

The self-service feature of Ceridian Dayforce HCM allows employees to see the following:

- Timesheets and current weekly hours
- Earning statements and tax documents
- PTO balances and request time-off
- Contact, personal, and work information
- Look at and apply for jobs on the internal careers page

<https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx?isCstBrand=true>

The login information is as follows:

Company: okigolf

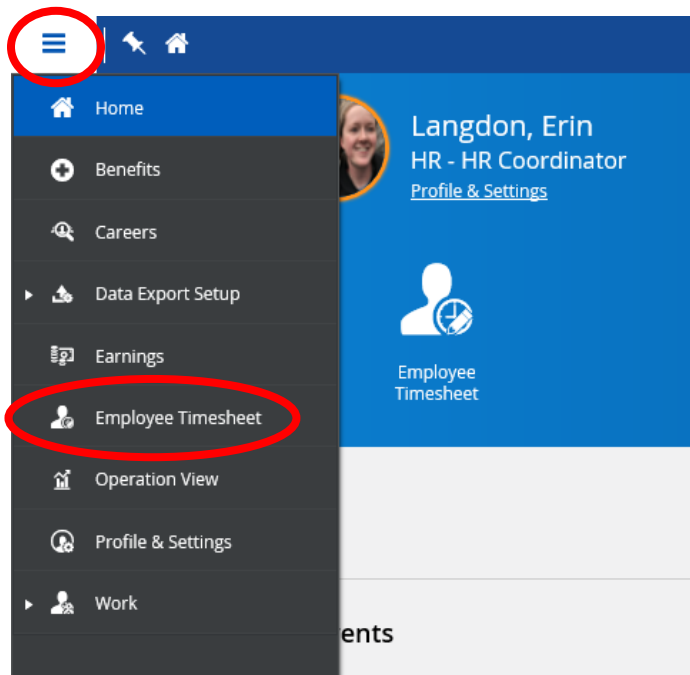
User name*: first initial.last name (ex: a.lewis)

First time password: okigolfLAST4SSN (ex: okigolf1234)

*Please note if you have the same first initial and last name as another employee, your user name may be j.doe1, j.doe2, etc. If you cannot log in with j.doe, please reach out to HR or speak to your direct supervisor.

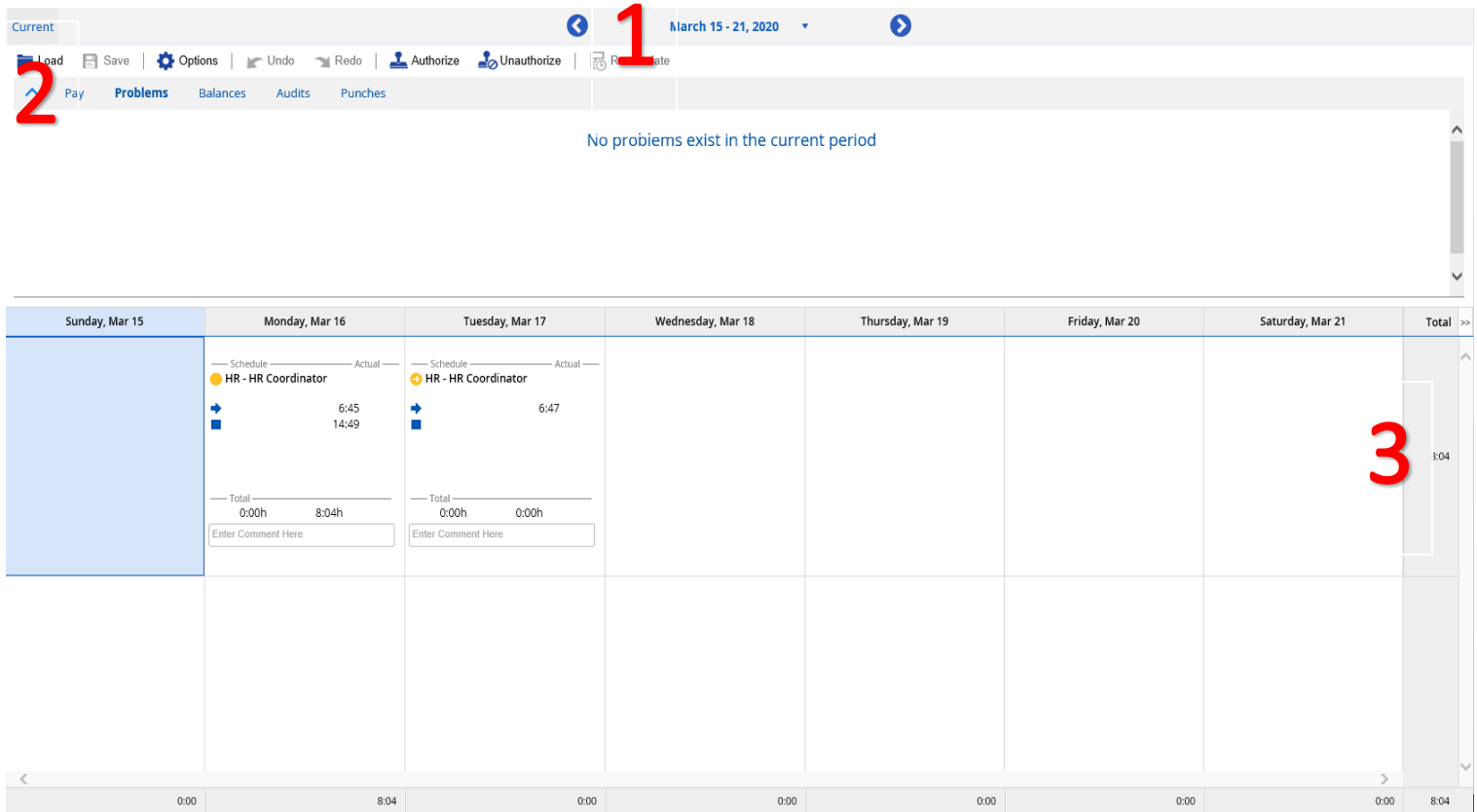
Timesheets and current weekly hours

The timesheet link can be found on the home screen or on the left-hand menu.



Ceridian Dayforce: Self-Service

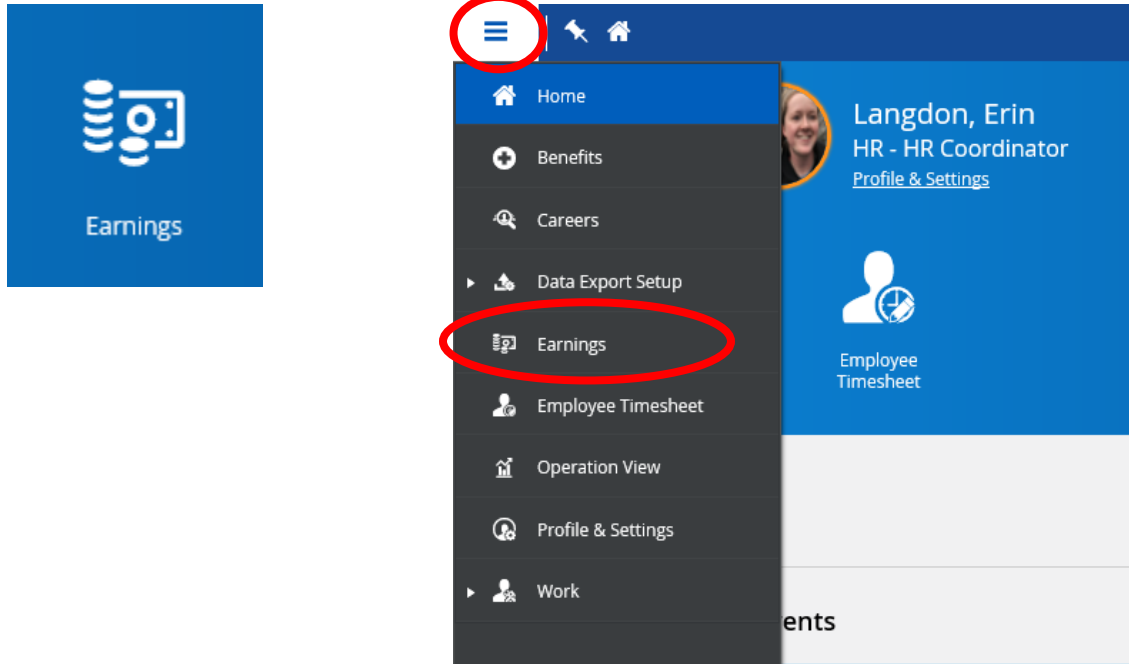
The image below is what you will see.



1. The week you are viewing. You are able to view previous weeks.
2. Quick view of payroll data.
 - a. Pay
 - i. Weekly: Date, Location, Department, Job, Hour Type
 - ii. Daily: Same info as above broken down by day
 - iii. Retro: Any retro adjustments
 - b. Problems
 - c. Balances
 - d. Audits
 - e. Punches
3. Hours for the week not including hours for a shift in-progress

View earning statements and tax documents

- Able to view all earning statements since Ceridian Dayforce HCM was implemented
- View year end forms including W-2
- See compensation breakdown



View PTO balances and request time-off

To view balances, on the home screen click “Balances” once.

Type	Accrued	Approved	Pending	Remaining	Exceeded	Unit
Sick	17.55	-12		5.55		Hours
Vacation	26.71	-10		16.71		Hours
Unpaid						Hours

To request time away from work:

- Click “View Time Away from Work” once
- Click request New Time Off once
- You can also see your balances on this screen

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Vacation	26.71	-10		16.71		Hours
Unpaid						Hours

+ Request New Time Off

▼ Balances

View contact, personal, and work information (Profile)

- Click “Profile & Settings” located in the upper left-hand corner below your name and job title

There are there tabs at the top:

1. Preferences
 - a. Set language preference
2. Security
 - a. Update password
 - b. Update security questions
 - c. Update PIN
3. Profile
 - a. Upload profile picture
 - b. View contact information
 - c. View personal information
 - d. View work information
 - e. View balances

View and apply for internal job postings

