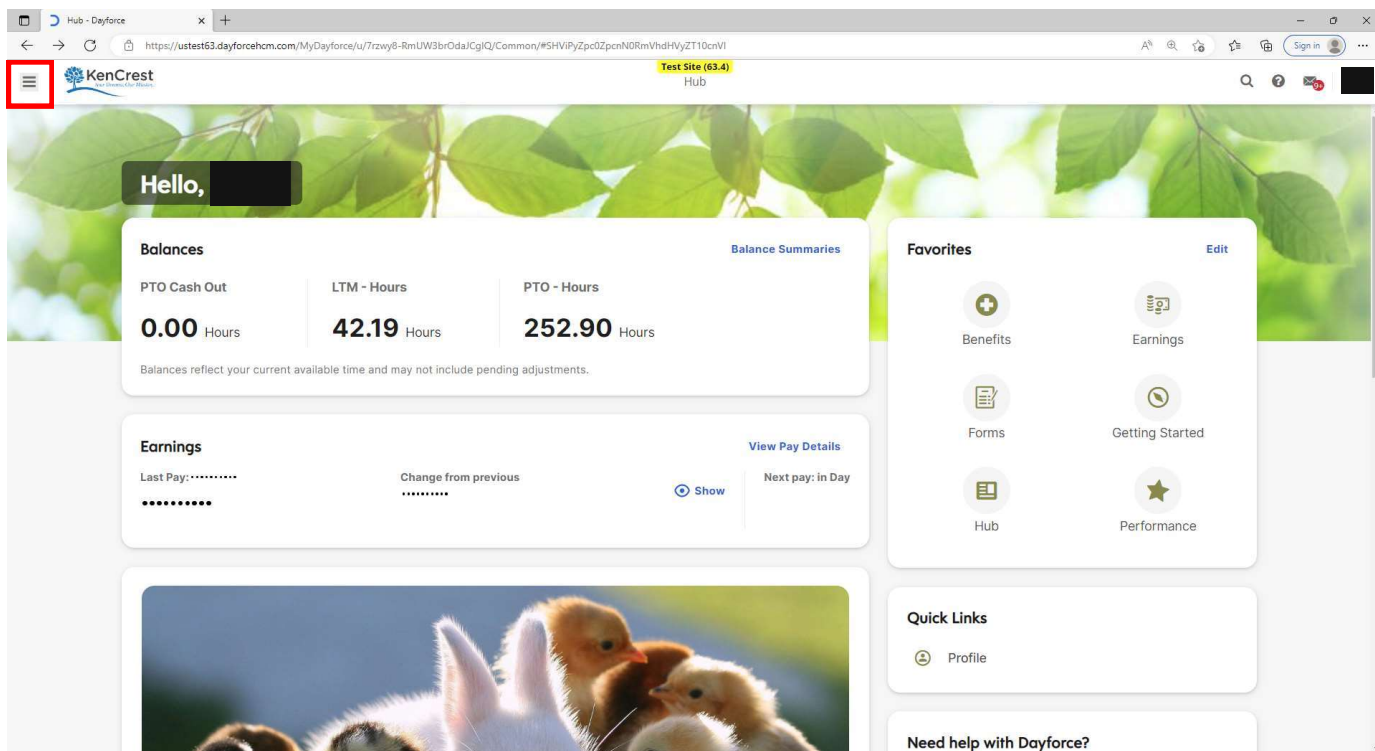
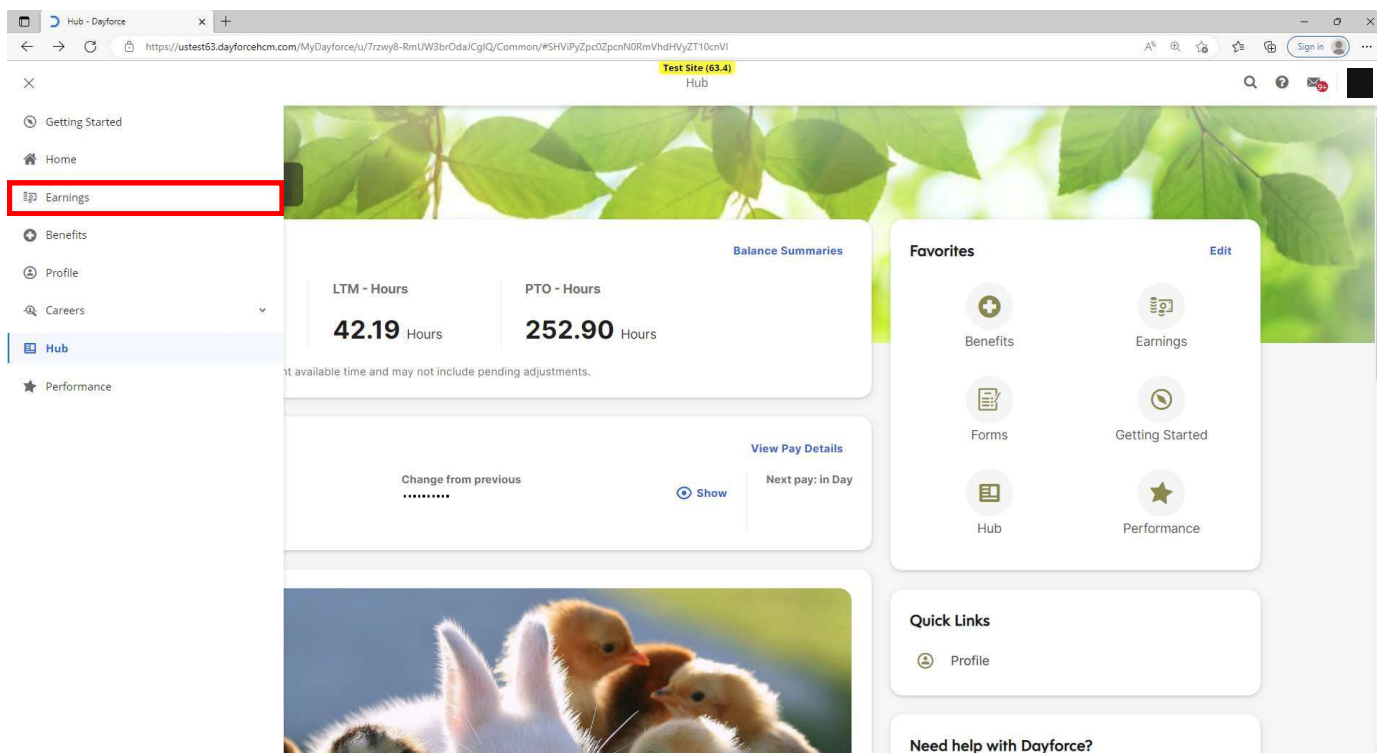


HOW TO ACCESS AND PRINT YOUR PAY STATEMENTS IN DAYFORCE

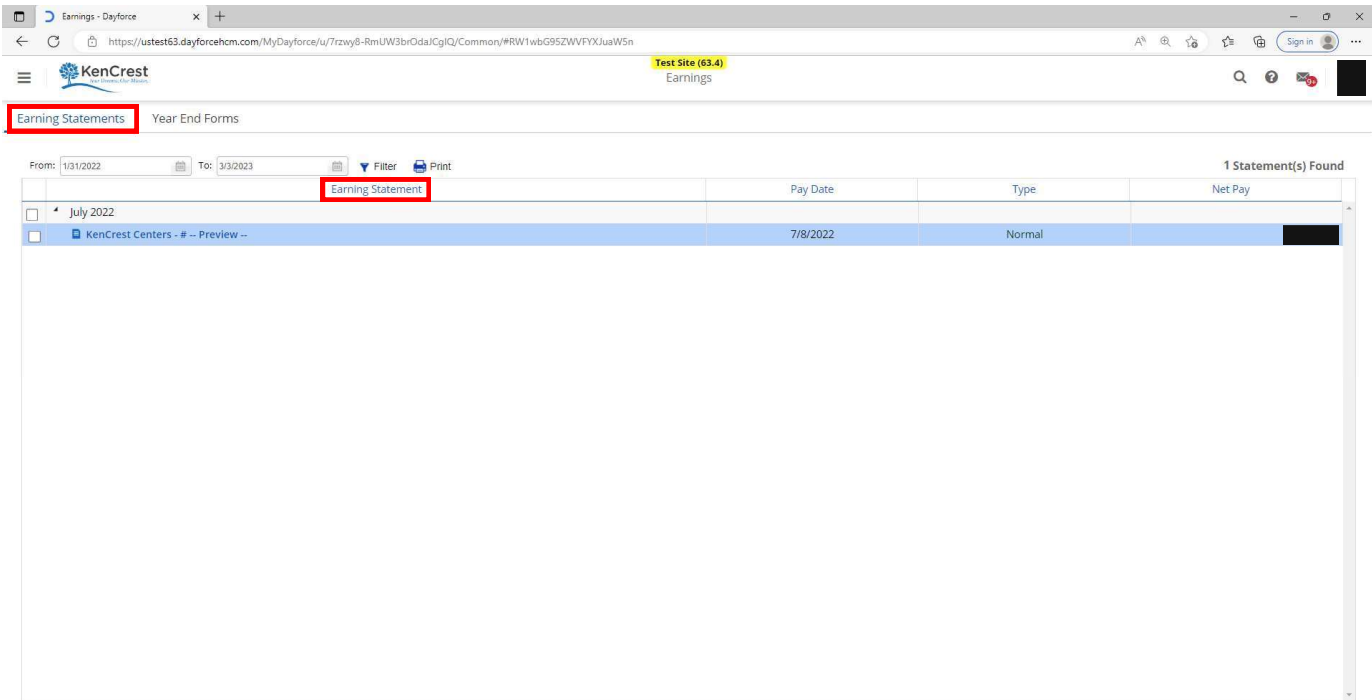
1. Open Dayforce to your Landing Page (This is showing the HUB Landing page but the MENU ICON on the top left, the 3 Horizontal Bars, is the same as the Traditional Dayforce Landing Page)



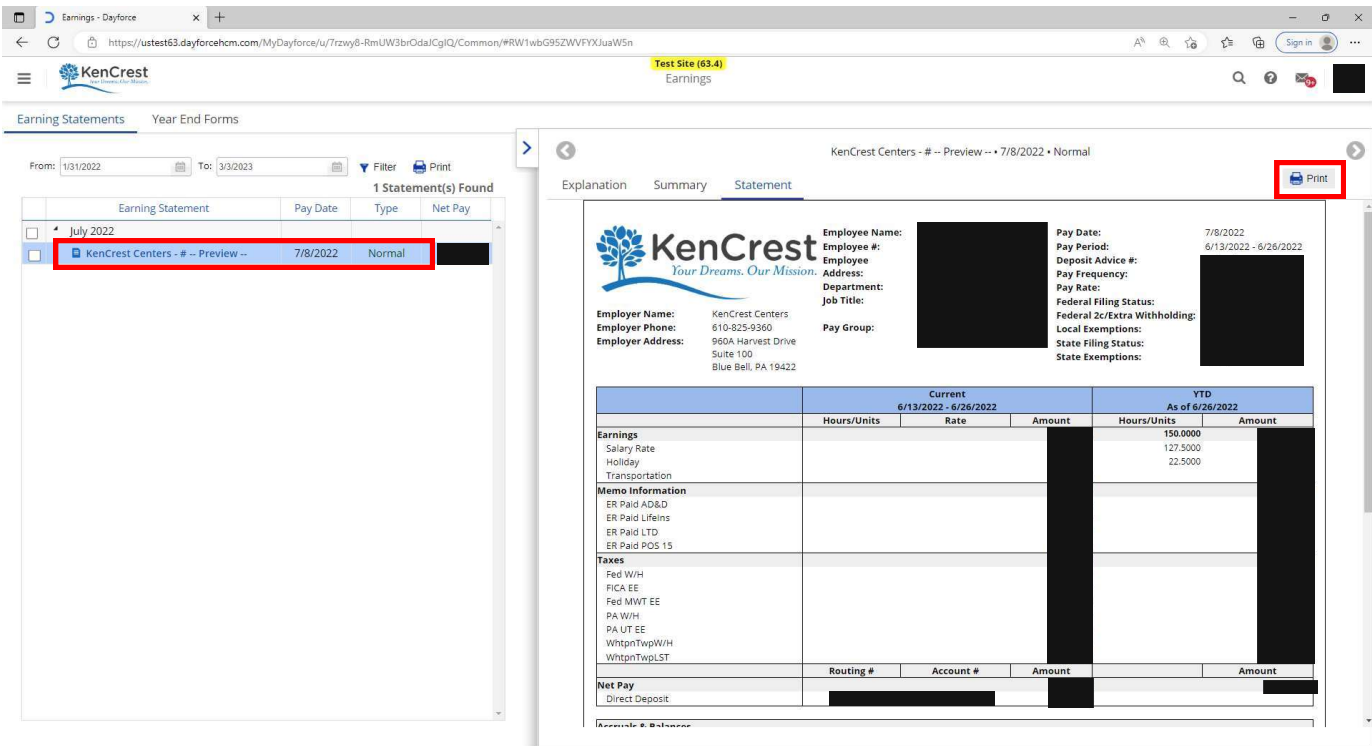
2. Click the MENU ICON (3 Horizontal Bars) to the left of the KenCrest Tree. The Menu Selections Open, Select EARNINGS.



3. Your Earnings page opens, 2 tabs appear EARNINGS STATEMENTS and YEAR END FORMS
 - a. EARNINGS STATEMENTS are your pay statements
 - b. YEAR END FORMS are your Tax Forms like the W2



4. When you click on the Earnings Statement by Pay Date it will open that pay statement.
 - a. On the top right of the Pay Statement is a PRINT ICON



5. When you click the PRINT ICON, the page opens that allows you to Print to
 - a. PDF (which will save on the device until later)
 - b. a networked printer.

The screenshot shows a web browser window with a print dialog open on the left. The print dialog has the following options:

- Print: Total: 1 page
- Printer: Save as PDF
- Layout:
 - Portrait
 - Landscape
- Pages:
 - All
 - e.g. 1-5, 8, 11-13
- More settings: Print using system dialog... (Ctrl+Shift+P)
- Buttons: Save, Cancel

The main content area displays the KenCrest logo and the following employee information:

KenCrest
Your Dreams. Our Mission

Employer Name: KenCrest Centers
 Employer Phone: 610-825-9360
 Employer Address: 950A Harvest Drive, Suite 100, Blue Bell, PA 19422

Employee Name: [Redacted]
 Employee #: [Redacted]
 Address: [Redacted]
 Department: [Redacted]
 Job Title: [Redacted]
 Pay Group: [Redacted]

Pay Date: 7/8/2022
 Pay Period: 6/13/2022 - 6/26/2022
 Deposit Advice #: [Redacted]
 Pay Frequency: [Redacted]
 Pay Rate: [Redacted]
 Federal Filing Status: [Redacted]
 Federal 30/Extra Withholding: [Redacted]
 Local Exemptions: [Redacted]
 State Filing Status: [Redacted]
 State Exemptions: [Redacted]

	Current			YTD	
	6/13/2022 - 6/26/2022	Rate	Amount	As of 6/26/2022	Amount
Earnings	Hours/Units			Hours/Units	
Salary Rate			190.0000		
Holiday			127.5000		
Transportation			22.5000		
Memo Information					
ER Paid AD&D					
ER Paid LifeIns					
ER Paid LTD					
ER Paid POS 15					
Taxes					
Fed W/H					
FICA EE					
Fed RET EE					
PA W/H					
PA UT EE					
WhipnTwplST					
WhipnTwplST					
Net Pay	Routing #	Account #	Amount	Amount	
Direct Deposit					
Accruals & Balances					
PTD - Hours Balance:	133.25 Hours	PTD - Hours Accrued:	6.35 Hours		
LTM - Hours Balance:	19.69 Hours				
PTD Cash Out Balance:	0.00 Hours				