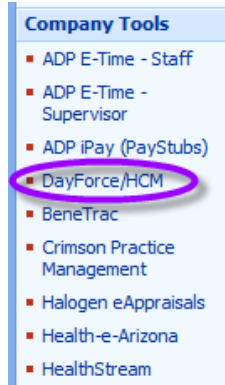


## Dayforce – Basic Users Guide

### To Access Dayforce:

- Open the El Rio Home Page
- Select **Dayforce/HCM** from the Company Tools Menu

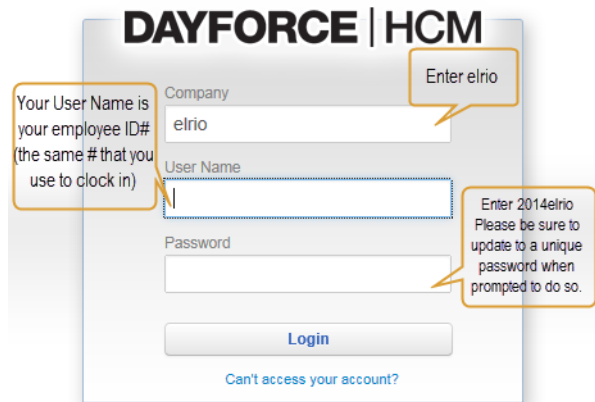
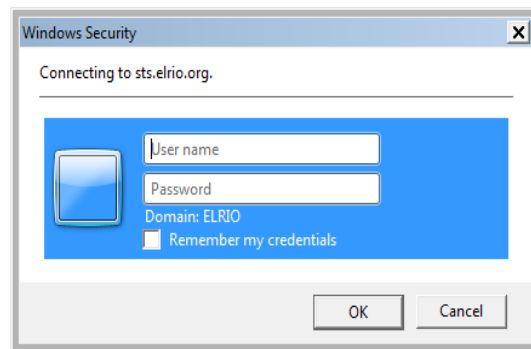


### To Log In:

- Enter your El Rio Network Credentials  
Example: elrio\_jsmith and your network password

**OR**

- For Company, enter elrio
- Use your Employee ID# as your User Name (this will be the same # that you use to clock in and out)
- If hired pre-2015, enter 2014elrio as the Password and update to a unique password when prompted.
- If hired in 2015 or later, enter your birth year and elrio as the Password and update to a unique password when prompted. (Example: 1974elrio)



### To Access Your Inbox:

- Click the Envelope in the top right corner.

### To Log Out:

- Click the Door with an Arrow in the top right corner.

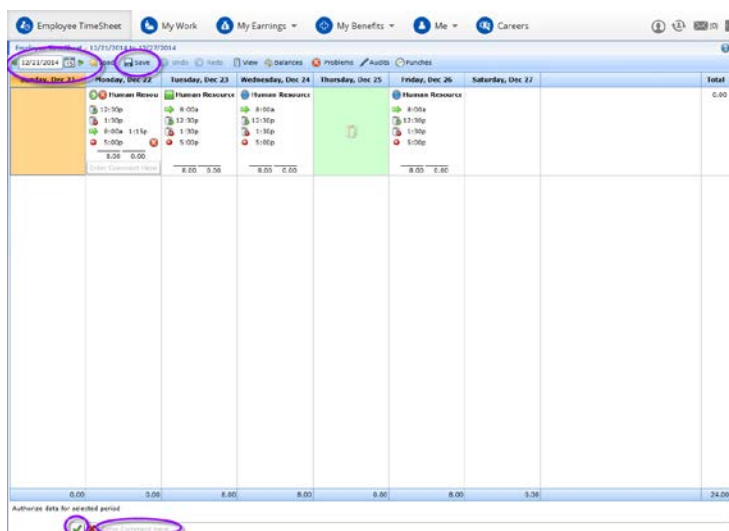
### To Access Dayforce Help:

- Click the Question Mark in the top right corner.



### To Authorize your timecard for the week:

- In **Employee TimeSheet**, choose the week to approve.
- Add a comment, if you wish, select the green check mark, and Save.



### To View Attendance:

- In **My Work – My Attendance**, click the green square to expand the window. You can toggle between **My Scorecard** and **My Calendar** and also change the range of dates you are viewing.

### To View Schedules:

- In **My Work – My Schedules**, click the green square to expand the window. You can change the range of dates you are viewing.

### To Request Time Away From Work:

- In **My Work – My Time Away**, click the green square to expand the window.
  - Click New
  - Choose a Reason from the drop-down menu
  - Enter or select the Start and End Date of the leave.
    - If it is a full day off, check All Day.
    - If it is a partial day off, uncheck All Day and enter the range of times of the absence.
    - Add an Employee Comment, if you wish
    - Click the Disk to save your request.

**Your supervisor will receive notice of your request in Dayforce and in their Outlook email.**

**Upon Approval or Denial, you will receive notification in Dayforce and in your Outlook email.**

**Create Request**

**Time Off Details**

Employee: Bent, Joann

Reason: [Dropdown]

Status: Pending

All Day:

Start: 12/27/2014

End: 12/27/2014

Total Hours: 0.00

Employee Comment

Manager Comment

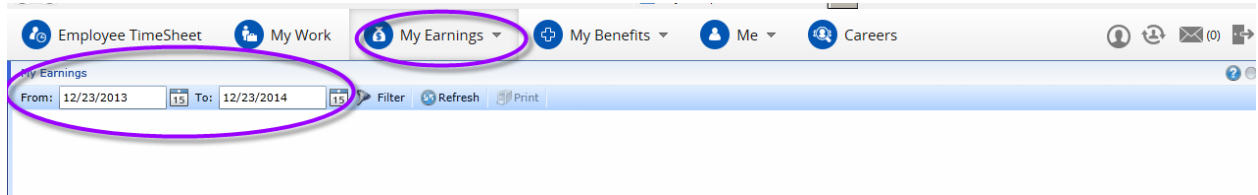
**Balances**

Balances | Expiring Transactions

Type	Unit	Start	End	Accrued	Used	Approved	Pending	Remaining	Exceeded
LWOP	Hours	01/01/2014	12/31/2014						
Sick	Hours	01/01/2014	12/31/2014	92.25				92.25	
Vacation Hours	Hours	01/01/2014	12/31/2014	184.5				184.5	

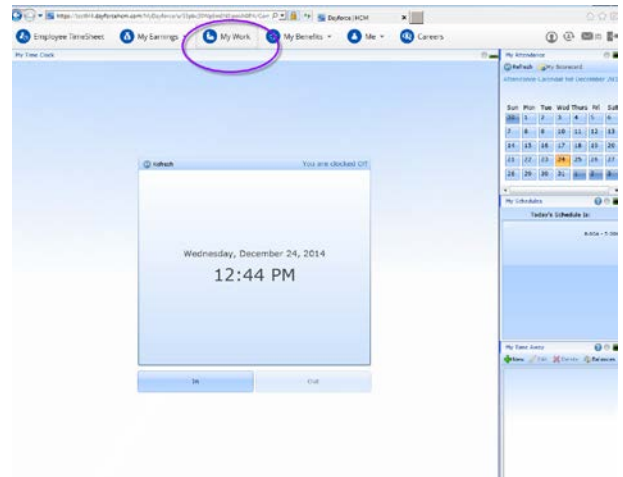
### To View Your Pay Check:

- In **My Earnings**, select the Date Range of the checks you wish to view.



### To Clock in via Web Clock (if authorized):

- Log on to Dayforce using the instructions above.
- In **My Work**, select **My Timeclock** and click In or Out, as applicable.



### To Clock in at the Biometric Clock:

- Enter your Employee ID#.
- Scan one of the fingers that were used to enroll you at the timeclock.
- Confirm success by ensuring that the timeclock displays your name after the scan.

