Ceridian Dayforce Ailey School Staff Overall Guide 2018

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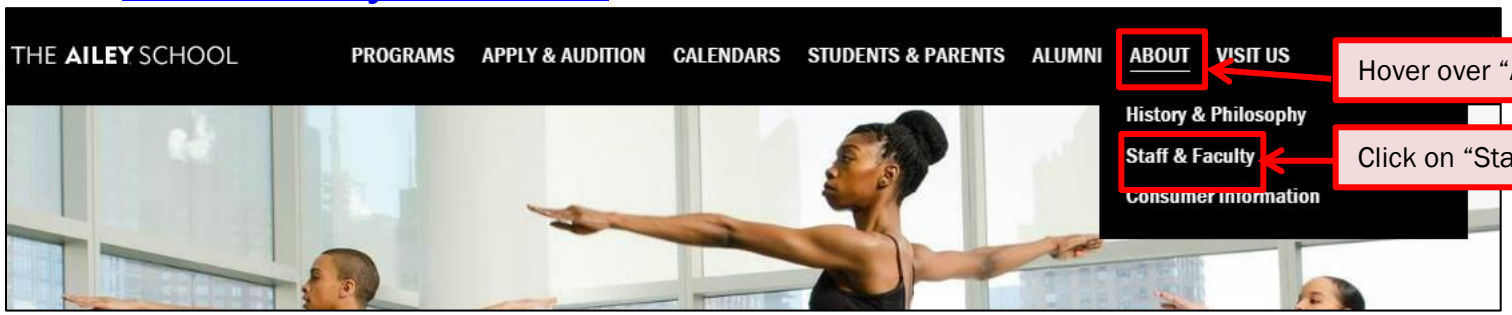
HOW TO LOGIN TO CERDIAN DAYFORCE

Go to www.theaileyschool.edu.

1



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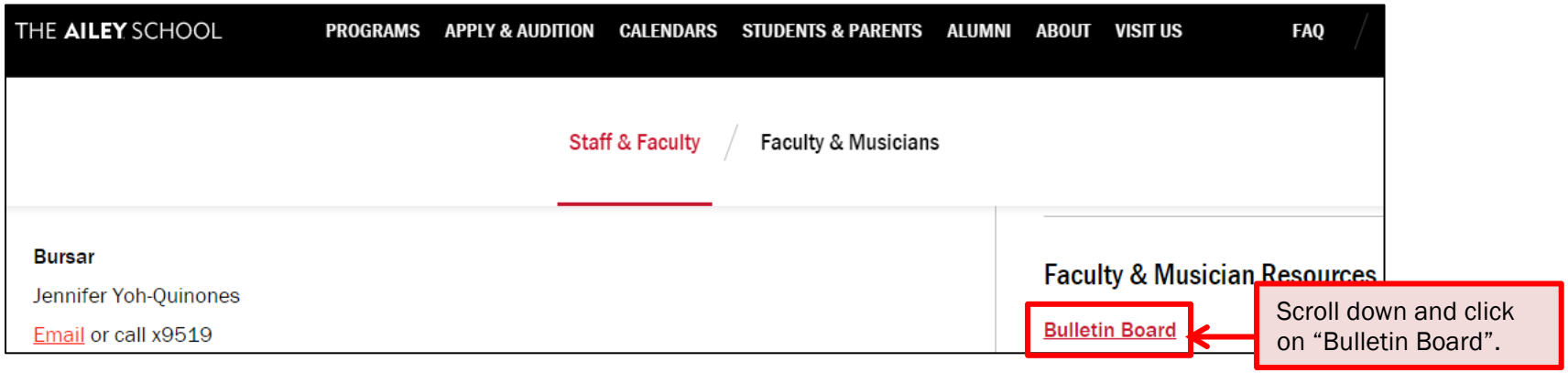

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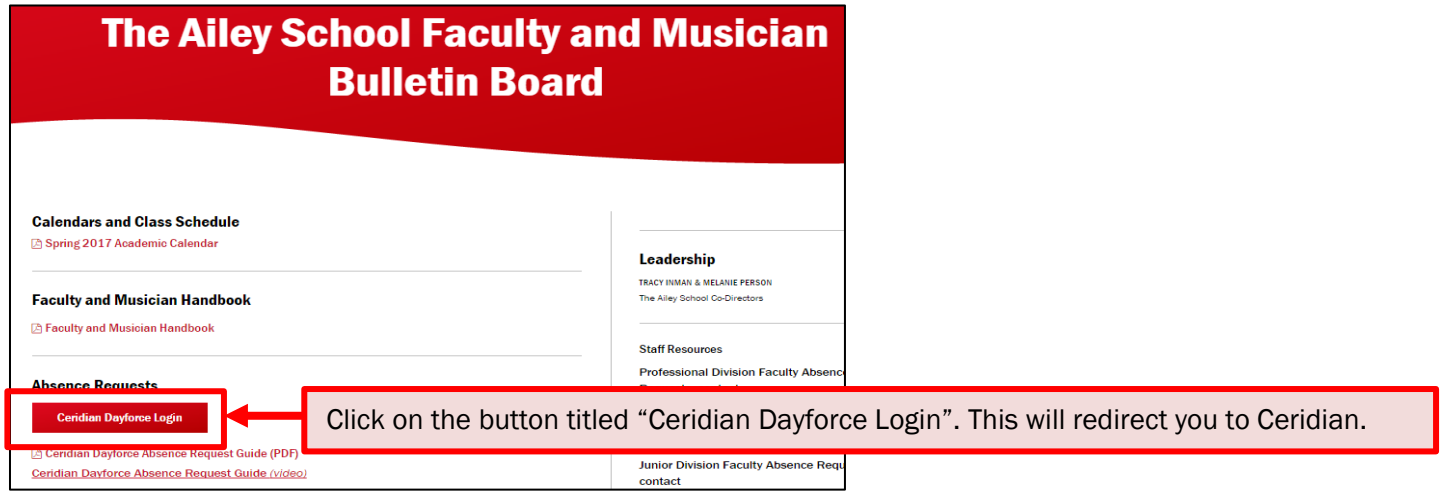

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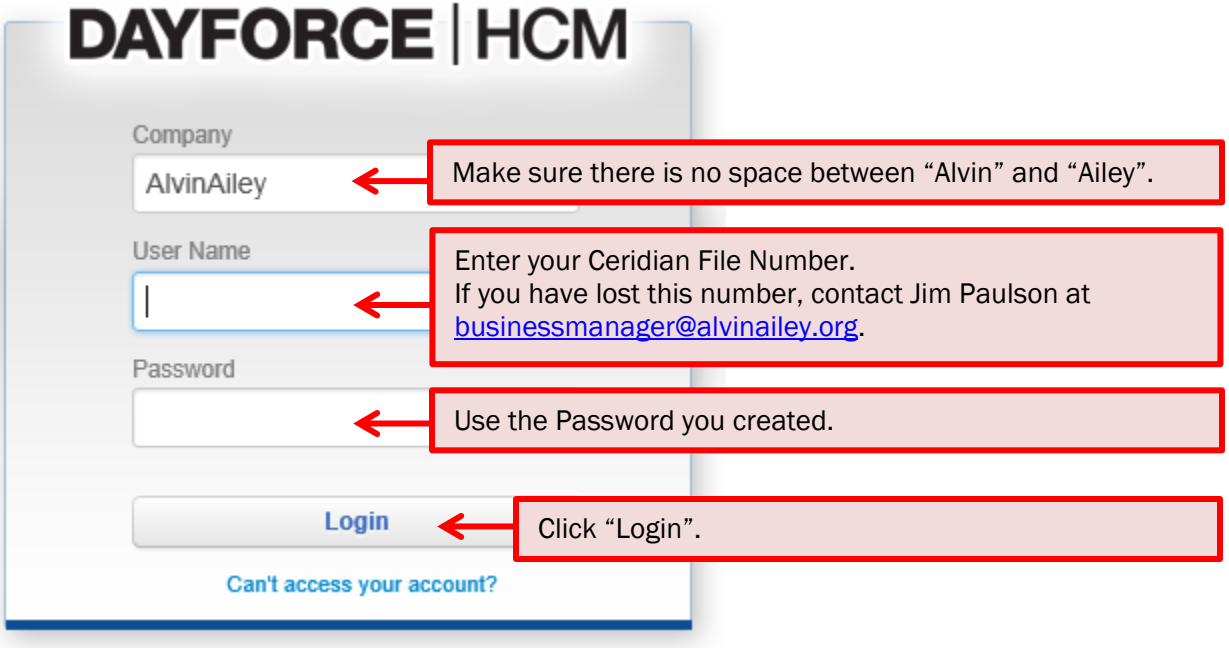
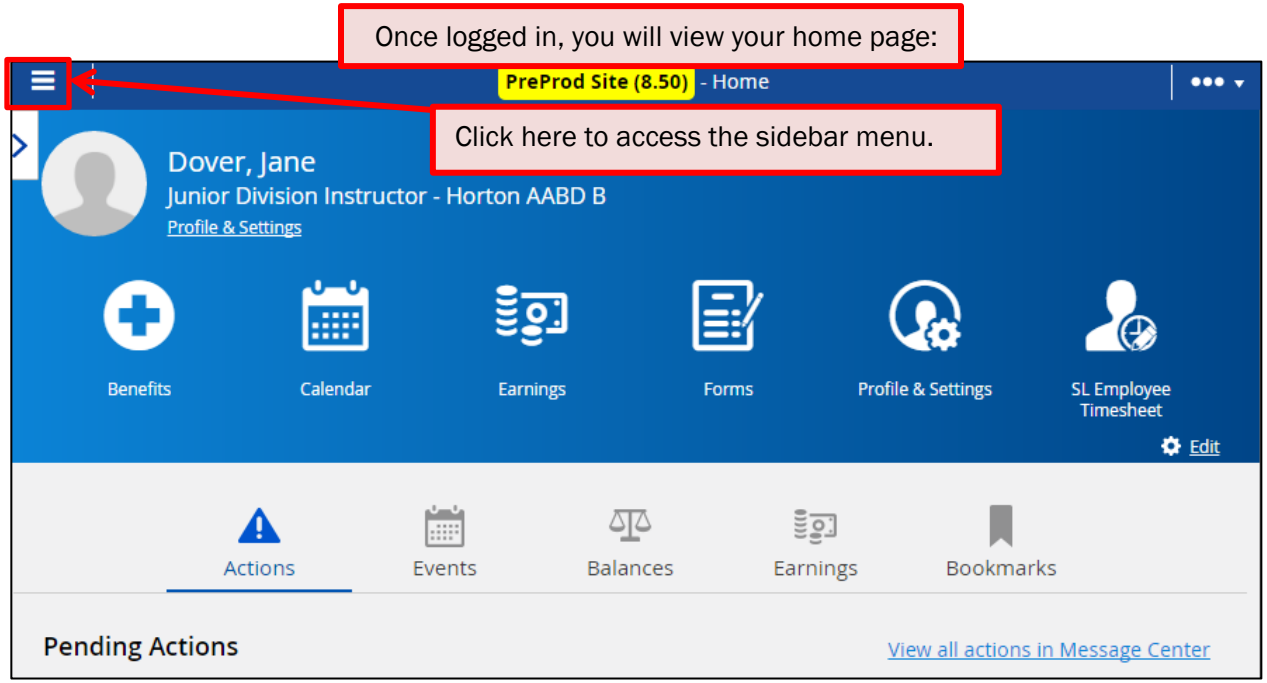


HOW TO ENTER AN ABSENCE REQUEST

1



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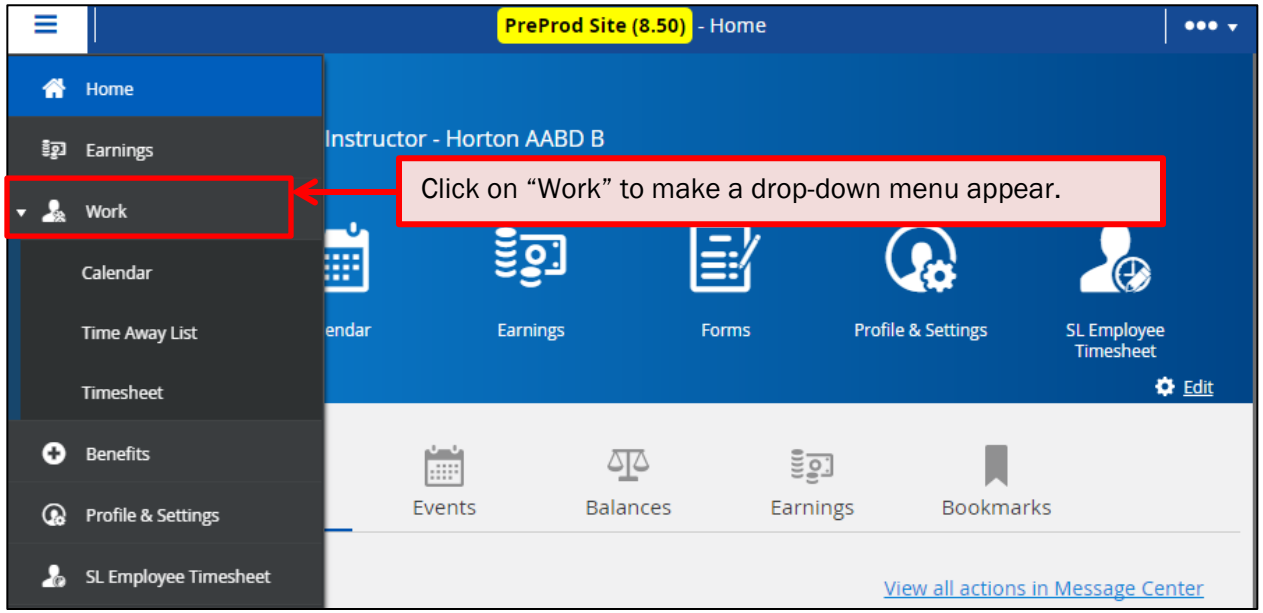
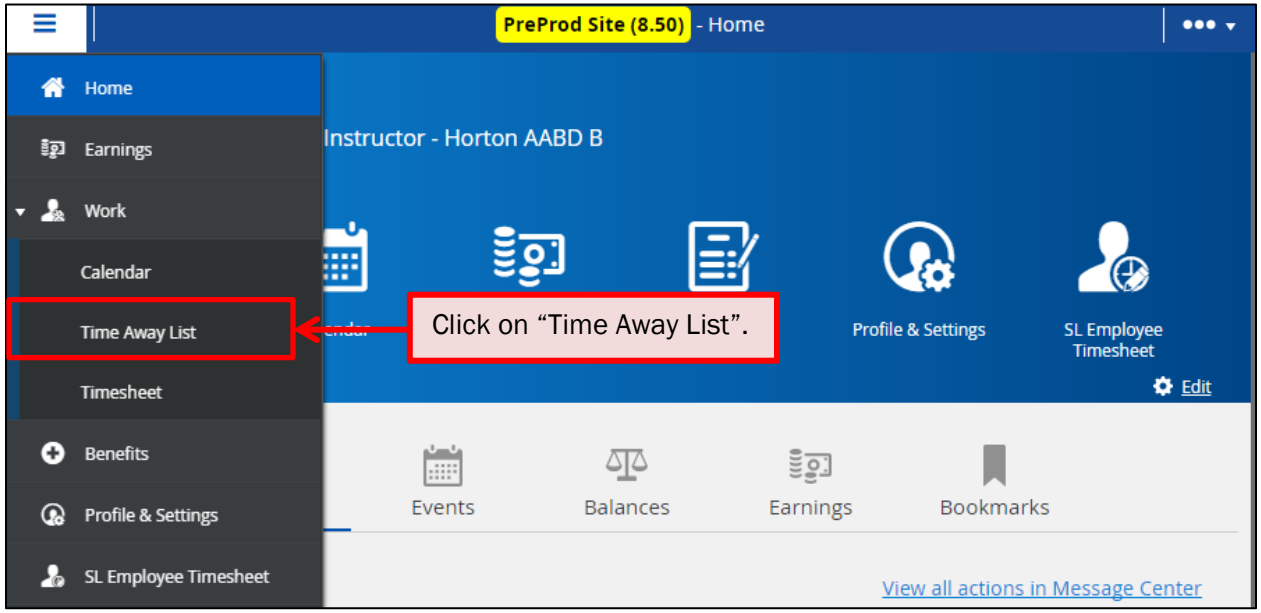

PreProd Site (8.50) - Home
Home
Earnings
Work
Calendar
Time Away List
Timesheet
Benefits
Profile & Settings
SL Employee Timesheet
Instructor - Horton AABD B
Click on “Work” to make a drop-down menu appear.
Earnings
Forms
Profile & Settings
SL Employee Timesheet
Edit
Events
Balances
Earnings
Bookmarks
View all actions in Message Center

3


PreProd Site (8.50) - Home
Home
Earnings
Work
Calendar
Time Away List
Timesheet
Benefits
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Instructor - Horton AABD B
Click on “Time Away List”.
Profile & Settings
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Edit
Events
Balances
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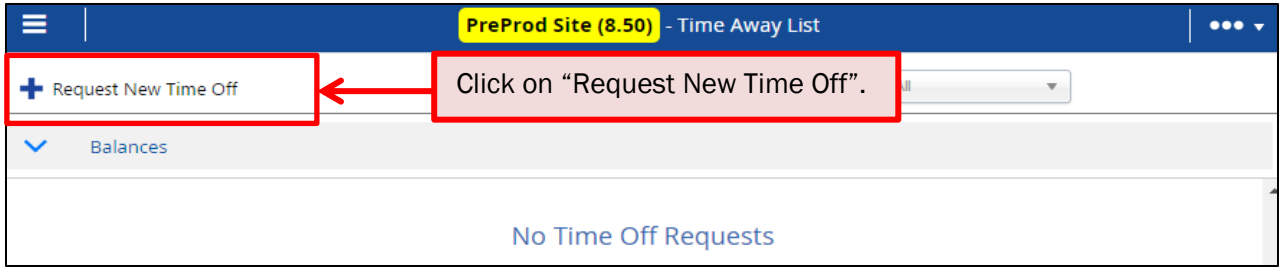
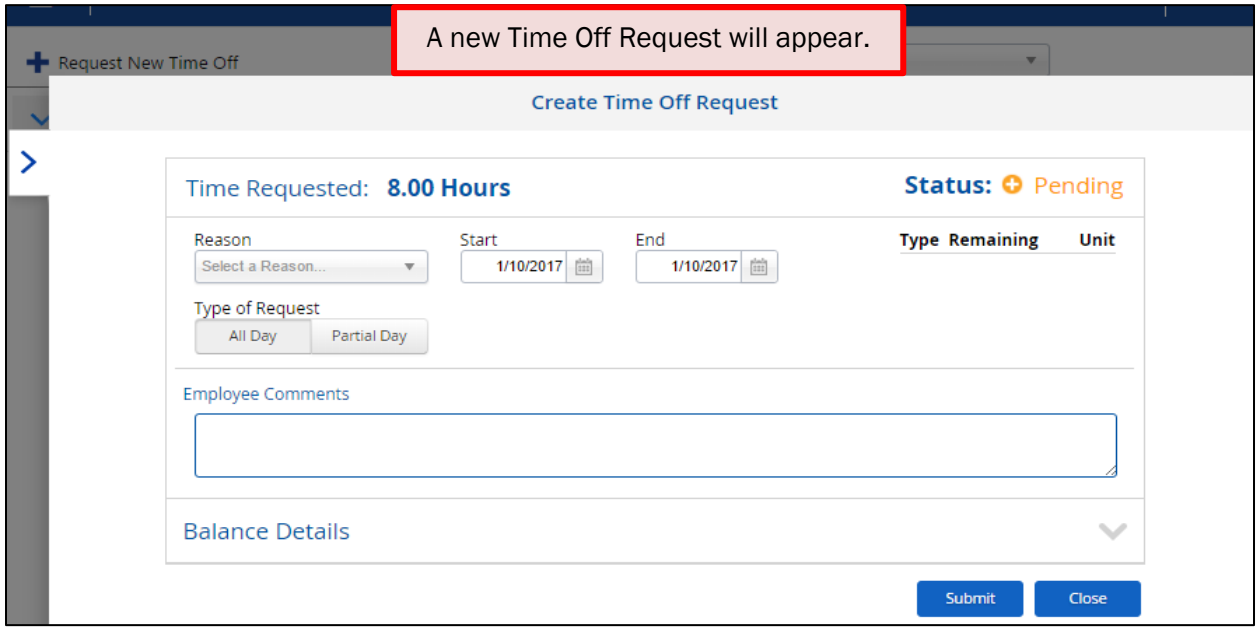
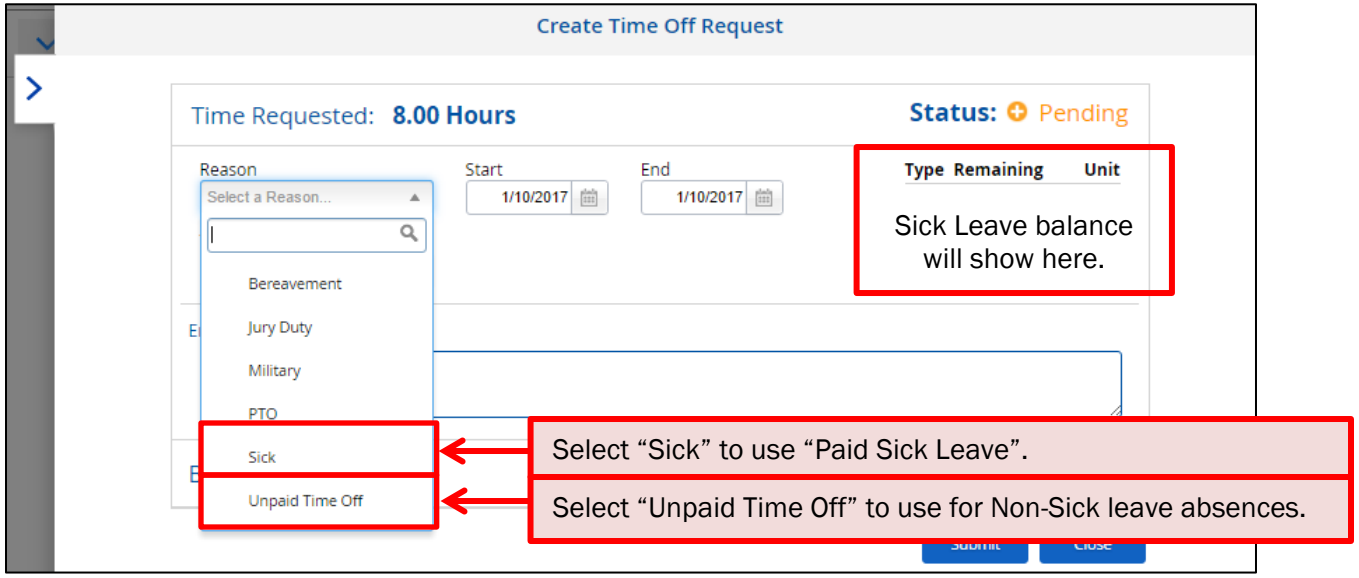
4


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

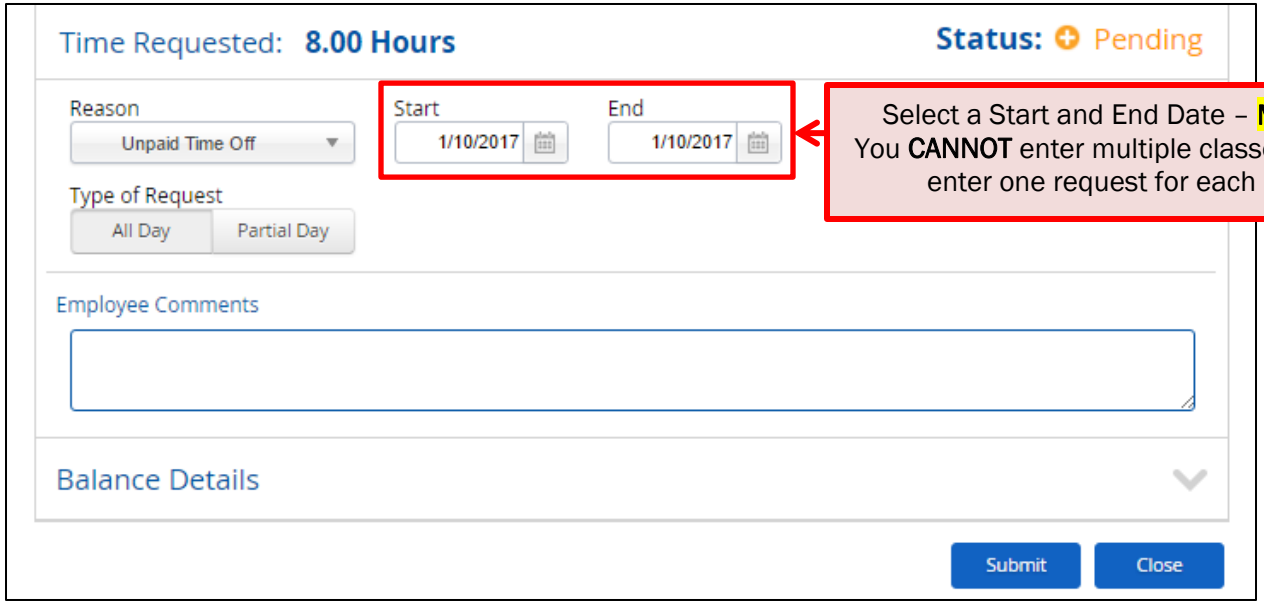
5


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

6

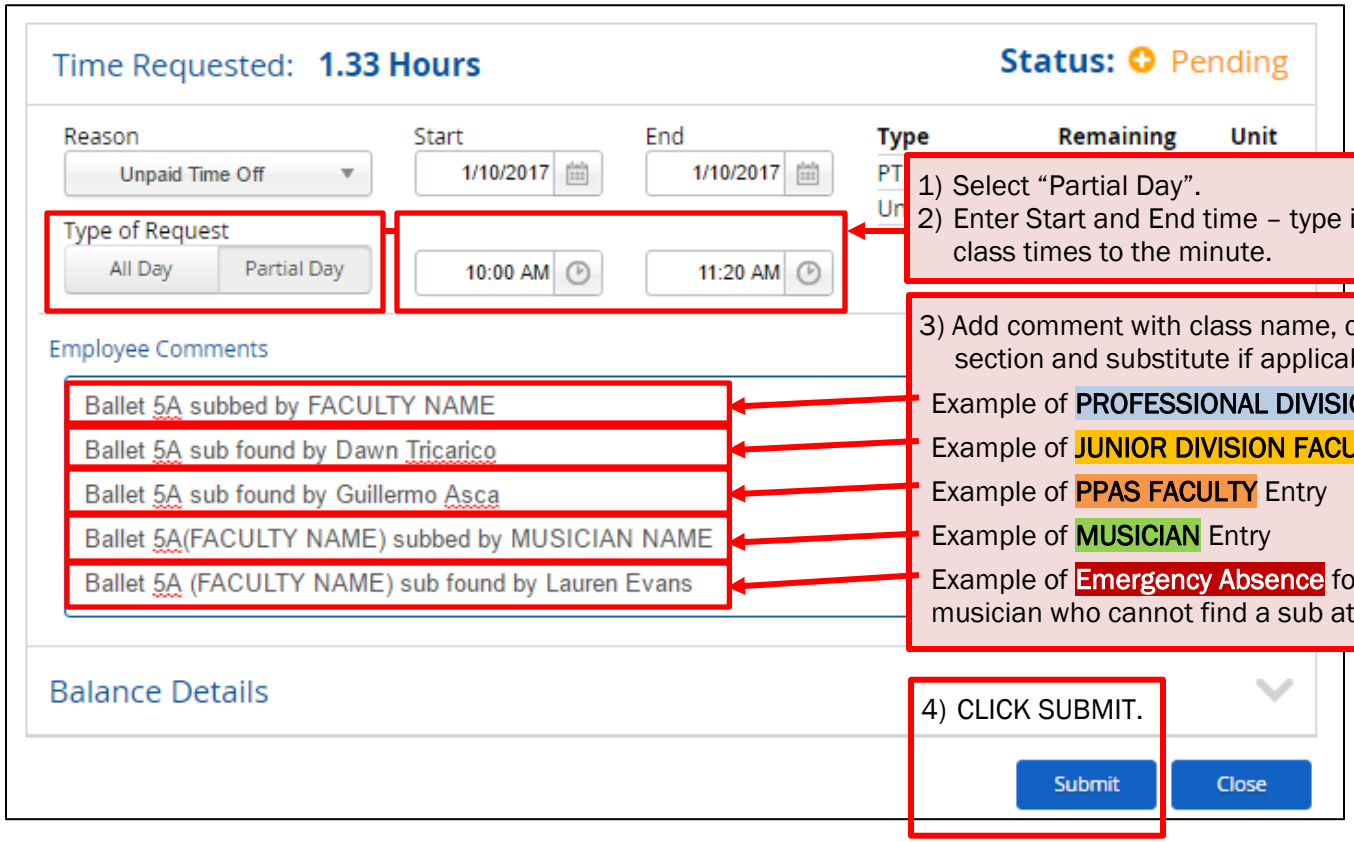

Create Time Off Request
Time Requested: 8.00 Hours
Status: Pending
Reason
Select a Reason...
Start
1/10/2017
End
1/10/2017
Type Remaining Unit
Sick Leave balance will show here.
Bereavement
Jury Duty
Military
PTO
Sick
Unpaid Time Off
Select “Sick” to use “Paid Sick Leave”.
Select “Unpaid Time Off” to use for Non-Sick leave absences.

7



Select a Start and End Date – **Must always be the same.**
You **CANNOT** enter multiple classes in one request. You must enter one request for each class you are missing.

8



1) Select "Partial Day".
2) Enter Start and End time – type into the field to enter class times to the minute.

3) Add comment with class name, class level, class section and substitute if applicable.

Example of **PROFESSIONAL DIVISION FACULTY** Entry

Example of **JUNIOR DIVISION FACULTY** Entry

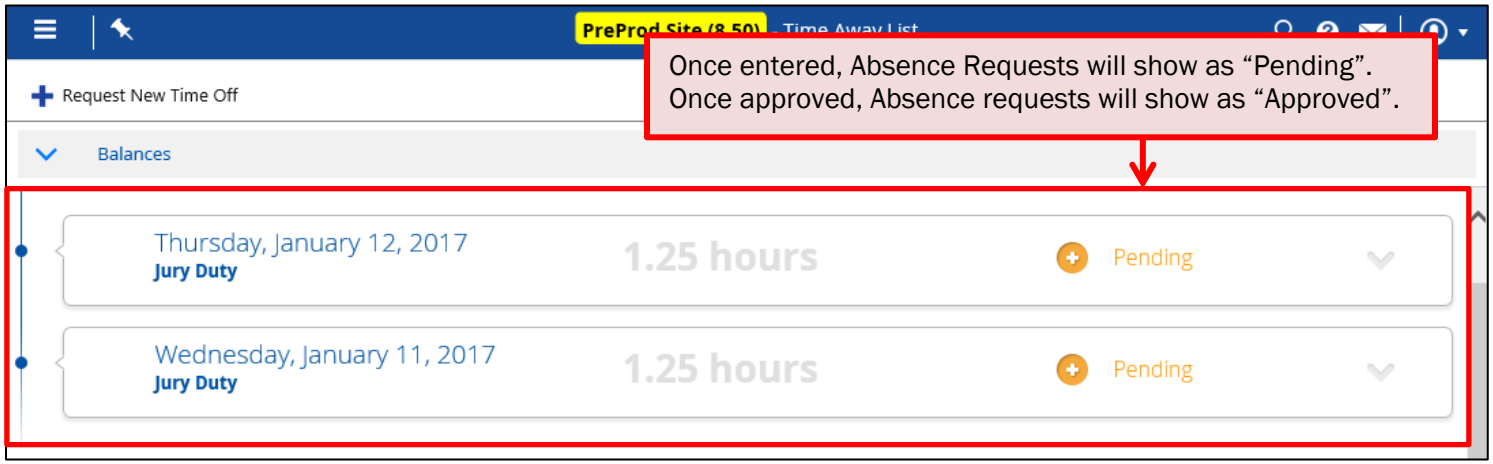
Example of **PPAS FACULTY** Entry

Example of **MUSICIAN** Entry

Example of **Emergency Absence** for PD Faculty or any musician who cannot find a sub at the last minute.

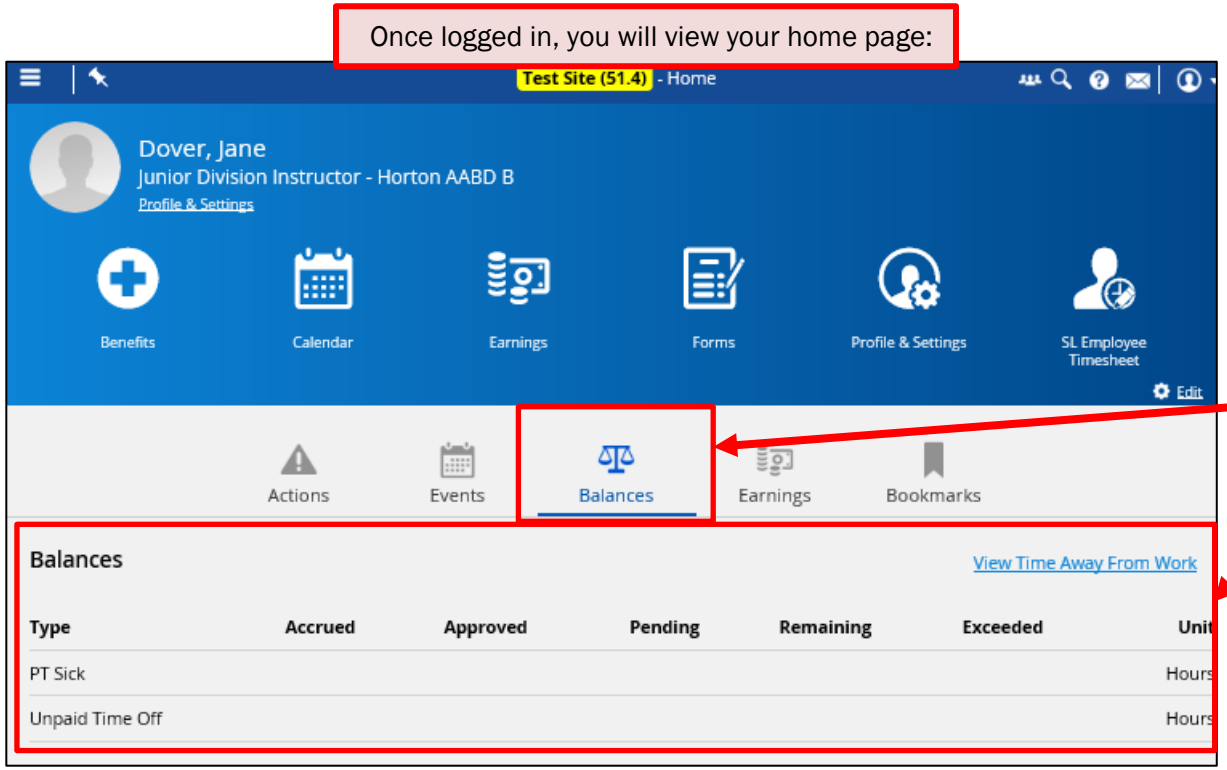
4) CLICK SUBMIT.

9



VEIW SICK TIME ACCRUAL

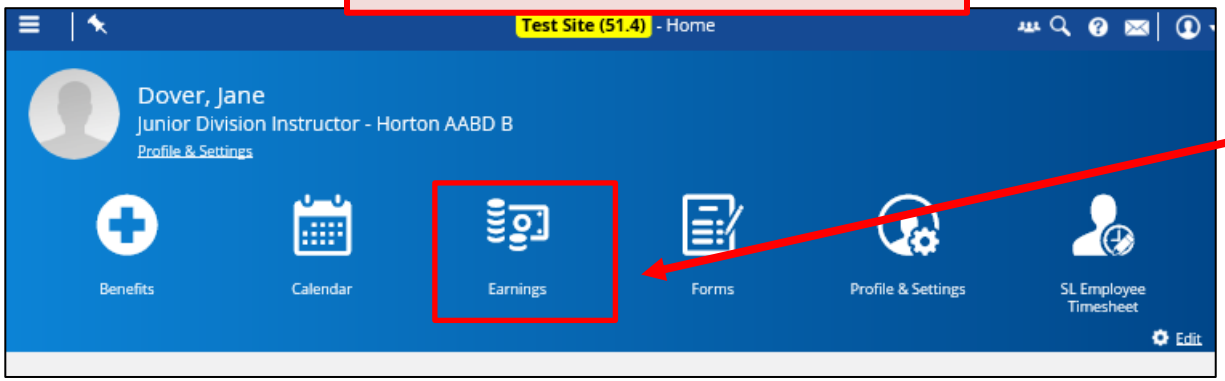
1



VEIW PAYSTUBS

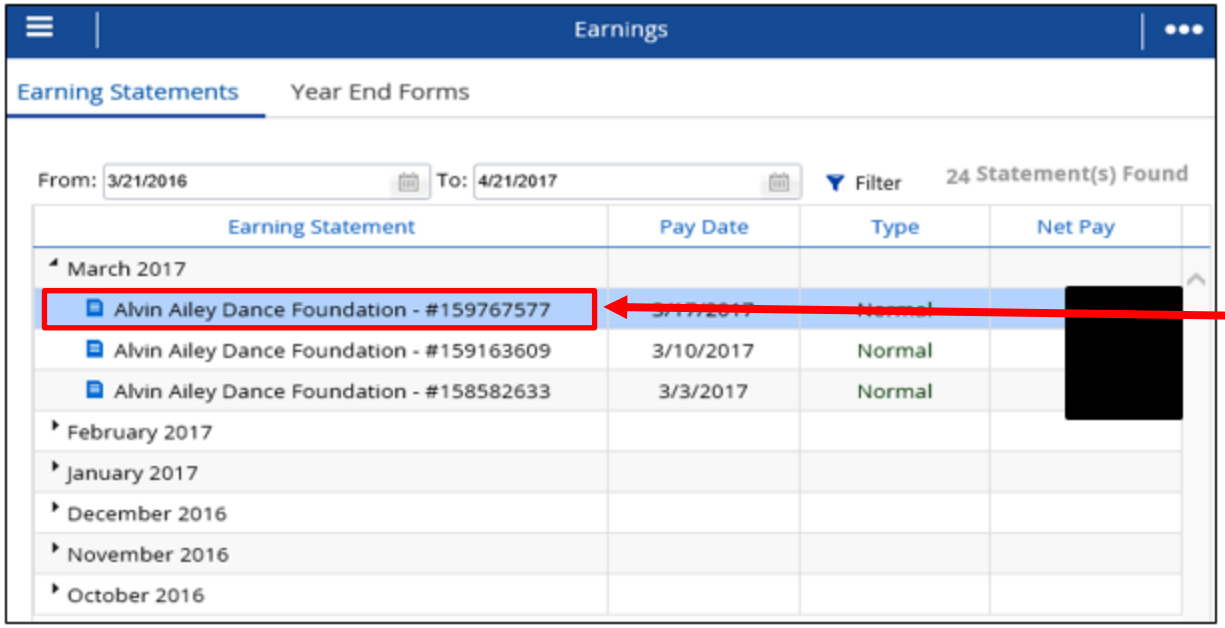
1

Once logged in, you will view your home page:



Click on “Earnings”.

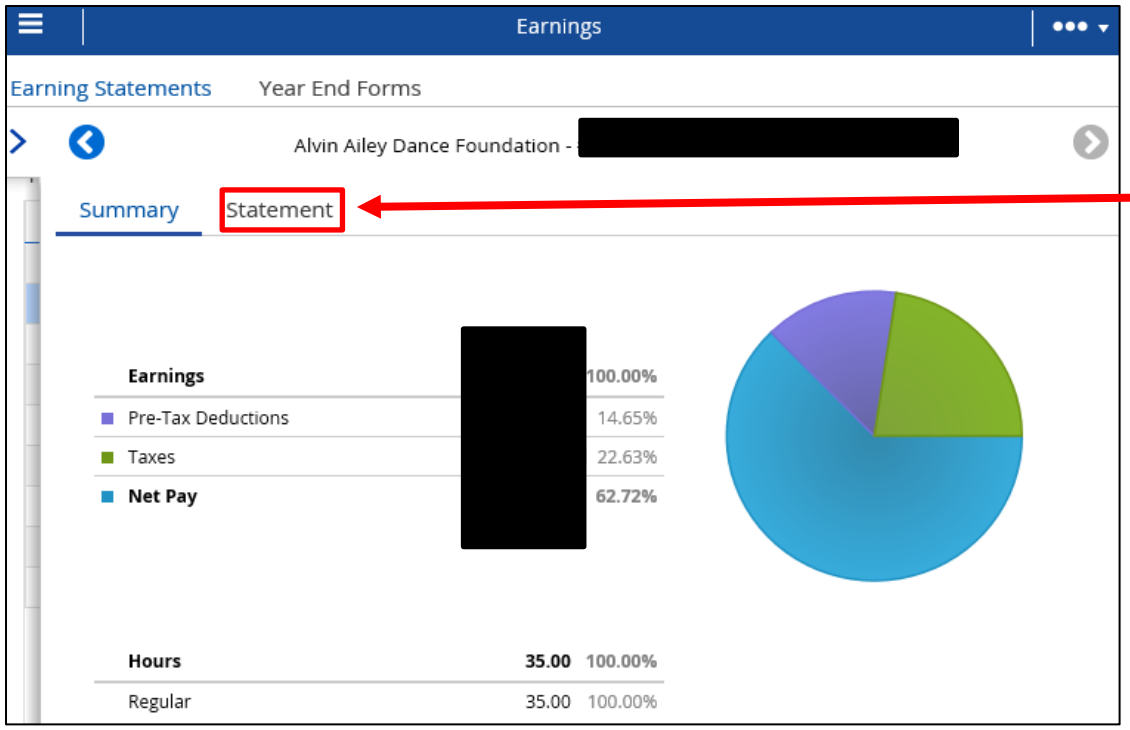
2



Here you can view a list of your paystubs beginning in October 2016.

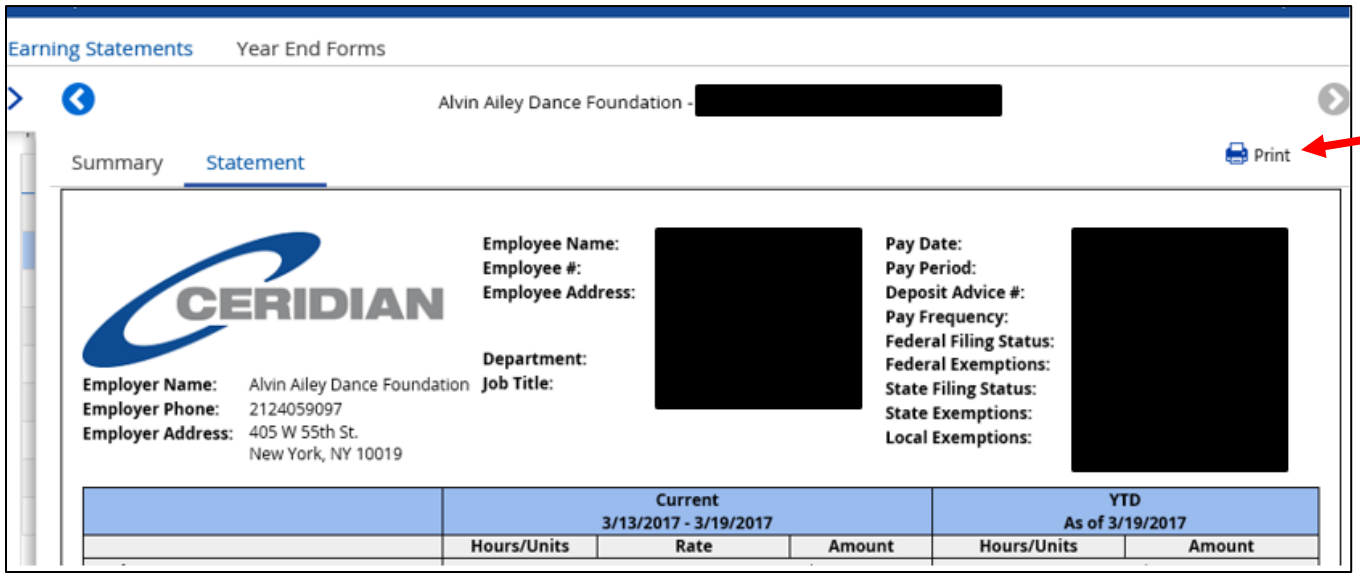
To view an individual paystub, click on a statement.

3



Here you can view summary of the paystub. To view the statement, click on “Statement”.

4

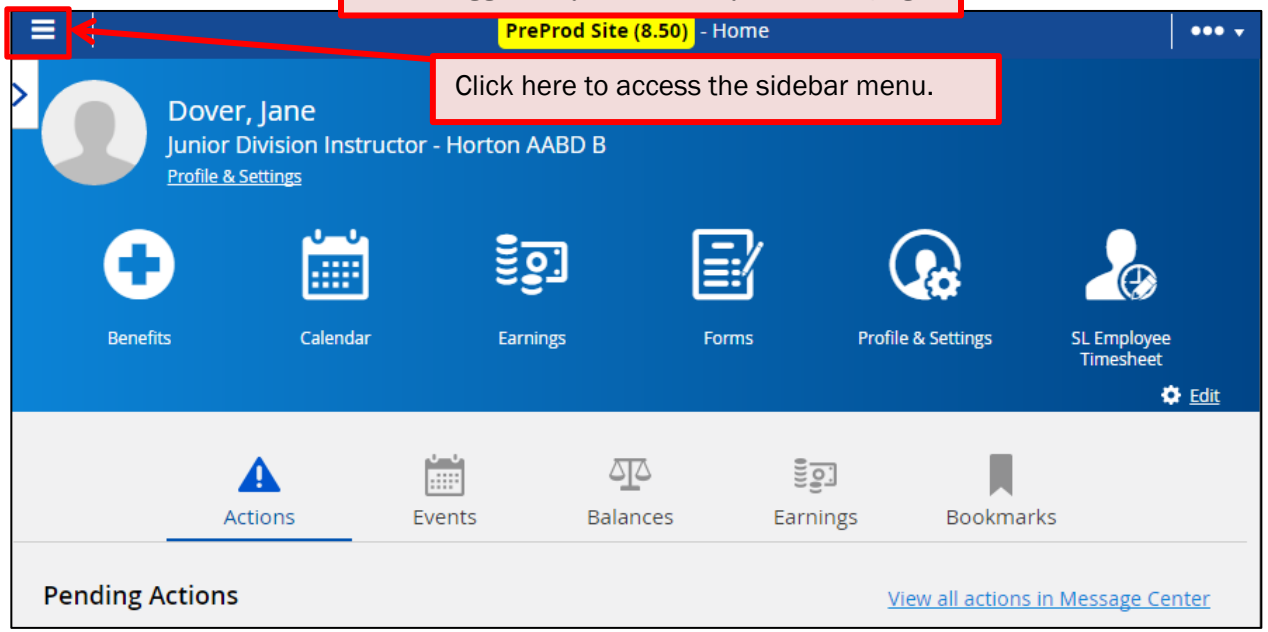


Here you can view your official paystub and print a hardcopy.

VEIW PAY DETAIL

1

Once logged in, you will view your home page:



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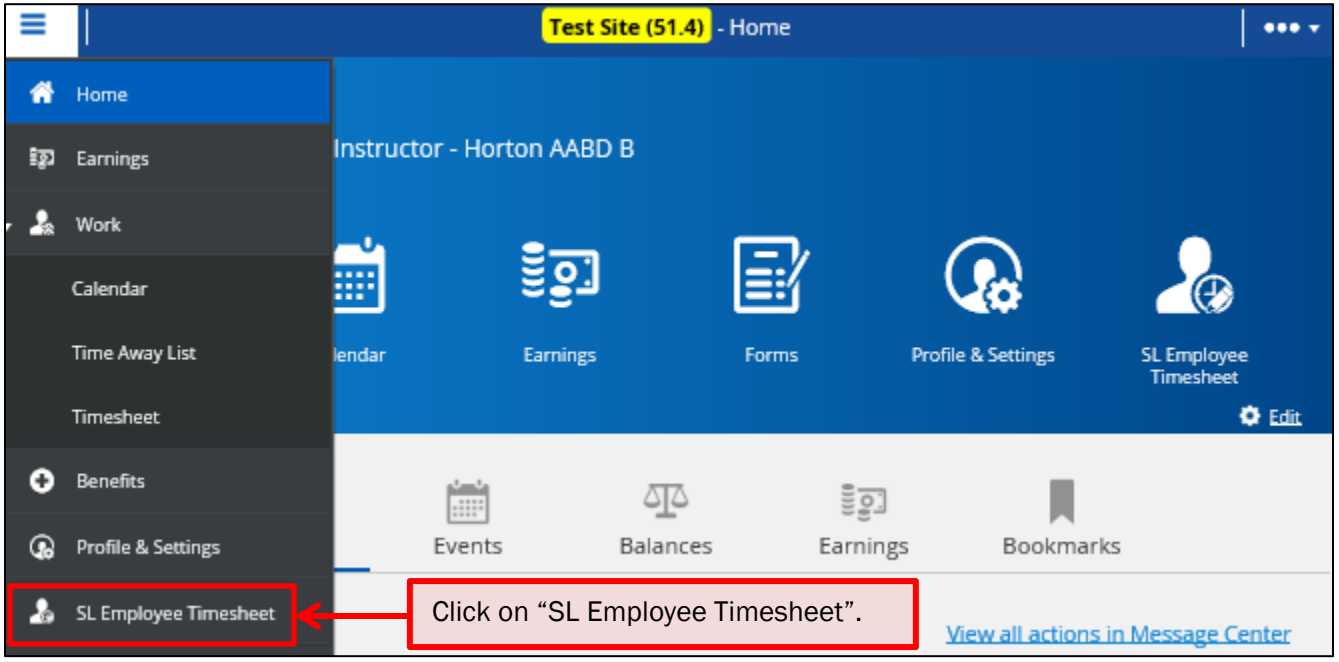

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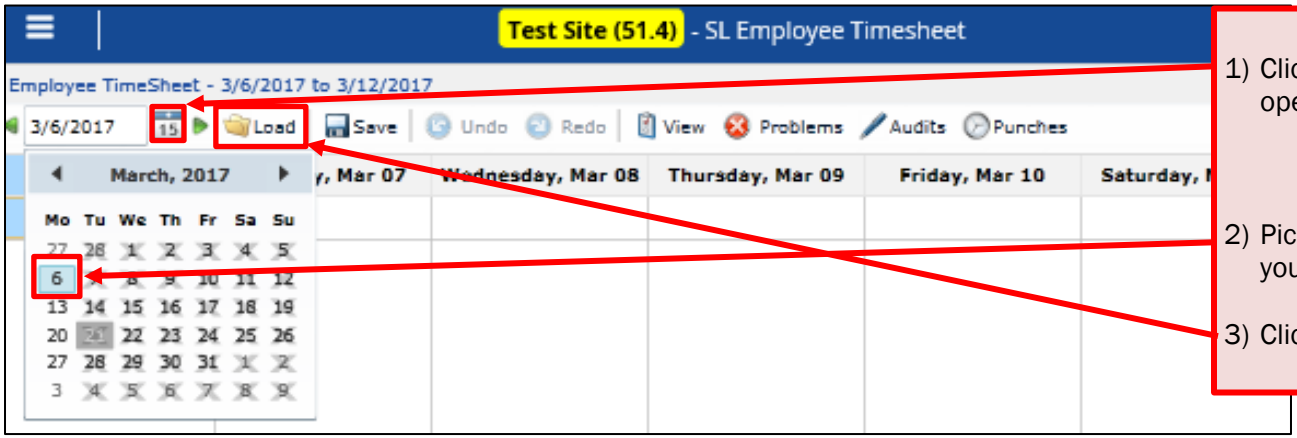
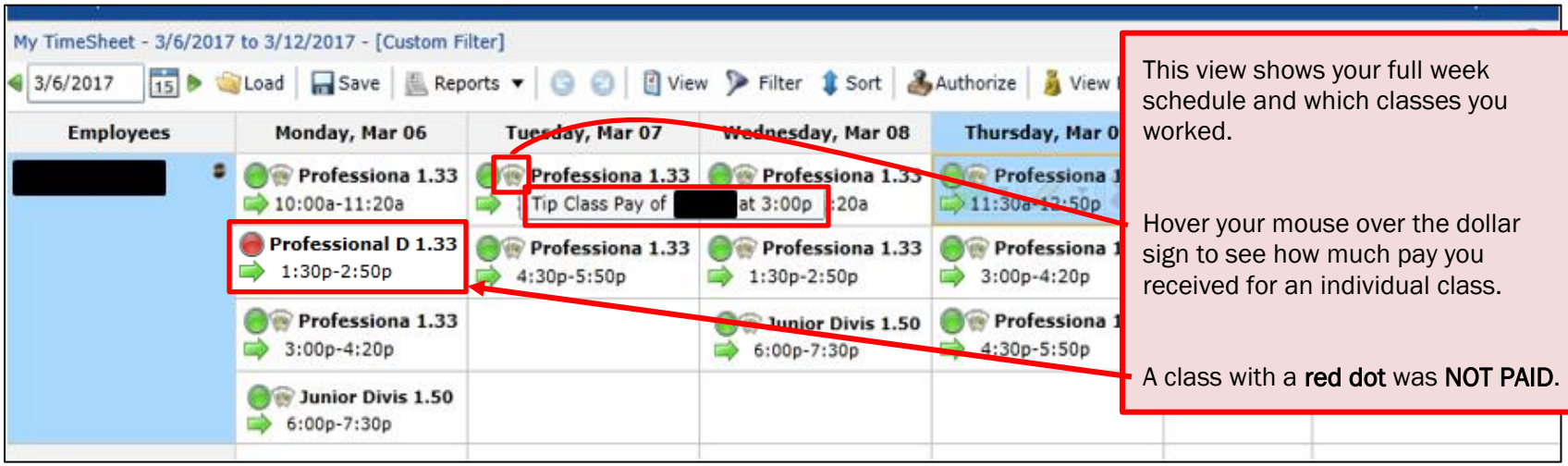


1) Click on the calendar symbol to open the menu.

2) Pick the Monday of the week that you wish to view your payment.

3) Click “Load”.

4



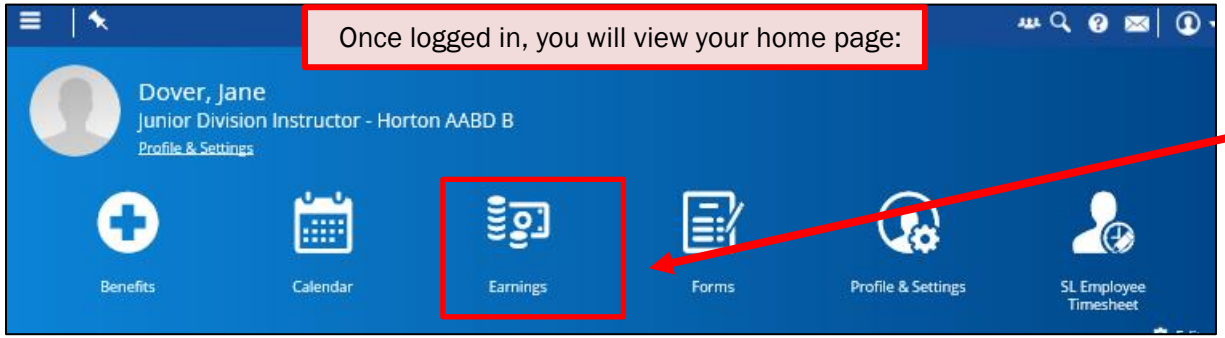
This view shows your full week schedule and which classes you worked.

Hover your mouse over the dollar sign to see how much pay you received for an individual class.

A class with a **red dot** was **NOT PAID**.

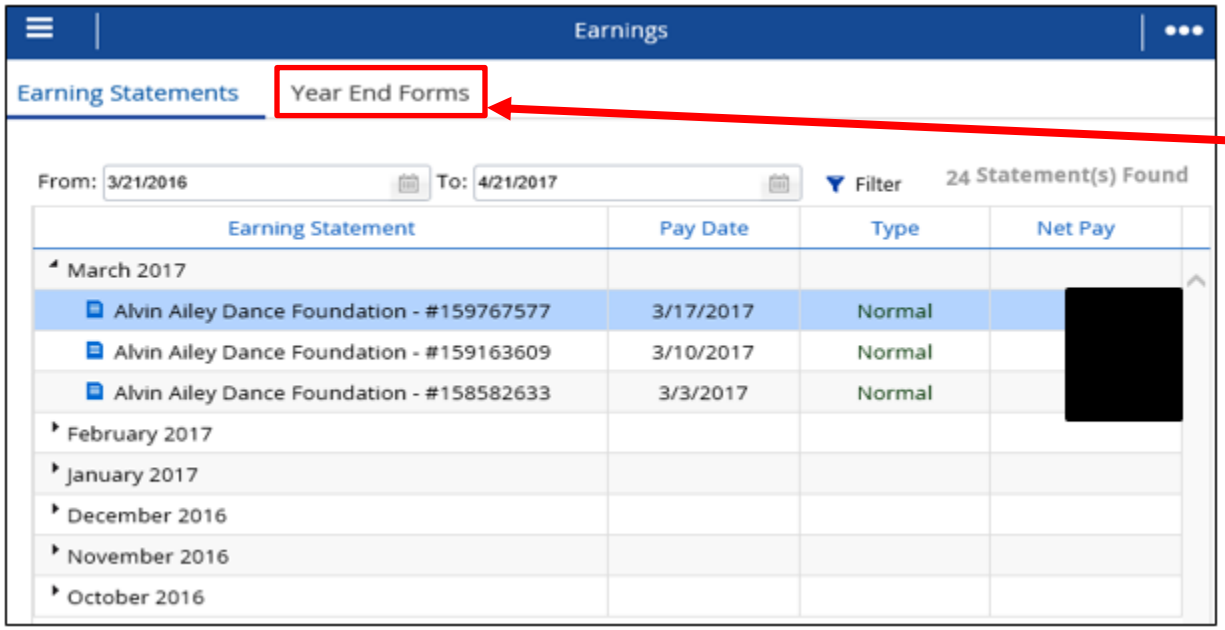
VEIW TAX DOCUMENTS

1



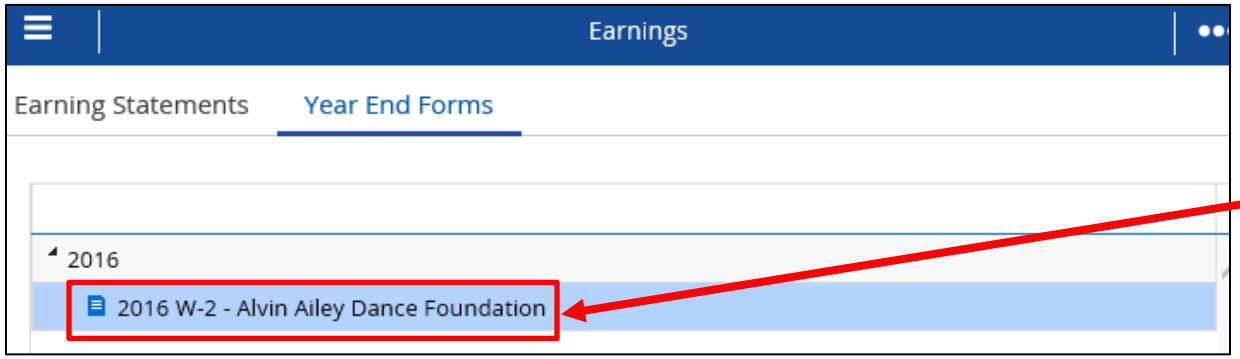
Click on “Earnings”.

2



Click on “Year End Forms”.

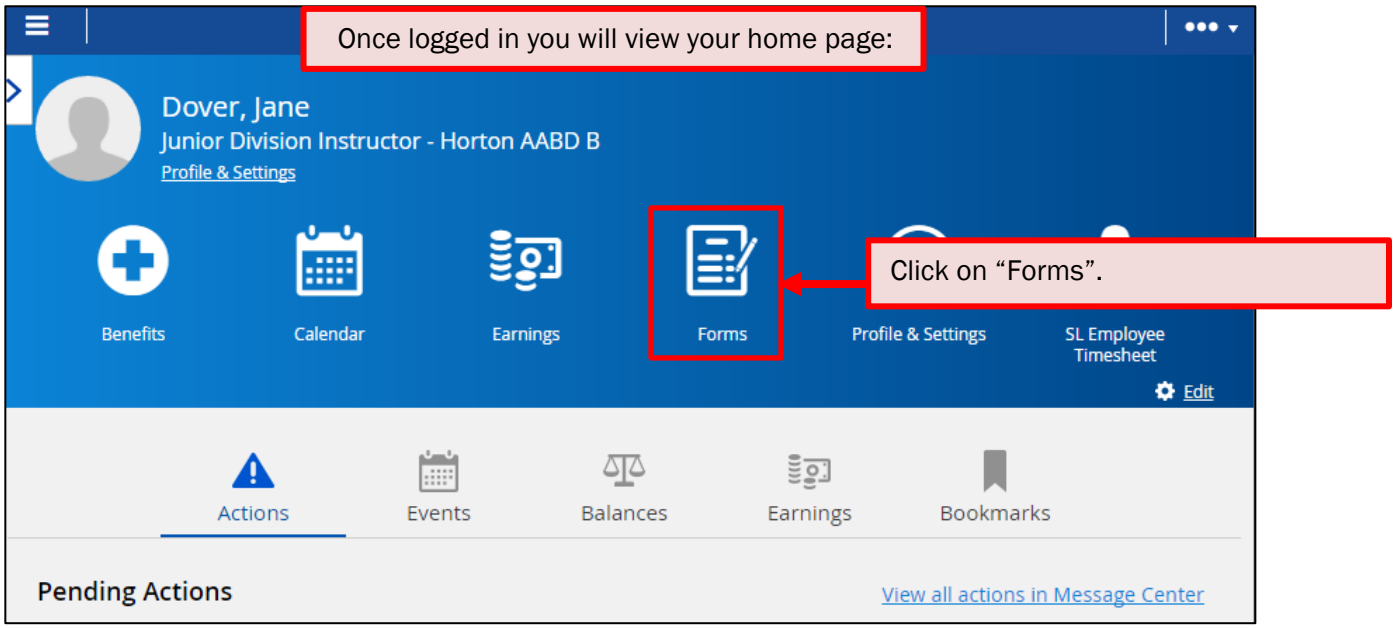
3



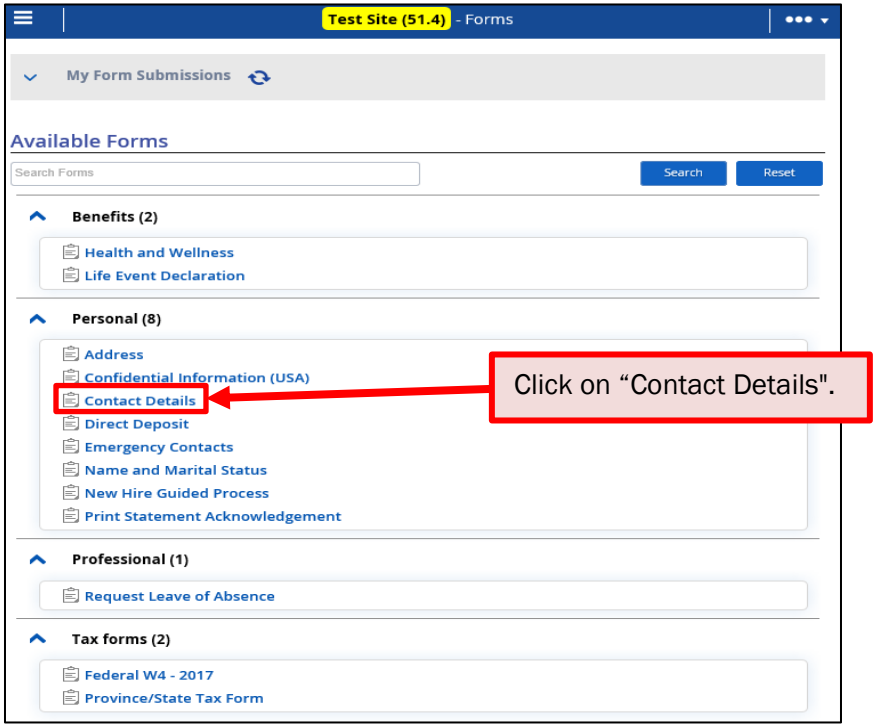
Click on tax document you would like to access.

EDIT YOUR CONTACT DETAILS (email & phone)

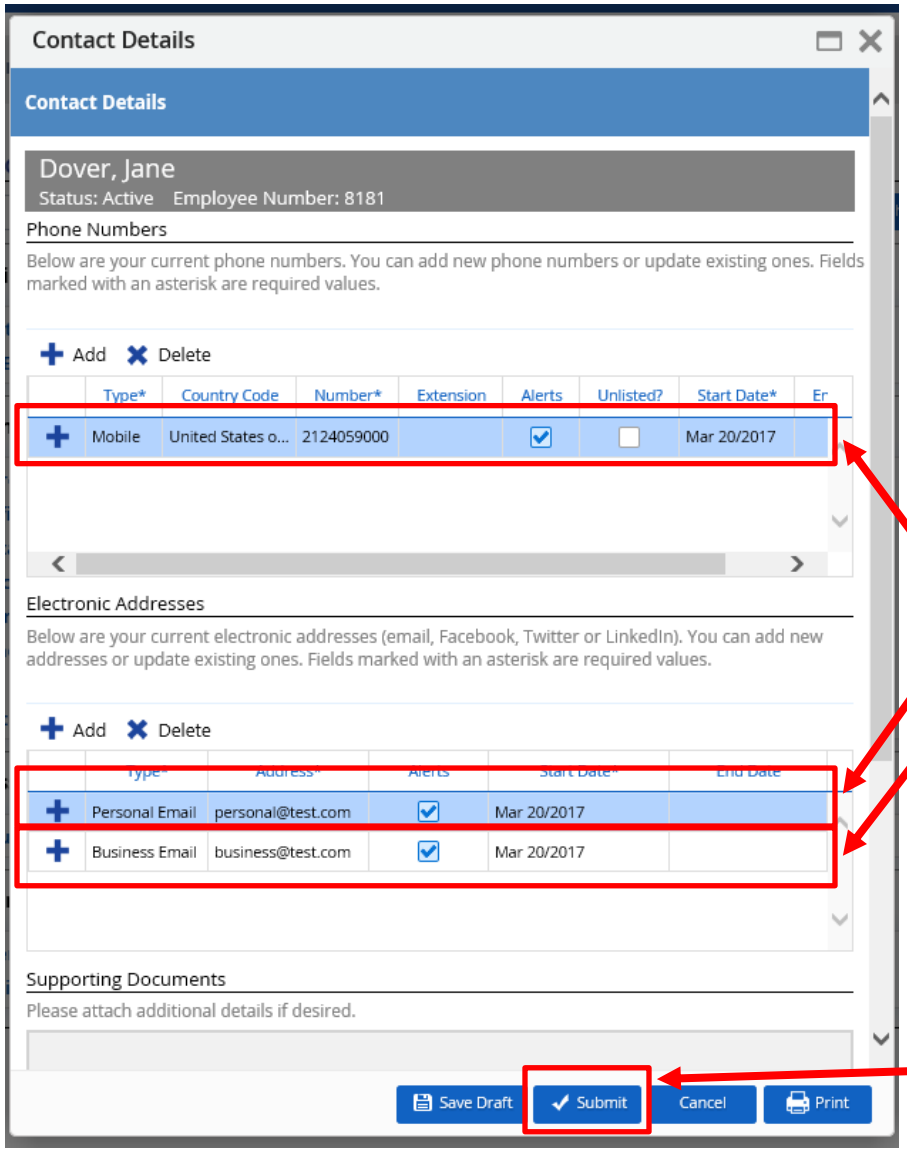
1



2



3



Click on the piece of information you wish to change. A cursor wish appear. Edit the item accordingly.

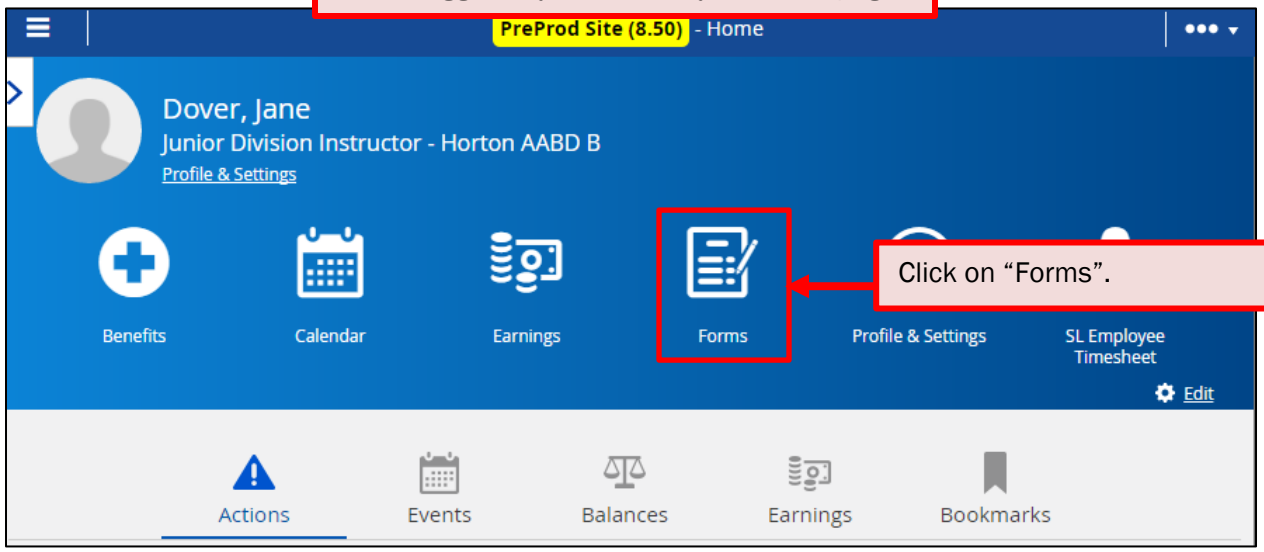
*When changing an email, please look out for an email asking you to verify your email address. Check your spam if you have not received that email within 24hours.

Click “Submit”. Your manager will review and approve the change.

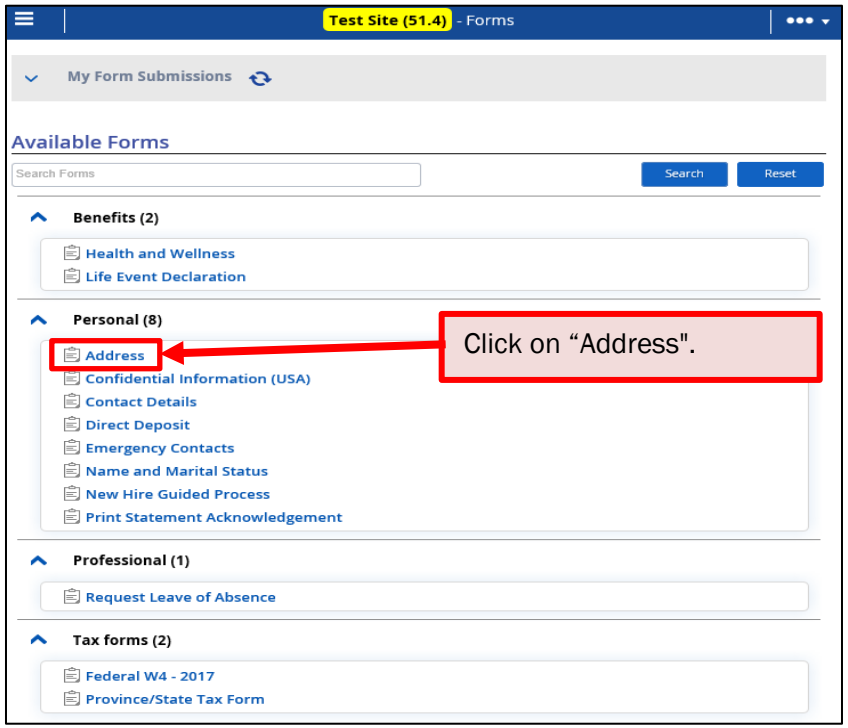
EDIT UP YOUR MAILING ADDRESS

1

Once logged in you will view your home page:



2



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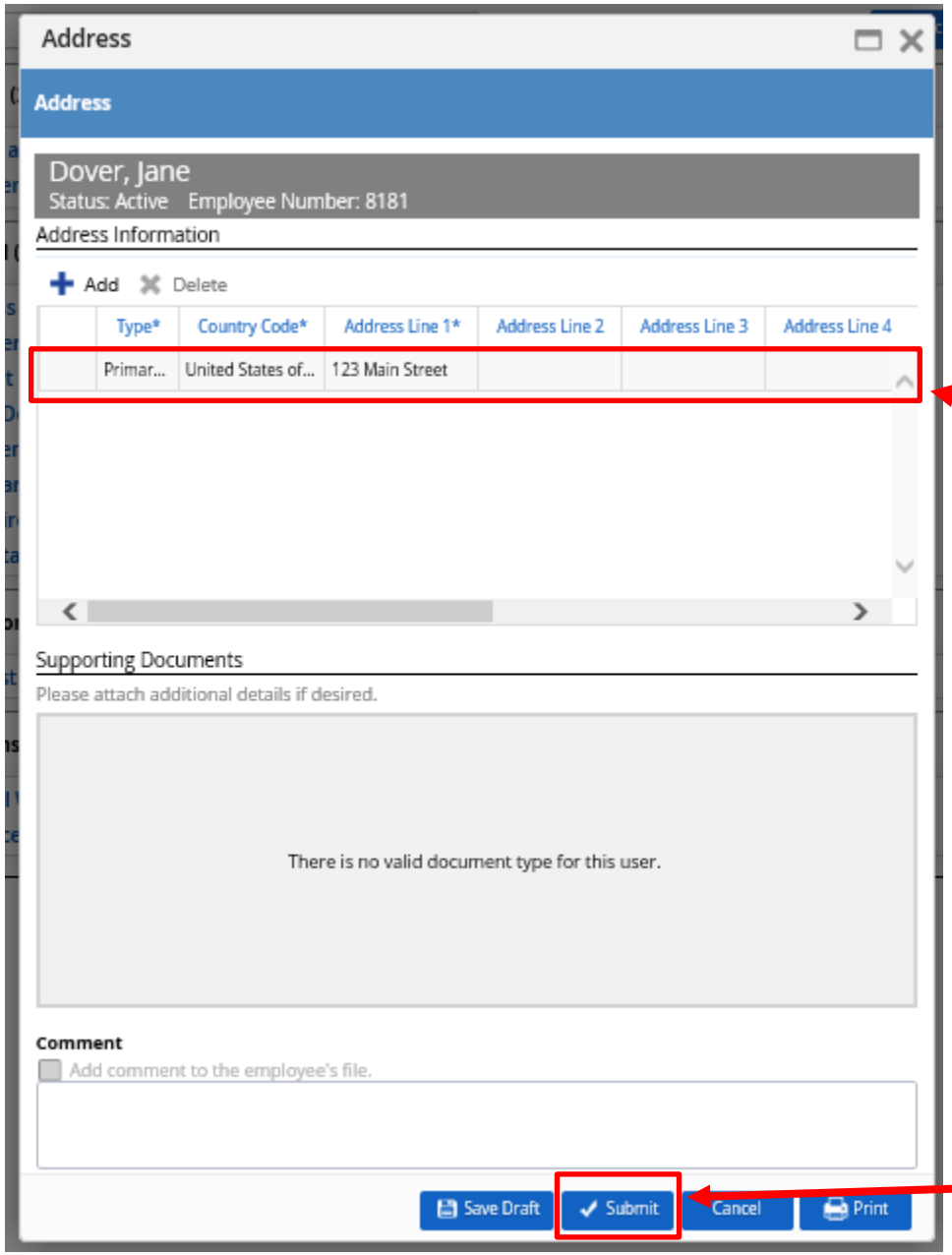


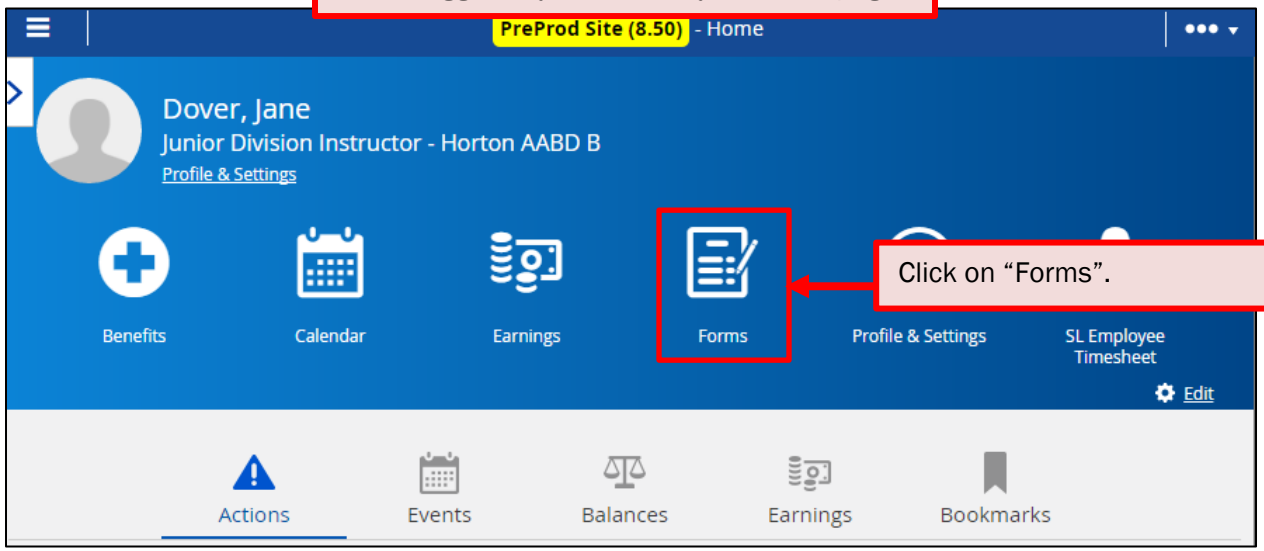
Click on the piece of information you wish to change. A cursor wish appear. Edit the item accordingly.

Click “Submit”. Your manager will review and approve the change.

EDIT YOUR EMERGENCY CONTACT

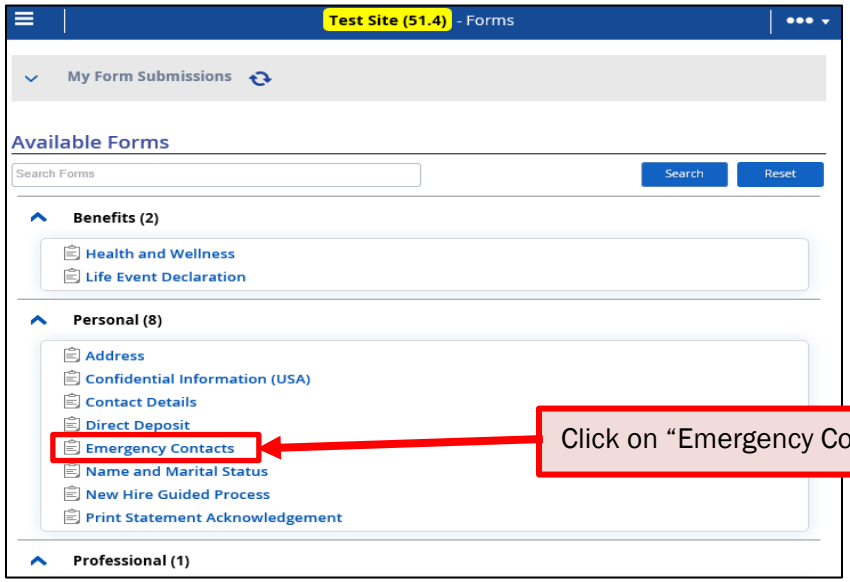
1

Once logged in you will view your home page:



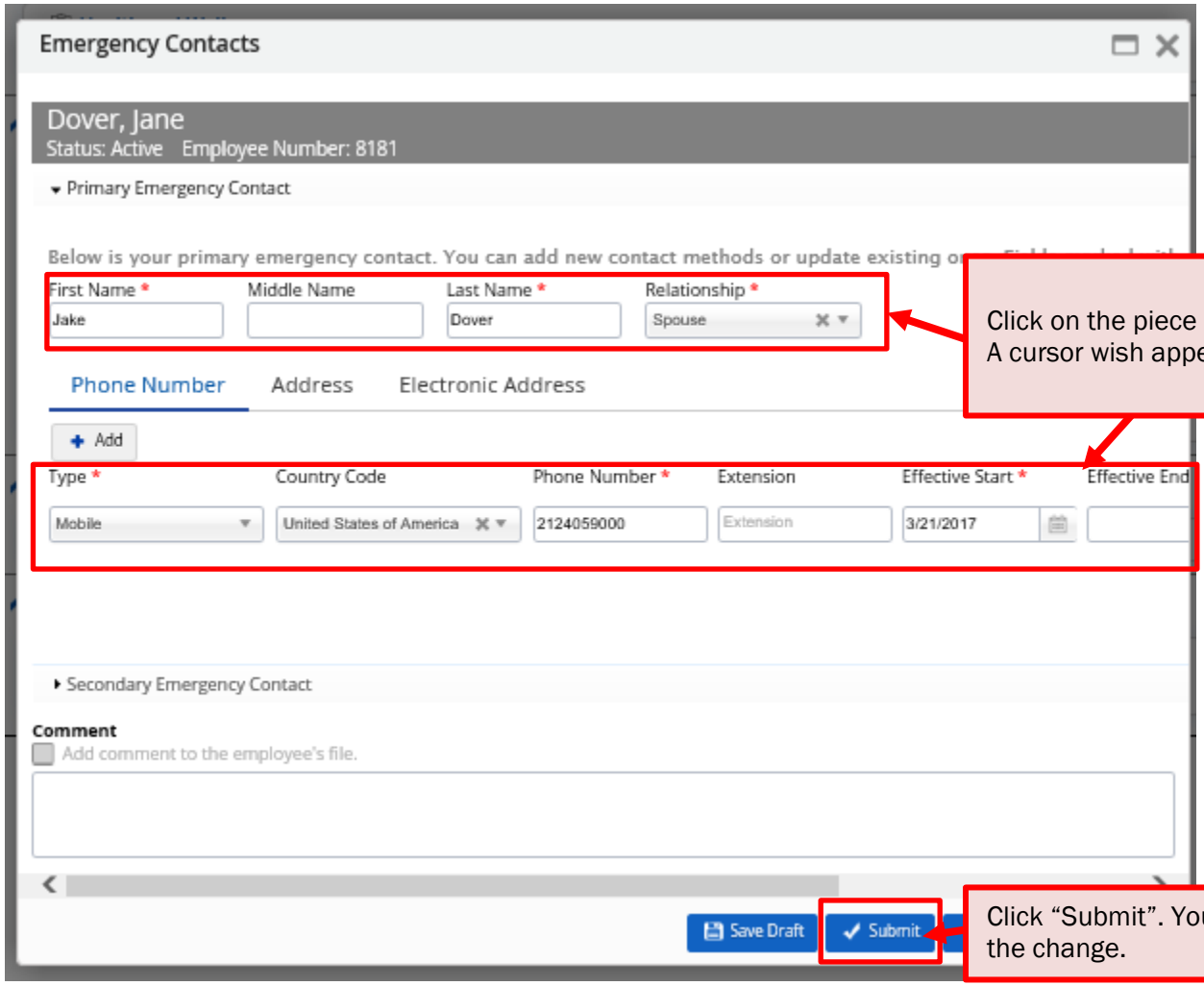
Click on “Forms”.

2



Click on “Emergency Contacts".

3



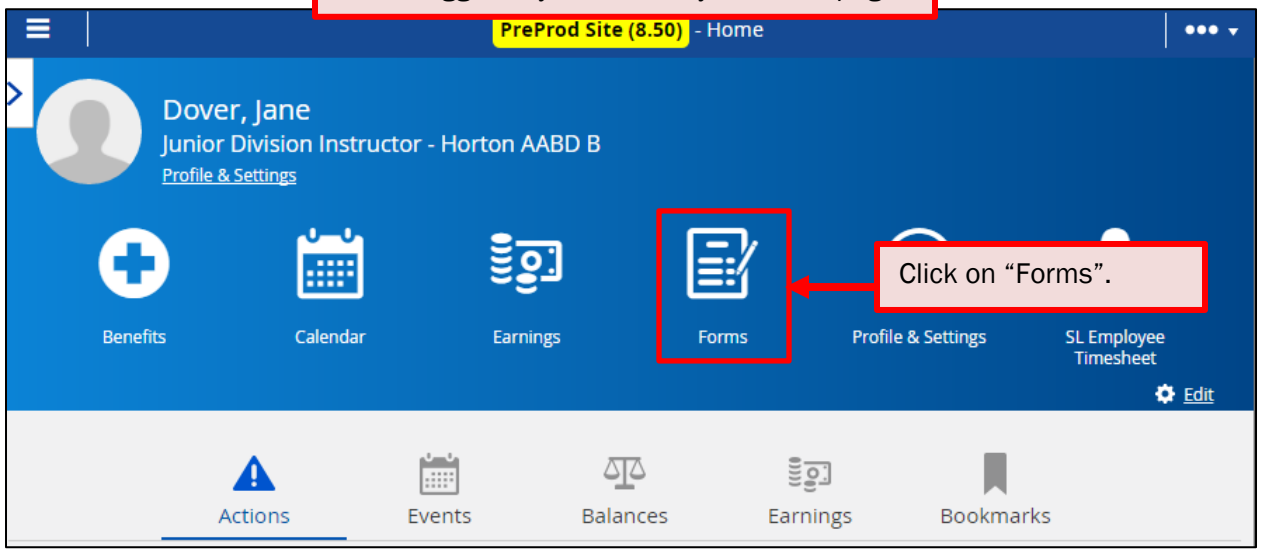
Click on the piece of information you wish to change. A cursor wish appear. Edit the item accordingly.

Click “Submit”. Your manager will review and approve the change.

EDIT DIRECT DEPOSIT INFORMATION

1

Once logged in you will view your home page:



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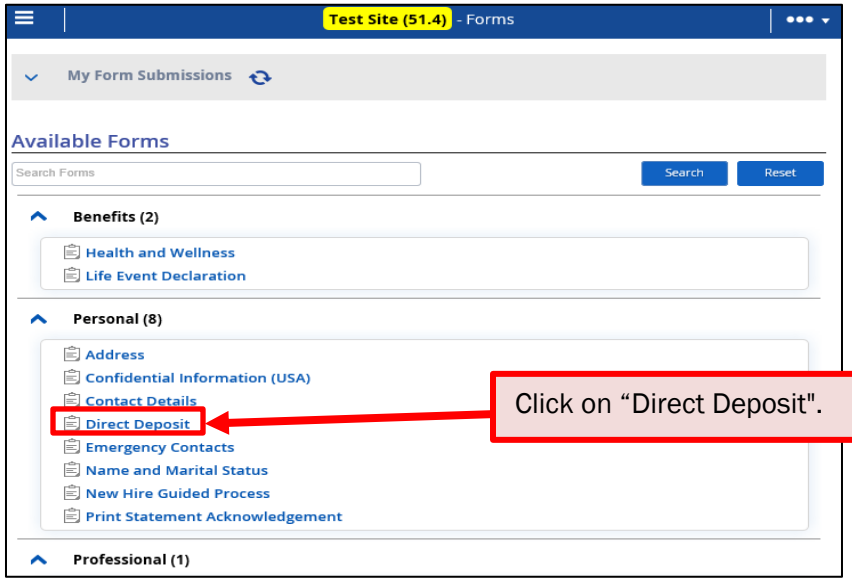
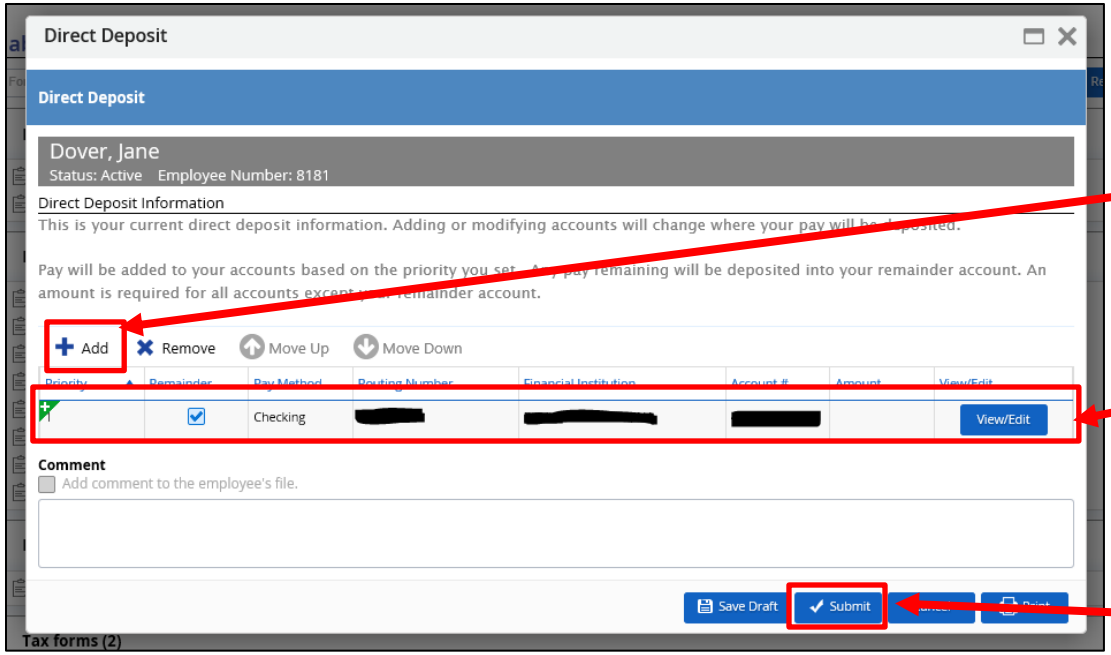


3



If you wish to add an account, click “Add” and follow the prompts.

Click on the piece of information you wish to change. A cursor wish appear. Edit the item accordingly.

Click “Submit”. Your manager will review and approve the entry.