## Printing in Dayforce

You have the ability to print your paystubs and other year-end financial documents such as your W2 from your Dayforce account. To access your account log in at Dayforce (dayforcehcm.com).

1. When in Dayforce you click on the Home icon 🏠 to access your dashboard and select the Earnings Icon

2. This will bring up your dashboard. Click on the Earnings Icon

3. Click on 'Year End Forms' to access your W2 file, (or "Earning Statements" to access electronic paystubs), then double click on the file you want to open and print.

4. Once you have accessed the file you want to print, clicking the print icon 🖨 Print to open the print window for printing.

5. You may need to adjust your print settings. This can be done in the "print" window that appears when you click the Print icon and select the desired printer.
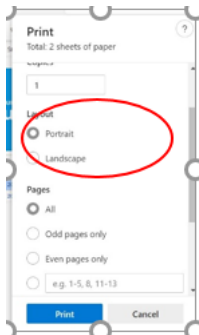
   a. If your document is printing too small you will need to adjust the document size by clicking on the "More Settings" to expand the setting options.
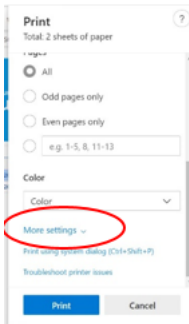
    b.   Adjust the desired document size by selecting the option under the "Scale (%)" options:
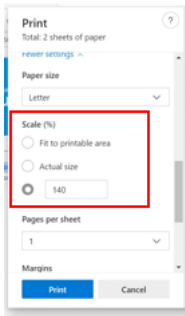
6.   Click Print

Should you have any questions, please feel free to contact any one of our Payroll team or members or contact dayforcesupport@kencrest.org for further assistance:

- Vicky Tyler   610-825-9360, ext. 1090
- Stacey Fragale   610-825-9360, ext. 1069
- Gail Davis   610-825-9360, ext. 1071

Thank you!
Payroll & HR Teams