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:

Ceridian File Number
(4 or 6 Digits located in the top left corner of your paycheck)
If you have lost this number, contact Jim Paulson at
businessmanager@alvinailey.org.

Temporary Password: Last 3 digits of your SSN + the word
"Dance" e.g. 123Dance.

3) Click login. You will now be asked to reset your password. Your Username will always remain the same.
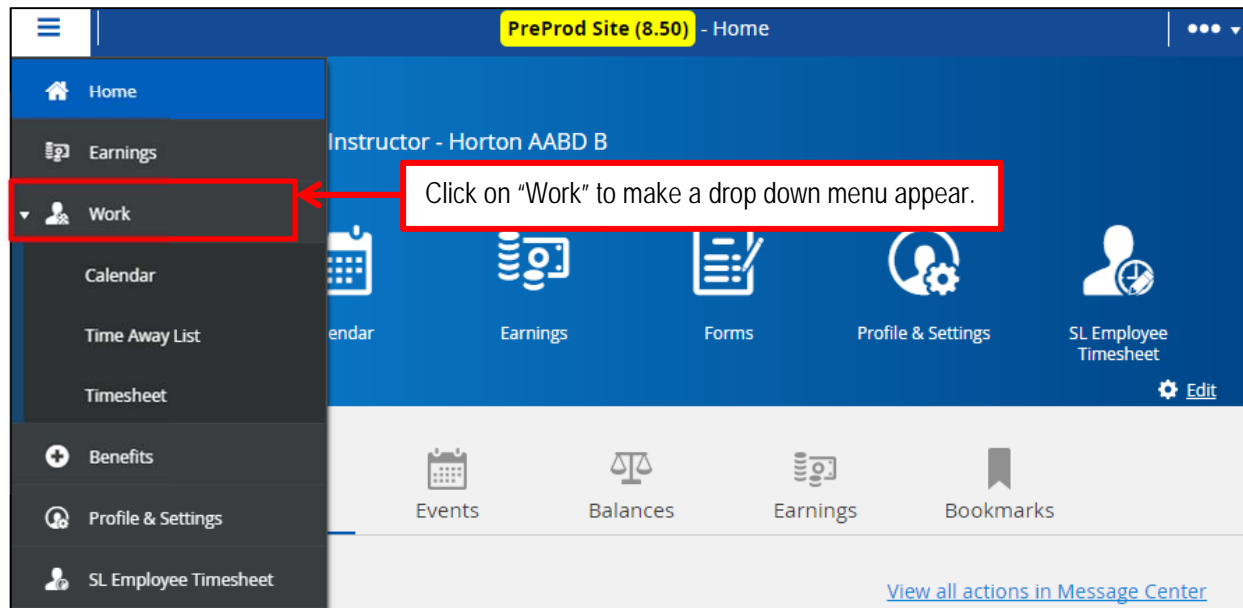
HOW TO MAKE AN ABSENCE REQUEST

Once logged in you will view your home page:

1

PreProd Site (8.50) - Home
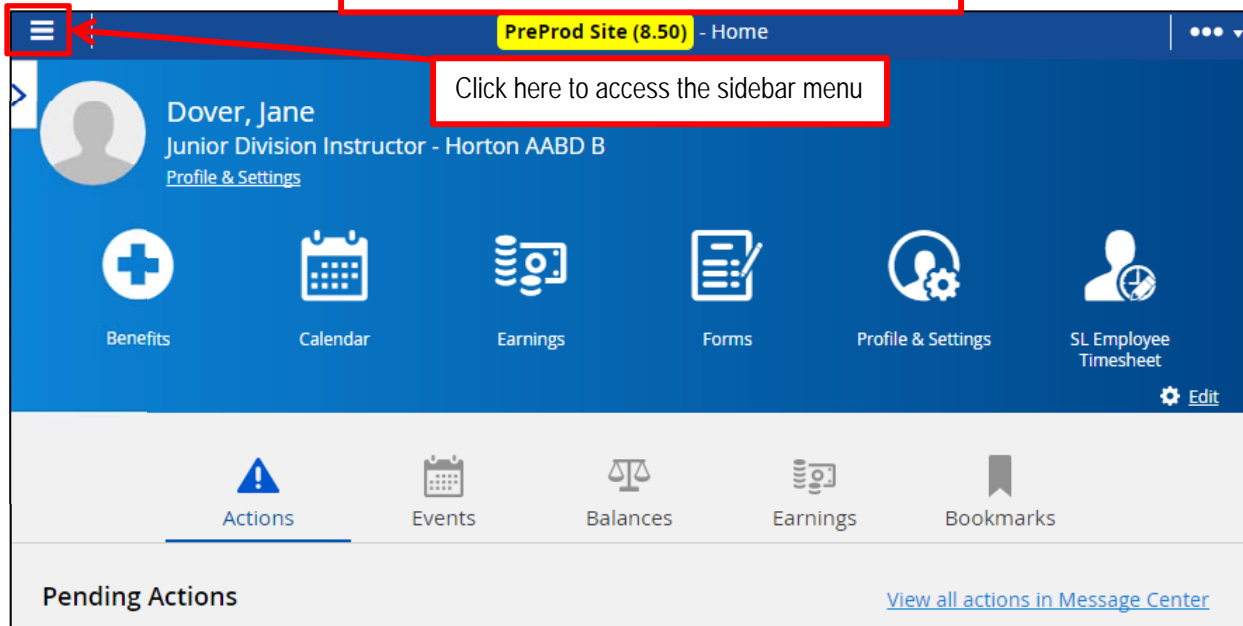
Click here to access the sidebar menu

> Dover, Jane
Junior Division Instructor - Horton AABD B
Profile & Settings

Benefits   Calendar   Earnings   Forms   Profile & Settings   SL Employee Timesheet

⚙ Edit

⚠ Actions   📅 Events   ⚖ Balances   Earnings   🔖 Bookmarks

Pending Actions   View all actions in Message Center

2

PreProd Site (8.50) - Home

🏠 Home

💲 Earnings

▾ 👤 Work   Click on "Work" to make a drop down menu appear.

Calendar

Time Away List

Timesheet

➕ Benefits

👤 Profile & Settings

👤 SL Employee Timesheet

Instructor - Horton AABD B

Calendar   Earnings   Forms   Profile & Settings   SL Employee Timesheet

⚙ Edit

Events   Balances   Earnings   Bookmarks

View all actions in Message Center

3

- Home
- Earnings
- Work
  - Calendar
  - Time Away List
  - Timesheet
- Benefits
- Profile & Settings
- SL Employee Timesheet

Instructor - Horton AABD B

Profile & Settings

SL Employee Timesheet

⚙ Edit

Click on "Time Away List".

Events   Balances   Earnings   Bookmarks

View all actions in Message Center

4

✚ Request New Time Off

Click on "Request New Time Off".

Display All

⌄ Balances

No Time Off Requests

5

✚ Request New Time Off

A new Time Off Request will appear.

Create Time Off Request

Time Requested: **8.00 Hours**   Status: ➕ Pending

Reason	Start	End	Type	Remaining	Unit
Select a Reason...	1/10/2017	1/10/2017			

Type of Request

All Day | Partial Day

Employee Comments

Balance Details   ⌄

Submit   Close
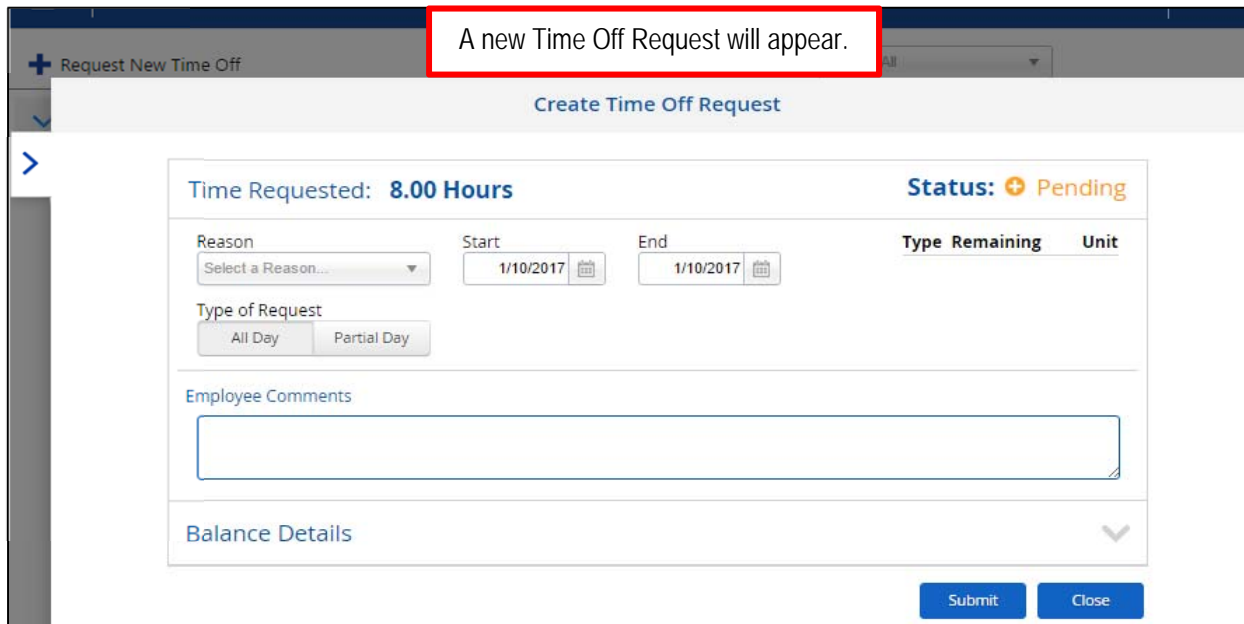
Complete 6 pieces of information:
1) Reason
2) Start Date & End Date (Should always be the same day)
3) Start time and end time (You cannot enter multiple classes. You must submit one request per missed class).
4) Employee comment:
Faculty Comment: "Class Title" subbed by "Sub Name" i.e. *Ballet 6A subbed by Sally Smith*
Musician Comment: "Class Title (class Teacher)" subbed by "Sub Name" i.e. *Ballet 6A(Johnson) subbed by Sally Smith*

6

Request New Time Off   Select Status to Filter:

Create Time Off Request

Time Requested: **8.00 Hours**   Status: ⊕ Pending

| Reason | Start | End | Type Remaining Unit |
| Select a Reason... ▲ | 1/10/2017 📅 | 1/10/2017 📅 | Sick Leave balance will show here. |

Bereavement
Jury Duty
Military
PTO
Sick ← Select "Sick" to use "Paid Sick Leave"
Unpaid Time Off ← Select "Unpaid Time Off" to use for Non-Sick leave absences.

Submit   Close

7

Time Requested: **8.00 Hours**   Status: ⊕ Pending

Reason
Unpaid Time Off ▼

Start   End
1/10/2017 📅   1/10/2017 📅   ← Select a Start and End Date – Must always be the same.

Type of Request
All Day   Partial Day

Employee Comments

Balance Details   ⌄

Submit   Close

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]

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≡ ⚲   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   ⌄