



CERIDIAN

# Welcome!

Welcome To Dayforce!

For the past year we have worked on getting Dayforce ready for you, and we are so excited that the system is now live and you are here to explore it! The Dayforce project is part of our commitment to make work life better for all our employees, and to provide data transparency and accessibility to all.

Dayforce will give you the power to view your HR, payroll and benefits information 24-7 from any device with an Internet connection.

Sincerely,  
The KenCrest Team

# What does Dayforce help us change?



**No more paper!!!!**

**YOU have the ability to:**

See your Earning Statement online

See YTD Time Off Balance

Update Beneficiary and Employee Contacts

Update/Change Direct Deposit

Update Address

Submit Electronic PTO Requests

Apply to an internal Job

# Logging into Dayforce for the first time

Go to: <https://dayforcehcm.com/>

**Company**= kencrest

**User Name**= firstname.last name (No spaces) **lower case name**

**Password**= Lastnamelast4digitsofSSN (No spaces) **lower case name**

You will need to change password after the first login, please note your changed password!

The new password requirement is **12 positions** with one capital letter, one number, and a special symbol (\$,!, @)



CERIDIAN  
Dayforce

Company  
**kencrest**

User Name  
karen.feeney

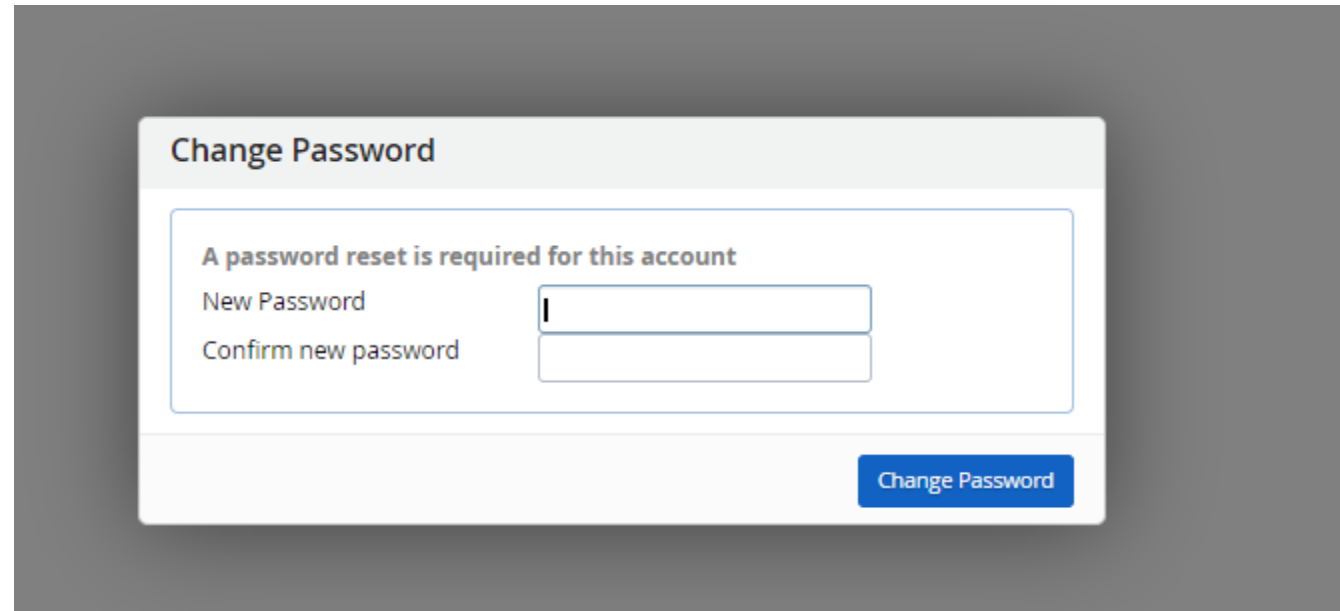
Password  
.....

Login

[Can't access your account?](#)

Dayforce will require that you change your password after your first login for your own security and protection. The new password requirement is **12 characters** with one capital letter, one number, and a special symbol (\$,!, @)

For assistance or questions regarding password reset or system access, email [DayForceSupport@kencrest.org](mailto:DayForceSupport@kencrest.org).



**Change Password**

A password reset is required for this account

New Password

Confirm new password

[Change Password](#)

# Completing Initial Forms

- Expand the “Welcome to your new HCM” message by clicking on the > arrow to see required forms to complete.
- Please open each form and either update with changes, or submit if there are no changes to your information.

The screenshot displays the Dayforce onboarding interface. At the top, a navigation bar includes links for "Welcome Message", "Your Onboarding Forms", "Benefits at a Glance", and "TeamRelate". The main content area features a "Welcome To Dayforce!" message from Aurora Kripa, Chief Human Resources Officer, with the KenCrest logo and a "Welcome" greeting. Below the message is a section titled "Your Onboarding Forms" which contains a progress indicator "0/1" and a list of forms. The first form is "Welcome to your new HCM! (FT)", which is currently "Not Started" with a due date of 2/13/2048. A green banner at the bottom of the page reads "Attend your first day" and "Monday, September 28, 2020".

# Completing Initial Forms

Please open each form and either update with changes, or submit if there are no changes to your information.

0/1 Please complete the following forms to confirm all your information.

**Welcome to your new HCM!**  
Not Started Due Date : 5/31/2048

Please review or update the following forms. Please note, any sections noted with a **red asterisk \*** is a required value and must be completed.

**Contact Details:** Please review and confirm your contact details. Once viewed and/or changes are made, please click [submit](#) to save and continue.

**Emergency Contacts:** Please review and confirm your Emergency Contacts. You must supply at least one Emergency Contact with their contact information. Once viewed and/or changes are made, please click [submit](#) to save and continue.

**Electronic Statement Acknowledgement:** Please review and confirm your payroll Electronic Statement Acknowledgement. Once completed, please click [submit](#) to save and continue.

**Confidential Information:** Please review and confirm your SSN and Date of Birth. Once viewed and/or changes are made, please click [submit](#) to save and continue.

If you submit and need to go back to make any changes, please go to the upper left section of the software, click on the 3 line icon, and select Profile and Settings / Forms to make changes. Be sure to click Submit for any updates.

**Contact Details**  
*Required*— The Contact Details form is used to record one or more phone numbers and electronic addresses for an employee

Start

**Emergency Contacts**  
*Required*— The Emergency Contacts form is used to record primary and secondary emergency contacts for an employee

Start

**Electronic Statement Acknowledgement**  
*Required*— The Electronic Statement Acknowledgement form is used for an employee to confirm acknowledgement and authorization to receive electronic earnings statements

Start

**Confidential Information (USA)**  
*Required*— The Confidential Information USA form is used to record confidential information about USA-based employees

Start

**403b Deduction Option**  
*Required*— 403b Deduction Option

Start

# Contact Details

- Click into the field to make any Address, Phone, or Email address Changes
- Please include **at least one** (1) email address in your Contact Details
- Please click on the Alerts Box next to the email type that you would like to be the main method for notifications.
- **Click Submit**
- You will need to click Submit even if you have no changes to your Contact Information.

### Contact Details

**Contact Details**

**Duck, Donald 99999001**  
Status: Active Employee Number: 99999001

#### Phone Numbers

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

+ Add ✕ Delete

Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	End Date
Home		2155551212		<input type="checkbox"/>	<input type="checkbox"/>	Feb 25/2021	

#### Electronic Addresses

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

+ Add ✕ Delete

Type*	Address*	Alerts	Start Date*	End Date
Personal Email	donald@email.com	<input checked="" type="checkbox"/>	Feb 25/2021	

#### Supporting Documents

Save Draft Print **Submit** Cancel

# Emergency Contacts

- Please include information for at least one (1) Emergency Contact
- Include; name, address, relationship to you, and phone number
- Click **Submit**

### Emergency Contacts

Duck, Donald 99999001  
Status: Active Employee Number: 99999001

▼ Primary Emergency Contact

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

First Name \* Middle Name Last Name \* Relationship \*  
Daisy [ ] Duck Spouse x

Phone Number Address Electronic Address

+ Add

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
Home	United States of America x	2155551213	Extension	1/14/2021	

► Secondary Emergency Contact

**Comment**  
 Add comment to the employee's file.

[ ]

Save Draft Print **Submit** Cancel



# Electronic Statement Acknowledgment


- Please **click in the box** to accept and acknowledge the company policy concerning your electronic earnings statement as well as awareness that your personal employment profile is maintained and protected in Dayforce
- Click **Submit**

**Electronic Statement Acknowledgement**

Duck, Donald 99999001  
Status: Active Employee Number: 99999001

Current company policy is to provide printed earnings statements for our employees. You can elect to view your earnings statement online only each pay period. To view your earnings statement online only, please acknowledge your request by checking the box below.

File list is empty.

I accept and acknowledge the company policy above. Date: 3/16/2021 

**Comment**  
 Add comment to the employee's file.

# Confidential Information

- Please verify your SSN, Gender, and Birth Date are correct
- Please use the drop down arrow to add your Disability, Ethnicity, and Veteran Status
- Click **Submit**

Confidential Information (USA)

**Confidential Information (USA)**

Duck, Donald 99999001  
Status: Active Employee Number: 99999001

**Confidential Information**  
This is your current confidential data information. If any details are incorrect, please advise the HR/payroll dept of the discrepancies. Fields marked with an asterisk are required values. Note: Gender identity is not a required field. If you would like to identify yourself, please choose one of the available options.

**SSN\***  
111-11-1111

**Gender Identity**  
Male

**Birth Date\***  
1/1/1970

**Disabled**  
No

**Ethnicity\***  
+ Add - Delete

Ethnicity*	Start Date*	End Date
+ White (not Hispanic or Latino)	Mar 16/2021	

**Veteran Status**  
+ Add - Delete

Veteran Status*	Start Date*	End Date
+ I am NOT a protected veteran	Mar 16/2021	

Save Draft Print **Submit** Cancel

# 403B Deduction Option

- Please complete this form even if you are currently not participating in the company 403B Plan
- If your base pay is salary, you will select option #1, Base Hourly Wages/Salary Only
- If your base pay is hourly, you will select option #2 or #3
- Click **Submit**

403b Deduction Option

403b Deduction Option

Testworker, Tony 555555  
Status: Active Employee Number: 555555

If I were to elect to make 403b contributions as a percentage of my earnings, I would like to have my 403b deduction be calculated using these wage portions:

Select an Option

I understand that if by 403b contribution is a percentage of earnings, my 403b deduction will be calculated based on the above selection. If my 403b contribution is a dollar amount, that full dollar amount will be deducted from the total earnings.

Save Draft Print Submit Cancel

Search

1. Base Hourly Wages / Salary Only

2. Overtime Wages (if any)


3. Base Hourly Wages / Salary & all Overtime Wages (if any)

# Forms Completed

You will see all **green check marks** and a Submitted message once all your forms are successfully completed and submitted.


## Contact Details

*Required*— The Contact Details form is used to record one or more phone numbers and electronic addresses for an employee

 Submitted


## Emergency Contacts

*Required*— The Emergency Contacts form is used to record primary and secondary emergency contacts for an employee

 Submitted


## Electronic Statement Acknowledgement

*Required*— The Electronic Statement Acknowledgement form is used for an employee to confirm acknowledgement and authorization to receive electronic earnings statements

 Submitted


## Confidential Information (USA)

*Required*— The Confidential Information USA form is used to record confidential information about USA-based employees

 Submitted

## 403b Deduction Option

*Required*— 403b Deduction Option

 Submitted

Thank you for completing...

# Accessing forms

- Forms will be how you will make any updates to your personal information
- On the Home Screen **Select Forms**
- You will want to access any of the below forms to may any changes to your personal Information.
- Click into the form to make your update
- **Click Submit**
- Be sure to check the message center for any required approvals on your submitted form

The screenshot shows a blue navigation bar for a user named Donald Duck (ID: 99999001), HRIS Administrator. The bar includes a profile icon, a 'Please complete your TeamRelate Profile' notification, and seven main menu items: Benefits, Careers, Earnings, Forms, Getting Started, and Performance. An 'Edit' gear icon is located at the bottom right of the bar.

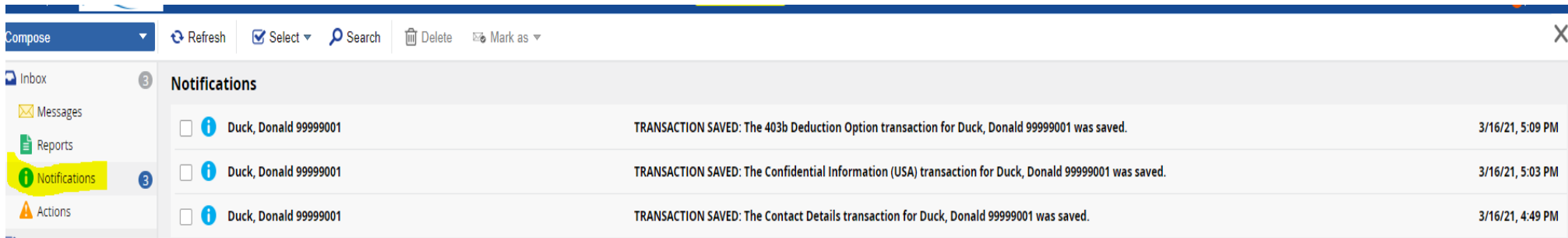
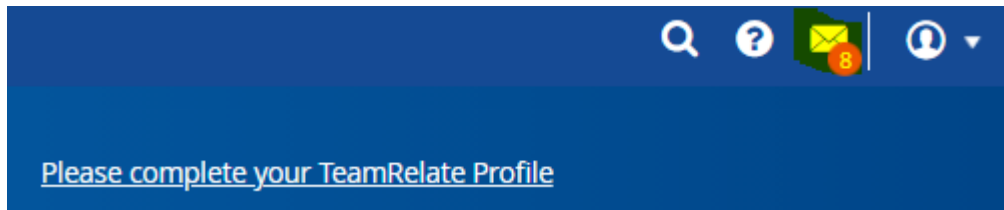
This section displays two expandable form categories. The 'Address Change (3)' category is expanded, showing three items: 'Address', 'Moving States Part 1', and 'Moving States Part 2'. The 'Personal (7)' category is also expanded, showing seven items: 'Confidential Information (USA)', 'Contact Details', 'Direct Deposit Change', 'Electronic Statement Acknowledgemen', 'Emergency Contacts', 'Employee Request Leave of Absence', and 'Name and Marital Status'.

This section displays two expandable form categories. The 'Professional (1)' category is expanded, showing one item: 'Employee Biography'. The 'Tax forms (2)' category is also expanded, showing two items: 'Employee State Tax Form' and 'Federal W4 - 2021'.

# Message Center

The **Message Center** in Dayforce will one way to see if any of your submitted forms have been approved or require additional information.

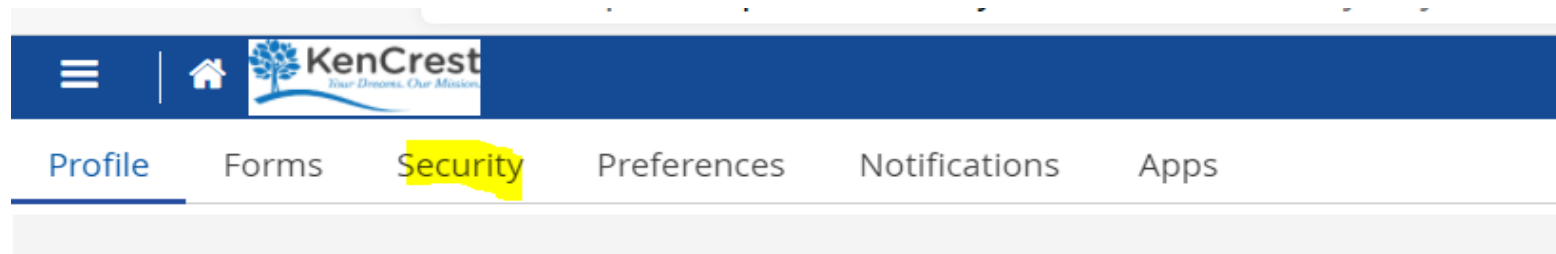
- From the Dayforce Home Page, select the **envelope icon**
- Click on your notification box to see any of your recent transactions



# Setup of challenge questions

Please follow these steps to setup your Challenge questions so you will have the ability to reset your own login password in case you forget your password.

- On the Home Screen **Profile & Settings**
- Open the tab for **Security**



# Setup of challenge questions continued

On the Security tab, enter your current password, and Security Question #1 and #2  
Please note, your security answers are case sensitive so remember for future use

## Click Save

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Our Mission Our Values

Test Site (59.4) Profile & Settings

Profile Forms **Security** Preferences Notifications Apps

### Security Settings

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**Update Password**  
Enter your current password and type your new password twice (once to confirm)

**Current Password**  
.....

**New Password**  
.....

**Repeat New Password to confirm**  
.....

---

**Update Security Questions**  
Select your security questions and enter the corresponding answers. Your Current Password is required to complete this process. These questions will be used to help verify your identity. Answers are case sensitive.

**Security Question #1**  
In what city or town was your first job?

**Answer #1**  
phila

**Security Question #2**  
What was the name of your first pet?

**Answer #2**  
daisy

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**Update your Personal Identification Number (PIN)**  
Enter your new PIN

**New PIN**  
.....

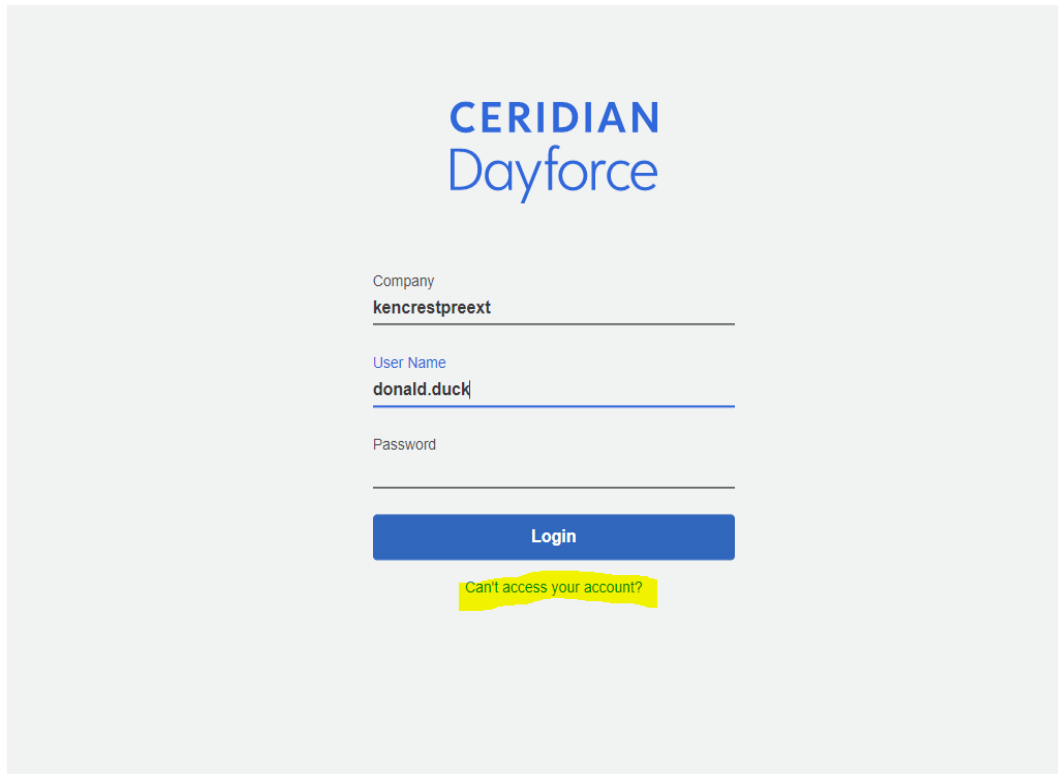
Save



# Resetting your Dayforce Login Password

In order for you to use the *Can't access your Account?* link if/when you forget your password, you must answer security questions. You can only reset your password if answers have been provided and you have a valid email address setup in your Dayforce contact section of the application.

- On the login page **click can't access your account**
- The Reset Password pop up screen will display
- Enter either your user name or email address that is associated with your Dayforce account and **click submit**



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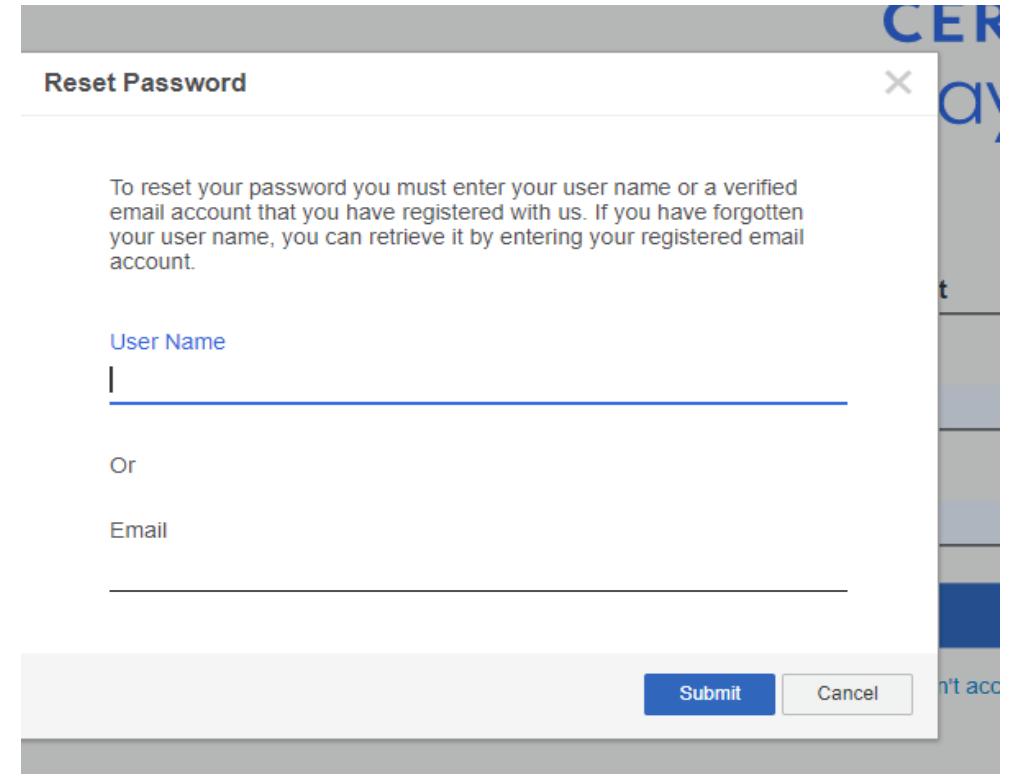
Company  
kencrestprext

User Name  
donald.duck

Password

Login

Can't access your account?



Reset Password

To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account.

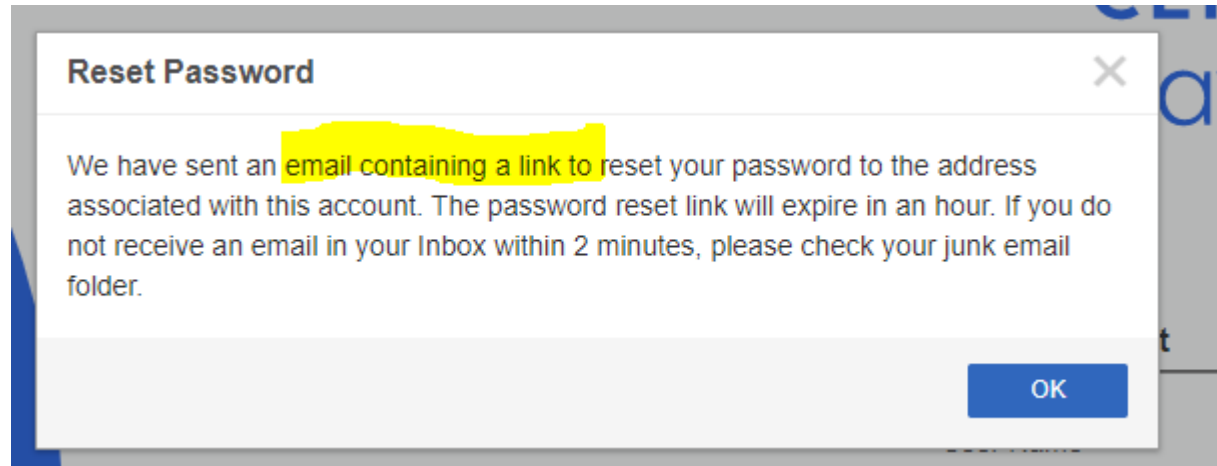
User Name

Or

Email

Submit Cancel

# Reset Password Notification will show on your screen



# Email from the Dayforce Application

You will receive the below email from Dayforce with instructions and link to help you reset your password. Check your email spam folder if you do not receive it timely.

**Click on the link to continue**

**From:** [notify@dayforce.com](mailto:notify@dayforce.com)

**Date:** March 16, 2021 at 7:08:52 PM EDT

**To:** 

**Subject:** Finish resetting your Dayforce password

**Reply-To:** [noreply@dayforce.com](mailto:noreply@dayforce.com)

We just received a password recovery request for your account, and we're here to help.

To begin the password recovery process, click the link below.

<https://uspreext59.dayforcehcm.com/MyDayforce/ResetPassword.aspx?>

[Company=kencrestpreext&Token=339F4413C80980509C343C593B29783F5AF8F21F691B6CDA07E3949B8991D6CF10FC7004B](https://uspreext59.dayforcehcm.com/MyDayforce/ResetPassword.aspx?Company=kencrestpreext&Token=339F4413C80980509C343C593B29783F5AF8F21F691B6CDA07E3949B8991D6CF10FC7004B)

Didn't need to recover your password? Not a problem. Simply ignore this e-mail.

# Answer your Challenge Questions

After clicking on the link that was emailed to you, you will need to complete the security questions you setup previously.

Please note, your answers are **case sensitive**.

Click **Submit**

You can reset your password after successfully answering the following questions:

In what city or town was your first job?

What was the name of your first pet?

Submit

Close

# Create a new Password

Your new password requirement is 12 positions with one capital letter, one number, and a special symbol (\$,!, @)

Once you have received the message that your password has been successfully changed, log back into Dayforce with your new password

## DAYFORCE | HCM

Change Password

New Password

Confirm new password

Submit

Close

Change Password

New Password

Confirm new password

The password has been changed.

Submit

Close

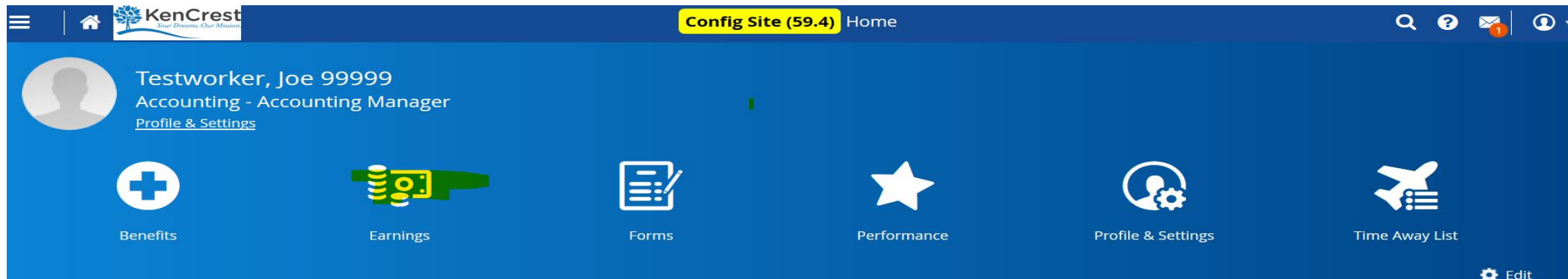
# Your Dayforce Dashboard at a Glance

The screenshot displays the Dayforce dashboard interface. At the top left, the KenCrest logo is visible. The top right navigation bar includes a search icon, a help icon, a notification icon with a '2' badge, and a user profile icon. The main header area features a user profile for 'Testworker, Joe 99999', identified as a 'Human Resources - HRIS Administrator', with a link to 'Profile & Settings'. A notification states 'Please complete your TeamRelate Profile'. Below the header is a row of six primary navigation icons: Benefits (plus sign), Careers (magnifying glass), Earnings (calculator), Forms (document), Getting Started (compass), and Performance (star). An 'Edit' gear icon is located at the bottom right of this row. A secondary row of navigation icons includes Actions (warning triangle), Events (calendar), Balances (scales), Earnings (calculator), and Bookmarks (bookmark). The 'Actions' section is highlighted and contains the text 'Pending Actions' and a link to 'View all actions in Message Center'.

# Viewing your Earning Statement (Paystub)

- On the Home Screen Select **Earnings**
- Select the **Earning Statement Tab**
- Select the blue link of the pay date you are searching to see your paystub
- You also have the ability to print the paystub by clicking on the print icon.

 Print



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Config Site (59.4) Home

Testworker, Joe 99999  
Accounting - Accounting Manager  
[Profile & Settings](#)

Benefits Earnings Forms Performance Profile & Settings Time Away List

Edit

## Earning Statements

Year End Forms

From: 2/22/2020 To: 3/22/2021 Filter Print

	Earning Statement	Pay Date
<input type="checkbox"/>	February 2021	
<input type="checkbox"/>	<a href="#">KenCrest Services - #119335480</a>	2/19/2021
<input type="checkbox"/>	November 2020	

# Dayforce Resources & Next Steps

- User guides, help tools, & office hours are on SharePoint: HR>Dayforce page
- Five forms in Dayforce need completed accessing url (not app) by 3/31/2021



Dayforce

*MAY THE DAYFORCE BE WITH YOU!*