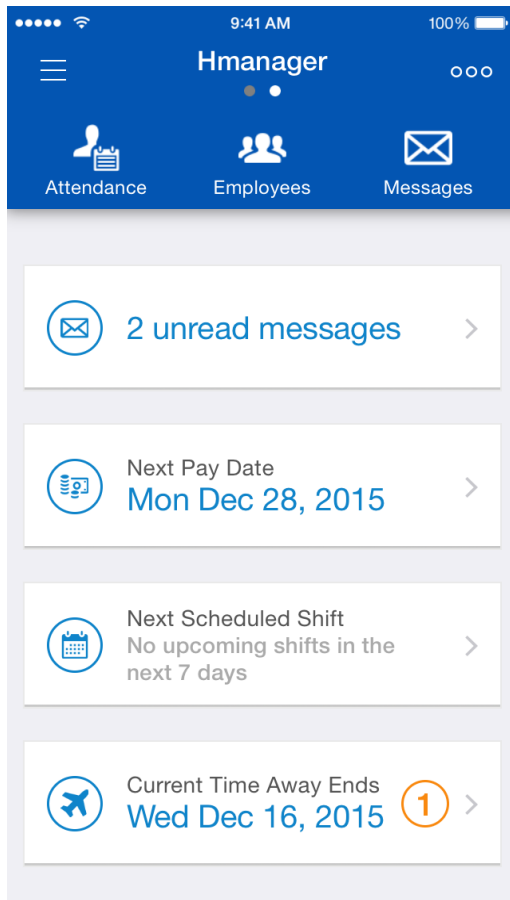
## FAQ

FAQ is accessible from the settings icon (⚙️) in the navigation menu on **Home** screen. In addition, FAQ is accessible from the context menu on the login screen. Once you are on the settings screen, tap **FAQ** to view the content:



# Favorites

The favorites toolbar is located on the upper part of the home screen and holds up to three features. In this example, the **Employees**, **Messages**, and **Attendance** features are displayed in the favorites toolbar. Tap a feature icon on the favorites toolbar when you want to launch a feature:



## Notes

- If a feature becomes unavailable for a role then the feature icon is removed from the toolbar and no longer displayed.
- If a feature is added to a role it is not automatically added to the toolbar even if it was there previously.
- By default the favorites toolbar is automatically populated with the first three features that are listed in the navigation menu. However, if one of those features is Benefits (which has sub-menu items) it will not be displayed and the quick launch lists two features. You then have the option to add sub-feature menu items to the favorites toolbar.


## Edit the Favorites Toolbar

Tap **Edit Favorites** from the options menu on the upper right to access the **Edit** screen.

**Note:** Your role feature access will affect which available features are displayed on the edit screen.

## Add Features


Add features to the toolbar by doing the following:

Tap the green icon  beside the feature you want to add.

**Note:** If the favorites toolbar is at capacity (three features) you need to remove a feature before you add a feature.

## Remove Features

Remove features from the toolbar by doing the following:

Tap the red icon  beside the feature that you want to remove, and then tap **Remove**.

## Reorder Features

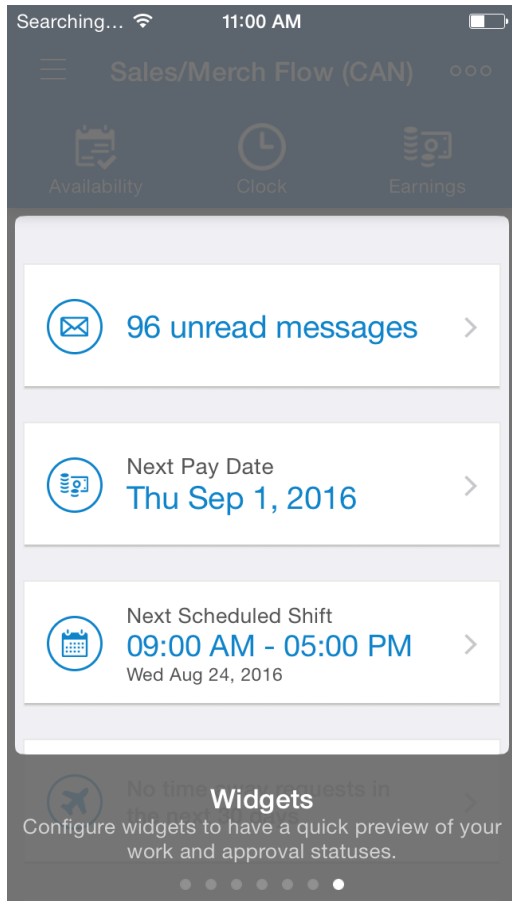
Reorder features from the toolbar by doing the following:

Hold and press the  icon of the desired feature and drag it to the new position.

**Note:** Currently features cannot be reordered in the favorites toolbar in the iOS mobile app.

## Coach Marks

Coach marks (also called Instructional overlays) help you to get more familiar with particular features in the mobile app, by providing tips and instructions in the user interface. The following coach mark is an example in the **Widgets** feature:




Swipe the screen to the left or right to view coach marks for each item. The dots at the bottom of the screen indicate the number of coach mark items. When you get the last screen, the coach mark display closes.

Coach marks are displayed when you open any of the following features for the first time:

- **Attendance**
- **Employees**
- **Set Coordinates**
- **Tasks**
- **Time off List**
- **Home**
- **Widgets**
- **Schedules**
- **Calendar**

In addition, coach marks are displayed for select new features when needed.

Display coach marks for select features at any time by tapping the () button at the bottom of the context menu.



**Note:** Displaying coach marks by tapping the question mark icon is only available for iOS devices.

## Logging In

Your organization's configuration determines how you log in to the application:

- If the login screen displays a **User Name** field, you can only log in with your user name.
- If the login screen displays a single **Login** button without any other fields, you can log in using single sign on.
- If your device supports Touch ID, you can log in using Touch ID.



## Find your Login Details

If your organization has enabled the **Apps** tab in **Home > Profile & Settings**, you can find your login details (i.e., user name and company ID) for the mobile app in the **Mobile Application** section:

### Dayforce Mobile App

Use the **Company ID** and **User Name** below, along with your current **Password** to log into the mobile app. For more information, check out the [Dayforce Mobile FAQ](#)

Company ID	User Name
<b>Company A</b>	<b>CAdmin</b>

Otherwise, contact your manager or Dayforce Administrator.

## Logging in Using a User Name

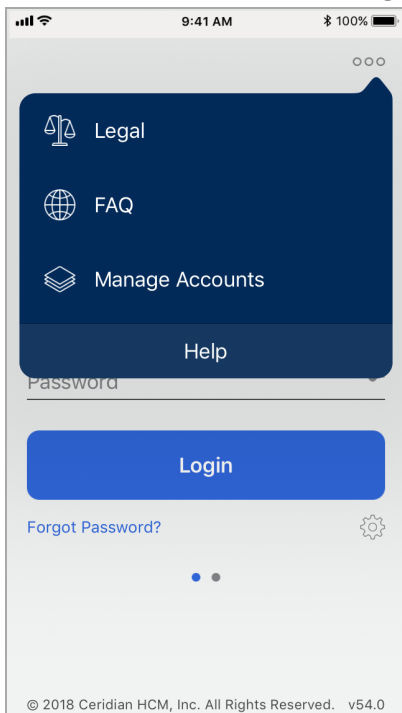
Logging into the mobile application is a very similar process to logging into the main Dayforce application.

To log in, you first need to associate the app with your user account. If you work for more than one client that uses the Dayforce mobile app, you can associate the app with each account so that you can switch between the two easily.

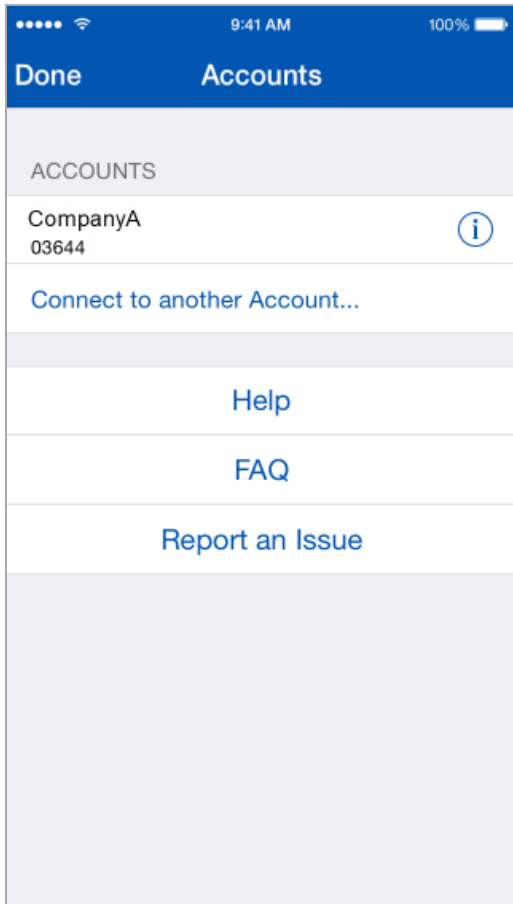
### Add an Account

To add a new account, complete the following steps:

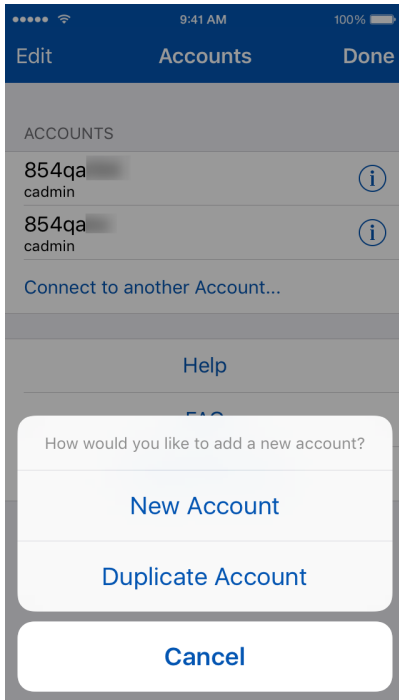
1. Open the menu and tap **Manage Accounts**:



2. Tap the **Connect to another Account** button:



3. Select how you would like to add a new account. You can create a new account or duplicate an existing account:



4. If you chose to duplicate an existing account the app displays a list of existing accounts from which you will make your selection and then you will edit the account that you duplicated. If you chose to create a new account the app displays the **New Account** screen.
5. In the fields provided, type the appropriate company ID and user name.

**Note:** The app verifies your company ID to ensure that it is valid, and that you have not typed the same value for both the company ID and user name. It displays a checkmark next to the company ID once it has been verified.

6. Tap **Save**.

The app displays the new account on the **Accounts** screen.

## Add an Account for Default Single Sign-On

You have the option to allow the app to only display the SSO (single sign-on) login method if you do not use native authentication (username and password) to log in to the app.

### Setup

Disable native authentication for SSO users in the main application in **System Admin > Client Properties > General Properties > Disable native authentication for SSO users (excludes OData and Web Service features)**.

### Mobile Account Setup

Set up an account for default single sign on by doing the following:

1. Open the context menu and tap **Manage Accounts**.
2. Tap the **Connect to another Account** button.
3. Type the appropriate **company ID**.

**Note:** This is a single word no spaces.

4. In the **New Account** screen, tap **Verify Company ID**.

The app displays an authentication dialog message to let you know that you should use your SSO credentials.

5. In the **Authentication** dialog message, tap **Ok**.

**Note:** In some cases, the app displays the **Enable Dayforce Authentication** button at the bottom of the screen. An employee may need to use the native authentication method rather than SSO, for example, during onboarding or off boarding an employee may have less network access.

6. Optionally, if you select **Enable Dayforce Authentication**.

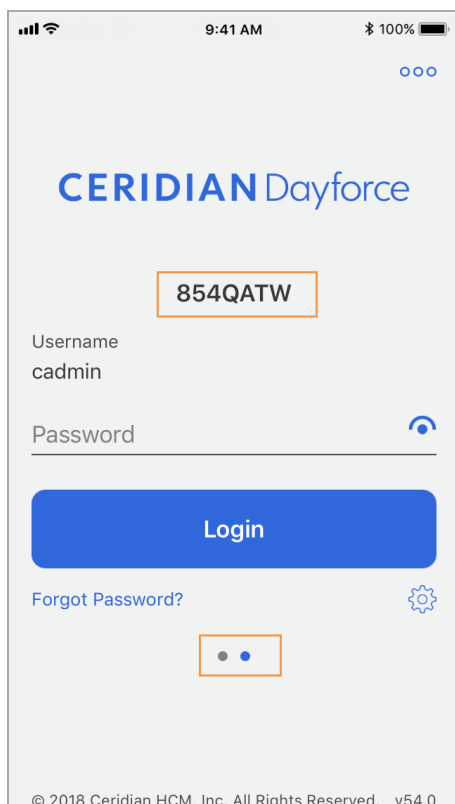
If your company is setup to use SSO, the app displays a message to let you know that enabling Dayforce authentication may not work for you.

7. In the **Enable Dayforce Authentication** dialog message select **Enable**.

If enabling Dayforce authentication is successful, the app displays both SSO and native authentication login options on your account setup screen.


## Account Tiles

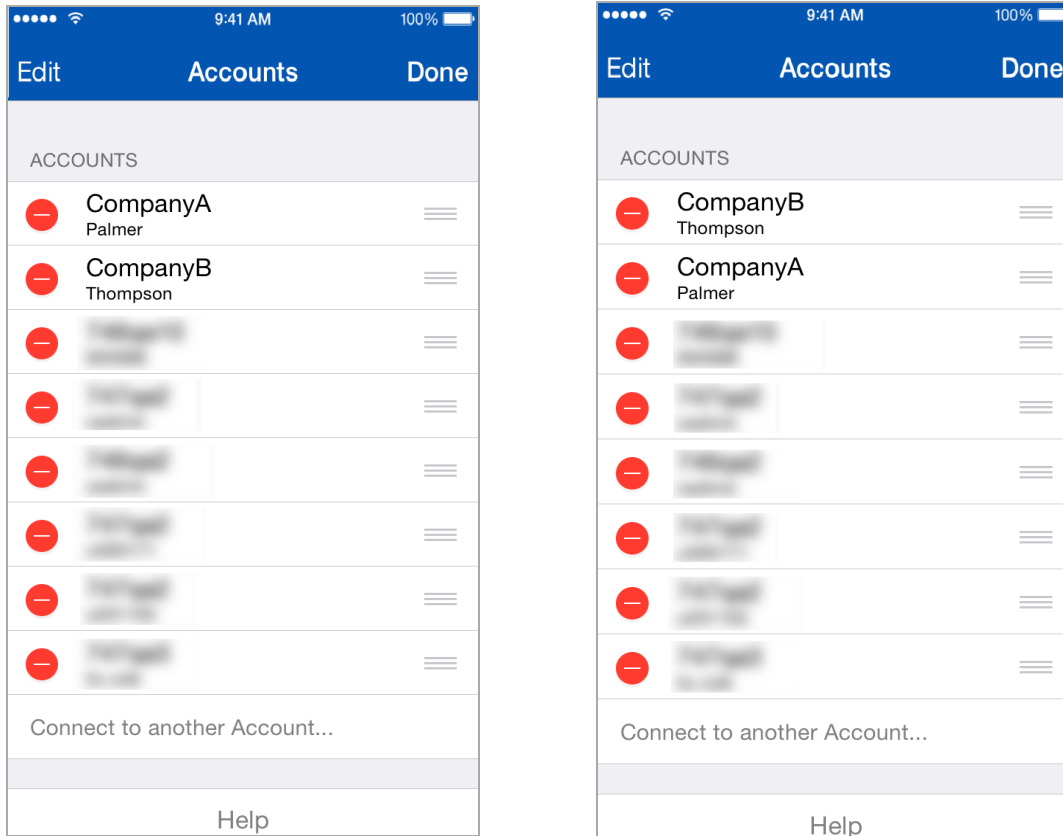
On the login screen, the app displays a dot for each account you have added. For example, if you associate the app with two accounts, it displays two dots. It also displays the Company ID above the username to indicate which account you are logging into.



Each account is displayed on a separate "tile". You can switch between accounts by swiping across the screen to display the appropriate account tile.

To change the order of your account tiles, complete the following steps:


1. Open the menu in the upper right and tap **Manage Accounts**.
2. Tap **Edit** on the **Accounts** screen.
3. Hold the  and drag the order of the accounts on the **Accounts** screen.
4. Tap **Done**.



The app displays the account tiles in the same order as the accounts listed on the **Accounts** screen.

## Edit or Delete an Account



To edit the settings for one of the accounts, complete the following:

1. Swipe to the appropriate tile.
2. Tap the () icon beneath the **Login** button.
3. Do one of the following:
  1. To edit the account, change the necessary settings.

2. To remove the account from your phone (for example, if you are no longer working for one of the companies), At the bottom of the **Edit Account** screen, tap the **Remove Account** button.

## Log into an Account

Once you've configured the necessary account(s), you can log in to them by swiping to the necessary tile and typing your password.

**Tip:** You can view the password that you've typed by pressing and holding the  icon. The app only displays the password while you hold the  icon.

## Logging in Using Single Sign On (SSO)

Single Sign On (SSO) allows you to log in to the Dayforce app using your credentials for your organization's network, rather than having to remember another user name and password.

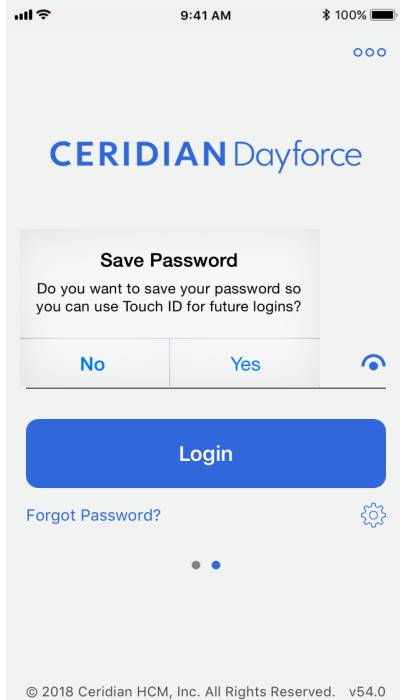
If your organization uses SSO, the application displays a single **Login** button on the login screen, rather than fields for user name and password.

To log in using SSO, complete the following steps:

1. Click the **Login** button. The app then launches your default browser.
2. Type the login credentials for your organization's network in the fields provided.
3. If this is your first time logging in with SSO, you must click the **Allow** button to authorize.

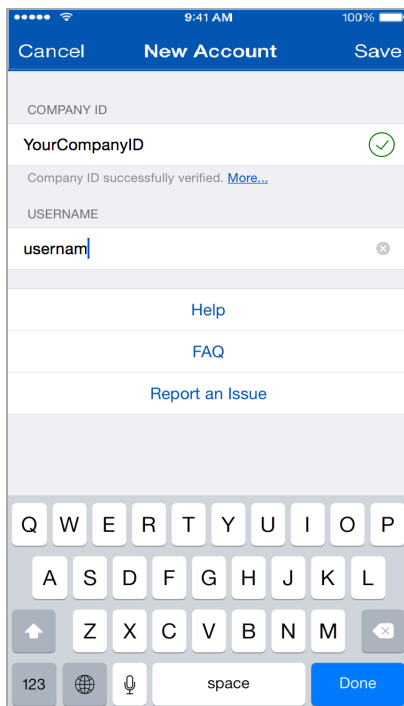
## Log in Using Touch ID

After your first successful login the app displays a pop-up dialog that asks you if you want to use Touch ID in the future:



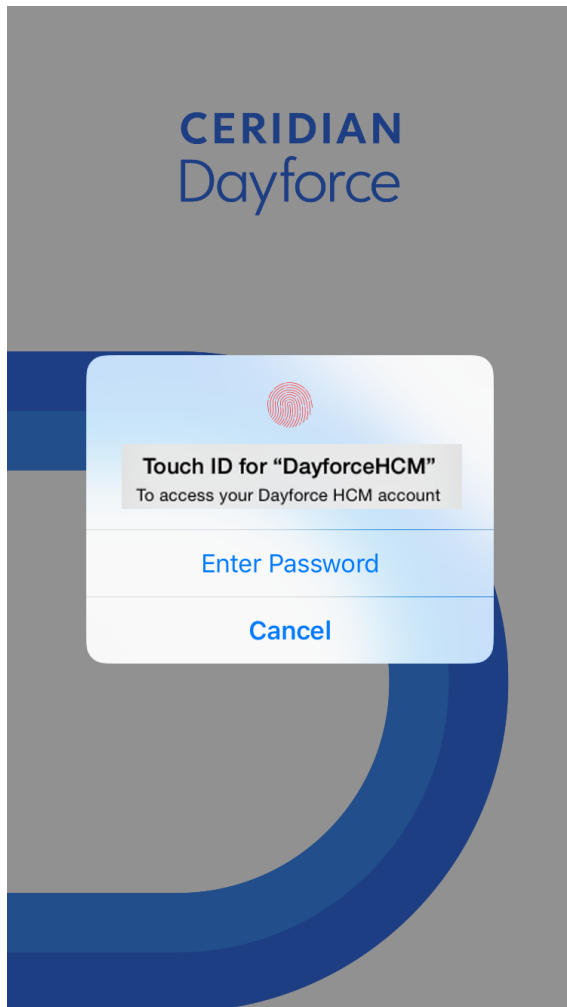
**Note:** The pop-up dialog above is applicable to the devices that support Touch ID.

In addition, the **New Account** screen does not contain any Touch ID information:

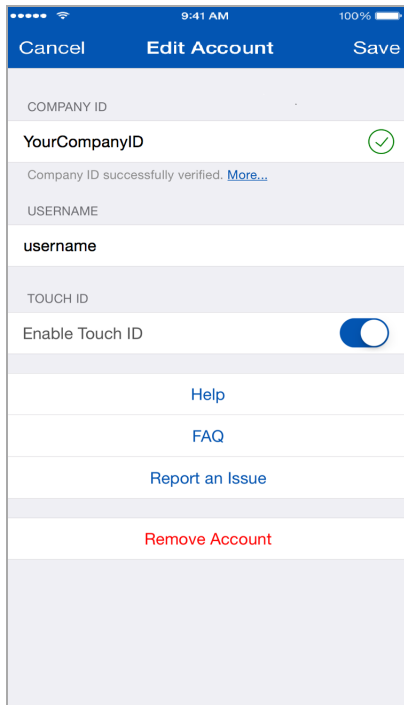




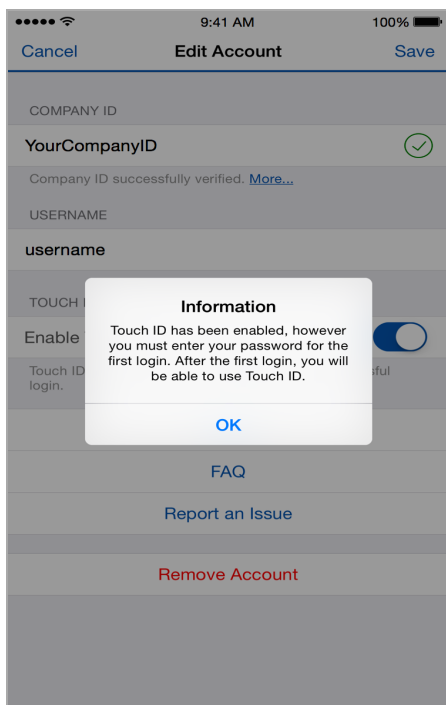
If you choose to use Touch ID in the future, the next time you can log in by scanning your finger. If necessary, you can enter a different password (for example, if you have changed your password since your last login) by tapping the **Enter Password** button:



If you choose not to use Touch ID in the future you can enable it at any time by editing your account. Select the **Enable Touch ID** option when editing your account:



After you save your changes, the app informs you that you still have to enter your password for your first login:



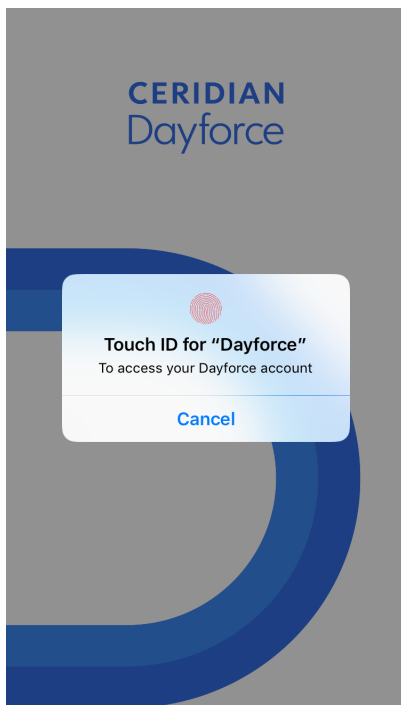
For more information about Touch ID security on iPhone and iPad, visit: <http://support.apple.com/en-us/HT5949>

For more information about using and configuring Touch ID, visit:  
<http://support.apple.com/en-us/HT5883>

## Touch ID Dialog for Users with One Account

The app automatically displays the Touch ID dialog for users who have one account. The Touch ID dialog is displayed when:

- The app is launched.
- A user returns to the login screen after an expired session.
- A user arrives at the login screen after re-launching the app.



**Note:** Touch ID has to be enabled.

## Failed Login

You are warned of your last attempt to log in if you repeatedly type in your password incorrectly. After the second failed login attempt you are warned that you will be locked out of your account. After the third failed login attempt the app displays a pop-up dialog that explains why you are locked out and specifies the duration of your lock out. You are locked out of your account for 120 minutes by default.

**Note:** The duration of the account lock out can be changed and specified.

## Reset your Password


If you are not logged in to the app, reset your password by tapping **Forgot Password** on the login screen. If you are logged into the app, tap the **Reset Password** button or menu item in the **My Profile** feature.

**Note:** If the app does not display **Reset Password**, you have not been granted access to reset your password. Contact your manager to reset your password for you.

## Update Software Dialog at Login

The app displays a dialog on the login screen that informs you that an app update is available and gives you the option to update the app. If you do no update, the app displays the dialog at every login attempt.

## Temporarily View your Password

You can temporarily view the password that you are typing in the login screen and **Change Password** screen by holding the show password icon(  ). The password is only displayed while you hold the button.

## View Frequently Asked Questions

You can view frequently asked questions from the login screen by tapping the **FAQ** button. The app opens the FAQ page in your default browser, where you can view answers to common questions such as "What is my company ID?" and "How do I reset my password?"

## Security Questions

You can set up your own security questions that you need to answer if you forget your login password.

### Configure Security Questions

Enable the **Security Questions** role feature in the main application in **System Admin > Roles > Features > Mobile > My Profile**.

### Set up Security Questions

Set up your security questions by doing the following:

1. In the **My Profile** feature select **Update Security Questions**.
2. Enter your current password.
3. Answer security questions number 1 and 2.

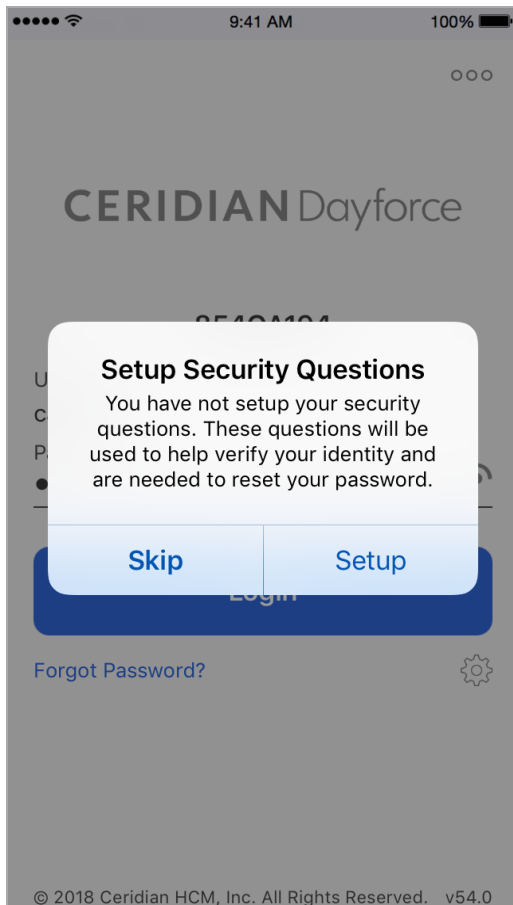
**Note:** You can change the current security questions by tapping the question to open the question option list. There is a checkmark beside the chosen question.

4. **Save.**

Next time you tap **Forgot Password** on the login screen, the app displays the security questions that you set up.

## Update Security Questions

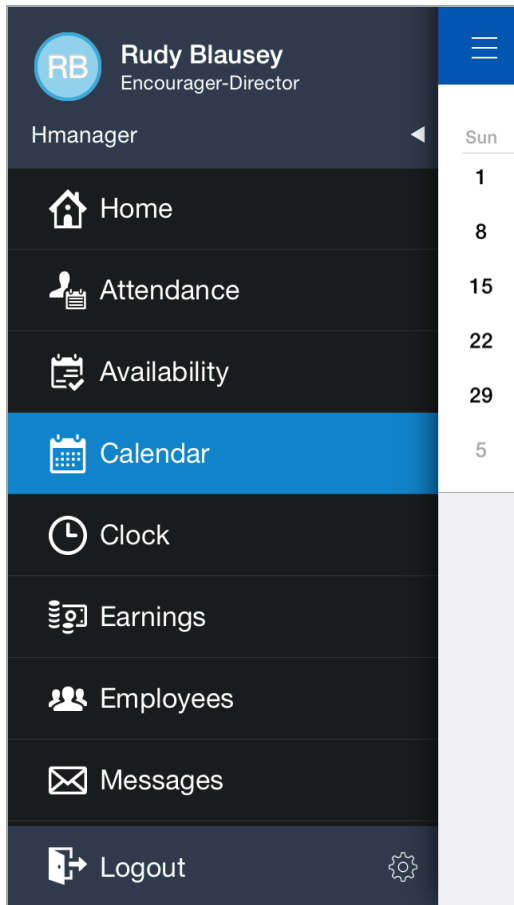
If you have not set up your security questions the app displays a prompt when you log in. Select **Setup** to set up your security questions. If you select **Skip**, you will be prompted with the same dialog the next time you log in:



**Note:** The app displays this dialog if you log in using your native authentication credentials not if you log in using single sign-on (SSO).

## Navigation Panel

Swipe to the right or tap the navigation menu icon on the upper left to access the navigation panel:



In addition to the listed features the navigation panel contains:

- Header section - contains current user summary, avatar (or picture), name and role.
- All available roles - tap the triangle to access additional roles if available.
- Sub-menu items - for the features that are listed. The menu items are collapsed under the parent menu items. If there are sub-menu items users tap the triangle to access the items.
- Logout.
- Settings icon - to access setting menu options and a link to **Help**.

**Note:** If users have access to specific sub-feature menu items but not to the parent items the parent item is displayed in order to access the sub item(s).

**Note:** If a feature is disabled it is not displayed in the navigation panel.

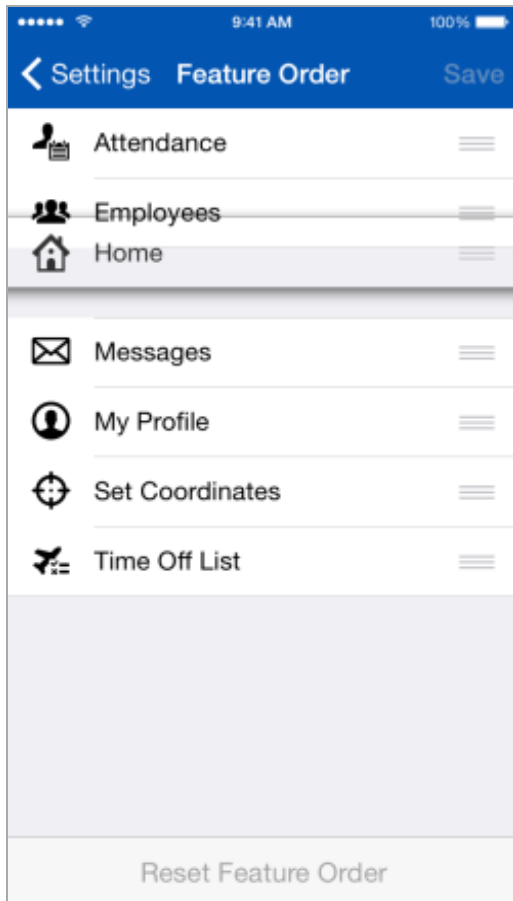
## Re-Order Features

By default features are listed in alphabetical order in the navigation panel, but users can re-order features.

**Note:** Feature reordering is available in iOS devices only.

1. Tap the settings icon (⚙️) and select **Customize Feature Order**. The **Feature Order** screen is displayed.
2. Tap and hold the icon for the target feature, drag it to the desired position.
3. Tap **Save**.

In this example the **Home** feature is being moved from the first position to the third position:

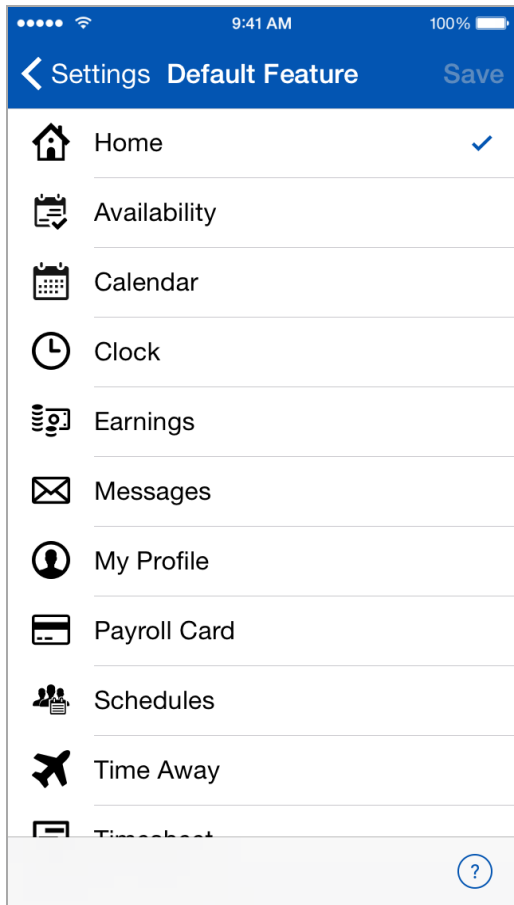


**Note:** Feature order preferences are stored locally on your phone. This means that if you log in using a new phone, features are displayed in alphabetical order, rather than your configured order.

## Default Feature

You can change your default feature from **Home** to another feature of your choice.

1. Tap the settings icon.
2. Select **Set Default Feature**. The checkmark will be displayed beside the feature that you select as the default feature:

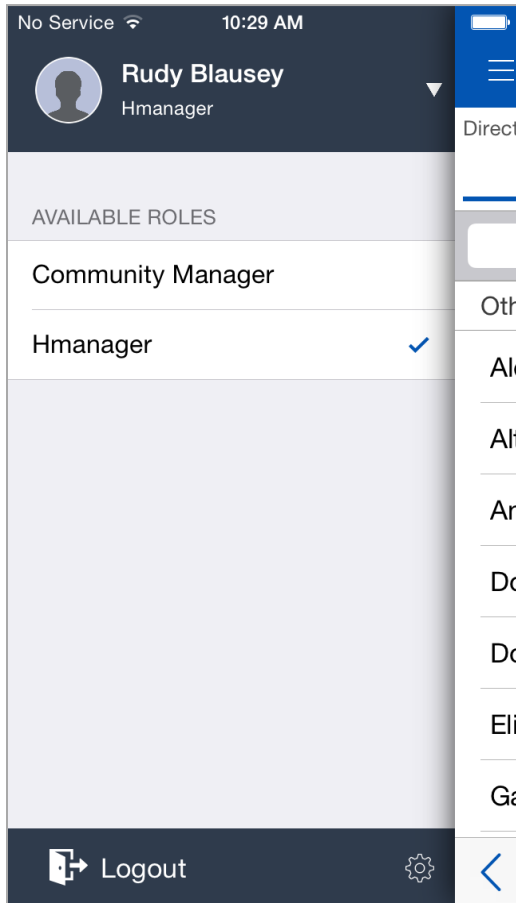


## Switch Roles

If you have more than one role you can switch roles:

Tap the triangle on the upper right to expand the available roles. The current role is checkmarked:





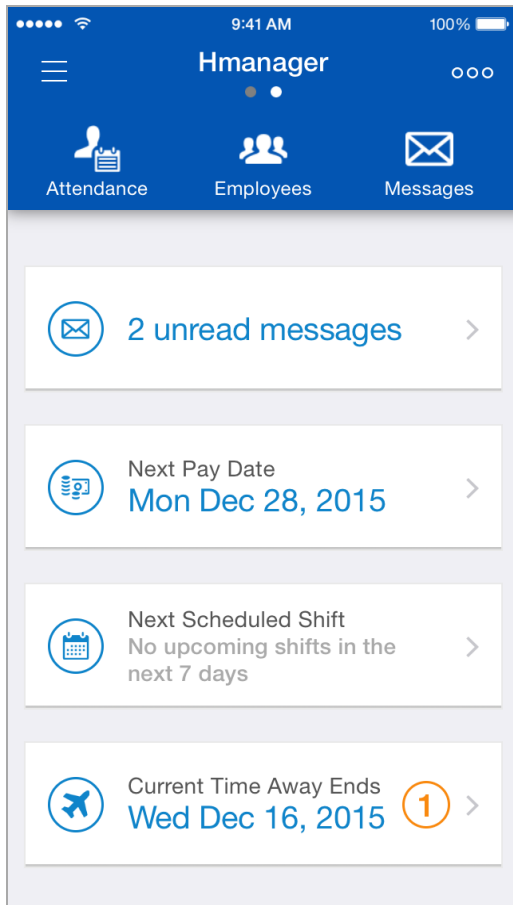
When you choose another role, the listed features in the navigation panel adjust accordingly.

# Widgets

Added widgets in the mobile apps so that you can have quick and easy access to key information pertaining to you. Widgets let you preview your work and approval statuses from the home screen. The following is a list of features that are displayed as widgets:

- **Calendar**
- **Time Away**
- **Wages**
- **Messages**
- **Earnings**
- **TeamRelate**
- **Approvals**

**Note:** Widgets are currently available if you are using both mobile client and server version 7.48 or higher.



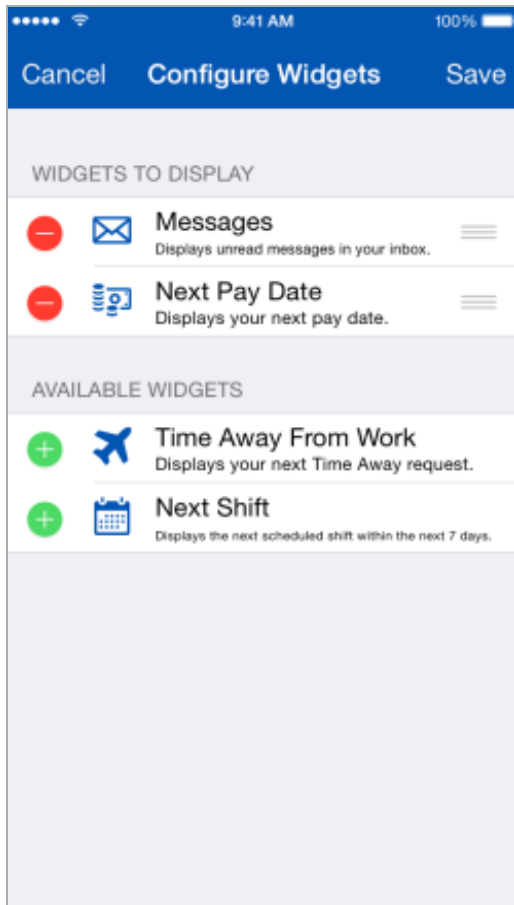
## Special Notes

- If your role does not have access to specific features those widgets are not displayed.
- All available widgets are automatically displayed when you log in for the first time.
- If your role does not have access to any of the features that have widgets the app displays a message: No data available.
- If your role changes in terms of feature access widget availability reflects that change.
- You have the option to configure your widgets after your initial log in.

## Configure Widgets

Configure widgets by doing the following:




Select **Configure Widgets** from the context menu on the upper right of the home screen. Widgets are now in edit mode:



You are then able to delete, add and re-order widgets. Refer to the next section.

## Delete, Add or Re-Order Widgets

Delete, add, and re-order widgets from the **Configure Widgets** screen by doing the following:

- Delete widgets by tapping the delete icon .
- Add widgets by tapping the add icon .
- Re-order widgets by selecting the  icon beside the widget that you want to move and dragging the widget to the desired position.

## 3D Touch

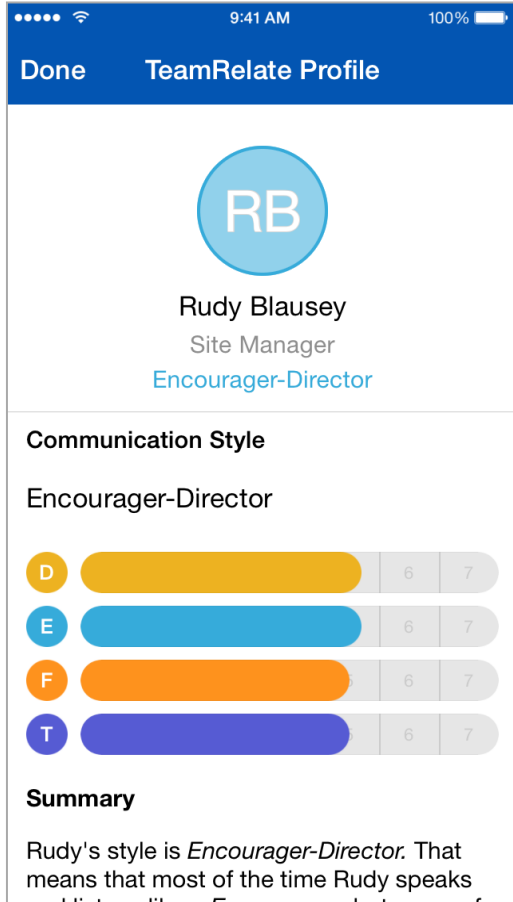
The iOS mobile app supports three-dimensional (3D) touch. When you press and hold the item that you want to view, the app allows you to preview the contents by displaying it in a pop-up screen. At this point, when you press down more firmly, the app opens the contents. The following features now support 3D touch:

- **Calendar:** Press and hold the shift that you want to view.
- **Messages:** Press and hold the message that you want to view.
- **Schedules:** Press and hold the shift or the unscheduled coworker that you want to view.

Your mobile device needs to support 3D touch and you need to enable 3D touch in your account settings for the app.

# TeamRelate

TeamRelate is designed to provide insight into your communication style, and how you can adapt your style to better communicate with your team. With its integration into Dayforce, you can access this information directly within the app, providing a single user experience.



## About TeamRelate

There are two main components to a TeamRelate profile: communication style and core convictions. These are described in the next two sections.

## Communication Styles

Your communication style is the set of behaviors that you naturally gravitate toward when you communicate. There are four communication styles:

- Director - Direct, driven, and fast-paced.
- Encourager - Enthusiastic, warm, and optimistic.
- Facilitator - Calm, patient, and deliberate.
- Tracker - Careful, tactful, and accurate.

## Core Convictions

Your core convictions are the motivators for your behavior. There are four core convictions:

- Ambition - Motivated by continual improvement for themselves and their organization.
- Belief - Motivated by integrity and ethical standards for themselves and within their workplace.
- Compassion - Motivated by helping others.
- Discipline - Motivated by the completion of tasks or goals.

## TeamRelate Survey and Profile

Once you complete the TeamRelate survey, you can view your communication style, and check in directly from the mobile app.

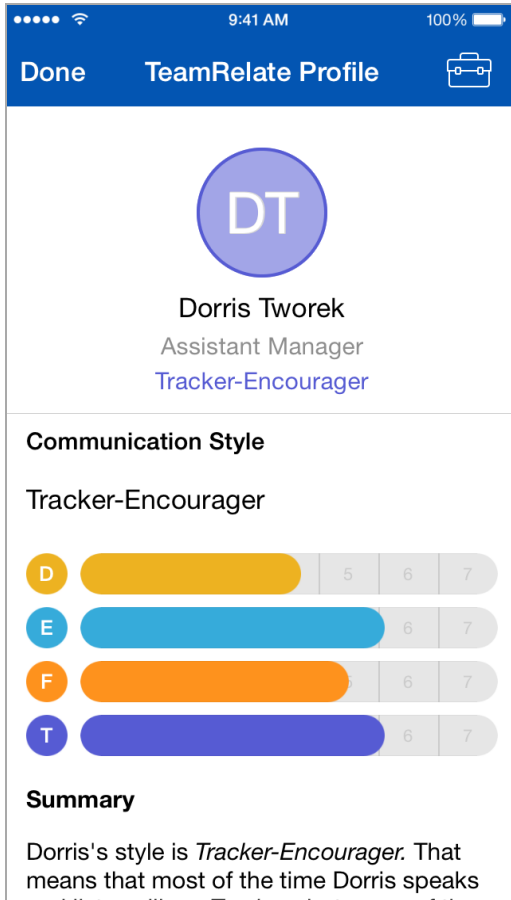
- When you first log in, there is a link to complete the TeamRelate survey.
- When you complete the survey, your TeamRelate profile is created.
- Your TeamRelate traits are displayed in the navigation panel beside your avatar.
- You can Check in to give feedback on your day. This generates your personal engagement score and can provide valuable information to colleagues looking to interact with you.
- Managers can view their employee's TeamRelate trait details and suggestions on how to give feedback, motivate, and navigate conflict based on those traits.

## TeamRelate Survey Link

The first time you log in, you can access the link to complete the TeamRelate survey from the widget on the home screen, and in **My Profile**.


## Take the TeamRelate Survey

1. Answer each question by moving the slider to the left or right.
  2. Go to the next or previous question by tapping on the arrow on the left or right.
- The survey consists of 50 questions.
  - You cannot go to the next question until the current answer is selected.
  - All survey questions must be answered before you can save your survey. You cannot save your survey if it is incomplete.
  - When you complete the survey your TeamRelate profile is created in the **My Profile** feature.



## Re-take the TeamRelate Survey

You can retake the survey at any time if you don't agree with the results or if you want to update your traits. Do the following to re-take the TeamRelate survey:

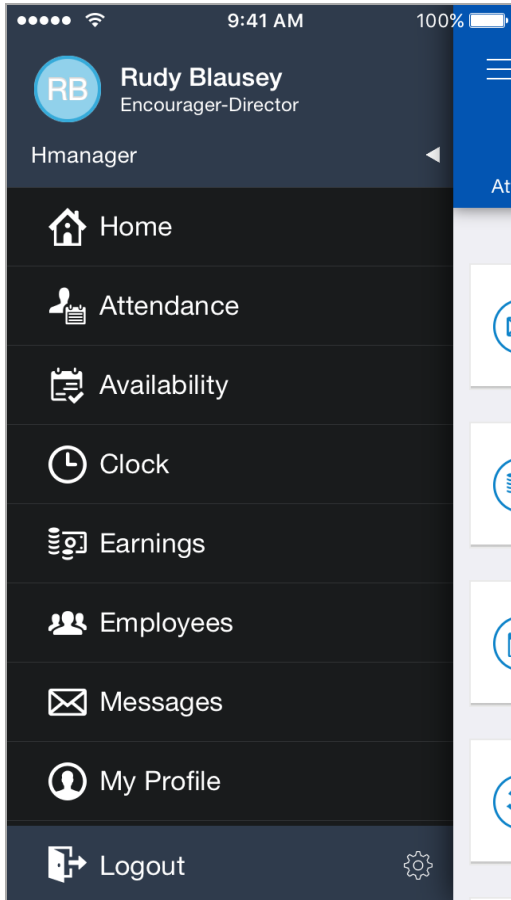
1. In the navigation menu, tap **My Profile**.
2. In the **Personal Engagement** section, tap the info icon (  ) to open your TeamRelate profile.
3. In the **TeamRelate Profile** screen, scroll to the bottom.
4. Tap the **Retake Survey** link.



## TeamRelate Traits in the Navigation Panel

The app displays your TeamRelate traits in the navigation panel, beside your avatar. The following points apply:

- If you haven't taken the survey, your traits are not displayed in the navigation panel.
- To open TeamRelate details in **My Profile**, tap the avatar. If your role does not have access to **My Profile**, the app remains on the same screen.
- If you have more than one role, your traits are displayed for all roles listed in the navigation panel.



## Checking In

Checking in allows you to give feedback on your day, and generates your personal engagement score. This feedback can provide valuable information to colleagues looking to interact with you.

**Note:** The check in option is available after you complete the survey.

The check in links are on the **Home** screen widget and in **My Profile**. The app displays the results of your last check in, thus if you never checked in, the check in link is displayed without a personal engagement score.

**Note:** The Check in widget is displayed in the app by default. If you do not want the widget to be displayed, you can configure it.



To check in, do the following:

1. Tap the widget on the **Home** screen, or the link in **My Profile**.
2. On the check in screen, use the sliders to specify the levels for each personal engagement attribute.
3. Tap **Save** when you are finished.  
Your personal engagement score is displayed.

## View Employee Profiles and Toolkits

As a manager, you can view the TeamRelate traits of your employee's. In addition, you can also view suggestions on how to give feedback, motivate, and navigate conflict based on the employee's communication style and core convictions.

To view employee TeamRelate profiles, do the following:

1. In the navigation menu, tap the **Employees** feature.
2. Select an employee from the list who has TeamRelate traits displayed.
3. Tap the info icon (  ) to open their TeamRelate Profile.
4. Tap the toolkit icon (  ) to view their Toolkit.  
The toolkit screen is divided into 4 separate tabs:
  - How to give feedback.
  - How to motivate.
  - How to maintain compatibility.
  - How to resolve conflict.
5. Tap each tab to review the suggestions on how to approach the employee based on their traits.

## View Your Profile

You can view your employee information such as your employee number, address, phone number (s), and emergency contact information, in the **My Profile** feature.

**Note:** Access to viewing certain contact information is configured through the application. If you do not see certain information and believe that you should, contact your manager or system administrator.

## Upload or Remove your Profile Image

You can upload or remove your profile image in the mobile app.

## Configuration

Enable the following in the Dayforce application:

**Upload a Photo** role feature in **System Admin > Roles > Features > Mobile > My Profile**.

**Display Mobile User Profile Image** property in **System Admin > Client Properties > Properties > General Properties** so that employees can tap their image avatar to upload an image.

## Upload your Profile Image

Upload your profile image using the following methods:

- Images stored in your mobile device.
- Mobile device's camera.

### Images Stored in your Mobile Device

To upload your profile image from images stored in your mobile, complete the following steps:

1. Open the **My Profile** feature and tap on your image avatar.
2. Select **Choose Photo**.
3. Navigate to where the photo is on your camera.
4. Once you choose your desired photo, move and scale it in the circle.
5. Select **Choose** to save your photo.

### Mobile Device's Camera

To upload your profile image from your device's camera, complete the following steps:

1. Open the **My Profile** feature and tap on your image avatar.
2. Select **Take Photo**.
3. Take the photo.
4. Select **Use Photo**.
5. Move and scale your photo in the circle and then select **Choose** to save your photo.

## Remove your Profile Image

To remove your profile image, complete the following steps:

1. Open the **My Profile** feature and tap the edit icon on the upper right.
2. Select the camera icon.
3. Select the **Delete** option.

## View Work Information

The app displays the following fields for your work information:

- **Employee Number**
- **Position**
- **Hire Date**
- **Original Hire Date**
- **Seniority Date**
- **Hourly Rate or Annual Salary** - The app displays Hourly Rate or Annual Salary depending on your pay type. The app hides your pay information and displays a button for you to tap to display it. To hide your displayed pay information, tap your pay.
- **Manager**

## Add and Edit Phone Number Data

You are able to add, edit, and delete phone number data. The following fields are available:

- **Phone Numbers:**
  - **Type** (mandatory)
    - Home (default)
    - Mobile
    - Business fax
    - Business mobile
    - Business
    - Personal fax
    - Pager
    - TTYTDD
  - **Country Codes** (mandatory)
  - **Phone Number** (mandatory)
  - **Extension** (optional)
  - **Alerts** (optional)
  - **Unlisted** (optional)

### Notes

- There is no limit to the number of phone numbers that can be added.
- Mandatory fields are marked with an asterisk(\*).
- iOS verifies phone numbers to ensure that they are valid.

### Configuration

Employees - To add and edit contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > Mobile > My Profile > Direct Edit Contact Information** in the main application.
- Set authorizations to read, create, edit, or delete Profile data in **System Admin > Roles > Authorizations > Employee Contact Information** in the main application.

## Add a Phone Number

To add a phone number, complete the following steps

1. Tap **Edit**.
2. In the **Phone Numbers** section, tap **Add Phone Number**.
3. Select the **Phone Number Type**.
4. Tap to select the country code.
5. Tap the phone number field to type in a phone number and extension if applicable.
6. In the **Alerts** field slide the button to the right if you want to receive alerts.
7. In the **Unlisted** field slide the button to the right if you want the number to be unlisted.
8. Tap **Save**.

## Add and Edit Email Address and Online Profile Data

You are able to add, edit, and delete **Email Address** and **Online Profile** data. The following fields are available:

- **Email Address**
  - **Type** (mandatory)
    - Business
    - Personal
  - **Email address**
  - **Alerts**
- **Online Profile:**
  - **Type** (mandatory)
    - Twitter
    - Facebook
    - Business Twitter
    - LinkedIn
  - **Profile Address** (mandatory)

## Notes

- There is no limit to the number of email addresses and online profile that can be added.
- Mandatory fields are marked with an asterisk(\*).

## Configuration

Employees - To add and edit contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > Mobile > My Profile > Direct Edit Contact Information** in the main application.
- Set authorizations to read, create, edit, or delete profile data in **System Admin > Roles > Authorizations > Employee Contact Information** in the main application.

## Add an Email Address

To add an email address, complete the following steps:

1. Tap **Edit**.
2. In the **Email Address** section, tap **Add Email Address**.  
**Note:** If you want to edit an existing email address skip step 2.
3. Tap to add the **Email Address Type**.
4. In the **Email Address Types** screen, tap to choose a type.
5. In the **Email Address** field, type in your email address.
6. In the **Alerts** section, slide the button to the right to subscribe to alerts.
7. Tap **Save**.

## Add an Online Profile

To add an online profile, complete the following steps:

1. Tap **Edit**.
2. In the **Online Profile** section, tap **Add Online Profile**.  
**Note:** If you want to edit an existing email address skip step 2.
3. Tap to add a profile type.
4. In the **Online Profile Types** screen, tap to choose a type.
5. In the **Profile Address** field, type in your profile address.
6. Tap **Save**.

## Add and Edit Emergency Contacts

You are able to add, edit, and delete your emergency contacts. The following fields are available for emergency contacts:

- **First Name** (mandatory)
- **Last Name** (mandatory)
- **Relationship** (mandatory)
- **Email** (optional)
- **Business Phone** (optional)
- **Home Phone** (optional)
- **Mobile Phone** (optional)

### Notes

- There is a limit of 2 emergency contacts. If 2 emergency contacts already exist the option to add or import an emergency contact is not displayed until you delete a contact.
- At least one phone number type is required (business, home, or mobile).
- Character length limit for **First Name** and **Last Name** fields is 64.
- Character length limit for **Email Address** is 250.

- String length limit for phone numbers is 30 (excluding brackets, spaces, dots and dashes).
- String length limit for international phone numbers is 15 (excluding brackets, spaces, dots and dashes).

## Configuration

Employees - To add and edit emergency contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > My Profile** in the main application.
- Set authorizations to read, create, edit, or delete emergency contacts in **System Admin > Roles > Authorizations > Employee Emergency Contacts** in the main application.

### Add Emergency Contacts Manually

To add emergency contacts manually, complete the following steps:

1. Tap **Edit**.
2. In the **Emergency Contacts** section tap **Add Emergency Contact**.
3. In the **Add Emergency Contact** option list select **Add Contact Manually**.
4. In the **First Name** field type in the first name.
5. In the **Last Name** field type in the last name.
6. In the **Relationship** field choose an option from the pop-up screen.
7. In the **Email Address** field optionally type in an email address.
8. Type in a phone number for at least one of the phone number types: **Mobile**, **Home**, or **Business**.
9. Tap **Save**.

### Import Emergency Contacts from your Mobile Device's Contacts

To import emergency contacts from your mobile devices contacts, complete the following steps:

1. Tap **Edit**.
2. In the **Emergency Contacts** section tap **Add Emergency Contact**.
3. In the **Add Emergency Contact** option list select **Import From Contacts**.
4. In the **All Contacts** screen select a contact.
5. In the confirmation screen confirm the contact information.
6. Optionally, edit the fields that have missing information.
7. Tap **Save**.

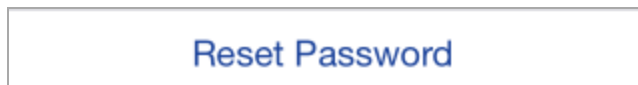
**Note:** The app displays a pop-up warning message if mandatory fields are not filled out.

## View Remaining Balances

The app displays your remaining balances in the **Balances Remaining** section. Tap **View Balances** to see more detail for each displayed balance.

## Reset your Password

Depending on how the application has been configured, you might also be able to change your password. If the **Reset Password** button is displayed on the screen, you can change your password:



In the fields provided, type your original password, and then type your new password twice.

When you tap the **Save** button, the application verifies that the password you entered meets your organization's password requirements. If the password you entered does not meet the requirements, the application prompts you to enter a different password.

## Set up your Security Questions

You can set up or reset your own security questions that you need to answer if you forget your login password.

### Configuration

To enable the security question set up by users, configure the following in the main application:

**System Admin > Roles > Features > Mobile > My Profile > Security Questions**

### Set up your Security Questions

Set up your security questions, complete the following steps:

1. Navigate to **My Profile > Update Security Questions**.
2. Enter your password.
3. Answer security questions number #1 and #2.

**Note:** You can change your current security questions by tapping the question to open question option list. There is a checkmark beside the chosen question.

4. Tap **Save**.

## Delegate Users

Authorized managers can delegate access to user accounts. Delegation may become necessary when an employee requests an extended leave of absence, thus it might be necessary to delegate access to their user account. For example, a user with access to an employee's account can log in and authorize timesheet entries to ensure that the employee will be paid for their time worked before their absence. A user account can be delegated to an HR professional, manager, or an authorized employee.



**Before You Begin:** The delegate needs to have access to the user's account.

## Configuration

Enable the **Delegation** feature in the main application in **System Admin > Roles > Features > Mobile > My Profile > Delegation**.

## Additional Information

The following points apply to a delegation:

- Managers can cancel a delegation.
- Managers can edit an existing delegation and change any of the values.
- It is possible to have more than one delegate active for the same period. For example, delegate #1 has access to pay information, delegate #2 has access to documents.
- A user can be a delegate for multiple employees at the same time.

## Add a Delegate

To add a delegate, complete the following steps:

1. In the **My Profile** screen, tap the **Delegation Access** button.
2. In the **Delegation Access** screen, tap the new button.
3. Tap the **Employee** field to select an employee that you want to give delegation access to.
4. Tap the **Reason** field to specify a reason from the list of reasons.
5. Specify the dates for the **Effective From** and **Effective To** fields.
6. Toggle the switches on or off for the following fields in the **Private Information Access** section:
  - **Restrict Pay Information** - This prevents the delegate from having access to the user's pay information.
  - **Restrict Compensation Feature Access** - This prevents the delegate from having access to the user's **Compensation** module in the main application.
  - **Restrict Performance Management Information** - This prevents the delegate from having access to the user's **Performance** module in the main application and the **My Goals** feature in the mobile apps.
  - **Restrict PII Documents** - This prevents the delegate from having access to the user's private documents that contain personally identifiable information such as their social security number or birthdate.

**Note:** If you toggle the switches on, when the delegated user logs in using the delegated role, they will not be able to see the restricted features in the main application or in the mobile app accordingly.

7. Tap **Save**.

To edit a delegate, complete the following steps:

1. In the **My Profile** screen, tap the Delegation Access button.
2. In the **Delegation Access** screen, tap the delegate that you want to edit.

3. In the **Edit Delegate** screen make your edits.
4. Tap **Save**.

To delete a delegate, take the following steps:

1. In the **My Profile** screen, tap the **Delegation Access** button.
2. In the **Delegation Access** screen, tap the delete icon beside the delegate that you want to delete.
3. In the confirmation dialog box, tap **OK** to confirm.

## Configure Maximum Delegation

There is a client property where you specify a number for the maximum delegation duration. Therefore, when you specify a date range in the **Add Delegate** screen in the mobile app, the app does not allow you to select a date range for the **Effective Period** date picker that goes beyond the maximum duration that was set in the client properties.

### Configuration

Set the maximum delegation duration in the following location in the main application:

**System Admin > Client Properties > General Properties > Delegation Duration Maximum (in Days).**

Enter a whole number in the text field.

## Configure Delegation Exclusion

When you tap the employee field to make your delegation selection, the app displays only the employees that were not excluded from delegation. There is a role property where you specify the roles that you want to exclude from delegation.

### Configuration

Specify the roles that you want to exclude from delegation in the following location in the main application:

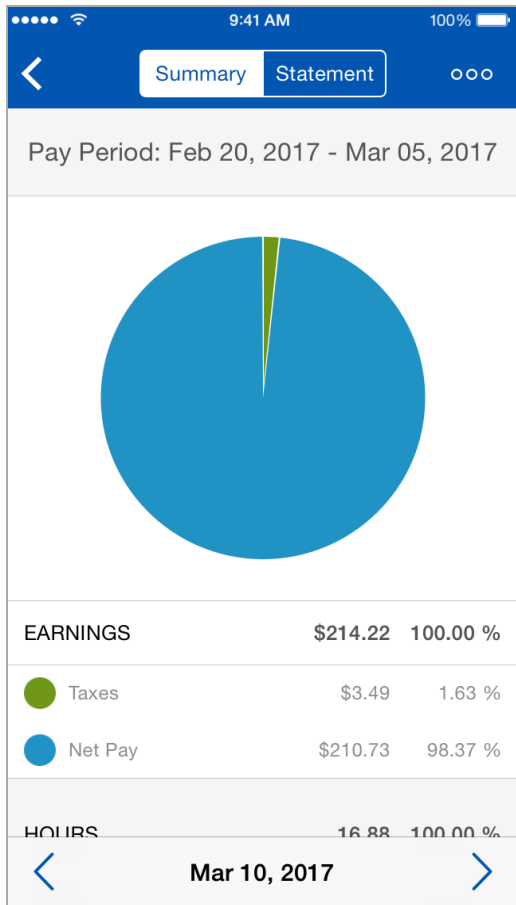
**System Admin > Roles > Properties > Exclude Employees with this Role from Delegation.**

## View Your Earnings Statement

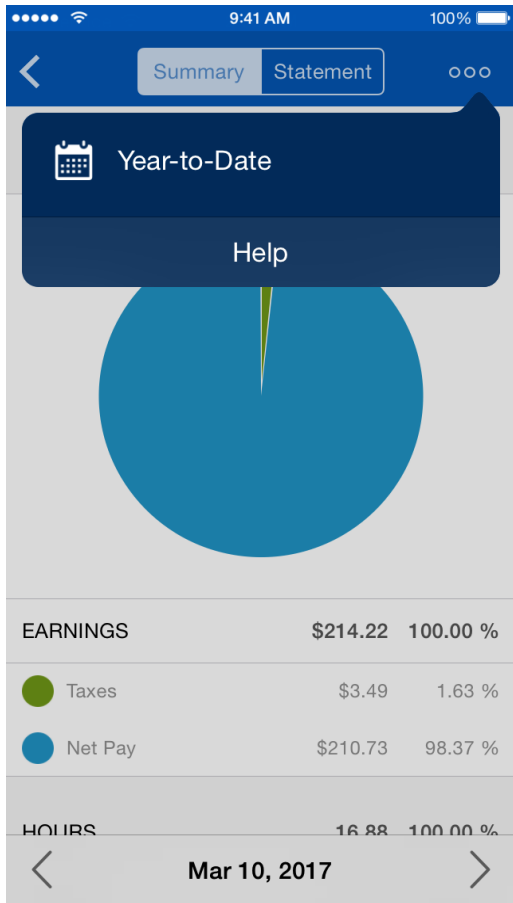
The **Earnings** feature allows you to view a mobile version of your earnings statement, which is available in the main application on the **My Earnings** tab. When you first open the **Earnings** feature, the app displays a list of pay periods and their total pay amounts:

Earnings		
Company Corp.		
Mar 31, 2016	\$1,444.25	>
Mar 17, 2016	\$1.29	>
Mar 17, 2016	\$1,444.25	>
Mar 03, 2016	\$1,444.25	>
Feb 18, 2016	\$519.12	>
Feb 18, 2016	\$1,444.25	>
Feb 04, 2016	\$1,444.25	>
Jan 21, 2016	\$1,444.25	>
Jan 07, 2016	\$1,440.73	>
Dec 24, 2015	\$1,439.33	>

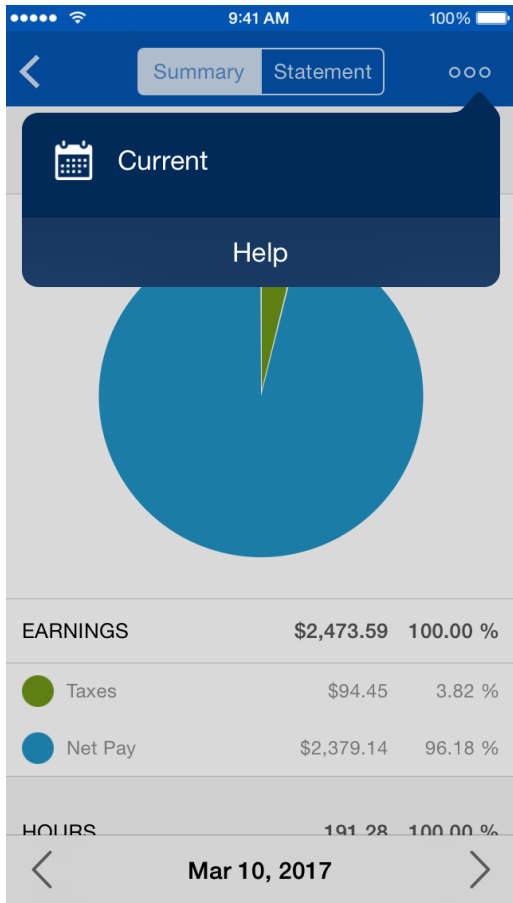
After you select the pay period that you want to view, the app displays the **Summary** tab which consists of your **Net Pay**, **Hours**, and **Earnings**, using a pie chart:



Tap the context menu on the upper right to switch views to display the **Year To Date** in a pie chart summary:



Switch back to display the **Current** period by selecting it from the context menu:



Tap the **Statement** tab to see your earnings statement for the pay period that you selected:

Pay Period: Feb 20, 2017 - Mar 05, 2017			
EARNINGS	Hr/Unit	Rate	\$214.22
Regular	16.88	12.20	\$205.98
Overtime 1.5			\$0.00
Stat Hol 1.5			\$0.00
Vacation Pay Alberta			\$8.24
PRE-TAX DEDUCTIONS			\$0.00
TAXES			\$3.49
EI			\$3.49
Fed Tax			\$0.00
		Mar 10, 2017	

From here, you can navigate between periods either using the arrows at the bottom of the screen, or by swiping across the screen.

**Note:** When you open the **Earnings** feature, and there are no results, the app displays a **No Data Available** message.

## Push Notifications

When your earning statement becomes available in Dayforce you receive a push notification. Once you are logged into the app, when you tap the notification, the app takes you to the **Summary** tab of the current pay period in the **Earnings** feature.

# Employee Guide

Through the mobile app, employees can view and update their available hours, review their schedule, and make time away from work requests.

As an employee, you can perform a number of tasks through the mobile app:

- **Push Notifications** on page 120
- **Dayforce Assistant** on page 124
- **Messages** on page 133
- **My Goals** on page 136
- **View Your Profile** on page 140
- **Trade Shifts** on page 148
- **Review Your Weekly Availability** on page 154
- **Clock In and Out** on page 160
- **Request Time Away from Work** on page 162
- **Review and Sync Your Calendar** on page 164
- **Schedules** on page 170
- **TeamRelate** on page 179
- **View and Edit Your Timesheet** on page 183
- **View Your Earnings Statement** on page 190
- **View Benefit Elections and Enrollment History** on page 195

## Push Notifications

If configured, the app displays push notifications on your mobile device for the following reasons:

- When you receive a message.
- When there are changes to your schedule.
- When your earning statement becomes available in Dayforce.
- When the **My Goals** feature is enabled, and:
  - A conversation is added to a goal.
  - A goal is overdue.
  - Your goal details have changed in Dayforce.
  - A goal is created in Dayforce.

## Configuration

To receive push notifications you need to have role feature access to the associated features in **System Admin > Roles > Features > Mobile**.

**Note:** The **Calendar** feature is not required to receive schedule push notifications.



## Mobile App Notification Settings

Enable message notifications in your mobile app by doing the following:

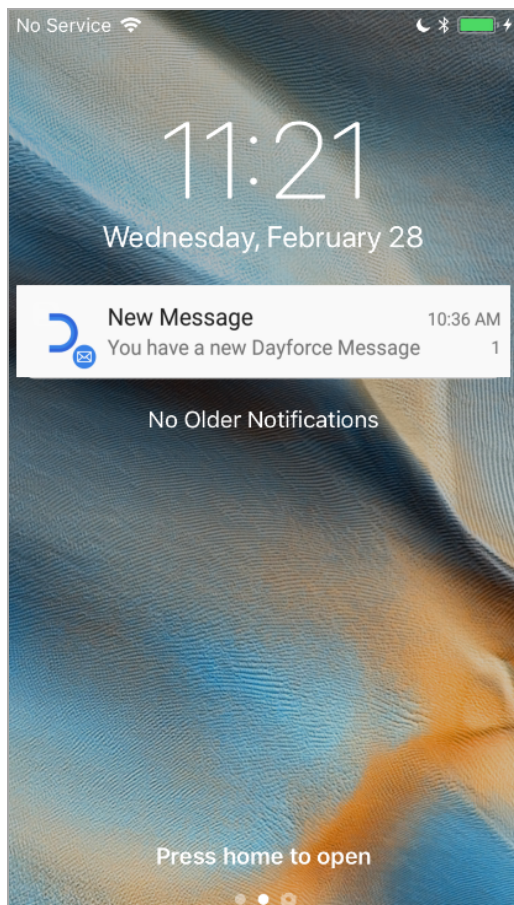
1. Navigate to **Settings > Push Notifications**.
2. In the list of notification types, add a checkmark by tapping the notification that you want to want to receive.

**Note:** These settings must be saved for each user instance.

**Note:** Notifications are not displayed on the login screen in the app.

## Message Notifications

When you receive a message, you get a push notification on your mobile device. In addition, if a message is received while you are using the app, a pop-up notification is displayed on the screen:

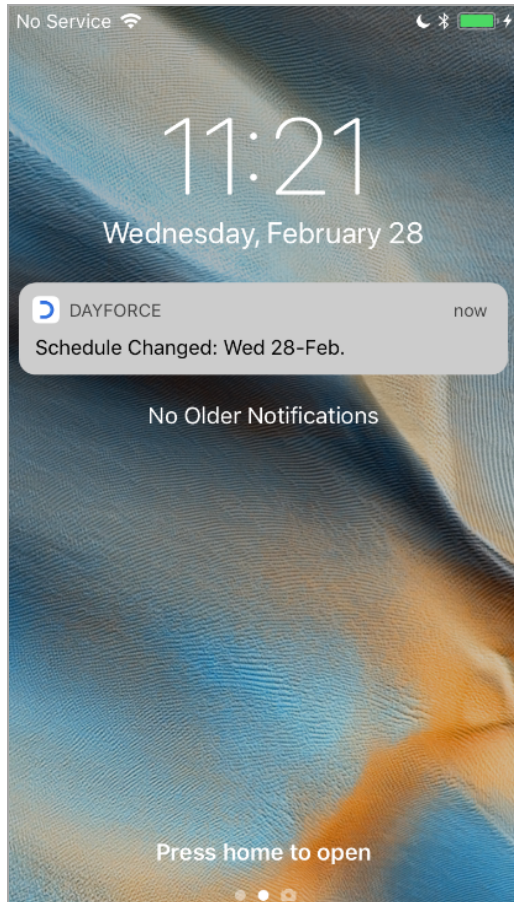


When you tap the notification, the message is displayed in your Inbox in the **Messages** feature.

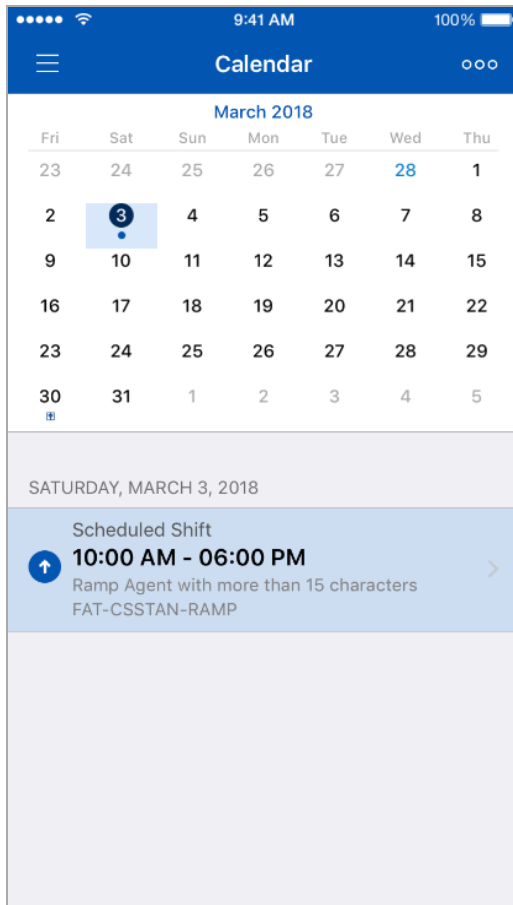
**Note:** To use this feature, you need to have access to the **Message Center** feature in the main application.

## Schedule Push Notifications

The app displays push notifications when there are changes to your schedule. Schedule push notifications help you to quickly review your schedule changes instead of scanning for changes manually. The app displays schedule push notifications on the home screen of your mobile device:



When you tap the notification, the app opens your **Calendar** feature. If the **Calendar** feature is not enabled for your role, the app opens your **Schedules** feature:



**Note:** The **Schedules** feature needs to be enabled in the main application to receive schedule push notifications.

**Note:** The **Calendar** feature is not required to receive schedule push notifications.

## Calendar Feature

If you have both the **Calendar** and **Schedules** features enabled, when you tap a push notification, the app opens the **Calendar** feature. All days with shift changes have a blue background highlight within the calendar. When you tap on any of those days, the shift information below the calendar has the same blue highlight.

## Schedules Feature

If you only have the **Schedules** feature enabled, when you tap a push notification, the app opens the **Schedules** feature. Within the **Schedules** feature, the week calendar has a blue background highlight for days where a shift change has occurred. In addition, shifts under **My Shifts** section has a blue background highlight for shifts that have changed. The following points also apply to **Schedule** and **Calendar** push notifications:

- If you enter either the **Calendar** or **Schedules** feature from a push notification, the blue background highlight will remain until you exit the feature and return.

- If shift changes exist in a week that spans two months (either in the future or past), tapping on the notification will direct you to the day of the shift change that is closest to the current day.
- If you have multiple shifts within a day but one has changed and another has not, the calendar day will have a blue background highlight and the shift information below the calendar will be highlighted on the shifts that have changed.

## Earnings Push Notification

When your earning statement becomes available in Dayforce you receive a push notification. Once you log into the app, when you tap the notification, the app takes you to the **Summary** tab of the current pay period in the **Earnings** feature.

## My Goals Push Notifications

The app displays push notifications for the following occurrences in the **My Goals** feature:

- When a conversation is added to a goal.
- When a goal is overdue.
- When your goal details have changed in Dayforce.
- When a goal is created in Dayforce.

When you tap the notification, the app takes you to the goal in the **My Goals** feature.

## Dayforce Assistant

Dayforce Assistant (DFA) is a conversational interface that interacts with Dayforce. Dayforce Assistant integrates with the Dayforce mobile app to communicate your commands. DFA allows you to manage your work-life activities by providing intelligent responses to your commands while taking into account your organization's policies. You have the option to use voice or text to interact with Dayforce Assistant. To use DFA you first need to enable the role feature in the main application. Once enabled, you can use DFA to perform **Time Away from Work** and **Schedules** processes.

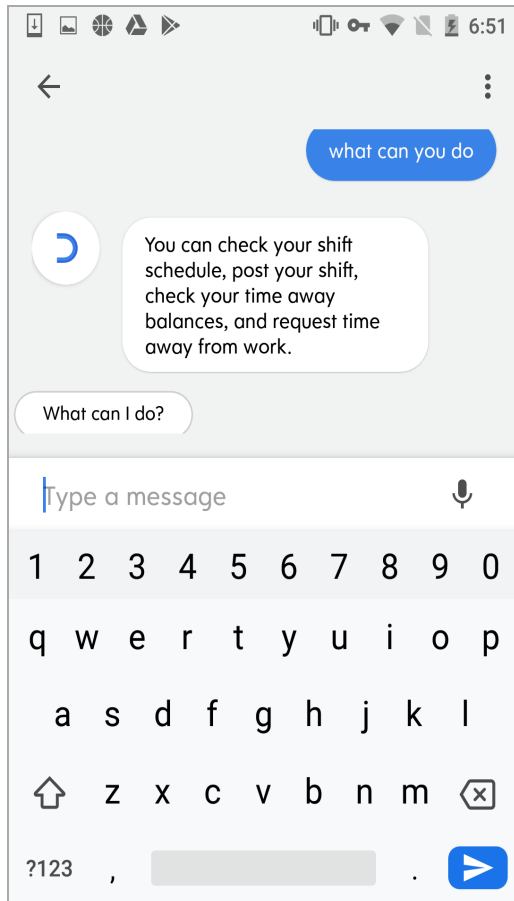
**Before You Begin:** To use the functionality that Dayforce Assistant supports you need to be a Mobile app user with role feature access to **Time Away**, **Calendar**, **Schedules**, **Earnings** and **Shift Trades** in the Mobile app. The minimum server version to access this feature is 56.1.

## Configure Role Features

Enable the **Dayforce Assistant** role feature in the main application in **System Admin > Roles > Features > Mobile**.

## View the Assistant in the Mobile App

Open the navigation menu and tap the **Dayforce Assistant** feature to invoke the assistant. You can then proceed to talk or type in your command.



When you enter in your command by voice or text the app waits until your command is complete to reply. The assistant is programmed to recognize commands based on the functionality of **Time Away From Work**, **Earnings**, and **Schedules** features.

## Perform Time Away From Work Processes

The Dayforce Assistant allows you to perform the following processes in the **Time Away From Work** (TAFW) feature:

- Check your TAFW balance.
- Find out what TAFW types you have.
- Make TAFW requests.
- Cancel TAFW pending requests.
- Cancel TAFW approved requests.
- Managers can inquire about pending TAFW requests.

- Managers can inquire about approved TAFW requests.
- Managers can inquire about cancellation pending TAFW requests.

## Check your Schedule and Post Shifts

The Dayforce Assistant allows you to perform the following processes in the **Schedules** feature:

- Check your schedule.
- Find eligible colleagues to post shift to.
- Post a shift.
- Post a shift to everyone.
- Revoke a shift offer.
- Action on shift trade offers.
- Check posted shifts that are offered to you.
- Check posted shifts that are posted to everyone.

## Find Out When you Get Paid

**Before You Begin:** You need role feature access to the **Earnings** feature in **System Admin > Roles > Features**.

You can ask Google Assistant or Dayforce Assistant when you get paid next. This saves time so you don't have to navigate to the Calendar module in the main application to check for your next pay date.

When you ask any of the following questions:

- "When is my next pay day?"
- "When do I get paid next?"
- "When am I getting paid?"
- "What day do I get paid?"
- "Give me my next pay date."
- "Tell me when I get my money."
- "When is money day?"

Dayforce responds with your next pay date.

Please note that you are not limited to using only the sample questions above.

## Perform Shift Trade Processes

The Dayforce Assistant allows you to perform shift trade processes in the **Schedules** feature. When you ask the assistant about your shift trade offers, for example:

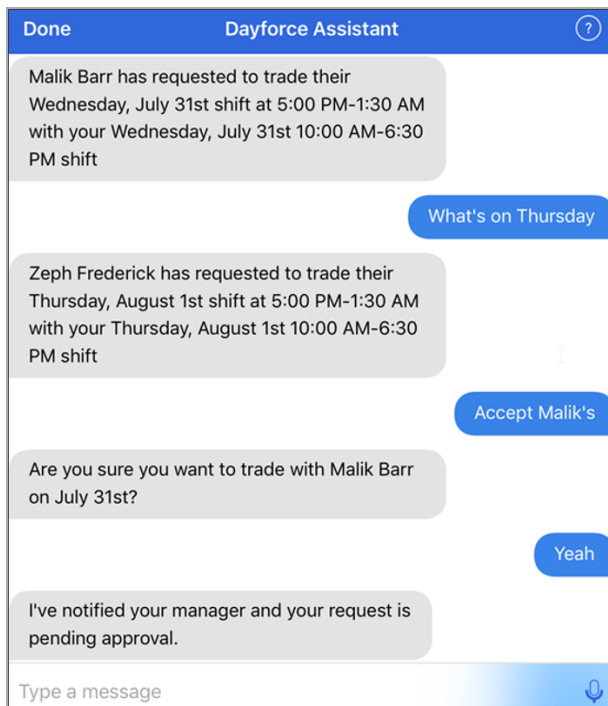
- "Is anyone swapping shifts with me?"
- "Do I have any shift trades?"
- "Are there any shift trades?"
- "Do I have any shift swaps?"
- "Is anyone swapping shifts with me?"

and there are multiple shift trade offers within the next 7 day period from the day you ask, the assistant states the dates where the shift offers exist. In addition, if you specify a date ("Do I have any shift trade offers in the week of August 26?"), the assistant states your shift trade offers during that time period. Once the assistant finishes listing the dates that have shift trade offers, you can proceed to specify the day that you want to swap shifts. Alternatively, you can choose one of the stated days to get more details about a shift before you decide to swap. Dayforce Assistant provides the following details for a shift:

- Employee's first and last name - for example, Danny Green
- Date - for example, Tuesday August 13
- Shift time range - for example, 10:00 AM - 4:00 PM

You can then choose a shift by specifying one or all of the details of the shift, as well as indicating if you accept or reject the shift (for example, "I'll accept Danny Green's shift" or, "Reject Thursday's shift"). The Dayforce Assistant will confirm your request, and your request will be sent to your manager for approval.

**Note:** You can only accept or reject 1 shift trade offer at a time.



## Use Dayforce Assistant

To use Dayforce Assistant, complete the following steps:

1. Log into the mobile app.
2. Tap the **Dayforce Assistant** feature in the navigation menu.  
The assistant greets you and uses your first name.
3. Use your voice or type with your keyboard to communicate your command.


**Note:** The microphone will turn off if you do not say anything after 3 to 4 seconds.

## Link Dayforce Assistant to Google Assistant on your Mobile Device

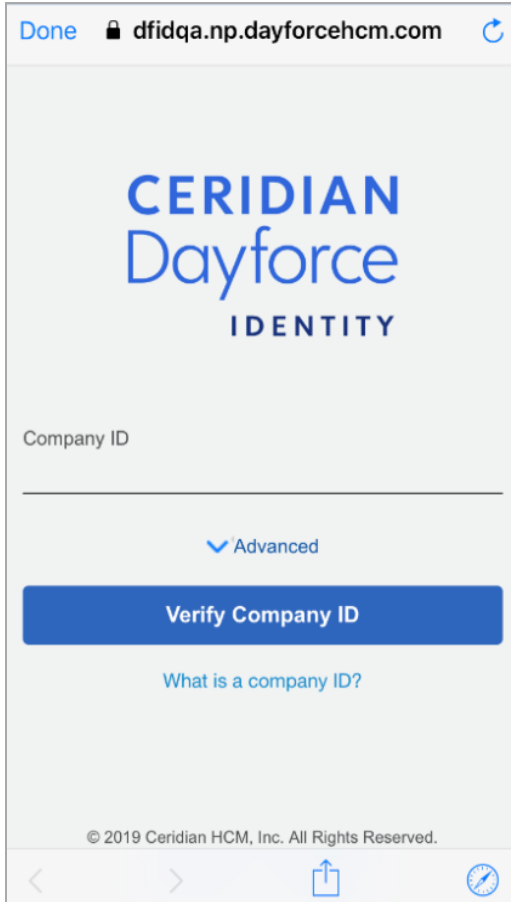
You have the option to connect your Dayforce account with Google Assistant on your mobile device. When Dayforce links to Google Assistant, Authentication tokens are generated in 3 different data grids in the main application. These data grids allow employees, managers and client administrators to view and restrict the link between Dayforce and Google Assistant.

To view authentication tokens in the main application you first have to link Dayforce Assistant to Google Assistant on your mobile device. To link Dayforce Assistant to Google Assistant on your mobile device, complete the following steps:

**Before You Begin:** You need to have Google Assistant downloaded or configured on your device.

1. Open Google Assistant.
2. Tap the compass icon ().  
The app displays a search field.
3. Conduct a search for "Dayforce".
4. From the search results, select the Dayforce card.
5. Tap to link your Dayforce account to Google.  
The app displays a login screen:





6. Type in your **Company ID**.
7. Touch **Advanced** and choose either **the Single Sign-On (SSO)** or **Dayforce Credentials** option.
8. Tap **Verify Company ID**.  
The app signs you in if you chose SSO. If you chose to enter Dayforce credentials the app displays the Login screen.
9. If applicable, enter your credentials on the login screen and tap **Login**.  
If the login is successful, the app guides you back to the directory screen.
10. Tap **Try it** to start.

Now you can interact with Dayforce by typing commands or using your voice. Type the keyboard icon to type or the mic icon to speak.

## Commands and Descriptions

The following table lists commands for the Dayforce Assistant:

	Command Objective	Command Example	Comments
General	Small talk	"What's your name?" "What's your favorite color?" "How old are you?" "What's the weather?"	The assistant answers the question directly or gives a cheeky response.
	Mute	"I'm done" "Goodbye" "Stop" "Mute"	The assistant immediately ends the conversation.
	Clear context	"Clear context" "Refresh" "Start from the beginning" "Clear everything" "Let's start again"	The assistant restarts the conversation.

	<b>Command Objective</b>	<b>Command Example</b>	<b>Comments</b>
Schedules	Check your schedule	"When is my next shift?" "When am I working this week/ next week/ this month?"	The assistant tells you the days and times of your schedule accordingly.
	Find eligible colleagues to post shift to	Who can I trade my shift with?	The assistant will confirm which shift and display the names of the colleagues that you can trade your shift with.
	Post your shift to everyone	"Post my shift to everyone"	The assistant will confirm which shift and confirm before posting the shift.
	Post your shift to a colleague	"Post my shift on Thursday next week to Kathy"	The assistant will confirm more details before posting the shift to Kathy.
	Revoke shift offer	"I want to take back my shift offer to John on Thursday."	The assistant will confirm more details before revoking the shift offer.
	Inquire if you have any shift trade offers	"Is anyone swapping shifts with me this week?" "Do I have any shift trades?" "Are there any shift posted to me?" "Do I have any shift swaps?" "Is anyone swapping shifts with me?"	If there are shifts, the assistant will list the date, employee's name, and shift times. You can then choose a shift and accept or reject it.

	Command Objective	Command Example	Comments
TAFW	Check your TAFW balance	"What's my balance?" "How much vacation time do I have?" "How many sick days do I have?"	The assistant tells you your balance in hours or days for your time away types.
	Find out what TAFW types you have	"What TAFW requests do I have?"	The assistant tells you the TAFW types that you have.
	Make a TAFW request	"I want to take time off." "I want to take April 20th off as vacation." "I want to take next Monday from 2 - 5 off as a partial vacation."	The assistant confirms the information that you didn't provide to complete the request, for example: <ul style="list-style-type: none"> <li>• dates</li> <li>• request type</li> </ul> Once the assistant verifies any missing information the request is then completed.
	Cancel a TAFW request	"I want to cancel my day off."	The assistant confirms the information that you didn't provide to complete the request, for example: <ul style="list-style-type: none"> <li>• dates</li> <li>• request type</li> </ul> Once the assistant verifies any missing information the request is then completed.

	Command Objective	Command Example	Comments
	Managers can inquire about pending TAFW requests	"Do I have any pending requests?"	The assistant tells you the names that have pending requests, if any. The manager can then ask about a specific person to get more details.
	Managers can inquire about approved TAFW requests	"Who is going to be off next week?" "Who has approved time off tomorrow?"	The assistant tells you the names that have approved requests, if any. The manager can then ask about a specific person to get more details.
	Managers can inquire about cancellation pending TAFW requests	"Do I have any pending cancellations?"	The assistant tells you the names that have pending cancellation requests, if any. The manager can then ask about a specific person to get more details.
Earnings	Inquire when you get paid next	"When is my next pay day?" "When do I get paid next?" "When am I getting paid?" "What day do I get paid?" "Give me my next pay date." "Tell me when I get my money." "When is money day?"	Dayforce responds with your next pay date

## Messages

Through the **Messages** feature, you can read messages that have been sent to you by other users, or system alerts that have been sent to you by the application. To refresh your messages list, drag the top message down.

You can access the **Inbox**, **Sent**, **Drafts**, and **Deleted** folders by tapping the appropriate option.

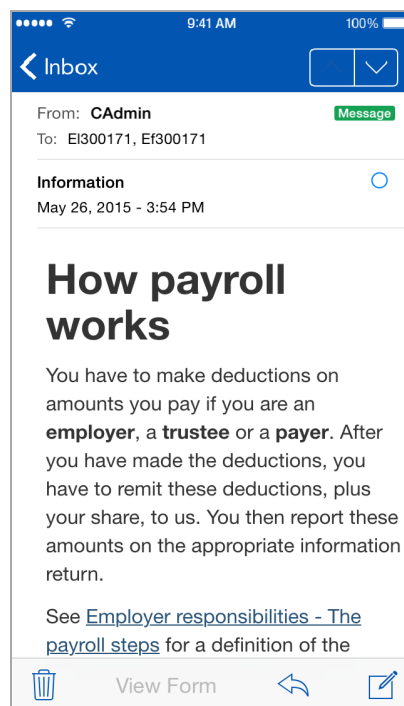
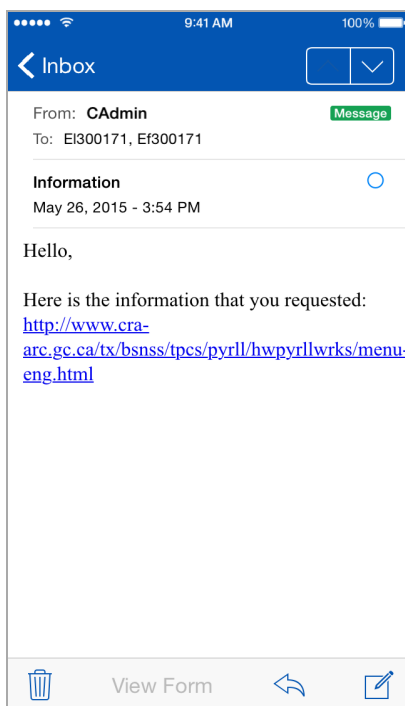
To find a specific message, in the appropriate folder, type your search criteria into the **Search** field at the top of the screen.

## Configuration

Enable the **Messages** feature in Dayforce in **System Admin > Roles > Features > Mobile**.

## URL Links

When you tap a URL link that is contained in a message, the link opens in a browser outside of the app. Tap the **Back** button on your mobile device to go back to the previous screen.




## Download Reports

Tap the link within the message to download the report.


## Delete Messages

Messages can be deleted individually or in bulk.

Delete one message:

1. Tap the delete icon . Circles appear on the left hand column beside each message.
2. Place a checkmark in the circle beside the message you want to delete.
3. Tap **Delete**.

Delete bulk messages:

1. Tap the delete icon . Circles appear on the left hand column beside each message.
2. Place a checkmark in the circle beside the messages you want to delete.
3. Tap **Delete**.

**Note:** Deleted messages are in the **Deleted** tab.

## Compose a Message

To compose a new message, tap the compose icon.

Depending on how the application is configured, you have the option of creating a **New Note** or a **New Broadcast**. The recipients of a Note can reply to your message, while the recipients of a Broadcast cannot.

**Note:** Access to notes and broadcasts is configured through the application. If you do not see one or both of these options and believe that you should, contact your manager or system administrator.

Messages can be sent to individual users, multiple users, or to a filtered list of employees. Type the **Subject** line in the field at the top of the screen, and type the body of the message in the text box below.

To delete your current message, tap **Cancel**. Save the message to your drafts so that it can be sent later by tapping **Save**.

When your message is complete, tap **Send**.

## Search for Recipients

To select the recipients(s) to send a message to, tap the + button.

The **Available** tab under the search bar is automatically selected and all available recipients for your location(s) are displayed. For example, if you manage more than one location, all employees from those locations are incorporated into the list. In addition, if you already selected a location while using another feature of the application, the **Employees** feature will still provide access to employees from all locations.

Type all or part of the name of the recipient(s) in the search bar. As you type, the application instantly filters the list of available recipients. For example, if you type the letter 'm', the list only displays employees who have an 'm' in any part of their name. If you clear the search bar, the application once again displays all available recipients.

Tap the name(s) of the recipient(s) to include in the message and a checkmark is displayed next to their name.

You can include or remove as many recipients as required.

## Select a Filter

To select a filtered list to send a message to, tap the **+** button and tap **Favorites**. The application displays any filters you have configured and saved as favorites in the main application. Touch the filter to include the users returned by the filter as message recipients.

If you do not see any entries in the **Favorites** list, log in to the main application and create a filter in the Messaging Center.

## My Goals

**My Goals** allows you to view both the goals that you created, and the goals that your manager assigned to you in the **Performance** module in the main application. In addition, **My Goals** lets you make changes to your existing goals by adding comments to conversations, and modifying your goal progress.

## Setup

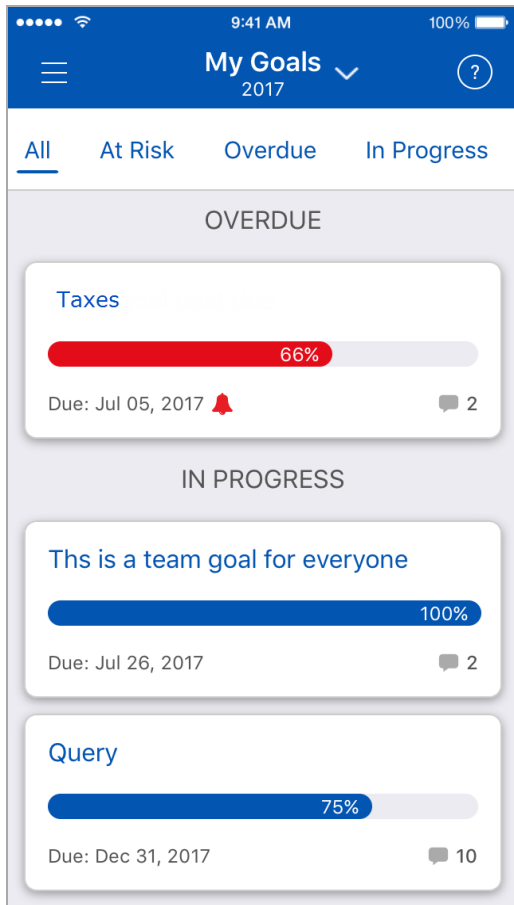
Configure the **My Goals** feature by enabling the following in the main application:

- Access to the feature: **System Admin > Roles > Features > Mobile > Performance > Goals > My Goals**
- Conversation on the goal cards: **System Admin > Roles > Features > Mobile > Performance > Conversations > Goals > My Goals**
- The conversations section in the goal detail screen and an icon on the goal card in the list screen: **System Admin > Roles > Features > Mobile > Performance > Conversations**




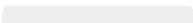

## Main Screen

When you open the **My Goals** feature, the app displays each goal on a goal card. Each goal card contains the due date for the goal, and comments where applicable. The app lists all your goals for the current year in the **All** tab:





By default, all goals are sorted by their due date, and grouped based on their status. The app sorts the status in the order listed in the following chart:

At Risk	The goal progress is 10% or more behind the expected progress.	
Overdue	The goal has passed the due date and is not completed.	
In Progress	The goal is on track to be completed by the due date.	
Not Started	The goal is 0% completed.	
Completed	The goal is 100% completed.	

You can view your goals in the various status tabs rather than from the **All** tab. Tap or swipe through the tabs to view a goal for a specific status:

[All](#)   [At Risk](#)   [Overdue](#)   [In Progress](#)

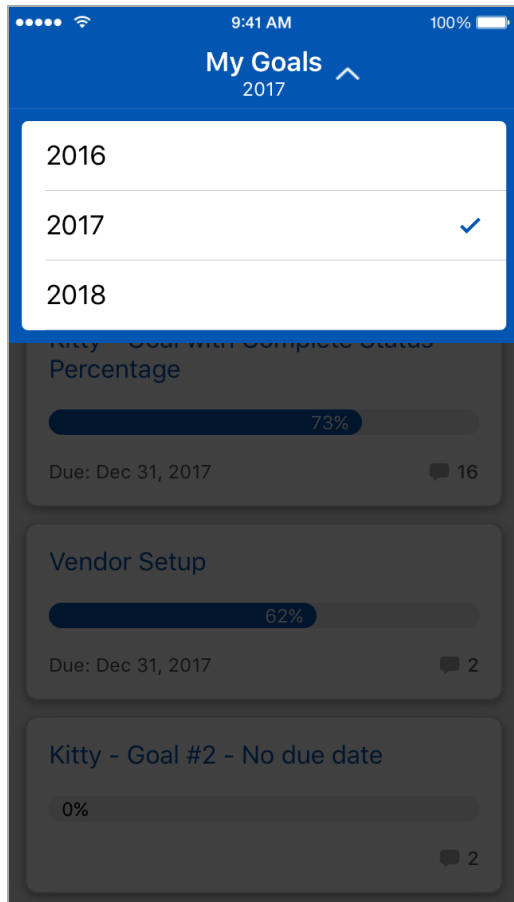
The following points apply to goals in the list view:

- If a goal does not have a due date, it is listed at the end of the applicable status group and is sorted by the creation date.

- If there are no goals for a status group, the app does not display the status name.
- If there are no goals to display, the app displays the message: "you have no created or assigned goals to display".

## Year Selection

By default, the app displays goals that are in the current year. If a goal spans multiple years, it is displayed in the year that the goal starts. Use the drop-down list at the top of the screen to view goals from the current year, one year in the past, or one year in the future:

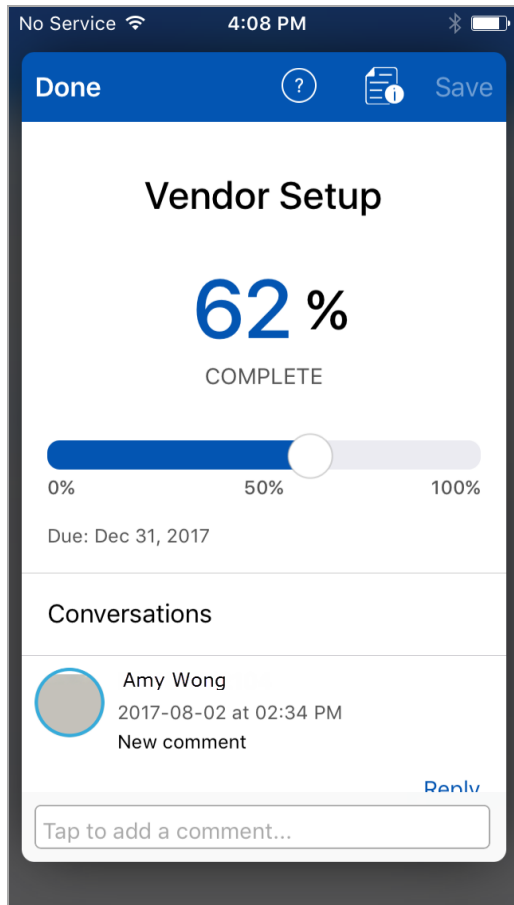


## Goal Details

When you select a goal on the home screen, the app displays your goal details. From the goal details screen, you can do the following:

- Add new comments to conversations or reply to an existing comment.
- Delete the comments that you posted.
- Update your status by dragging the progress bar, or by selecting the percentage complete value and manually entering a new value.

Once you are finished making your updates, tap **SAVE**.



**Note:** When you save a conversation message for a goal, the app sends a message to the recipient notifying them about the conversation message. The message is displayed in the **Messages** feature.

## Deactivated Goals

When goals are no longer needed, you can deactivate them in the main application to ensure that new goals are not aligned to them. This is useful for organizations with annual, quarterly, or semi-annual goals that are not always needed. When goals are deactivated, they are displayed in the main application in an inactive state with grayed-out font. Deactivated goals are also displayed in the mobile app. The following points apply to deactivated goals:

- Deactivated goals remain in the same status they were before they were deactivated.
- You cannot modify the progress of deactivated goals.
- You can add comments to deactivated goals.
- If deactivated goals are reactivated in the main application, you can make modifications to those goals in the mobile app by adding comments to conversations, and modifying the goal progress.

## Push Notifications

The app displays push notifications for the following occurrences in the **My Goals** feature:

- When a conversation is added to a goal.
- When a goal is overdue.
- When your goal details have changed in Dayforce.
- When a goal is created in Dayforce.

When you tap the notification, the app takes you to the goal in the **My Goals** feature.

## View Your Profile

You can view your employee information such as your employee number, address, phone number (s), and emergency contact information, in the **My Profile** feature.

**Note:** Access to viewing certain contact information is configured through the application. If you do not see certain information and believe that you should, contact your manager or system administrator.

## Upload or Remove your Profile Image

You can upload or remove your profile image in the mobile app.

### Configuration

Enable the following in the Dayforce application:

**Upload a Photo** role feature in **System Admin > Roles > Features > Mobile > My Profile**.

**Display Mobile User Profile Image** property in **System Admin > Client Properties > Properties > General Properties** so that employees can tap their image avatar to upload an image.

### Upload your Profile Image

Upload your profile image using the following methods:

- Images stored in your mobile device.
- Mobile device's camera.

#### Images Stored in your Mobile Device

To upload your profile image from images stored in your mobile, complete the following steps:

1. Open the **My Profile** feature and tap on your image avatar.
2. Select **Choose Photo**.

3. Navigate to where the photo is on your camera.
4. Once you choose your desired photo, move and scale it in the circle.
5. Select **Choose** to save your photo.

## Mobile Device's Camera

To upload your profile image from your device's camera, complete the following steps:

1. Open the **My Profile** feature and tap on your image avatar.
2. Select **Take Photo**.
3. Take the photo.
4. Select **Use Photo**.
5. Move and scale your photo in the circle and then select **Choose** to save your photo.

## Remove your Profile Image

To remove your profile image, complete the following steps:

1. Open the **My Profile** feature and tap the edit icon on the upper right.
2. Select the camera icon.
3. Select the **Delete** option.

## View Work Information

The app displays the following fields for your work information:

- **Employee Number**
- **Position**
- **Hire Date**
- **Original Hire Date**
- **Seniority Date**
- **Hourly Rate** or **Annual Salary** - The app displays Hourly Rate or Annual Salary depending on your pay type. The app hides your pay information and displays a button for you to tap to display it. To hide your displayed pay information, tap your pay.
- **Manager**

## Add and Edit Phone Number Data

You are able to add, edit, and delete phone number data. The following fields are available:

- **Phone Numbers:**
  - **Type** (mandatory)
    - Home (default)
    - Mobile
    - Business fax
    - Business mobile

- Business
- Personal fax
- Pager
- TTYTDD
- **Country Codes** (mandatory)
- **Phone Number** (mandatory)
- **Extension** (optional)
- **Alerts** (optional)
- **Unlisted** (optional)

## Notes

- There is no limit to the number of phone numbers that can be added.
- Mandatory fields are marked with an asterisk(\*).
- iOS verifies phone numbers to ensure that they are valid.

## Configuration

Employees - To add and edit contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > Mobile > My Profile > Direct Edit Contact Information** in the main application.
- Set authorizations to read, create, edit, or delete Profile data in **System Admin > Roles > Authorizations > Employee Contact Information** in the main application.

### Add a Phone Number

To add a phone number, complete the following steps

1. Tap **Edit**.
2. In the **Phone Numbers** section, tap **Add Phone Number**.
3. Select the **Phone Number Type**.
4. Tap to select the country code.
5. Tap the phone number field to type in a phone number and extension if applicable.
6. In the **Alerts** field slide the button to the right if you want to receive alerts.
7. In the **Unlisted** field slide the button to the right if you want the number to be unlisted.
8. Tap **Save**.

## Add and Edit Email Address and Online Profile Data

You are able to add, edit, and delete **Email Address** and **Online Profile** data. The following fields are available:

- **Email Address**
  - **Type** (mandatory)
    - Business
    - Personal
  - **Email address**
  - **Alerts**
- **Online Profile:**
  - **Type** (mandatory)
    - Twitter
    - Facebook
    - Business Twitter
    - LinkedIn
  - **Profile Address** (mandatory)

## Notes

- There is no limit to the number of email addresses and online profile that can be added.
- Mandatory fields are marked with an asterisk(\*)

## Configuration

Employees - To add and edit contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > Mobile > My Profile > Direct Edit Contact Information** in the main application.
- Set authorizations to read, create, edit, or delete profile data in **System Admin > Roles > Authorizations > Employee Contact Information** in the main application.

### Add an Email Address

To add an email address, complete the following steps:

1. Tap **Edit**.
2. In the **Email Address** section, tap **Add Email Address**.
  - Note:** If you want to edit an existing email address skip step 2.
3. Tap to add the **Email Address Type**.
4. In the **Email Address Types** screen, tap to choose a type.
5. In the **Email Address** field, type in your email address.
6. In the **Alerts** section, slide the button to the right to subscribe to alerts.
7. Tap **Save**.

### Add an Online Profile

To add an online profile, complete the following steps:

1. Tap **Edit**.
2. In the **Online Profile** section, tap **Add Online Profile**.

**Note:** If you want to edit an existing email address skip step 2.

3. Tap to add a profile type.
4. In the **Online Profile Types** screen, tap to choose a type.
5. In the **Profile Address** field, type in your profile address.
6. Tap **Save**.

## Add and Edit Emergency Contacts

You are able to add, edit, and delete your emergency contacts. The following fields are available for emergency contacts:

- **First Name** (mandatory)
- **Last Name** (mandatory)
- **Relationship** (mandatory)
- **Email** (optional)
- **Business Phone** (optional)
- **Home Phone** (optional)
- **Mobile Phone** (optional)

### Notes

- There is a limit of 2 emergency contacts. If 2 emergency contacts already exist the option to add or import an emergency contact is not displayed until you delete a contact.
- At least one phone number type is required (business, home, or mobile).
- Character length limit for **First Name** and **Last Name** fields is 64.
- Character length limit for **Email Address** is 250.
- String length limit for phone numbers is 30 (excluding brackets, spaces, dots and dashes).
- String length limit for international phone numbers is 15 (excluding brackets, spaces, dots and dashes).

### Configuration

Employees - To add and edit emergency contacts using the **My Profile** feature:

- Configure role access in **System Admin > Roles > Features > My Profile** in the main application.
- Set authorizations to read, create, edit, or delete emergency contacts in **System Admin > Roles > Authorizations > Employee Emergency Contacts** in the main application.

### Add Emergency Contacts Manually

To add emergency contacts manually, complete the following steps:

1. Tap **Edit**.
2. In the **Emergency Contacts** section tap **Add Emergency Contact**.
3. In the **Add Emergency Contact** option list select **Add Contact Manually**.



4. In the **First Name** field type in the first name.
5. In the **Last Name** field type in the last name.
6. In the **Relationship** field choose an option from the pop-up screen.
7. In the **Email Address** field optionally type in an email address.
8. Type in a phone number for at least one of the phone number types: **Mobile, Home, or Business**.
9. Tap **Save**.

## Import Emergency Contacts from your Mobile Device's Contacts

To import emergency contacts from your mobile devices contacts, complete the following steps:

1. Tap **Edit**.
2. In the **Emergency Contacts** section tap **Add Emergency Contact**.
3. In the **Add Emergency Contact** option list select **Import From Contacts**.
4. In the **All Contacts** screen select a contact.
5. In the confirmation screen confirm the contact information.
6. Optionally, edit the fields that have missing information.
7. Tap **Save**.

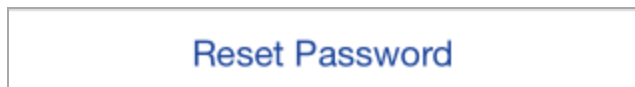
**Note:** The app displays a pop-up warning message if mandatory fields are not filled out.

## View Remaining Balances

The app displays your remaining balances in the **Balances Remaining** section. Tap **View Balances** to see more detail for each displayed balance.

## Reset your Password

Depending on how the application has been configured, you might also be able to change your password. If the **Reset Password** button is displayed on the screen, you can change your password:



In the fields provided, type your original password, and then type your new password twice.

When you tap the **Save** button, the application verifies that the password you entered meets your organization's password requirements. If the password you entered does not meet the requirements, the application prompts you to enter a different password.

## Set up your Security Questions

You can set up or reset your own security questions that you need to answer if you forget your login password.

### Configuration

To enable the security question set up by users, configure the following in the main application:

**System Admin > Roles > Features > Mobile > My Profile > Security Questions**

### Set up your Security Questions

Set up your security questions, complete the following steps:

1. Navigate to **My Profile > Update Security Questions**.
2. Enter your password.
3. Answer security questions number #1 and #2.

**Note:** You can change your current security questions by tapping the question to open question option list. There is a checkmark beside the chosen question.

4. Tap **Save**.

## Delegate Users

Authorized managers can delegate access to user accounts. Delegation may become necessary when an employee requests an extended leave of absence, thus it might be necessary to delegate access to their user account. For example, a user with access to an employee's account can log in and authorize timesheet entries to ensure that the employee will be paid for their time worked before their absence. A user account can be delegated to an HR professional, manager, or an authorized employee.

**Before You Begin:** The delegate needs to have access to the user's account.

### Configuration

Enable the **Delegation** feature in the main application in **System Admin > Roles > Features > Mobile > My Profile > Delegation**.

### Additional Information

The following points apply to a delegation:

- Managers can cancel a delegation.
- Managers can edit an existing delegation and change any of the values.
- It is possible to have more than one delegate active for the same period. For example, delegate #1 has access to pay information, delegate #2 has access to documents.
- A user can be a delegate for multiple employees at the same time.

## Add a Delegate

To add a delegate, complete the following steps:

1. In the **My Profile** screen, tap the **Delegation Access** button.
2. In the **Delegation Access** screen, tap the new button.
3. Tap the **Employee** field to select an employee that you want to give delegation access to.
4. Tap the **Reason** field to specify a reason from the list of reasons.
5. Specify the dates for the **Effective From** and **Effective To** fields.
6. Toggle the switches on or off for the following fields in the **Private Information Access** section:
  - **Restrict Pay Information** - This prevents the delegate from having access to the user's pay information.
  - **Restrict Compensation Feature Access** - This prevents the delegate from having access to the user's **Compensation** module in the main application.
  - **Restrict Performance Management Information** - This prevents the delegate from having access to the user's **Performance** module in the main application and the **My Goals** feature in the mobile apps.
  - **Restrict PII Documents** - This prevents the delegate from having access to the user's private documents that contain personally identifiable information such as their social security number or birthdate.

**Note:** If you toggle the switches on, when the delegated user logs in using the delegated role, they will not be able to see the restricted features in the main application or in the mobile app accordingly.

7. Tap **Save**.

To edit a delegate, complete the following steps:

1. In the **My Profile** screen, tap the Delegation Access button.
2. In the **Delegation Access** screen, tap the delegate that you want to edit.
3. In the **Edit Delegate** screen make your edits.
4. Tap **Save**.

To delete a delegate, take the following steps:

1. In the **My Profile** screen, tap the **Delegation Access** button.
2. In the **Delegation Access** screen, tap the delete icon beside the delegate that you want to delete.
3. In the confirmation dialog box, tap **OK** to confirm.

## Configure Maximum Delegation

There is a client property where you specify a number for the maximum delegation duration. Therefore, when you specify a date range in the **Add Delegate** screen in the mobile app, the app does not allow you to select a date range for the **Effective Period** date picker that goes beyond the maximum duration that was set in the client properties.

## Configuration

Set the maximum delegation duration in the following location in the main application:

**System Admin > Client Properties > General Properties > Delegation Duration Maximum (in Days).**

Enter a whole number in the text field.

## Configure Delegation Exclusion

When you tap the employee field to make your delegation selection, the app displays only the employees that were not excluded from delegation. There is a role property where you specify the roles that you want to exclude from delegation.

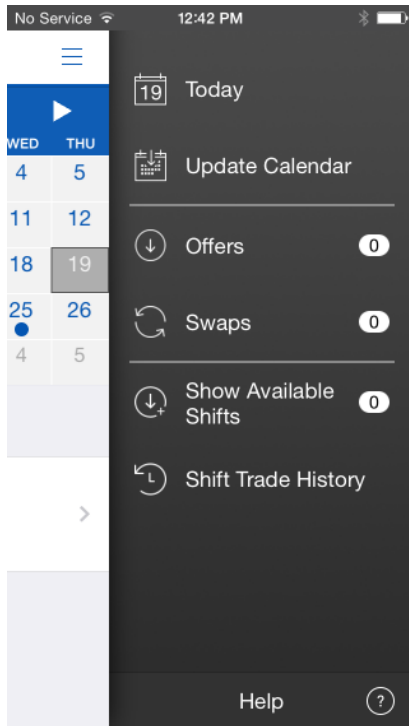
## Configuration

Specify the roles that you want to exclude from delegation in the following location in the main application:

**System Admin > Roles > Properties > Exclude Employees with this Role from Delegation.**

## Trade Shifts

If your organization has enabled shift trading, you can trade shifts with your colleagues directly in the **Schedules** and **Calendar** features of the mobile app. When shift trading is enabled, the app displays an additional shift trading options in the menu:



**Note:** Depending on how your organization has configured shift trading, you might not have access to all of the options described in this section. For more information on your organization's configuration, contact your manager or Dayforce Administrator.

## Shift Trading Icons

When shift trading is enabled in the **Schedules** and **Calendar** features, the app displays the following icons:



Displayed in the calendar on days with posted shifts that you can pick up.

**Note:** This indicator is not displayed by default in the **Calendar** feature. To display shifts that you can pick up, open the menu and tap **Show Available Shifts**.



Displayed in the calendar on days where you have a pending outgoing trade.



Displayed in the calendar on days where you have a pending incoming trade.



Displayed in the details section beneath the calendar on days where you have a shift that you can trade.



Displayed on the **Calendar** icon on the Home screen and on the navigation menu in the **Schedules** and **Calendar** features when you have an incoming offer or swap.

## Post a Shift

Posting a shift makes it available to all employees who are qualified to work it. This means that any of your colleagues you can work the same job as you are able to pick it up once you've posted it.

To post a shift, do the following:

1. In the calendar, tap the day with the shift you'd like to trade.
2. Tap the shift beneath the calendar to open the schedule details:

The screenshot shows a mobile application interface for viewing shift details. At the top, there is a blue header with 'Cancel' on the left and 'My Shift' in the center. Below the header is a section titled 'SHIFT DETAILS'. This section contains several rows of information: 'Employee Name' (Stephen Choi), 'Location' (202 - FOH - Dinner), 'Department' (FOH - Dinner), 'Job' (Dinner Busser), and 'Scheduled' (Thursday February 09, 5:45 PM - 11:00 PM). At the bottom of the screen, there are two blue buttons: 'Swap' and 'Offer'.

3. On the bottom of the screen select **Offer**.
4. In the **Offer Shift** screen specify the following:
  - a. If you want to offer **Partial Shift** specify the **Start** and **End** times, otherwise leave the control in the default position to offer the whole shift.
  - b. Select an employee or choose **Any**.
5. In the **Offer Shift** screen tap **Confirm**.

Once you've posted the shift, it is displayed in your schedule as a pending trade. If someone accepts the shift and the trade is approved, it will no longer be displayed in your schedule.

## Offer a Shift

As opposed to posting a shift, which makes it available to everyone, you can instead offer it directly to a specific (qualified) colleague.

To offer a shift, do the following:

1. In the calendar, tap the day with the shift you'd like to trade.
2. Tap the shift beneath the calendar to open the schedule details.
3. Tap **Offer**.
4. If necessary, use the **Partial Shift** control to post only part of the shift (for example, the 9-1 portion of a 9-5 shift).
5. Tap the **Employee** field.
6. Select the colleague you want to offer the shift to.
7. Tap **Offer Shift**.

Once you've offered the shift, it is displayed in your calendar as a pending trade. If your colleague accepts the shift and the trade is approved, it will no longer be displayed in your schedule.

## Swap a Shift

Swapping shifts allows you to offer up one of your shifts in exchange for one of your colleague's shifts.

To swap a shift, do the following:

1. In the calendar, tap the day with the shift you'd like to trade.
2. Tap the shift beneath the calendar to open the schedule details.
3. Tap **Swap**.
4. Use the **Start**, **End**, and **Employee** fields to determine which shift(s) you would be interested in taking. For example, you could use these controls to specify that you want to look for shifts between April 13 and 16, that your colleague Bill is scheduled to work.
5. Tap Search.
6. In the results, select the shift you would want to swap for.
7. Review the details of the shift you're offering and the one you're requesting to verify that you have selected the correct shifts.
8. Tap **Swap Shift**.

Once you've proposed the swap, it is displayed in your schedule as a pending trade. If your colleague accepts the swap and it is approved, the shift you picked up is displayed in your schedule, and the shift you gave up is not.

## Revoke a Trade

To cancel a pending shift trade:

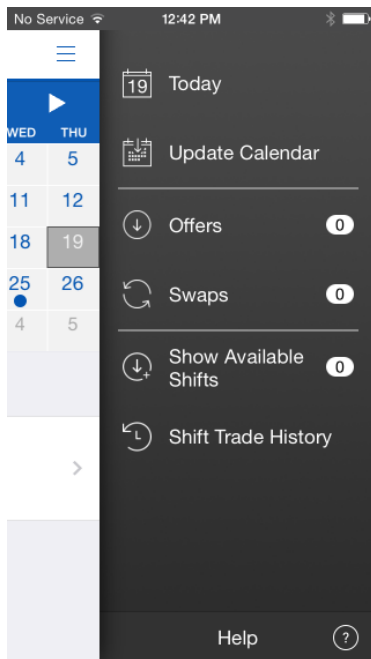
1. Tap the shift details beneath the calendar.
2. On the **Schedule Details** screen, tap the **Revoke** button.

Depending on how your organization has configured the application, you might also be able to cancel approved trades. If this functionality is enabled:

1. Open the menu and tap **Shift Trade History**.
2. Tap the shift.
3. Tap **Revoke**.

## Pick Up Shifts

To view shifts that colleagues have posted, open the menu and tap **Show Available Shifts**. The app displays a count of the available (i.e., posted) shifts next to this menu item:

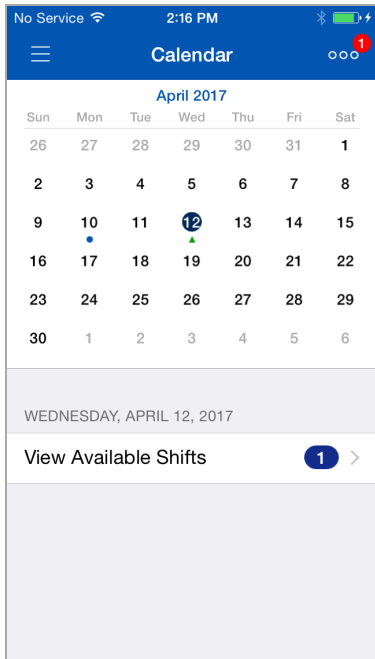


Available shifts are marked in your calendar with a green triangle.

To pick up a shift, do the following:

1. Tap the day in the calendar.
2. Tap **View Available Shifts**.





3. Review the details of the posted shift.
4. To accept the posted shift, tap **Pick Up Shift**. Otherwise, tap the back button.

Once the trade is approved, this shift is displayed as a scheduled shift in your calendar.

## Review Offers and Swaps

When one of your colleagues offers you a shift or proposes a swap, the app displays a red indicator on both the **Calendar** icon and the menu button.

To respond to the offer or swap, do the following:

1. In the menu, tap either **Offers** or **Swaps** (depending on which type of trade you've received). The app displays a count of offers and swaps next to the corresponding menu item.
2. Review the details.
3. Tap either **Accept** or **Decline**.

## Shift Trade History

You can view the details of your trades by opening the menu and tapping **Shift Trade History**. To load more trades, tap either the **Load More Past Trades** or **Load More Future Trades** button.

To view your shift trade history, do the following:

1. On the **Schedules** feature home page select the context menu on the upper right.
2. Select **Shift Trade History**.
3. Optionally, tap the **Load More Past Trades** button.

To filter your general shift trade history, do the following:

1. On the **Schedules** feature home page select the context menu on the upper right.
2. Select **Shift Trade History**.
3. Select the filter icon to open the filter screen.
4. Select the statuses that you want to filter by.
5. Tap **Apply**.

To view the shift trade history for a specific trade, do the following:

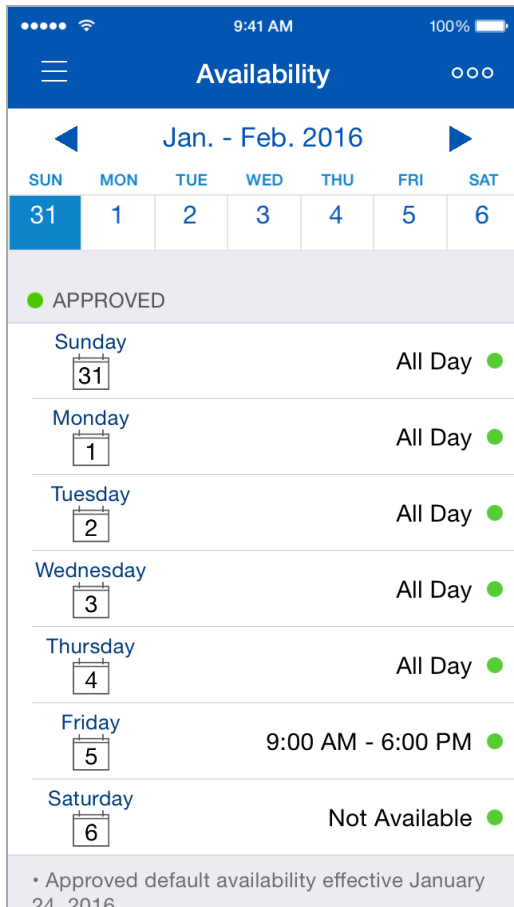
1. On the **Schedules** feature home page select the shift you want to view.
2. In the **Shift Details** screen tap the shift to view the shift trade history.

To filter your shift trade history for a specific trade, do the following:

1. On the **Schedules** feature home page select the shift you want to view.
2. In the **Shift Details** screen tap the shift to view the shift trade history.
3. Select the filter icon to open the filter screen.
4. Select the statuses that you want to filter by.
5. Tap **Apply**.

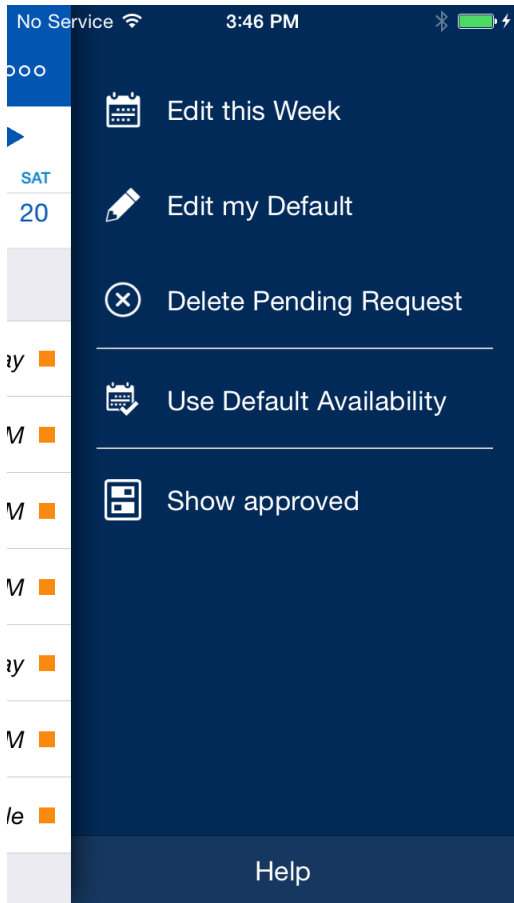
## Review Your Weekly Availability

Through the **Availability** feature, you can review your weekly and default availability on the calendar. The application displays your availability for each day, listed by week:

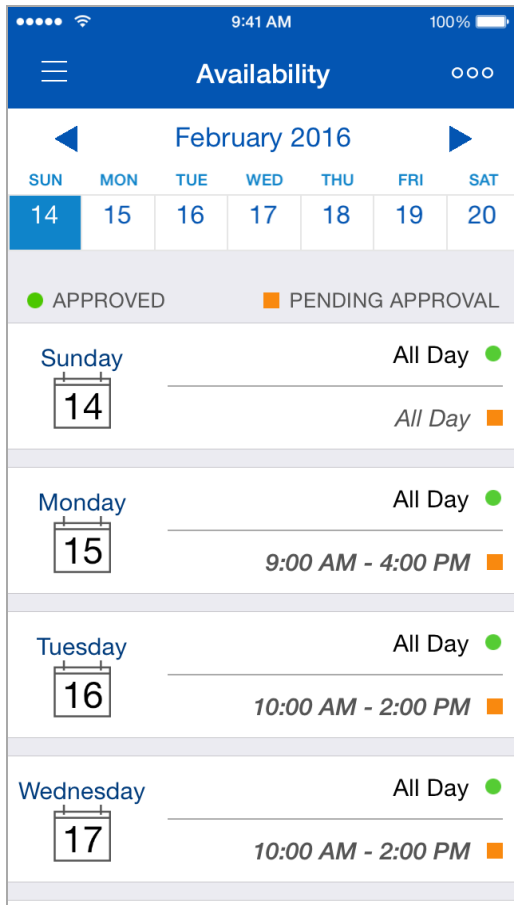


You can navigate between weeks either by using the arrows or swiping across the screen.

On weeks that you have a pending change to your availability, the application displays your pending availability by default, marked with an orange square. If necessary, you can also view your approved availability (marked with a green circle) by opening the menu and tapping **Show Approved**:



The application then displays both your pending and approved availability for the selected week:

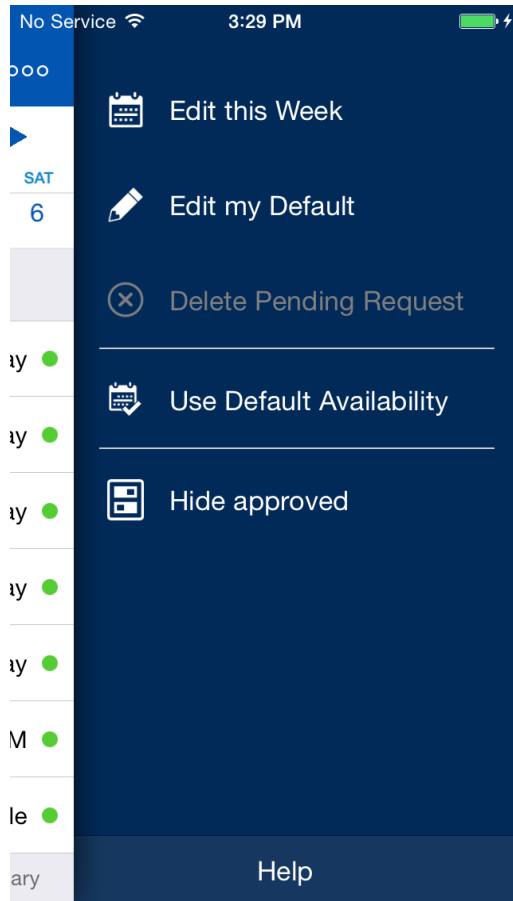


## Edit Your Default Availability

Your default availability allows you to define when you are typically available to work, without having to make the same manual edits every week.

To edit your default availability, do the following:

1. Open the menu and tap **Edit my Default**:



2. If necessary, edit the date that your availability takes effect. By default, the application populates this field with the week you were viewing when you opened the edit control.
3. Tap the day you want to edit.
4. Select your availability for each day from the editor options:
  - To mark yourself as not available or not, tap the **Available** slider.
  - To toggle between all day and partial day availability, tap the **All Day** slider.
  - To specify your availability range(s) on days that you are available for part of the day, use the **From** and **To** controls. To add more than one range of availability (for example, if you're available from 9-12 and then again from 3-7), tap the **Add another availability range** button.
  - To copy your availability to another day, tap the **Copy** button. The app displays a control where you can select the day(s) you want to copy your availability to by tapping them in the list.

When you have finished updating your availability for the day touch **Done**.

## Apply your Default Availability

Once you have defined your default availability, you can apply it to necessary weeks:

1. Navigate to the necessary week.
2. Open the menu and tap **Use Default**.

## Edit Your Weekly Availability

Your availability settings within the application define when you can work. You can specify on which days of the week and between what times on each day you are available.

To edit your availability, do the following:

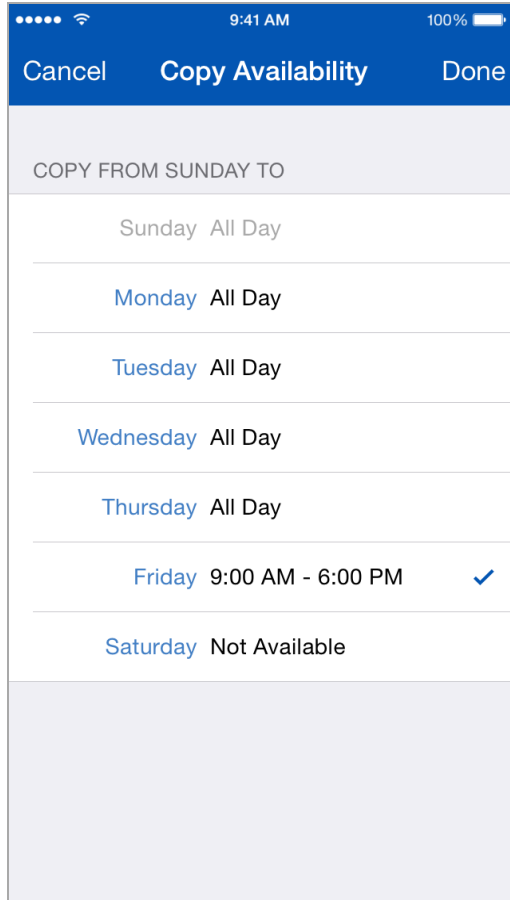
1. Navigate to the necessary week.

**Note:** Weeks that cannot be edited are grayed out. Typically, this means that you are currently within a "blackout" period for editing that week (i.e., the week is not far enough in the future to edit).

2. Open the menu and tap **Edit This Week**.
3. To copy the previous week's availability to the selected week, tap the **Copy from last week** button.

**Note:** When you have both pending and approved availability for the previous week, the application copies your pending availability.

4. To edit your availability for a day in the week, tap the day in the list. Use the editor options listed below to specify your availability for that day:
  - To mark yourself as not available or not, tap the **Available** slider.
  - To toggle between all day and partial day availability, tap the **All Day** slider.
  - To specify your availability range(s) on days that you are available for part of the day, use the **From** and **To** controls. To add more than one range of availability (for example, if you're available from 9-12 and then again from 3-7), tap the **Add another availability range** button.
  - To copy your availability to another day, tap the **Copy** button. The app displays a control where you can select the day(s) you want to copy your availability to by tapping them in the list:



- When you have finished updating your availability for the day, tap **Done**.
5. If necessary, type a comment for the availability change in the **Comments** field.
  6. When you have finished updating your availability for the week, tap **Save**.

## Cancel a Pending Availability Change

If necessary, you can cancel a pending availability change (i.e., one that you have requested, but that has not yet been approved by your manager) by navigating to the necessary week, and then selecting **Delete Pending Request** from the menu.

## Clock In and Out

Through the **Clock** feature, you can punch in and out for your shifts and meals using your mobile device, while you are at work.

The application only displays the buttons that are valid based on your current punches. For example, when you are clocked off, the application only displays the **Punch In** button:



# Request Time Away from Work

Through the **Time Away** feature, you can view and request time away from work for part of a day (e.g., a half-day request), a single day or a range of dates.

When you make a time away from work request, you specify a reason, such as vacation time or sick leave. The reason you select determines how you are paid for the time. It can also determine whether you are allowed to request the time away from work, or not, as the application tracks how much time you've taken away from work for each reason. It then compares this amount against how much time you are allowed.

To make requests, in the **Time Away** feature, do the following:

1. Tap the New Request icon.

The application displays the Reason screen.

2. Select the reason for the time off from the list.

The application displays the **Time Away Request** screen.

3. Tap the **Start/End** section and select the range of time that you are requesting off. If you are requesting an elapsed amount of time off or time that is less than an entire day, toggle the **All Day** switch.

**Note:** The option to request time off based on the duration of time rather than a specific clock time is configured in Dayforce in **Schedule Setup > Time Off Policy**. Select the pay group from the hierarchy on the left side. Add a check mark to the **Elapsed Time Only** property.

4. Tap **View Balances** if you want to view the time away remaining balances and the history details (**Accrued, Approved, Pending, Remaining, Exceeded**).
5. If necessary, enter any comments by tapping the **Comments** field.






**Note:** The **Employee Comment** field is not displayed when the **Hide TAFW Comment Field** feature in **System Admin > Roles > Features > Work > Time Away List** is enabled in Dayforce.

6. Tap the **Save**.

## Review Your Time Away from Work Requests

When you request time away from work, your request is sent automatically to your manager for review and approval. The status of any request you made is displayed when you load the **Time Away** feature.

The application displays a list of your time away from work requests, each of which is color labeled with one of the following statuses:

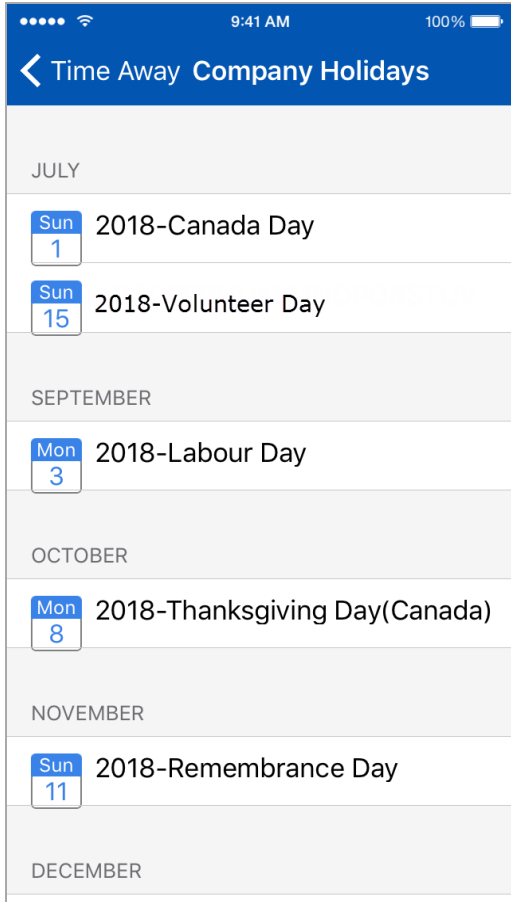
- Pending (  )
- Approved (  )
- Denied (  )
- Cancel pending (  )
- Canceled (  )

To toggle displaying comments in the list, tap **Menu > Hide Comments / Show Comments**.

## View Company Holidays

The app displays a list of company holidays from present day to one year in the future in the **Time Away** feature. Do the following to view your company's upcoming holidays:

1. On the **Time Away** home page open the context menu.
2. From the context menu select **Company Holidays**.



## Review and Sync Your Calendar

This section describes the actions that you can perform in the **Calendar** feature, including:

- **Review Your Calendar** on page 164
- **Syncing Your Local Calendar Application** on page 167

**Note:** Depending on how your organization has configured the app, you might also be able to Trade Shifts. To learn more, see **Trade Shifts** on page 148.

### Review Your Calendar

This section describes how to review the information displayed in the **Calendar** feature.

**Note:** Your managers set your schedule within the application based on your availability, the job(s) you perform, and their staffing needs. In the **Calendar** feature, you can see when you work as soon as the schedule is published.

When you open the **Calendar** feature, the application displays the current month and highlights the current day:



You can tap the arrows at the top of the screen to select a different month.

You can tap the **Menu** button at the top of the screen and then tap the **Today** option to return to the current day on the calendar.

Days that have an event (for example, days when you are scheduled to work, or days marked as a holiday) are marked with a dot on the calendar.

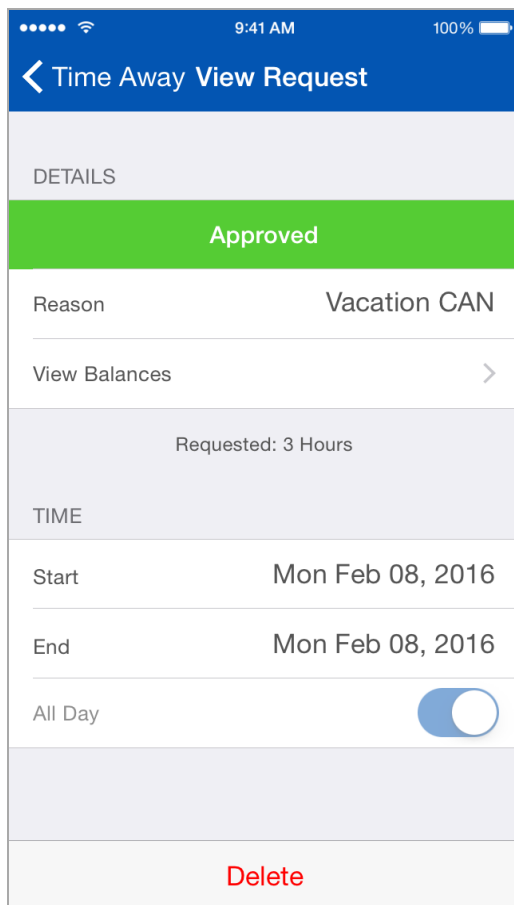
You can tap a day on the calendar to view a summary under the calendar. Here, the application displays additional information such as the status of a time away from work request, or the standby icon for on-call shifts that have not been confirmed:



For Time Away requests, you can view more information about the request by tapping the > icon. The **View Request** screen displays, showing the details and status of the request.

**Note:** For Time Away requests, you can only view the details of the request if your user role is also assigned access to the **Time Off** feature.

You can also delete the Time Away request from the **View Request** screen by tapping the **Delete** button.



You can tap a shift summary under the calendar to open the shift details screen. Here, you can view shift times, location, job, any activities or tasks, and the pay code applied to the shift:

SHIFT	
<input checked="" type="checkbox"/>	On Call: Confirmed
Date	Thu Jan 28, 2016
Location	Sunny Valley - Admin
Position	Manager
Pay Code	None
TIMES	
	Scheduled Actual
Shift Start	09:00 AM
Meal Start	11:15 AM
Meal End	11:45 AM
Shift End	05:00 PM

Pay Code	None	
TIMES		
	Scheduled	Actual
Shift Start	09:00 AM	
Meal Start	11:15 AM	
Meal End	11:45 AM	
Shift End	05:00 PM	
ACTIVITIES		
None		
TASKS		
None		

Press the **Back** button to return to the calendar.

## Syncing Your Local Calendar Application

This section describes how to sync your monthly work schedule to the local (i.e., built-in) calendar application on your mobile device, including how to:

- **Sync Your Calendar** on page 168
- **Re-Sync Your Calendar** on page 169
- **Delete your Calendar** on page 169

Syncing your local calendar means that you can view your monthly schedule without logging into the Dayforce mobile application.

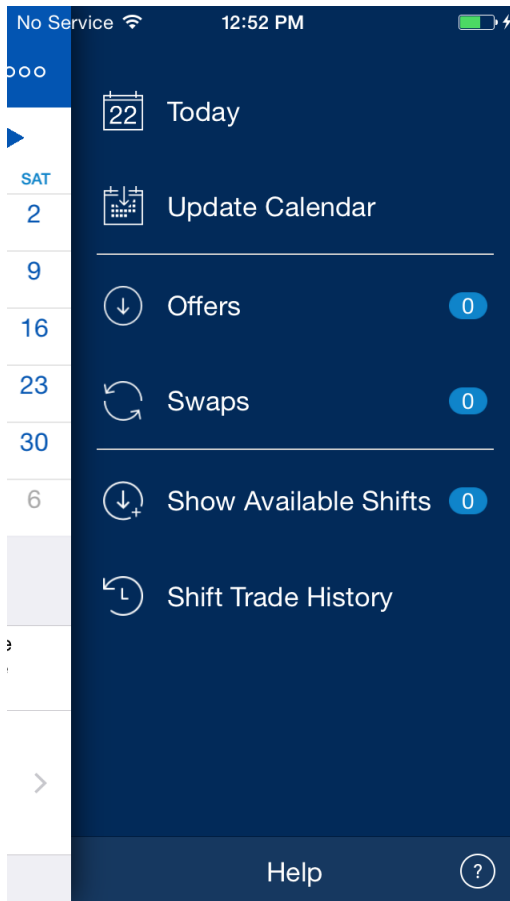
**Note:** After the initial calendar sync, you are responsible for routinely re-syncing your local calendar application so that it contains the most recent version of the schedule. The **Calendar** feature of the mobile application notifies you when a re-sync is required. For more information, see **Re-Sync Your Calendar** on page 169.

**Note:** Calendar sync functionality is only intended for the local (built-in) calendar application of the iOS device; third-party calendar applications are not supported.

## Sync Your Calendar

This section describes how to sync your calendar for the first time, which involves creating a Dayforce calendar on your local calendar application.

1. In the **Calendar** feature, select the month that you want to sync (the application syncs only the month that is displayed).
2. Open the side panel.
3. Tap the **Update Calendar** option:



The application asks for your permission to create a calendar on the local calendar application of your mobile device. The calendar is named “Dayforce\_{Company ID}” (for example, “Dayforce\_Example123”).

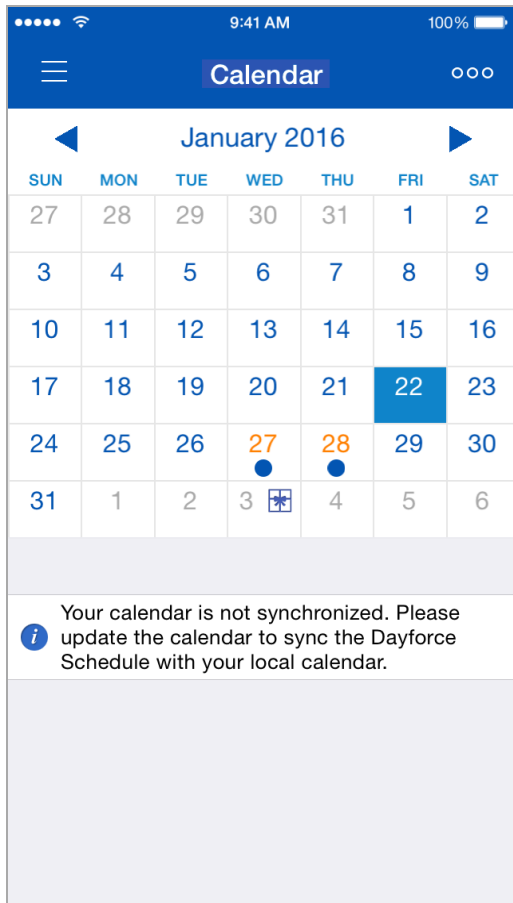
4. Tap the **Allow** button.  
The application reminds you that you need to re-sync your calendar if your schedule changes.
5. Tap the **OK** button.  
When you exit the Dayforce mobile application and open your local calendar application, you can view shifts from the month that was synced.

Once the Dayforce calendar has been created, you can then control its visibility using the visibility settings of your local calendar application.

**Note:** For more information about managing your local calendar application, refer to your device user manual.

## Re-Sync Your Calendar

This section describes how to re-sync your calendar when your schedule changes. When you open the **Calendar** feature of the Dayforce mobile application, if your schedule changes, the application notifies you that your calendar is not synchronized and marks the days with changes in orange:




To re-sync your local calendar, tap the out of sync message. A message will display detailing the days that will be updated. Click **Ok** to re-sync the calendar.


The application stops displaying the orange indicators and the re-sync notification.


## Delete your Calendar


This section describes how to completely remove the *Dayforce* calendar from your mobile device.





- 


**Note:** Manager approval needs to be turned on in the shift trade policy.  
Swapped shift that is waiting on manager approval. Displayed in the My Shifts section.
- 

Shifts that can be traded.
- 

Indicates that you have an incoming shift trade. The number represents a count of offers and swaps. This is displayed in the navigation menu beside the **Schedules** feature name.
- 

Shifts that span more than one calendar day (i.e., 6:00 PM to 1:00 AM).  
**Note:** The second calendar day begins after midnight.
- 

On-call shift that has been confirmed.
- 

On-call shift that is on standby.
- 


On-call shift that is scheduled.

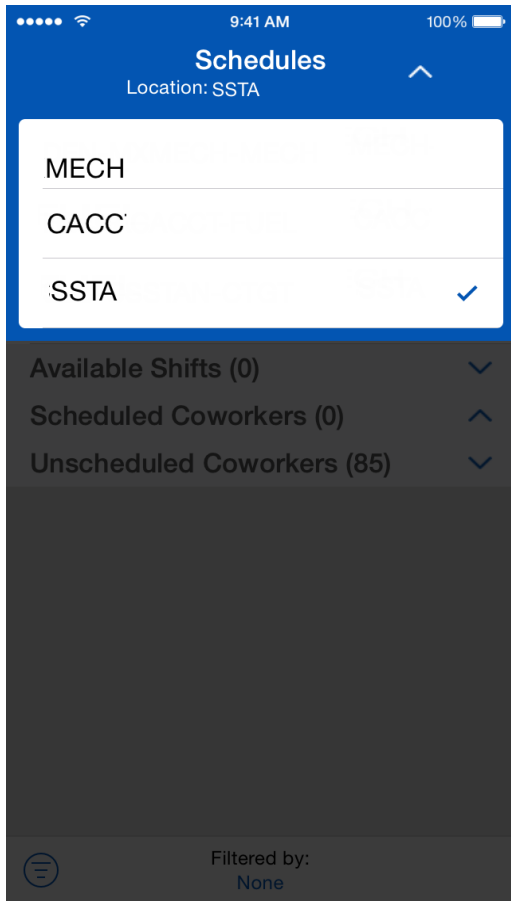
## Schedules Details

The following sections and options are available in the **Schedules** feature:

- Location picker
- Calendar
- My Shifts
- Shift Trade Requests
- Available Shifts
- Scheduled Coworkers
- Unscheduled Coworkers
- Message
- Filter
- Schedules Grid View

### Location Picker

By default, your primary work location is displayed at the top of the screen. All shifts that are displayed in **Available Shifts**, **Scheduled Coworkers**, and **Unscheduled Coworkers** reflect the location that is displayed. If you work at more than one location **My Shifts** and **Shift Trade Requests** sections display all shifts for all locations, so those listings are not dependent on the location picker. Open the location list by tapping the chevron icon () beside the location name at the top of the screen. If you work at one location, the chevron icon is not displayed.



Change your location by doing the following:

1. On the **Schedules** home screen, tap the location that is displayed to open the picker.
2. Select a location from the list to close the picker.

**Note:** The selected location is indicated by a checkmark in the location picker.

## Calendar

The calendar displays one week with the current date selected by default. In addition to the current week, the calendar displays your schedule 6 weeks into the future. Swipe left or right on the calendar control to select a different week, swipe under the calendar control to select a different day. The following icons are displayed in the calendar in relation to your schedule:

- Scheduled shifts (●)
- Shift trade requests (↔)
- Available shifts (⌚)

## My Shifts

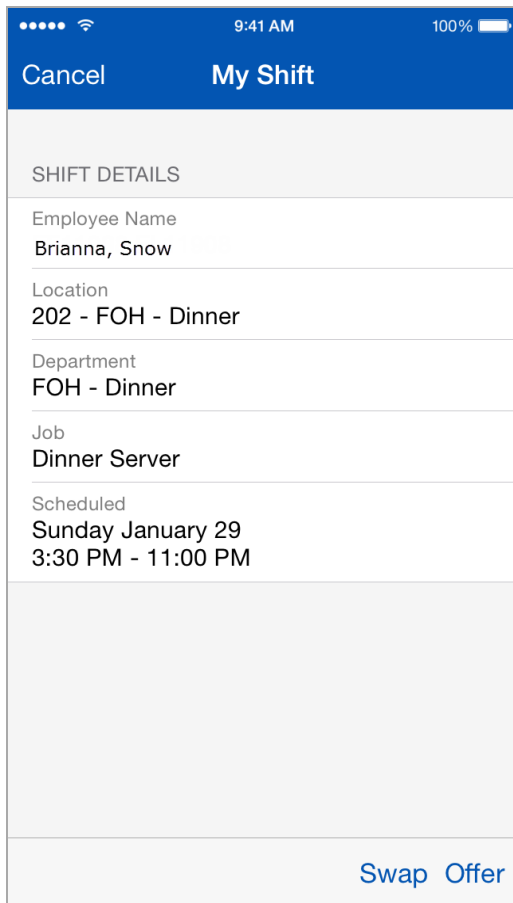
**My Shifts** displays the following:

- Your scheduled shifts
- Your shift trade requests

**Note:** If you work at more than one location all shifts for all locations are listed in the **My Shifts** section. This listing is not dependent on the location picker.

## Scheduled Shifts

These shifts are marked with a blue circle (●) in the calendar. If you work at more than one location, the app displays the location name beside the shift. If you work at one location, the location name is not displayed beside the shift but is displayed in the shift details. Select a shift to see the shift details and the option to **Swap** or **Offer** the shift if applicable.



**Note:** **Swap** and **Offer** shift trade options in the shift details screen for **My Shifts** are displayed only if your shifts can be traded, and when shift trade is enabled in the main application.

## Shift Trade Requests

These shifts are marked with a shift trade icon (↔) in the calendar, a shift swap icon (↺) if you offered the shift and you are waiting for your coworker to accept or decline it, or a shift offer icon (⬇) if the shift is waiting for manager approval. If you work at more than one location the app displays the location name beside the shift. If you work at one location, the location name is not displayed beside

the shift but is displayed in the shift details. Select a shift to see the shift details and the option to **Revoke** the shift trade.

## Swap Shifts

Do the following to swap shifts with your coworker:

1. In the **My Shifts** section, open a shift.
2. Tap **Swap**.
3. Tap **Select a Schedule**.
4. In the search screen specify the following:
  - Start time
  - End time
  - Employee
5. Tap **Search**.
6. From the search results select an employee that you want to swap with.  
**Note:** The app displays a list of employees who share the same work assignment (location + department + position) as you. Employees cannot shift trade between locations but the list displays employees who can accept the swap based on their scheduling configuration.
7. In the **Swap Shift** screen confirm your shift with your requested shift and tap **Swap Shift**.

## Offer a Shift

Do the following to offer a shift to a specific coworker or post a shift to any coworker:

1. In the **My Shifts** section, open a shift.
2. Tap **Offer**.
3. In the **Offer Shift** screen specify if you are offering a **Partial Shift** or the whole shift. If it's a partial shift do the following:
  - a. Move the slider to the right to specify that it's a partial shift.
  - b. Tap the start time, and then use the dial to specify the time.
  - c. Tap the end time, and then use the dial to specify the time.
4. Tap **Select an employee** to open the **Employee** screen.
5. In the **Employee** screen, select an employee or choose **Any**.  
**Note:** The app displays a list of employees who share the same work assignment (location + department + position) as you. Employees cannot shift trade between locations but the list displays employees who can accept the offer based on their scheduling configuration.
6. In the **Offer Shift** screen tap **Confirm**.

## Revoke a Shift

Do the following to revoke a shift trade after you offer or swap your shift to your coworker:

1. In the **My Shifts** section, open the shift that you want to revoke.
2. In the **My Shift** screen, select **Revoke**.
3. In the confirmation dialog, select **Revoke**.

## Shift Trade Requests

**Shift Trade Requests** displays the shifts that are available to you as a swap or offer. These shifts are marked with a shift trade icon (↻) in the calendar, a shift swap icon (↻) in the shift details if the shift is waiting to be accepted or declined by you, or a shift offer icon (↓) in the shift details if the shift is waiting for manager approval. Select a shift to see the shift details and the option to **Revoke** the shift trade if applicable.

In addition to the diamond and circle icons, a notification icon (1) is displayed in the navigation menu beside the **Schedules** feature name to let you know that you have an incoming shift trade.

**Note:** If you work at more than one location all shifts for all locations are listed in the **Shift Trade Request** section. This listing is not dependent on the location picker.

**Note:** The **Shift Trade Requests** section is not displayed if there are no available trades for you to review. Also, shift trading needs to be enabled in the main application.

To review a shift trade request, do the following:

1. In the **Shift Trade Requests** section, open the shift.
2. After you review the shift, tap **Accept** or **Decline**.
3. In the confirmation dialog make your selection.

### Revoke a Shift Trade

To revoke a shift trade after you accept it from your coworker, do the following:

**Note:** The revoke button display is applicable in cases where shift trade for your organization is configured so that managers have to approve shift trades.

1. In the **Shift Trade Requests** section, open the shift that you want to revoke.
2. In the **Schedule Details** screen, select **Revoke**.
3. In the confirmation dialog, select **Revoke**.

### Shift Trade History

To view your shift trade history, do the following:

1. On the **Schedules** feature home page select the context menu on the upper right.
2. Select **Shift Trade History**.
3. Optionally, tap the **Load More Past Trades** button.

To filter your general shift trade history, do the following:

1. On the **Schedules** feature home page select the context menu on the upper right.
2. Select **Shift Trade History**.
3. Select the filter icon to open the filter screen.

4. Select the statuses that you want to filter by.
5. Tap **Apply**.

To view the shift trade history for a specific trade, do the following:

1. On the **Schedules** feature home page select the shift you want to view.
2. In the **Shift Details** screen tap the shift to view the shift trade history.

To filter your shift trade history for a specific trade, do the following:

1. On the **Schedules** feature home page select the shift you want to view.
2. In the **Shift Details** screen tap the shift to view the shift trade history.
3. Select the filter icon to open the filter screen.
4. Select the statuses that you want to filter by.
5. Tap **Apply**.

## Available Shifts

Available Shifts displays the shifts that are available for you to take. Available shifts are marked with an available shift icon (☺) on the calendar and in the **Available Shifts** section, and are based on the location displayed at the top of the screen. These shifts are posted by coworkers who share the same work assignment (location + department + position) as you. Available Shifts have either been posted to everyone, offered to you, or unfilled. Select a shift to see the shift details along with the option to pickup the shift and the option to send a message to your coworker.

**Note:** The **Available Shifts** section is displayed only if shift trading is enabled in the main application.

### Pick up a Shift

To pick up an available shift, do the following:

1. In the **Available Shifts** section, open a shift.
2. In the **Shift Details** screen tap **Pickup Shift**.
3. In the confirmation dialog make your selection.

## Scheduled Coworkers

**Scheduled Coworkers** displays the coworkers that are scheduled to work at the location that is displayed at the top of the screen in the location picker. These coworkers share the same work assignment (location + department + position) as you. If you work at more than one location, the primary work location is displayed by default. Select a shift to see the shift details along with the option to send a message to your coworker.

## Unscheduled Coworkers

**Unscheduled Coworkers** displays the coworkers who are not scheduled, but work at the same location as you. The location name is displayed at the top of the screen in the location picker. If you work at more than one location, the primary work location is displayed by default. When you tap beside the employee's name, the app displays the **New Message** screen for you to send them a message.

**Note:** The **Unscheduled Coworkers** section is displayed only if it is enabled in the main application.

**Note:** In order to send messages in the **Schedules** feature, you need to have access to the **Messages** feature, and the ability to send new messages sub-feature.

## Message

As an employee you may want to send a message to a scheduled employee about a shift, or send a message to an unscheduled employee about taking a shift.

**Note:** In order to send messages in the **Schedules** feature, you need to have access to the **Messages** feature, and the ability to send new messages sub-feature.

## Setup

Configure role feature access authorization in the main application in **System Admin > Roles > Features > Mobile > Messages > Can Create New messages**

To send a message to a scheduled or unscheduled coworker, do the following:

### Scheduled Workers

1. Tap the shift of a coworker to open the shift details.
2. Tap the message icon to launch the **New Message** screen.
3. Compose and send the message.

### Unscheduled Workers

1. Tap the message icon that is beside the employees name to launch the **New Message** screen.
2. Compose and send the message.

## Filter

The filter function is used to refine shifts that are displayed in the **Available Shifts** and **Scheduled Coworkers** sections. When the filter is turned on, the app displays which filter is being applied. Tap the bar on the bottom of the screen of the **Schedules** home screen to filter using the following options:

- Department
- Job
- Shift Start/End Time

In addition, you have the option to show or hide the following:

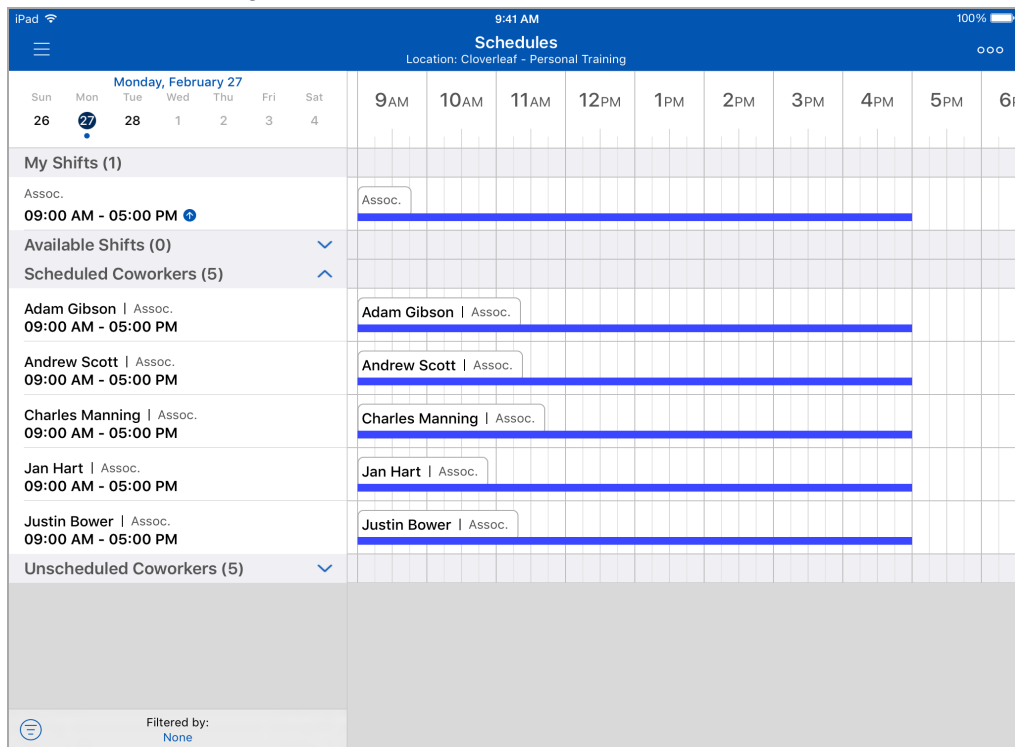
- Available Shifts
- Overlapping Shifts Only
- Unscheduled Coworkers

After you specify your filter you have the option to tap the filter icon (☰) to toggle the filter on or off.

## Schedules Grid View

The following applies to the **Schedules** Grid View:

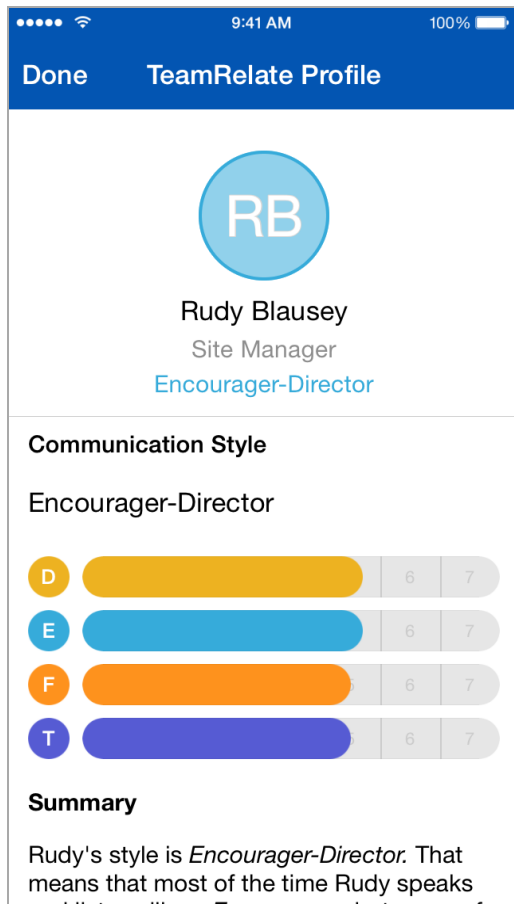
- The home screen interface is the same as the mobile display on the left side of the screen, the grid is displayed on the right side.
- The grid scrolls under the left side display.
- The app displays the grid in portrait view and landscape view.
- Tap the shifts on the left side to perform your actions: access shift details, message coworkers, and shift trading.





# TeamRelate

TeamRelate is designed to provide insight into your communication style, and how you can adapt your style to better communicate with your team. With its integration into Dayforce, you can access this information directly within the app, providing a single user experience.



## About TeamRelate

There are two main components to a TeamRelate profile: communication style and core convictions. These are described in the next two sections.

## Communication Styles

Your communication style is the set of behaviors that you naturally gravitate toward when you communicate. There are four communication styles:

- Director - Direct, driven, and fast-paced.
- Encourager - Enthusiastic, warm, and optimistic.

- Facilitator - Calm, patient, and deliberate.
- Tracker - Careful, tactful, and accurate.

## Core Convictions

Your core convictions are the motivators for your behavior. There are four core convictions:

- Ambition - Motivated by continual improvement for themselves and their organization.
- Belief - Motivated by integrity and ethical standards for themselves and within their workplace.
- Compassion - Motivated by helping others.
- Discipline - Motivated by the completion of tasks or goals.

## TeamRelate Survey and Profile

Once you complete the TeamRelate survey, you can view your communication style, and check in directly from the mobile app.

- When you first log in, there is a link to complete the TeamRelate survey.
- When you complete the survey, your TeamRelate profile is created.
- Your TeamRelate traits are displayed in the navigation panel beside your avatar.
- You can Check in to give feedback on your day. This generates your personal engagement score and can provide valuable information to colleagues looking to interact with you.
- Managers can view their employee's TeamRelate trait details and suggestions on how to give feedback, motivate, and navigate conflict based on those traits.

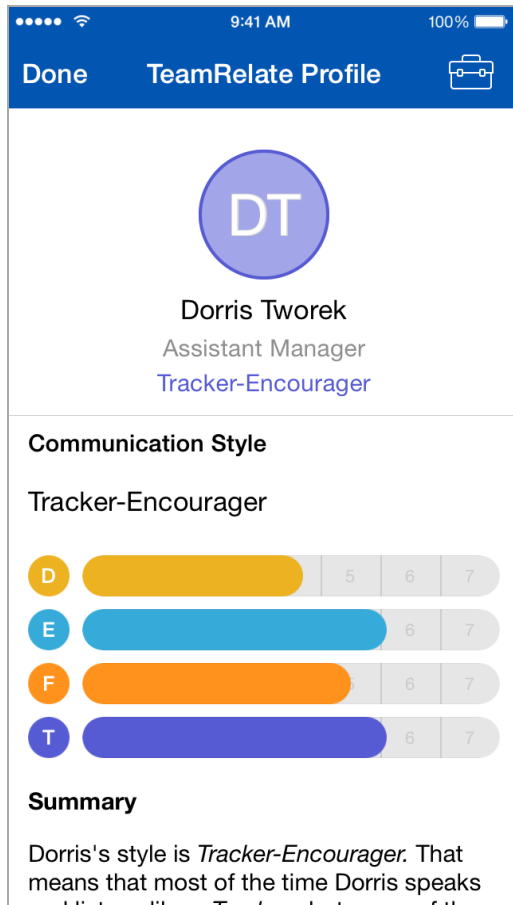
## TeamRelate Survey Link

The first time you log in, you can access the link to complete the TeamRelate survey from the widget on the home screen, and in **My Profile**.

## Take the TeamRelate Survey


1. Answer each question by moving the slider to the left or right.
  2. Go to the next or previous question by tapping on the arrow on the left or right.
- The survey consists of 50 questions.
  - You cannot go to the next question until the current answer is selected.
  - All survey questions must be answered before you can save your survey. You cannot save your survey if it is incomplete.

- When you complete the survey your TeamRelate profile is created in the **My Profile** feature.



## Re-take the TeamRelate Survey

You can retake the survey at any time if you don't agree with the results or if you want to update your traits. Do the following to re-take the TeamRelate survey:

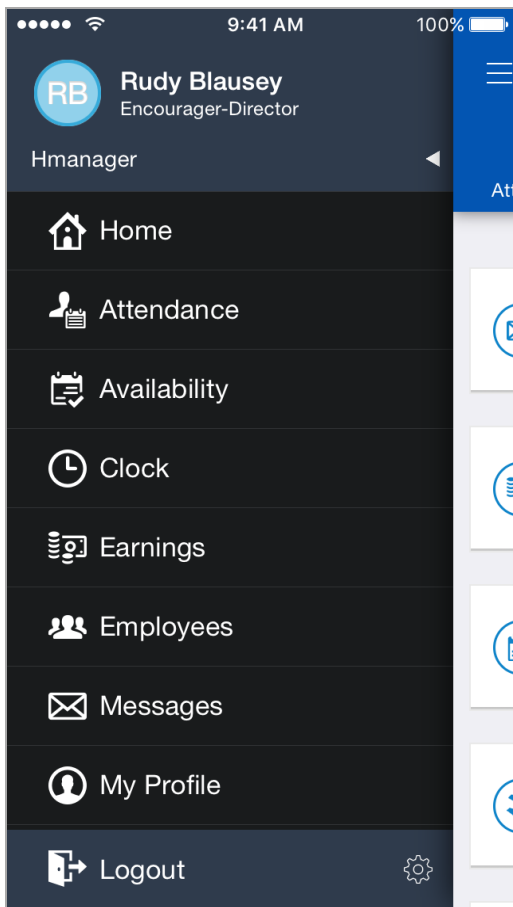
1. In the navigation menu, tap **My Profile**.
2. In the **Personal Engagement** section, tap the info icon (  ) to open your TeamRelate profile.
3. In the **TeamRelate Profile** screen, scroll to the bottom.
4. Tap the **Retake Survey** link.

## TeamRelate Traits in the Navigation Panel

The app displays your TeamRelate traits in the navigation panel, beside your avatar. The following points apply:

- If you haven't taken the survey, your traits are not displayed in the navigation panel.
- To open TeamRelate details in **My Profile**, tap the avatar. If your role does not have access to **My Profile**, the app remains on the same screen.
- If you have more than one role, your traits are displayed for all roles listed in the navigation

panel.



## Checking In

Checking in allows you to give feedback on your day, and generates your personal engagement score. This feedback can provide valuable information to colleagues looking to interact with you.

**Note:** The check in option is available after you complete the survey.

The check in links are on the **Home** screen widget and in **My Profile**. The app displays the results of your last check in, thus if you never checked in, the check in link is displayed without a personal engagement score.

**Note:** The Check in widget is displayed in the app by default. If you do not want the widget to be displayed, you can configure it.

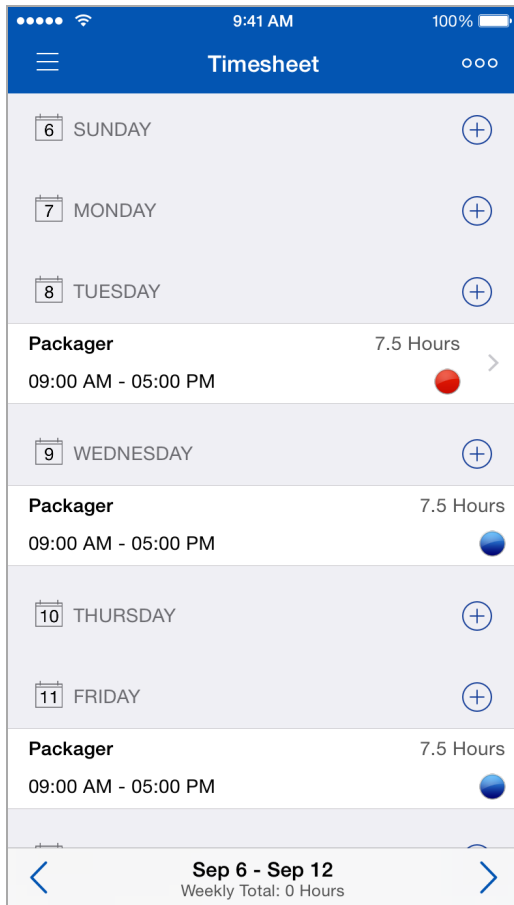
To check in, do the following:

1. Tap the widget on the **Home** screen, or the link in **My Profile**.
2. On the check in screen, use the sliders to specify the levels for each personal engagement attribute.











3. Tap **Save** when you are finished.  
Your personal engagement score is displayed.

## View and Edit Your Timesheet

Through the **Timesheet** feature, you can view the hours you worked each week. The application displays the number of hours you were scheduled to work, and displays an icon that signifies the status of the shift.





## Shifts




	Represents a scheduled shift you did not punch in for.
	Represents a shift that you worked as scheduled.
	Represents a scheduled shift that you are currently punched in for; you are currently 'on the clock', and once you punch out, the shift is marked with the  icon.
	Represents a shift that has started if you are an auto pay (i.e., paid to schedule) employee.
	Represents a shift you are scheduled to work in the future.
	Represents an unscheduled shift that you are currently punched in for; you are currently 'on the clock', and once you punch out, the shift is marked with the  icon.
	Represents a shift you worked, but were not scheduled for.
	Shifts with transfers.

In addition to the status icons, the application also displays the following informational icons:






### Pay Adjustment

	Represents a pay adjustment (hours / time).
	Represents a pay adjustment (amount).



### Authorization

	Approved by employee.
	Approved by manager.
	Approved by both manager and employee.

### Validation

	Error. Displayed beside the shift and in the problem pane.
	Warning. Displayed beside the shift and in the problem pane.
	Information. Displayed beside the shift and in the problem pane.
	Critical problems. The timesheet cannot be saved.
	Pending data changes.

### Miscellaneous

	Locked pay period.
	Holiday.

## Add Shifts

**Before You Begin:** Those with admin rights can disable the **Employee Comment** field by enabling the **Hide Comments** property in **System Admin > Client Properties > Properties > Timesheet**. When the **Employee Comment** field is disabled, Dayforce does not display the field in the user interface.

To add a shift, tap the **+** icon next to the appropriate day, then tap **Add Shift**.


The application displays the parameters for a new shift. The following parameters are available to specify for a shift:

- **Location**
- **Position**
- **Pay Code:** Hours or Amount, depending on the pay code. Filter pay codes by performing a search.
- **Project:** Displayed list is based on your employee number, assigned job and pay code.
- **Starts/Ends**
- **Docket** (if applicable).
- Labor metric information (if applicable). When you select a labor metric type, the app navigates to a screen with a list of labor metric values where you can perform a search, if needed, and make a selection for your timesheet.

The screenshot shows the 'Add Shift' interface. At the top, there's a blue header with 'Cancel', 'Add Shift', and 'Add' buttons. Below this, the screen is divided into several sections:
 

- PUNCH:** This section contains five rows of information:
  - Location: ROCKEFELLER CENTER >
  - Position: Store General Manager >
  - Pay Code: [None] >
  - Start: Mon, 9:00 AM
  - End: Mon, 5:00 PM
- MEALS/BREAKS:** This section features a green circular icon with a white plus sign followed by the text 'add a meal or break' and a right-pointing chevron.
- TRANSFERS:** This section features a green circular icon with a white plus sign followed by the text 'add a transfer' and a right-pointing chevron.
- EMPLOYEE COMMENT:** This section is currently empty.

To add **Meals**, touch the  icon and enter the **Start** and **End** times, then tap **Add**.

To add **Transfers**, touch the  icon and select the parameters to edit on the **Transfer** screen, then tap **Add**.

Optionally, enter information in the **Employee Comment** field.

When you are finished, touch the **Add** button to add the shift to your timesheet.





## Delete and Edit Shifts


Tap the > button to the right of the shift. Then tap **Edit**. Either edit the shift properties as described above, or tap the **Delete** button to remove the shift from your timesheet.

## Add, Edit, and Delete Transfers

Transfers are used when you switch between locations, positions, or docket, so that your time is tracked properly. For example, you were scheduled to work as a customer service representative, but during your shift you're asked to work as the department's assistant manager. You've worked two hours as a representative already. To record that you are switching to work as the assistant manager, you make a position transfer on your mobile device.

To add **Transfers**, touch the  icon on the shift details, and select the parameters to enter on the **Transfer** screen, then tap **Add**.

To delete a transfer, tap the  icon on the shift details, and touch **Delete**.

To edit a transfer, tap the  button next to the transfer on the shift details, and update the parameters on the **Transfer** screen, then tap **Add**.

## Add Pay Adjustments

To add a shift, tap the + icon next to the appropriate day, then tap **Add Pay Adjustments**.

You can define the following parameters for the pay adjustment:

- **Location**
- **Position**
- **Pay Code: Hours** or **Amount**, depending on the pay code. Filter pay codes by performing a search.
- **Starts/Ends**
- **Docket** (if applicable).
- Labor metric information (if applicable). When you select a labor metric type, the app navigates to a screen with a list of labor metric values where you can perform a search, if needed, and make a selection for your timesheet.

When you have finished, tap the **Add** button to add the pay adjustment to your timesheet.

## Delete and Edit Pay Adjustments

Click the **Edit** button.

To delete the pay adjustment, tap the **Edit** button and touch **Delete**.

To edit the pay adjustment details, touch the > button next to the adjustment that you want to edit.

You can define the following parameters for the pay adjustment:

- **Location**
- **Position**
- **Pay Code: Hours or Amount**, depending on the pay code. Filter pay codes by performing a search.
- **Starts/Ends**
- **Docket** (if applicable).
- Labor metric information (if applicable). When you select a labor metric type, the app navigates to a screen with a list of labor metric values where you can perform a search, if needed, and make a selection for your timesheet.

When you have finished, tap the **Update** button to add the pay adjustment to your timesheet.

## Authorize and Unauthorize Shifts and Pay Adjustments

You can authorize shifts and pay adjustments in your timesheet by opening the menu and tapping **Authorize** or **Unauthorize**. The app displays checkboxes next to each shift and pay adjustment so that you can select which ones you want. To select all shifts and pay adjustments, tap **Select All** at the bottom of the screen.

When you have selected all of the necessary items, tap **Authorize** or **Unauthorize**.

## Validate Timesheets

The **Timesheet** feature uses validation to check for errors that might occur if information has not been input correctly.

This feature includes functionality that can prevent users from some common mistakes such as forgetting to save changes or updates to either new or adjusted timesheet entries. If the validation functionality finds a potential problem when you try to save a new entry, or a punch or pay adjustment, the app displays a problem icon in the Timesheet, as well as displaying a problem pane in the details screen for each of the problem entries.

## View Pending Changes in the Week View

As part of timesheet validation, you can view the Timesheet to see which timesheet entries are pending confirmation and to see whether entries have been saved or not.

The **Timesheet** feature uses color coding for added, edited, and deleted punches and pay adjustments to make it easier for you to identify pending changes. When you add a punch, or a pay

adjustment, the change is marked with a green Added indicator in the cell. If you delete a punch or pay adjustment, it is marked with a red Deleted indicator in the cell. If you edit an existing punch or pay adjustment, it is marked with an orange Edited indicator in the cell.

The Timesheet only displays the checkmark button on the Edit screen. The **Save** button is displayed in the Timesheet week view screen.

When you have added, edited, or deleted punches or pay adjustments in the Edit screen, tap the checkmark button to return to the Timesheet week view screen. Here you view any pending (unsaved) punch and pay adjustment entries, which are indicated with a yellow Pending indicator to the left of the cell of the entry. You cannot navigate to a different week if there are still pending changes in the Timesheet week view screen.

You can select the entries for pending changes and tap the **Save** button to save them. When there are no more pending changes in the Timesheet week view screen, you can navigate to another week in this screen.

## Save Pending Changes in the Week View




To save pending changes in the week view tap **Save**.

The app saves the pending entries and you are now able to navigate to a different week. If there are any errors you will need to resolve them before you can save those entries.

## View the Display of Errors in the Week View

As part of timesheet validation, the **Timesheet** feature displays any problems associated with Timesheet entries in the Week view, enabling you to enter correct information and resolve other problems.

If there are potential problems with punch or pay adjustment in the Week view that you try to save, the Timesheet displays an icon to the left of the existing timesheet icon, as well as displaying a color indicator on the far left side of the cell, next to the problem icon, depending on the type of problem message: Error (red), Warning (orange), or Information (blue). An underline is also displayed in the cell if it contains a critical error.

Punches can have more than one problem icon. These are displayed on the same line as the punch time, unless there are too many problem icons, in which case they are moved to their own line below the problem entry. Problem types and their icons are displayed in the order Error () , Warning () , and Information () .

If there is a critical error with an entry, and you try to save it, the app displays the message "There are critical problems; the timesheet data cannot be saved." You cannot navigate to a different week if there are critical errors in the Timesheet week view screen.

In the event that data fails to save, the application displays the message "Failed to validate timesheet data."

If there are one or more warnings present for entries, but data can be saved, the app displays the problem icon but permits you to save the entries.

## Resolve Timesheet Errors in the Week View

To resolve your timesheet errors in the week view, take the following steps:

1. Tap the row entry where the error icon is displayed. The app displays the shift in **Shift Details** screen.
2. Make your corrections to the shift.
3. Tap the checkmark button.

Repeat steps 1 - 3 for all existing row entries that contain errors.

**Note:** As you resolve your timesheet errors the app also removes them from the problem pane.

## View the Problem Pane for Editing Shifts and Pay Adjustments

As part of the timesheet validation, the app validates data in the background as you enter information, identifying and displaying any problems associated with punches or pay adjustments as you are editing them, which helps you make corrections as needed.

If there's a problem with a punch or pay adjustment, you can view the details screen for the entry to see the problems pane that contains a problem type icon (error (⊗), warning (⚠), or information (ⓘ)) and a number by each icon to indicate type and number of problems that exist for an entry. The problem pane is expanded by default, and can accommodate three messages. If there are more than three messages for an entry, you can scroll through them. You can also collapse the problem panel as necessary.

Problems are grouped by type, from most to least severe: Error, Warning, and Information. Critical error descriptions are displayed with an underline, in the same way that critical errors are displayed with an underline in the week view.

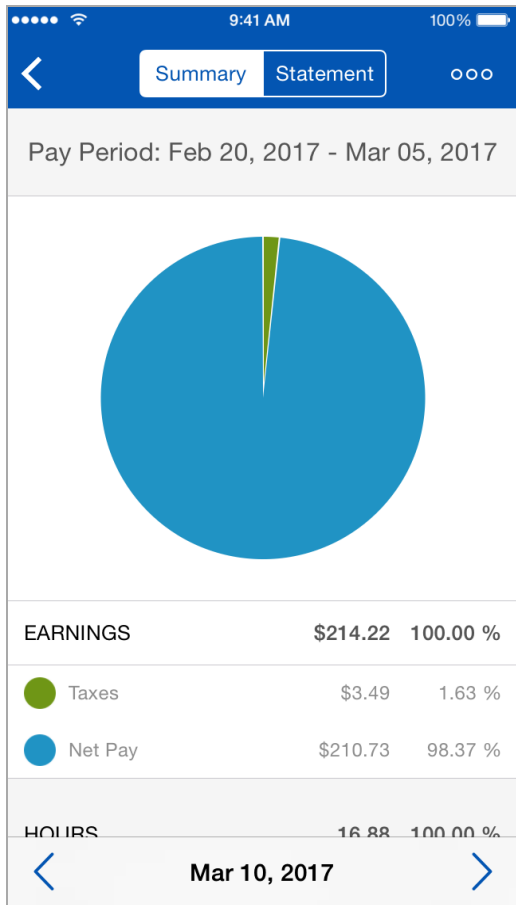
If your changes to an entry resolve the problem with that entry, the problem message is removed from the problem pane, as well as from the week view.

## View Your Earnings Statement

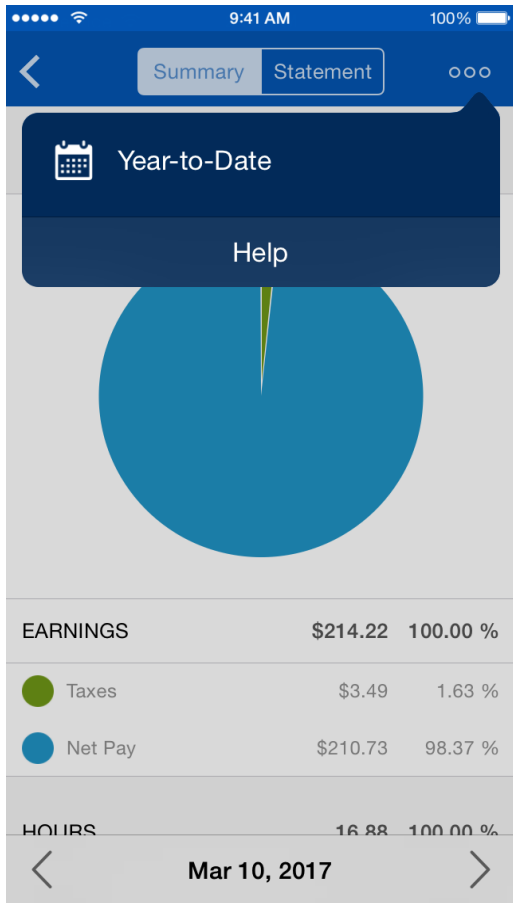
The **Earnings** feature allows you to view a mobile version of your earnings statement, which is available in the main application on the **My Earnings** tab. When you first open the **Earnings** feature, the app displays a list of pay periods and their total pay amounts:

Earnings		
Company Corp.		
Mar 31, 2016	\$1,444.25	>
Mar 17, 2016	\$1.29	>
Mar 17, 2016	\$1,444.25	>
Mar 03, 2016	\$1,444.25	>
Feb 18, 2016	\$519.12	>
Feb 18, 2016	\$1,444.25	>
Feb 04, 2016	\$1,444.25	>
Jan 21, 2016	\$1,444.25	>
Jan 07, 2016	\$1,440.73	>
Dec 24, 2015	\$1,439.33	>

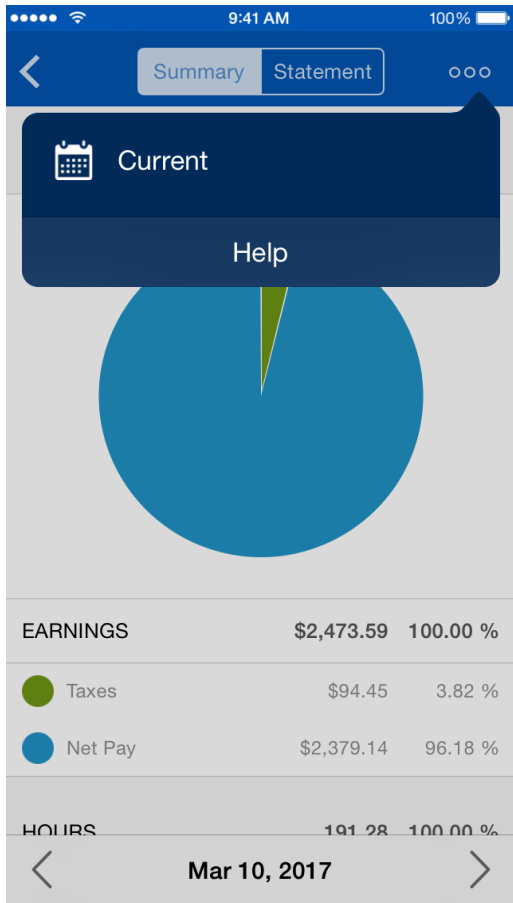
After you select the pay period that you want to view, the app displays the **Summary** tab which consists of your **Net Pay**, **Hours**, and **Earnings**, using a pie chart:



Tap the context menu on the upper right to switch views to display the **Year To Date** in a pie chart summary:



Switch back to display the **Current** period by selecting it from the context menu:



Tap the **Statement** tab to see your earnings statement for the pay period that you selected:



Pay Period: Feb 20, 2017 - Mar 05, 2017			
EARNINGS	Hr/Unit	Rate	\$214.22
Regular	16.88	12.20	\$205.98
Overtime 1.5			\$0.00
Stat Hol 1.5			\$0.00
Vacation Pay Alberta			\$8.24
PRE-TAX DEDUCTIONS			\$0.00
TAXES			\$3.49
EI			\$3.49
Fed Tax			\$0.00
		Mar 10, 2017	

From here, you can navigate between periods either using the arrows at the bottom of the screen, or by swiping across the screen.

**Note:** When you open the **Earnings** feature, and there are no results, the app displays a **No Data Available** message.

## Push Notifications

When your earning statement becomes available in Dayforce you receive a push notification. Once you are logged into the app, when you tap the notification, the app takes you to the **Summary** tab of the current pay period in the **Earnings** feature.

## View Benefit Elections and Enrollment History

In the **Benefits** feature, you can view your current benefit elections and your enrollment history.

**Note:** The information in this feature is read-only; you cannot change your elections in the mobile app.

## View Your Current Benefit Elections

1. In the navigation menu tap **Benefits>Current Elections**.
2. In the **Current Elections** screen make a selection.

**Note:** If there are no elections the app displays a message "**No Current Elections Found**"

## View Your Enrollment History

1. In the navigation menu tap **Benefits>Enrollment History**.
2. Tap an update to view its details.
3. If necessary, tap the appropriate group to expand it.