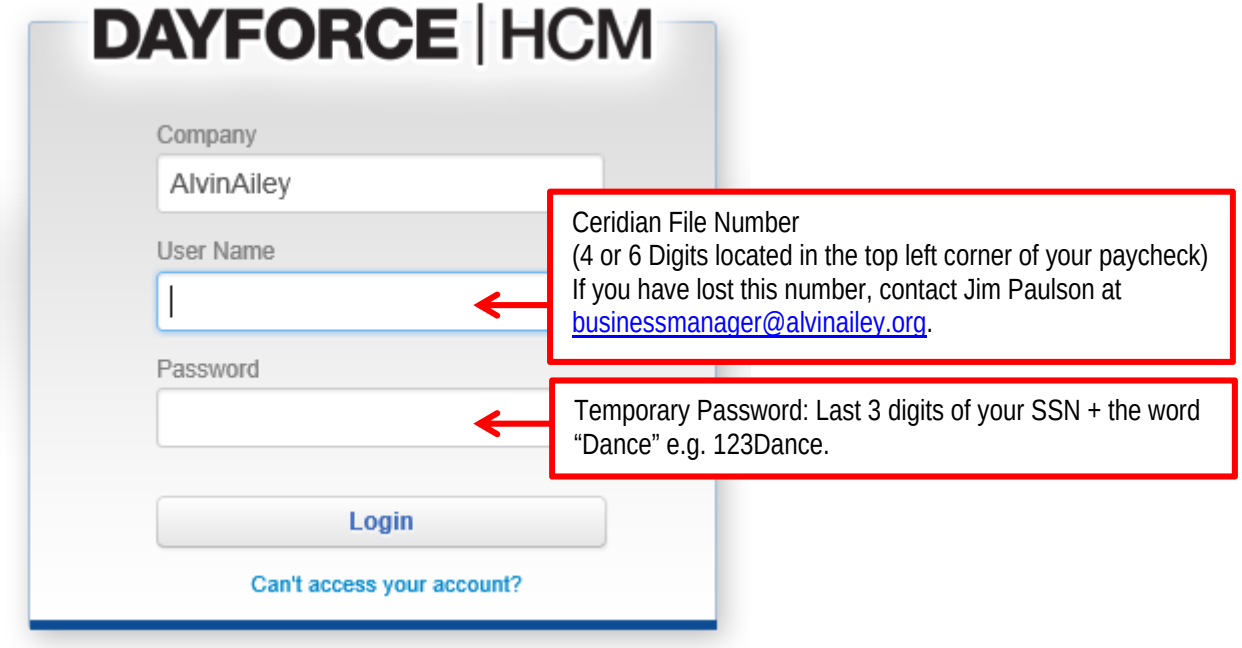
FIRST TIME USERS

Watch a quick demonstration here.

HOW TO LOGIN

1) Click https://www.dayforcehcm.com/mydayforce/login.aspx.
2) Fill out the below information:

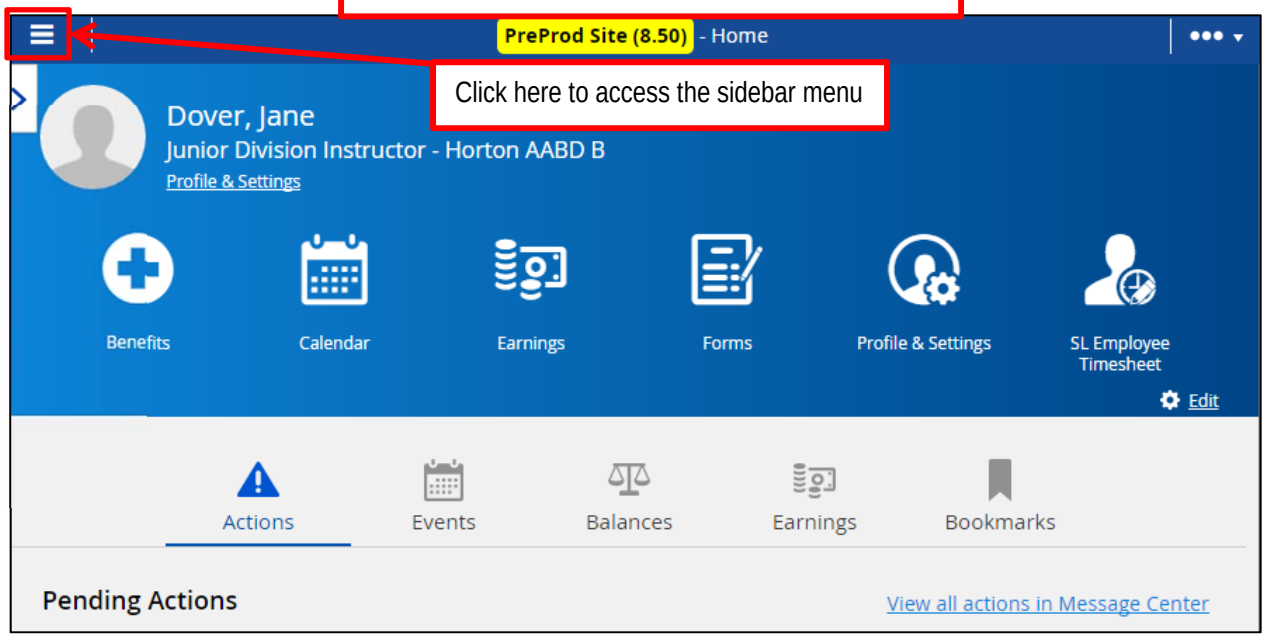


3) Click login. You will now be asked to reset your password. Your Username will always remain the same.

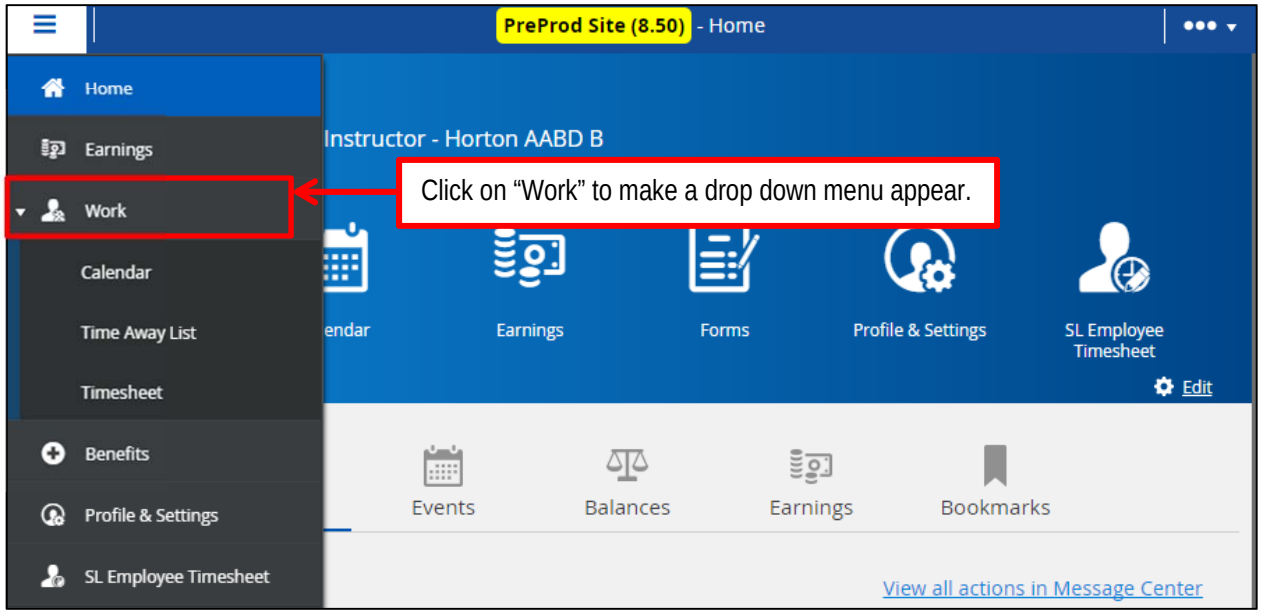
HOW TO MAKE AN ABSENCE REQUEST

1

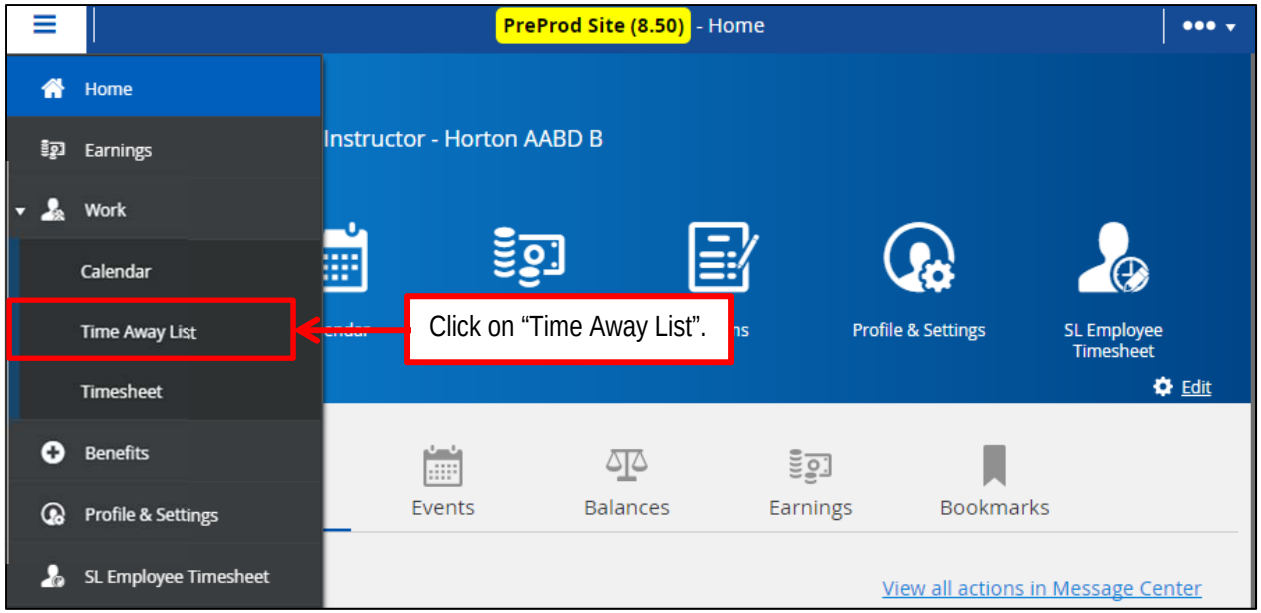
Once logged in you will view your home page:



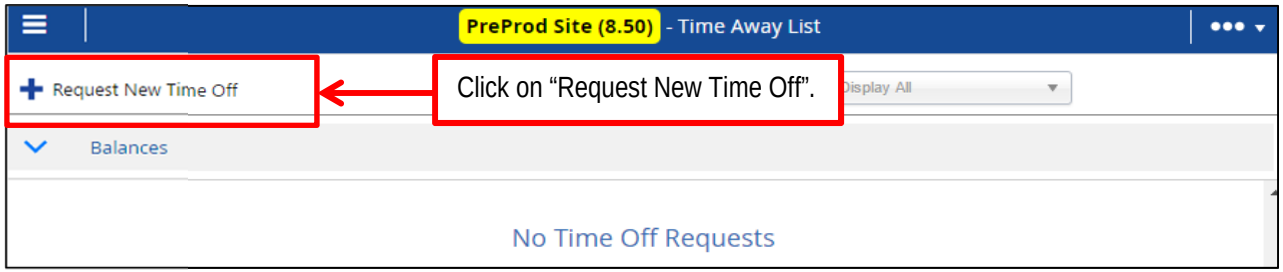
2



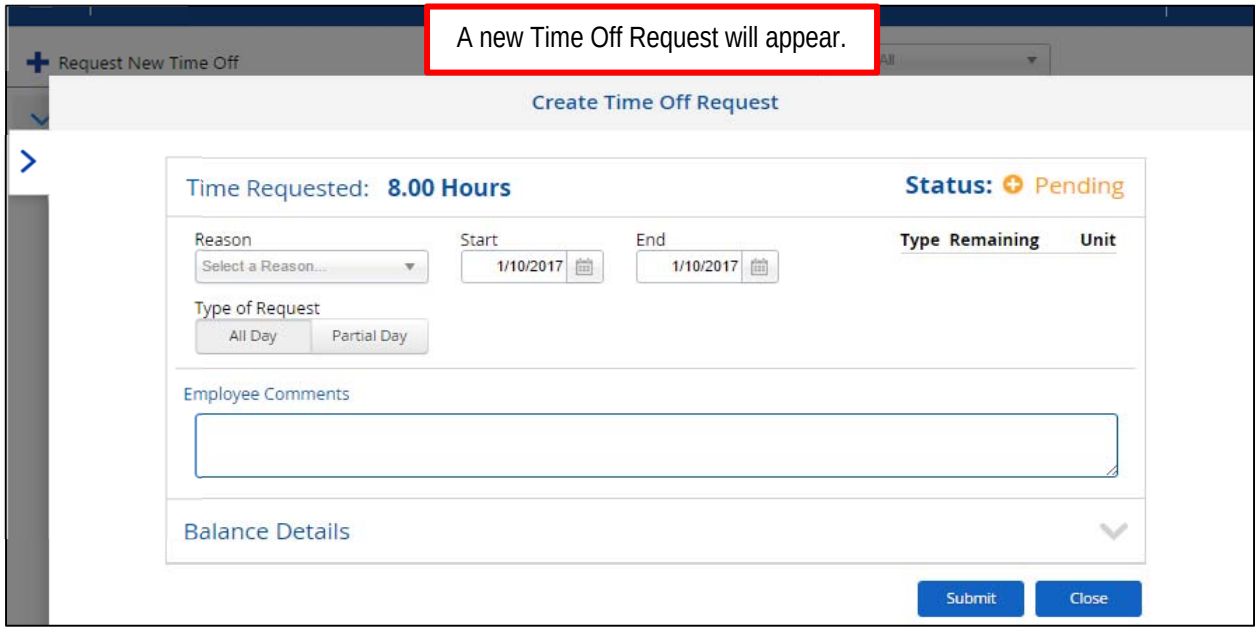
3


PreProd Site (8.50) - Home
Home
Earnings
Work
Calendar
Time Away List
Timesheet
Benefits
Profile & Settings
SL Employee Timesheet
Instructor - Horton AABD B
Click on "Time Away List".
Profile & Settings
SL Employee Timesheet
Edit
Events
Balances
Earnings
Bookmarks
View all actions in Message Center

4


PreProd Site (8.50) - Time Away List
Request New Time Off
Click on "Request New Time Off".
Balances
No Time Off Requests

5


A new Time Off Request will appear.
Request New Time Off
Create Time Off Request
Time Requested: 8.00 Hours
Status: Pending
Reason
Select a Reason...
Start
1/10/2017
End
1/10/2017
Type Remaining
Unit
Type of Request
All Day
Partial Day
Employee Comments
Balance Details
Submit
Close

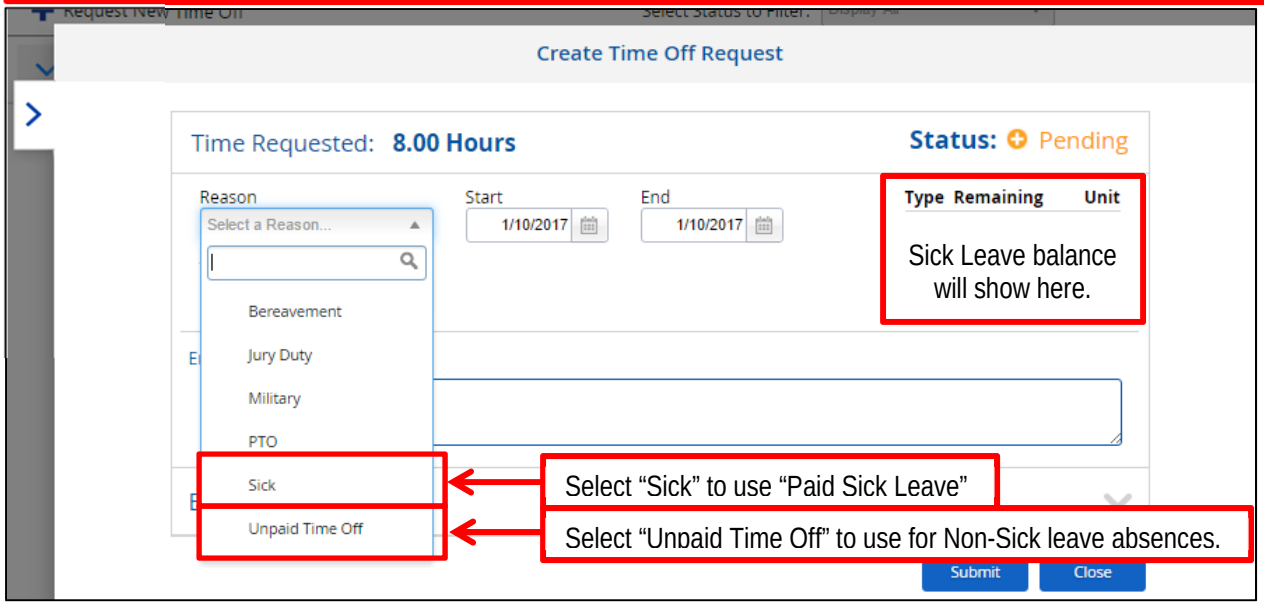
Complete 6 pieces of information:

1) Reason
2) Start Date & End Date (Should always be the same day)
3) Start time and end time (You cannot enter multiple classes. You must submit one request per missed class).
4) Employee comment:

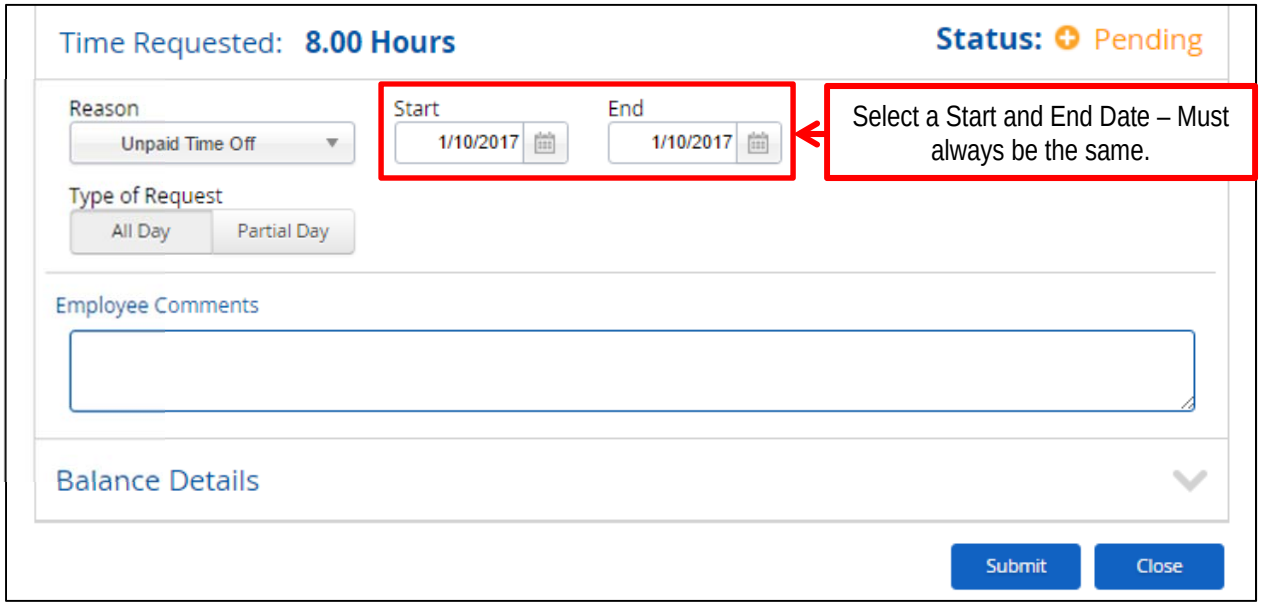
Faculty Comment: "Class Title" subbed by "Sub Name" i.e. *Ballet 6A subbed by Sally Smith*

Musician Comment: "Class Title (class Teacher)" subbed by "Sub Name" i.e. *Ballet 6A(Johnson) subbed by Sally Smith*

6



7



8

Time Requested: **1.50 Hours**

Status: Pending

Reason: Unpaid Time Off

Start: 1/10/2017

End: 1/10/2017

Type of Request: All Day | Partial Day

10:00 AM

11:30 AM

1) Select "Partial Day"
2) Select Start and End time – Round to the closest time increment available.

Employee Comments

Ballet 5A subbed by FACULTY NAME

OR

Ballet 5A (FACULTY NAME) subbed by MUSICIAN NAME

3) Add comment with class name, class level, class section and sub.

Example of Faculty Entry

Example of Musician Entry

Balance Details

4) CLICK SUBMIT

Submit | Close

9

PreProd Site (8.50) - Time Away List

Request New Time Off

Once entered, Absence Requests will show as "Pending".
Once approved, Absence requests will show as "Approved".

Balances

Thursday, January 12, 2017
Jury Duty
1.25 hours
Pending

Wednesday, January 11, 2017
Jury Duty
1.25 hours
Pending