

# Manager Completing Employee Job Changes

Dayforce will be replacing our current PCN form. Please reference where the change will take place in Dayforce forms.

**KENCREST SERVICES  
PAYROLL CHANGE NOTICE**

EMPLOYEE NUMBER: Will Auto Populate in Forms TE \_\_\_\_\_

EMPLOYEE NAME: Select Forms in Employee Profile; then "Position & Compensation Change Form"

EFFECTIVE DATE OF CHANGE: \_\_ SELECT THE EFFECTIVE DATE \_\_\_\_\_

\_\_\_\_ CHANGE RATE OF PAY: GRADE \_\_\_\_\_ COMP \_\_\_\_\_

OLD RATE \_\_\_\_\_ PER \_\_\_\_\_ NEW RATE Compensation Change Section

ON RATE \_\_\_\_\_ SECOND JOB RATE \_\_\_\_\_ TBRATE \_\_\_\_\_

REASON FOR CHANGE:

<b>COL</b> COLA(annual) _____	<b>IBS</b> Change In Pay Scale _____	<b>DEM</b> Demotion/Step down _____
<b>AR</b> Added Responsibilities _____	<b>CER</b> Recd Cert/Degree _____	<b>PRO</b> Promotion _____
<b>ACT</b> Start of Acting Position _____	<b>RAC</b> End of Acting Position _____	<b>PRC</b> Transfer to a New Unit _____

<p>____ CHANGE JOB TITLE FROM*: _____</p> <p>____ CHANGE DEPT # FROM: _____</p> <p>____ CHANGE LOCATION FROM*: _____</p>	<span style="border: 1px solid black; padding: 5px;">Work Assignment Section</span>
<p>____ CHANGE SUPERVISOR FROM: _____</p>	<span style="border: 1px solid black; padding: 5px;">Manager Assignment Section</span>
<p>____ CHANGE STATUS FROM: _____</p> <p>____ CHANGE STANDARD HOURS FROM: _____</p>	<span style="border: 1px solid black; padding: 5px;">Pay &amp; Rates Section</span>
<p>____ CHANGE NAME FROM: _____</p> <p>____ CHANGE ADDRESS: _____</p> <p>____ CHANGE HOME PHONE NUMBER: _____</p>	<span style="border: 1px solid black; padding: 5px;">Employees will update using "Self Service" in their own profiles</span>

\_\_\_\_ ONE TIME PAYMENT \_\_\_\_\_

\*The lists of appropriate Locations and Job Codes can be found in Public Folders, under "PeopleSoft Codes".

To access any change forms in Dayforce, start from the Home Page  
*Select Manager View*

The screenshot displays the Dayforce web application interface. At the top, the browser address bar shows the URL: <https://uspreext59.dayforcehcm.com/MyDayforce/u/dqadAIJD0qaHw2DEtzhQ/Common/#SG9tZT8...>. The application header includes the KenCrest logo and a navigation menu. The main content area shows the profile of 'Testworker, Tony 555555', with details such as 'Adams Head Start - Administrative Secretary' and 'Adams Center (Site) - Adams - Head Start (2967)'. A 'Form Submissions' section is visible, with a sub-section for 'Available Forms'. On the right-hand side, a sidebar displays the user's profile for 'Testworker, Joe 99999', with 'Available Roles' listed as 'Manager' (selected) and 'Employee'. A yellow highlight is placed on the user profile icon in the top right corner of the application.

# Manager View in Dayforce allows access to change forms for your staff


*Select worker for change activity*


Navigation bar with icons and labels:

- Compensation
- Onboarding Employees
- Pay Approve Checklist
- Performance
- Profile & Settings
- Recruiting
- [Edit](#)

## My Team

[View Hierarchy](#)

 **Testworker, Joe 99999**  
Accounting - Accounting Man...

 **Testworker, Tony 55555**  
Adams Head Start - Administr...

Events navigation and content:

- Events (Active)
- Actions
- Bookmarks
- Balances

Events

[Upcoming Events](#) [Past Events](#)

No Upcoming Events

# Click on the Employee View Profile Link

**Testworker, Joe 99999** - 99999 **Manager**  
Haas, Eileen 22489

Accounting - Accounting Mana...  
Accounting And Finance (site) - Accounting (9111)

Active

[View Profile](#) [View Hierarchy](#)

Profile Time Documents

**Business Contact**

**Primary Work Location Address**  
960a Harvest Drive  
Suite 100  
Blue Bell, PA  
19422-1900  
United States of America

**Business Mobile**  
No Mobile Phone Number Available

**Business Phone**  
No Home Phone Number Available

Twitter

**Employee Details**

**Emergency Contacts**

**Personal Contact**

## Click on Forms

Search Name, Employee Number

Include Terminated And Inactive Employees

**Overview**

- ▶ Employment
- ▶ Work
- ▶ Personal
- Security Settings
- Talent Profile
- Audit
- Forms**

**Testworker, Joe 99999** • 99999

Accounting - Accounting Manager  
Accounting And Finance (site) • Accounting (9111)

**Active** KCS - Five Day

Refresh | Notes

### Employment

Status	Active
Length of Service	N/A
Original Hire Date	1/27/2021

## Position and Compensation Form

### ▶ Form Submissions

See status, view and interact with the forms you have submitted

### Available Forms

Use one of the forms below to submit an information change to your manager or HR Administrator

Search Forms

#### ▼ Personal (1)

Time Off Request

#### ▼ Professional (1)

**Position and Compensation Change**

#### ▼ Termination/Leave (2)

Return to Work

Terminate an Employee

# Dayforce Position and Compensation Change Form

The **Position and Compensation Change form** in Dayforce is comprised of 5 sections/forms. You will work with the 4 sections highlighted below to make changes to your Employee's Work Assignment, Manager Assignment, Pay and Rates, and Compensation Changes

Click the > to expand the section

The screenshot shows a web application window titled "Position and Compensation Change". At the top, it displays the employee's name "Testworker, Joe 99999" and their status "Status: Active" along with the "Employee Number: 99999". Below this, there is a section for "Effective Date\*" with radio buttons for "Today", "Tomorrow", and "As of" followed by a date input field and a calendar icon. The main content area contains five expandable sections, each with a right-pointing chevron icon: "Work Assignment", "Manager Assignment", "Pay and Rates", "Compensation Changes", and "Onboarding". The first four sections are highlighted with a yellow background. At the bottom left, there is a "Comment" section with a checkbox labeled "Add comment to the employee's file." and a text input field. At the bottom right, there are four buttons: "Save Draft", "Submit", "Cancel", and "Print".

Position and Compensation Change

Testworker, Joe 99999  
Status: Active Employee Number: 99999

Effective Date\*:  Today  Tomorrow  As of

- > Work Assignment
- > Manager Assignment
- > Pay and Rates
- > Compensation Changes
- > Onboarding

Comment  
 Add comment to the employee's file.

One time, stipends, and other off payroll payments will still need to be submitted in a form to HR as you do now.

# Dayforce Position and Compensation Change Form; *Work Assignment Section*

- Use this section of the form to make changes to an **Employee's Location, Title, Department, and Position Type**
- Select the Effective Date of your change; note, the date can be a past or future date
- Use the drop down arrow to select the new location, position, title, position term, and reason for the change
- Click **Submit** for Approval

## Approvals:

- If a Supervisor submits the change, approval from your supervisor, HR, and Payroll is required.
- If a Director submits the change, approval by HR & Payroll is needed.

The screenshot shows a web form titled "Position and Compensation Change" for an employee named "Testworker, Joe 99999" (Employee Number: 99999). The form is in a "Work Assignment" section. The "Effective Date" is set to "Today". The "Location" is "Accounting (9111)", "Position Title" is "Accounting - Accounting Manager", "Position Term" is "Regular", and "Reason" is "Select an Option...". Other fields include "Full Time Equivalent", "Employment Indicator", "Guaranteed Amount", and "Job Rate". A "Virtual" checkbox is present. The form has a "Comment" field and a "Submit" button highlighted in yellow.

Position and Compensation Change

Testworker, Joe 99999  
Status: Active Employee Number: 99999

Effective Date:  Today  Tomorrow  As of

**Work Assignment**

Location \* Accounting (9111) x

Position Title \* Accounting - Accounting Manager x

Full Time Equivalent

Reason Select an Option...

Employment Indicator Select an Option...

Guaranteed Amount N/A

Job Rate N/A

Virtual

**Manager Assignment**

**Pay and Rates**

**Compensation Changes**

**Onboarding**

Comment  
 Add comment to the employee's file.

Save Draft Submit Cancel Print



# Dayforce Position and Compensation Change Form; *Pay and Rates and Compensation Changes Section*

- Use this section of the form to make changes to **Pay Rate, Pay Type, Pay Class, and Weekly Hours**
- Select the Effective Date of your change; note, the date can be a past or future date
- Use the drop down arrow to select the Pay Type, Class, Amount, and Reason for the Change
- Click **Submit** for Approval

## Approvals:

- If a Supervisor submits the rate change, approval from your supervisor, HR, and Payroll is required.
- If a Director submits the rate change, approval by HR & Payroll is needed.

The screenshot displays the 'Pay and Rates' and 'Compensation Changes' sections of the Dayforce form. The 'Pay and Rates' section includes dropdown menus for 'Pay Type' (set to 'Hourly') and 'Pay Class' (set to 'FT'), along with input fields for 'Average Daily Hours', 'Normal Weekly Hours' (set to 40), 'Semi Monthly Hours (Top)', and 'Semi Monthly Hours (Bottom)'. Other fields include 'Vacation Rate', 'Overtime Rate', 'Alternate Rate', 'Pay Grade' (N/A), 'Max' (N/A), 'Compa-Ratio' (N/A), 'Min' (N/A), and 'Control' (N/A).

The 'Compensation Changes' section features radio buttons for 'Change Total' (selected) and 'Change by Increment'. It includes a 'Reason' dropdown (set to 'Select an Option...') and an 'Amount' input field (set to '\$10'). A table shows the current compensation details:

	Annual Salary (Change %)	Base Rate (Change %)
Previous Compensation	\$20,800.0000	\$10.0000
<b>Employee Compensation</b>	<b>\$20,800.0000 (0.00%)</b>	<b>\$10.0000 (0.00%)</b>

To the right of the table is a 'Compensation Timeline' chart with 'Zoom In' and 'Zoom Out' controls. The chart shows a single data point for 'Employee Rate' at \$10.00. At the bottom of the form, there are buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'.

# Dayforce Position and Compensation Change Form; *Manager Assignment Section*

## Employee Transferring to another Department

- The **Existing Manager** assigns a new manager to the employee transferring in Dayforce selecting the **Manager Assignment Form**
  - Select the Effective Date of your change; note the date can be a past or future date See screen shots below
  - Existing Manager will need to know Receiving Manager's Name and Effective Start Date for new position
  - -Use the drop down key to select the new Direct Manager
  - - **Click Submit for Approval**

### Approvals:

- If Manager Level, the request will be routed to AD or Director for Approval in Dayforce, then HR and Payroll. The process is then completed.
- If Director Level, the request will be routed directly to HR and Payroll for Approval in Dayforce. The process is then completed.

The screenshot shows the 'Manager Assignment' section of the Dayforce interface. At the top, it displays 'Status: Active' and 'Employee Number: 99999'. Below this, there are radio buttons for 'Effective Date\*': 'Today' (selected), 'Tomorrow', and 'As of' with a date picker. The 'Manager Assignment' section is expanded, showing a table with the following data:

Manager	Assignment Method
Haas, Eileen 22489	Direct

Below the table, there is a 'Direct Manager' section with the instruction 'Select a manager to override the current assignment.' A dropdown menu is shown with 'Haas, Eileen 22489' selected.

- **Receiving Manager** will complete the following:
  - Go to My Team in Dayforce. If the new employee is not showing up, contact the existing manager or HR.
  - Complete the applicable Dayforce forms to complete the position change; location, department, pay rate

The screenshot shows the 'Position and Compensation Change' form in Dayforce. It displays 'Testworker, Joe 99999' and 'Status: Active' with 'Employee Number: 99999'. The 'Effective Date\*' section has 'Today' selected. The form is divided into several sections, all of which are expanded: 'Work Assignment', 'Manager Assignment', 'Pay and Rates', 'Compensation Changes', and 'Onboarding'. At the bottom, there is a 'Comment' field with the placeholder text 'Add comment to the employee's file.' and buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'.

# Manager How to Process a Termination in Dayforce

No More Removal from Payroll  
Forms!

**KEN-CREST SERVICES  
REMOVE FROM PAYROLL**

EMPLOYEE NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

EFFECTIVE DATE OF TERMINATION \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS CHANGE (if applicable) \_\_\_\_\_

REASON FOR TERMINATION:

REASON CODE	VOLUNTARY REASON	REASON CODE	INVOLUNTARY REASON
HEA	NON-JOB RELATED MEDICAL _____	DEA	DECEASED _____
JOB	JOB ABANDONMENT _____	DLI	NO ACTIVE DRIVERS LICENSE _____
LVE	FAILURE TO RETURN FROM LEAVE _____	ELI	ELIMINATION OF POSITION _____
LWN	LEFT WITHOUT NOTICE _____	MIS	MISSTATEMENT ON APPLICATION* _____
NG	NONE GIVEN _____	PRO	DID NOT PASS PROBATION _____
OTP	ACCEPTED NEW JOB _____	UMJ	UNABLE TO MEET JOB REQUIREMENTS* _____
PER	PERSONAL _____	UNS	UNSATISFACTORY PERFORMANCE* _____
REL	RELOCATION (SUPPLY NEW ADDRESS) _____	VIO	VIOLATION OF POLICY* _____
RET	RETURN TO SCHOOL _____	WRM	JOB RELATED MEDICAL* _____
	RETIREMENT _____		OTHER * _____
	OTHER * _____		

EXPLAIN\*: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ELIGIBLE FOR PAYOFF OF ACCRUED TIME? \_\_\_\_ YES \_\_\_\_ NO (Refer to PTO Policy & Procedures for eligibility Requirements)

APPROVED \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DIRECTOR \_\_\_\_\_

**FOR PAYROLL USE ONLY**

Initials	Pay Period End Date	Processed

Click on the worker you wish to terminate in Dayforce;  
*In the below example we are terminating Joe Testworker*

Navigation bar with icons and labels: Compensation, Onboarding Employees, Pay Approve Checklist, Performance, Profile & Settings, Recruiting, and an Edit button.

My Team

[View Hierarchy](#)

Employee list showing two workers: Testworker, Joe 99999 (Accounting - Accounting Man...) and Testworker, Tony 55555 (Adams Head Start - Administr...).

Events section with navigation tabs: Events, Actions, Bookmarks, Balances. Includes 'Upcoming Events' and 'Past Events' buttons, and the text 'No Upcoming Events'.

# Click on View Profile

**Testworker, Joe 99999** - 99999  
Accounting - Accounting Mana...  
Accounting And Finance (site) - Accounting (9111)  
Active

**Manager**  
Haas, Eileen 22489

[View Profile](#) [View Hierarchy](#)

Profile Time Documents

**Business Contact**

**Primary Work Location Address**  
960a Harvest Drive  
Suite 100  
Blue Bell, PA  
19422-1900  
United States of America

**Business Mobile**  
No Mobile Phone Number Available

**Business Phone**  
No Home Phone Number Available

Twitter

**Employee Details**

**Emergency Contacts**

**Personal Contact**

## Click on Forms

Search Name, Employee Number

Include Terminated And Inactive Employees

**Overview**

- ▶ Employment
- ▶ Work
- ▶ Personal
- Security Settings
- Talent Profile
- Audit
- Forms**

**Testworker, Joe 99999** · 99999

Accounting - Accounting Manager  
Accounting And Finance (site) · Accounting (9111)

Active KCS - Five Day

Refresh | Notes

### Employment

Status	Active
Length of Service	N/A
Original Hire Date	1/27/2021

## Terminate an Employee

Refresh

▶ **Form Submissions**

See status, view and interact with the forms you have submitted

### Available Forms

Use one of the forms below to submit an information change to your manager or HR Administrator

Search Forms

- ▼ **Personal (1)**
  - Time Off Request
- ▼ **Professional (2)**
  - Position and Compensation Change
  - Position Change
- ▼ **Termination/Leave (2)**
  - Return to Work
  - Terminate an Employee**

Now you will be required to enter the Employee's termination information;

Termination Date, Status, and Reason are all required fields but please also include if the employee is Eligible for Rehire and include any comments at the bottom that should remain in the employee's file.

All supporting documentation should be sent to HR to be placed in the employee's file

**Last Pay Date should be left blank.**

Click **submit** to start the approval process

Test Site (39.4) People

### Terminate an Employee

Testworker, Joe 99999  
Status: Active Employee Number: 99999

#### Terminate an Employee

#### Termination Details

To initiate the termination of an employee, complete and submit the following form. Fields marked with an asterisk are required values.

**Termination Date\***  **Status\***  **Reason\***

**Eligible for Rehire**  **Last Pay Date**

#### Supporting Documents

Please attach additional details if desired.

There is no valid document type for this user.

#### Comment

Add comment to the employee's file.



## *Approval Process for a Termination*

- When a Manager Submits a termination; the approval process includes your direct manager, HR, and Payroll. If any information needs more attention from you, one of them may ask a follow up question and/or could reject it back to with comments for resubmission.
  - Comments will be in your notification mailbox in Dayforce
- When a Director/Assistant Director Submits a termination; the approval process includes HR and Payroll.

# Payroll Processing Deadlines

- Payroll will stop processing any changes on Tuesday at 5pm of Payroll processing week (this is the week following our pay day). All terms and payroll changes must be in Ceridian for payroll approval at that time.
- **All changes/terminations for a payroll need to be entered by the Friday prior to payroll processing week. This will be the previous payroll's pay date.**
- For example, if a pay period ends Sunday 3/21 and any changes within this time should have been entered into Dayforce no later than the previous Friday (3/19).
- This gives HR an opportunity to process all requests and to ask any follow up questions regarding the form.

## Dayforce Resources & Next Steps

- User guides and help tools are available on the HR, Dayforce SharePoint Page
- Please reach out to the HR department for questions and assistance



*MAY THE DAYFORCE BE WITH YOU!*