

# Ceridian Dayforce New User Guide

## SET UP YOUR ACCOUNT

### REQUIRED

<input type="checkbox"/> Login and Reset your Password	Page 2-3	You will be automatically prompted to reset your password upon your first login.
<input type="checkbox"/> Contact Details (email & phone)	Page 4-7	Allows Ailey to email you in the event of an emergency/closure and regarding benefits (i.e. comp tickets for Ailey performances).
<input type="checkbox"/> Mailing Address	Page 8-9	Allows Ailey to mail any hardcopy documentation.
<input type="checkbox"/> Emergency Contact	Page 9-10	Required in case of an emergency.
<input type="checkbox"/> Security Questions	Page 11-12	In the event you forget your password, the answers to these questions will allow you to reset it.
<input type="checkbox"/> Direct Deposit	Page 13-15	Allows you to receive your paycheck automatically every Friday.

### OPTIONAL

<input type="checkbox"/> FSA Enrollment (Transit + Commuter Parking)	Page 16-20	Withhold money from your paycheck to be placed in a pre or post tax savings account that can be used for transit or commuter parking passes.
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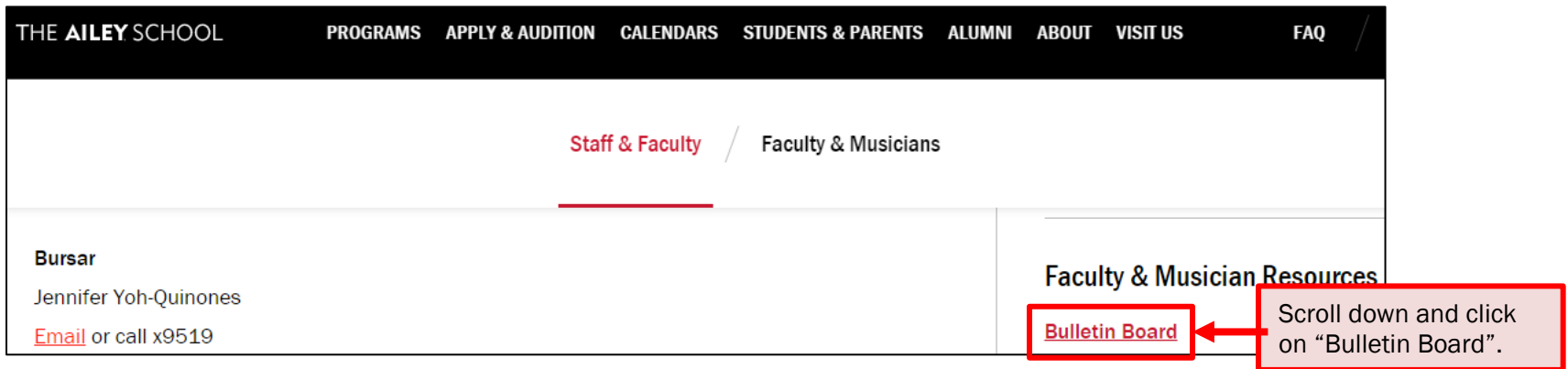
# HOW TO LOGIN

Go to [www.theaileyschool.edu](http://www.theaileyschool.edu).

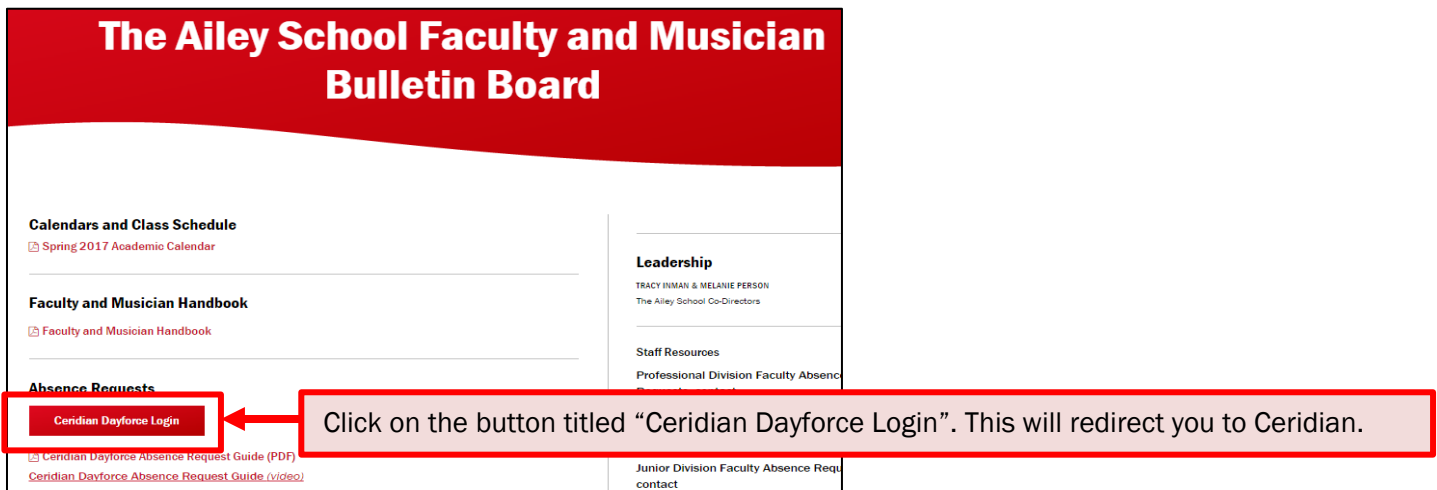
1



2



3



# 4

## DAYFORCE | HCM

Company  
AlvinAiley

User Name  
|

Password

Login

[Can't access your account?](#)

Ceridian File Number (4 or 6 Digits)  
If you have lost this number, contact Jim Paulson at [businessmanager@alvinailey.org](mailto:businessmanager@alvinailey.org).

Temporary Password: Sent by the Payroll Administrator.

Click "Login". You will now be asked to reset your password. Be sure to save your password for future logins. Your Username will always remain the same.

# SET UP YOUR CONTACT DETAILS (email & phone)

1

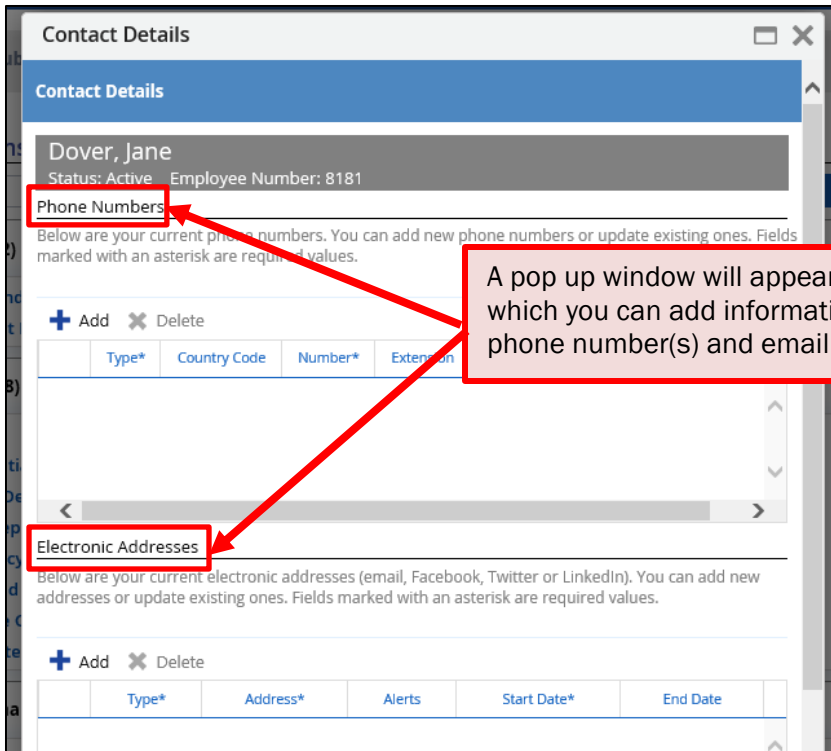
Once logged in you will view your home page:

Click on "Forms".

2

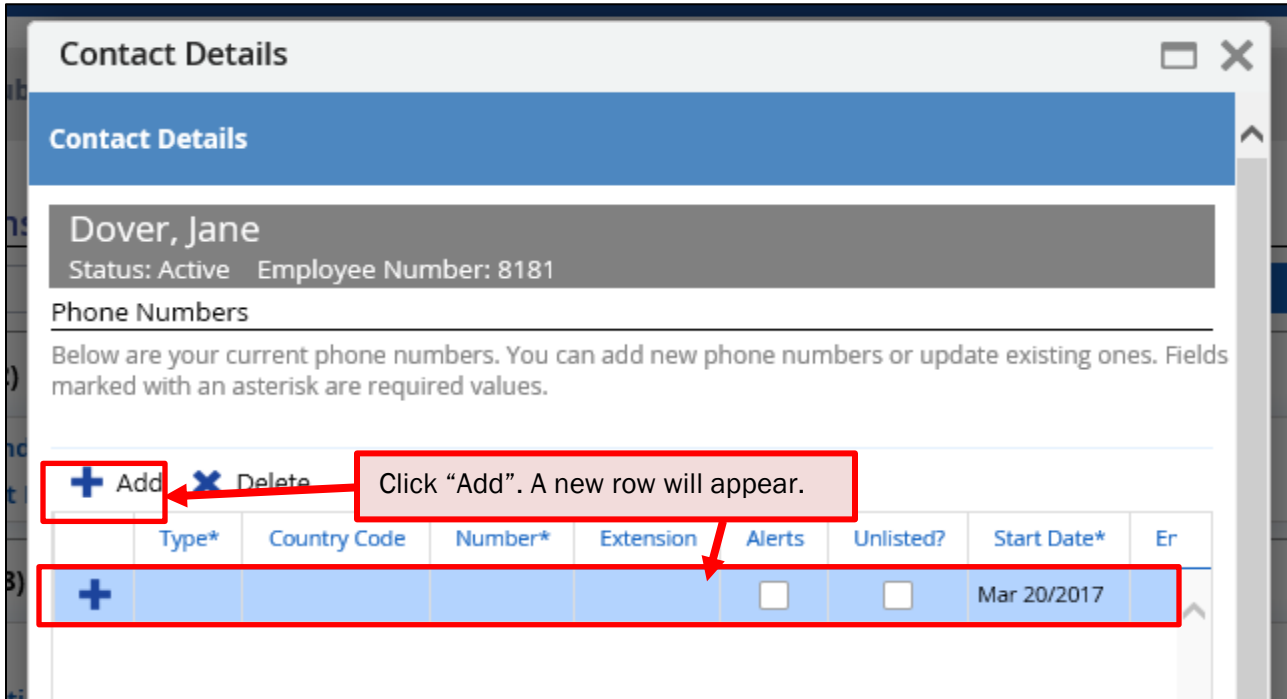
Click on "Contact Details".

3



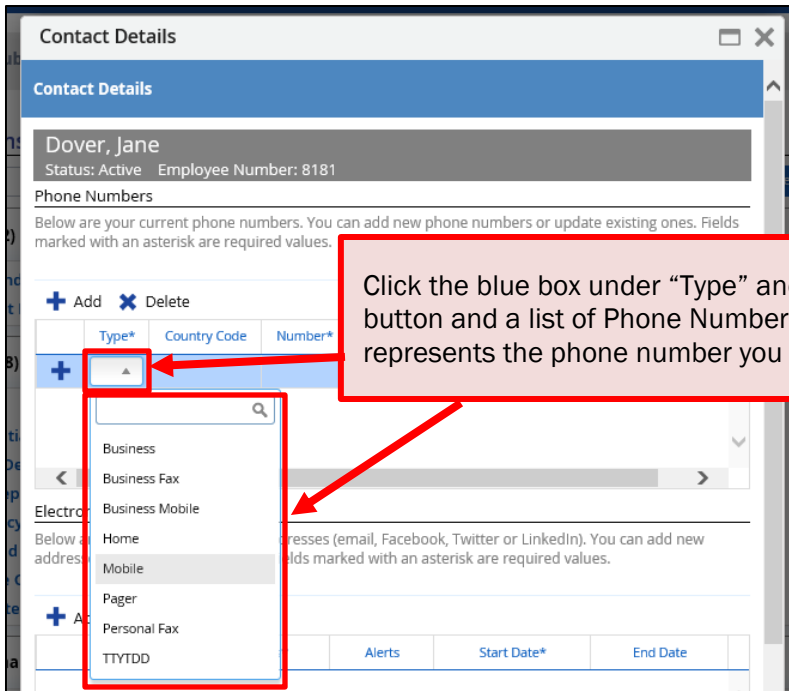
A pop up window will appear with 2 categories to which you can add information. Please add your phone number(s) and email address.

4



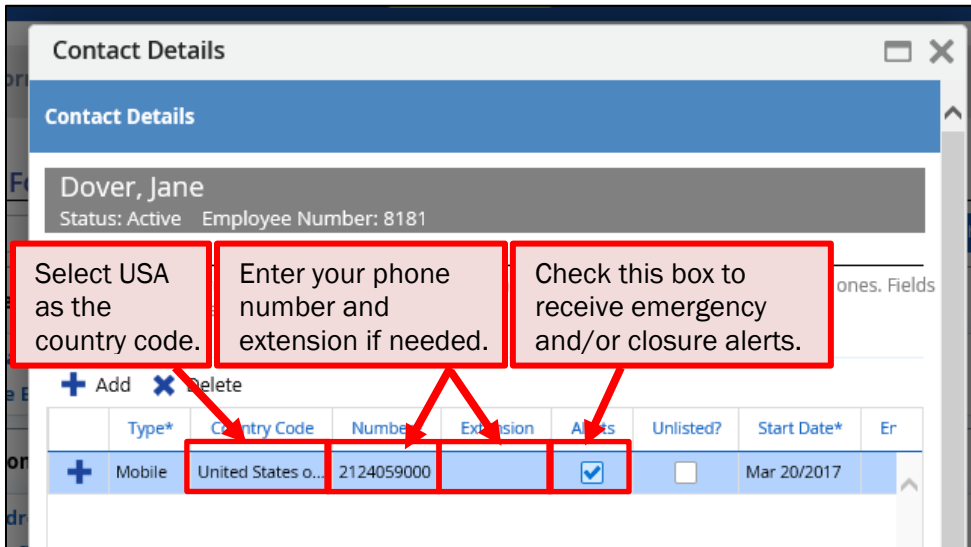
Click "Add". A new row will appear.

5



Click the blue box under "Type" and a drop-down button will appear. Click the drop-down button and a list of Phone Number types will appear. Choose the option that best represents the phone number you are adding.

6



Select USA as the country code.

Enter your phone number and extension if needed.

Check this box to receive emergency and/or closure alerts.

7

**Contact Details**

**Contact Details**

Dover, Jane  
Status: Active Employee Number: 8181

**Phone Numbers**

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	Er
+ Add	Mobile	United States o...	2124059000		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mar 20/2017	

**Electronic Addresses**

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

+ Add × Delete

	Type*	Address*	Alerts	Start Date*	End Date
+ Add	Personal Email	personal@test.com	<input checked="" type="checkbox"/>	Mar 20/2017	
+ Add	Business Email	business@test.com	<input checked="" type="checkbox"/>	Mar 20/2017	

**Supporting Documents**

Please attach additional details if desired.

Save Draft Submit Cancel Print

Continue to add as many contacts types as needed. **One phone number and one email address are REQUIRED.**

When changing/adding an email address:

**1) ALERTS**

Be sure to check the box for "Alerts". This ensures you receive emails about **emergencies, closings and comp tickets.**

**2) VERIFY YOUR EMAIL**

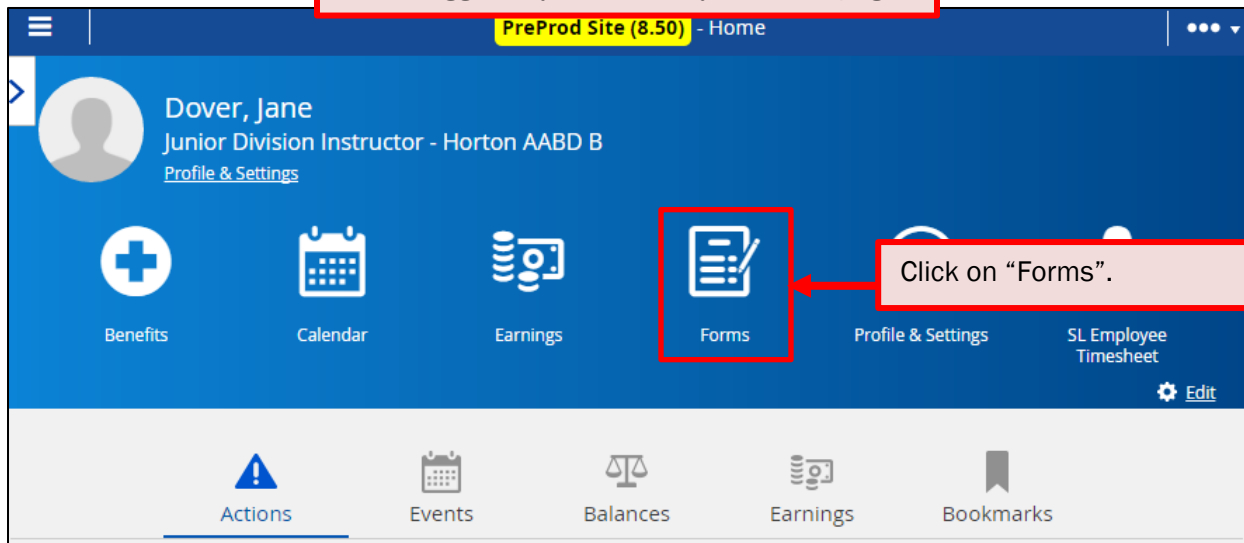
When entering a new email address, you will receive an email asking you to verify your email address. If you do not verify your address, you will not be able to reset your password on your own. Check your spam if you have not received that email within 24 hours.

Click "Submit". Your manager will review and approve the change.

# SET UP YOUR MAILING ADDRESS

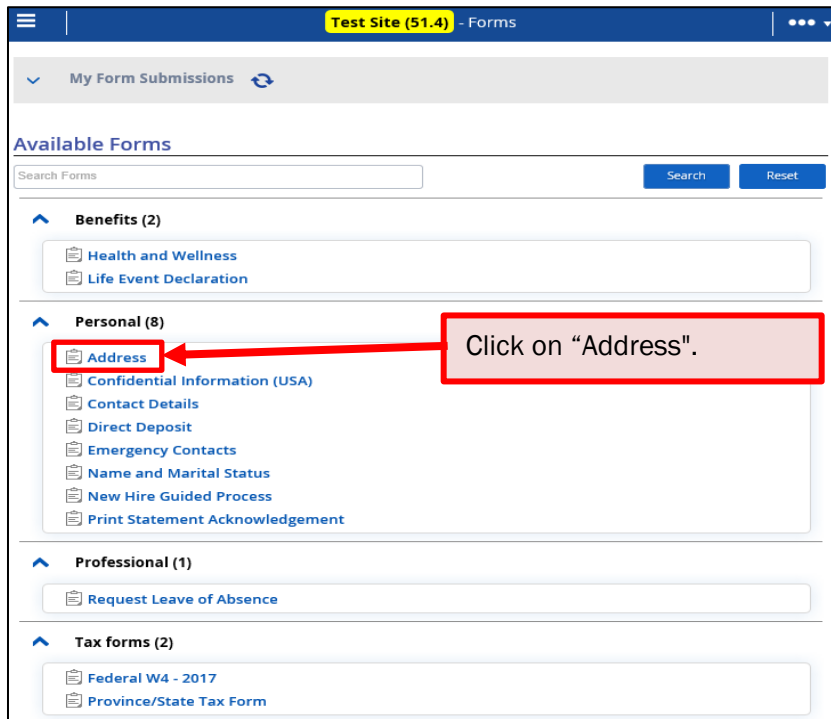
Once logged in you will view your home page:

1



Click on "Forms".

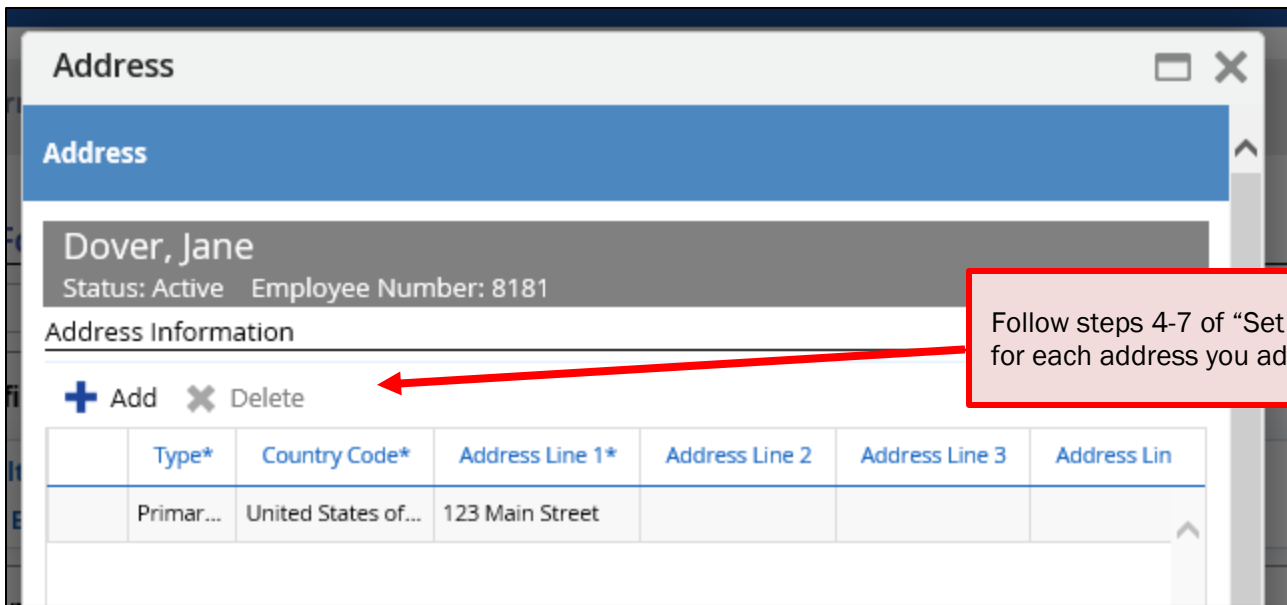
2



Click on "Address".



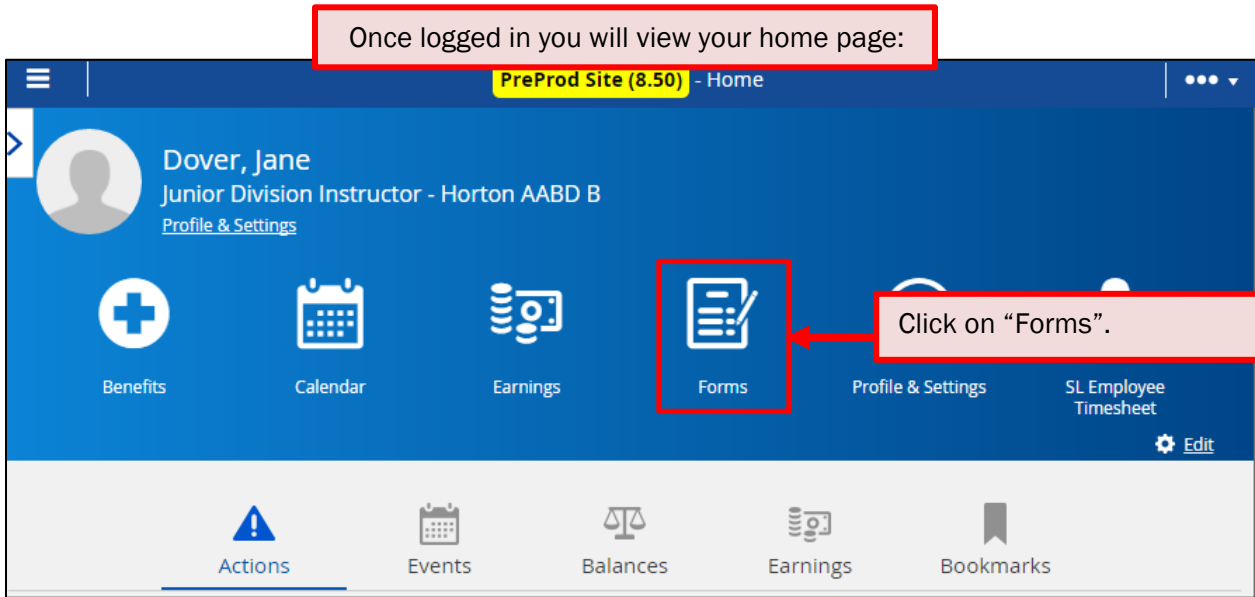
3



Follow steps 4-7 of "Set up Your Contact Details" for each address you add.

## SET UP YOUR EMERGENCY CONTACT

1



Click on "Forms".

2

Test Site (51.4) - Forms

My Form Submissions

Available Forms

Search Forms [Search] [Reset]

Benefits (2)

- Health and Wellness
- Life Event Declaration

Personal (8)

- Address
- Confidential Information (USA)
- Contact Details
- Direct Deposit
- Emergency Contacts**
- Name and Marital Status
- New Hire Guided Process
- Print Statement Acknowledgement

Professional (1)

Click on "Emergency Contacts".

3

Emergency Contacts

Dover, Jane  
Status: Active Employee Number: 8181

Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name * Jake	Middle Name	Last Name * Dover	Relationship * Spouse
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Phone Number Address Electronic Address

+ Add

Type * Mobile	Country Code United States of America	Phone Number * 2124059000	Extension	Effective Start * 3/20/2017	Effective End
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Secondary Emergency Contact

Comment  
 Add comment to the employee's file.

[Save Draft] [Submit] [Cancel] [Print]

Add the First name, last name and Relationship type for your Primary Emergency Contact.

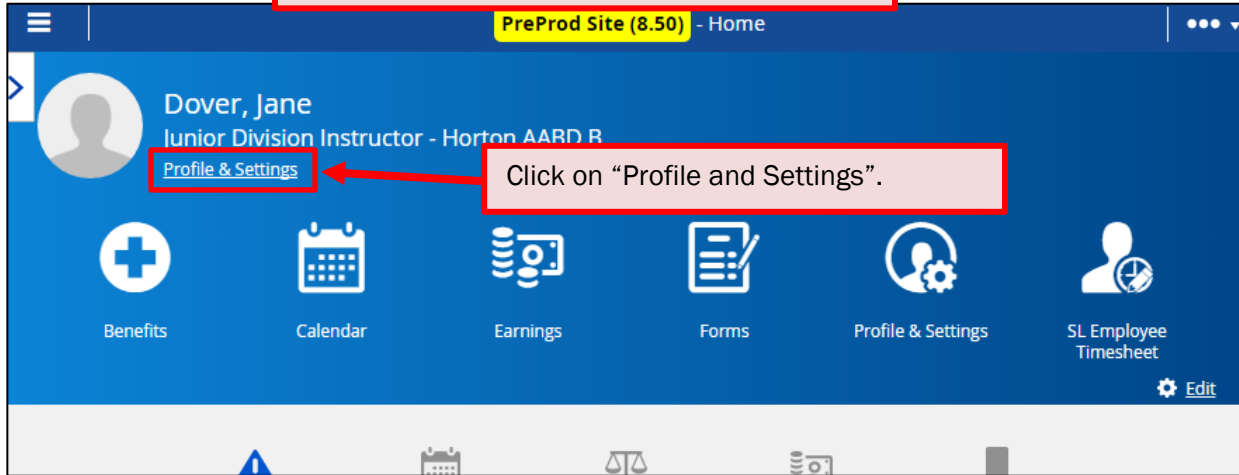
Add phone number type, country code and number.

Click "Submit". Your manager will review and approve the change.

# SET UP YOUR SECURITY QUESTIONS

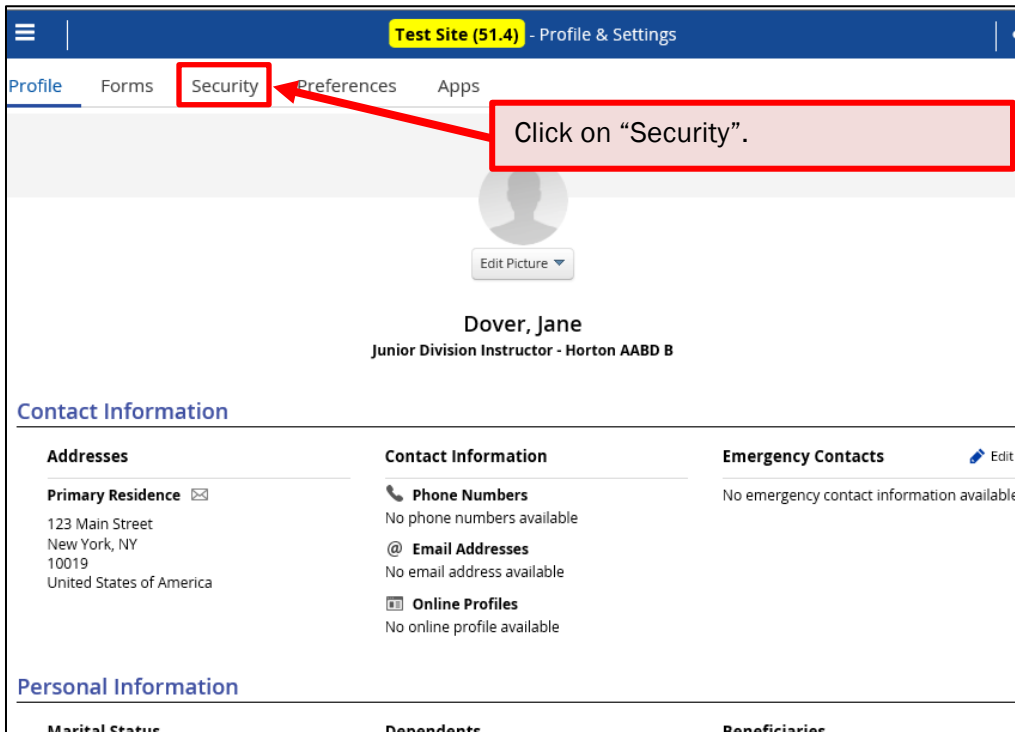
Once logged in you will view your home page:

1



Click on "Profile and Settings".

2



Click on "Security".

3

Test Site (51.4) - Profile & Settings

Profile Forms **Security** Preferences Apps

### Security Settings

**Update Password**  
Enter your current password and type your new password twice (once to confirm)

Current Password

New Password

Repeat New Password to confirm

**Update Security Questions**  
Select your security questions and enter the corresponding answers. Your Current Password is required to complete this process. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1  
Select an Option...

Answer #1

Security Question #2  
Select an Option...

Answer #2

Save

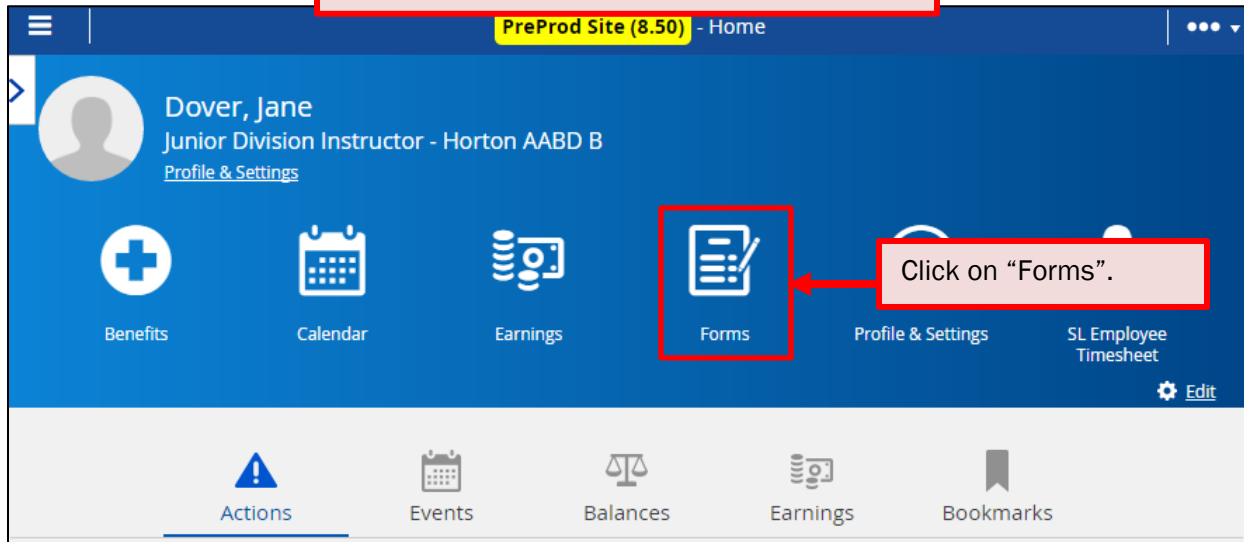
Pick 2 questions and create 2 answers. Save your answers somewhere safe and easily accessible.

Click "Submit". Your manager will review and approve the change.

# SET UP DIRECT DEPOSIT

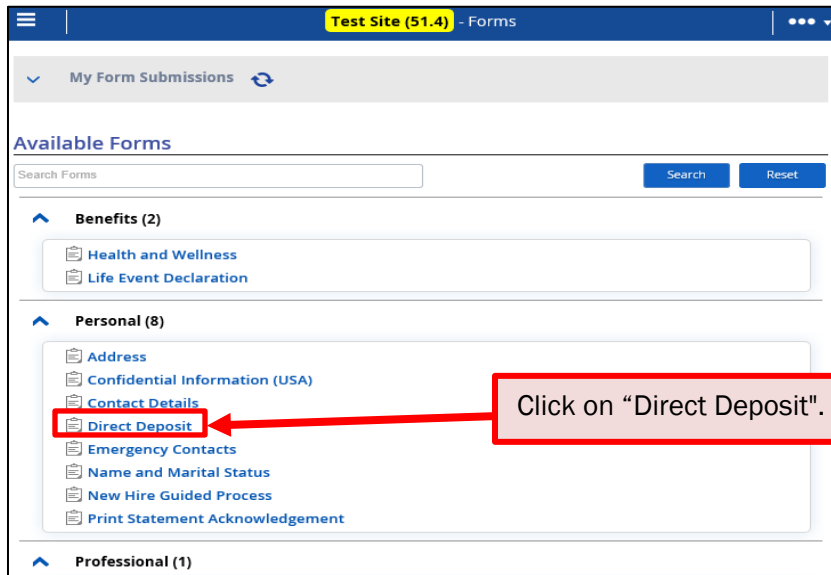
1

Once logged in you will view your home page:



2

Click on "Direct Deposit".



3

Direct Deposit

Dover, Jane  
Status: Active Employee Number: 8181

Direct Deposit Information  
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

**+ Add** **Remove** **Move Up** **Move Down** **Click on "Add".**

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
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Comment  
 Add comment to the employee's file.

Save Draft Submit Cancel Print

Tax forms (2)

4

New Direct Deposit

Sample check image **i**

Remainder

Pay Method \*  
Checking

Routing Number \*  
0000000000000000

Financial Institution

Account # \*  
0000000000000000

Reenter Account # \*  
0000000000000000

Amount

OK

Check this box to send your entire paycheck to the specified account.

Specify if the account is Checking or Savings.

Enter your Routing Number and the financial institution will automatically populate. Then enter and re-enter the Account number.

Of you would rather that only part of your check is deposited into an account, uncheck the box above and specify the amount here.

Click "OK".

5

**Direct Deposit**

Dover, Jane  
Status: Active Employee Number: 8181

**Direct Deposit Information**  
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add ✕ Remove ⬆ Move Up ⬇ Move Down

Priority	Reminder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
+	<input checked="" type="checkbox"/>	Checking	██████████	██████████	██████████		View/Edit

**Comment**  
 Add comment to the employee's file.

Save Draft Submit Print

Tax forms (2)

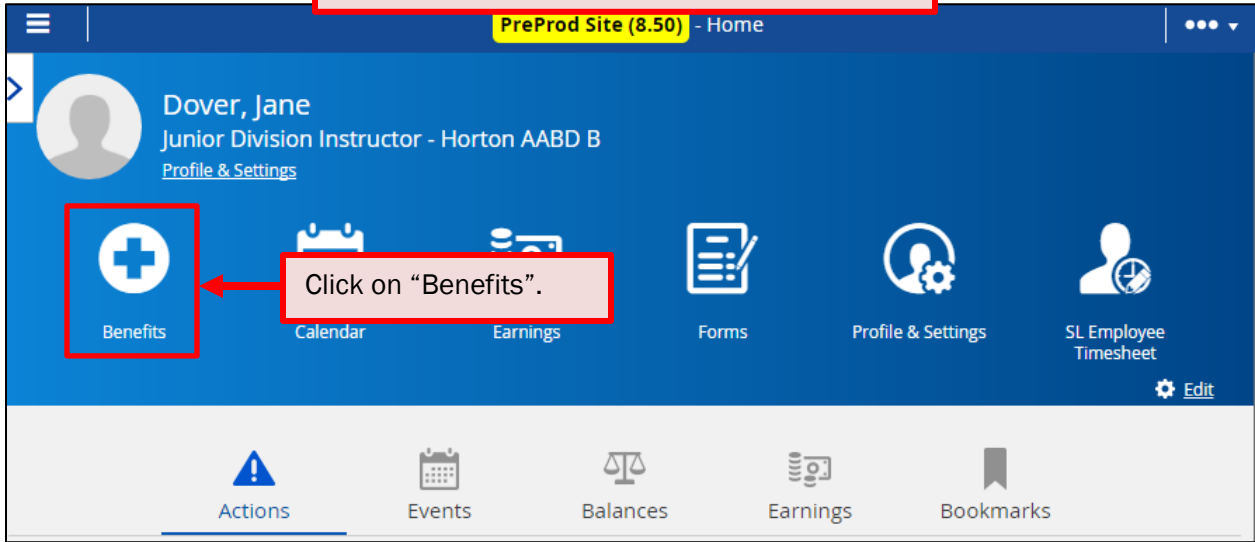
The account will show as a row in the list. You may add multiple accounts.

Click "Submit". Your manager will review and approve the entry.

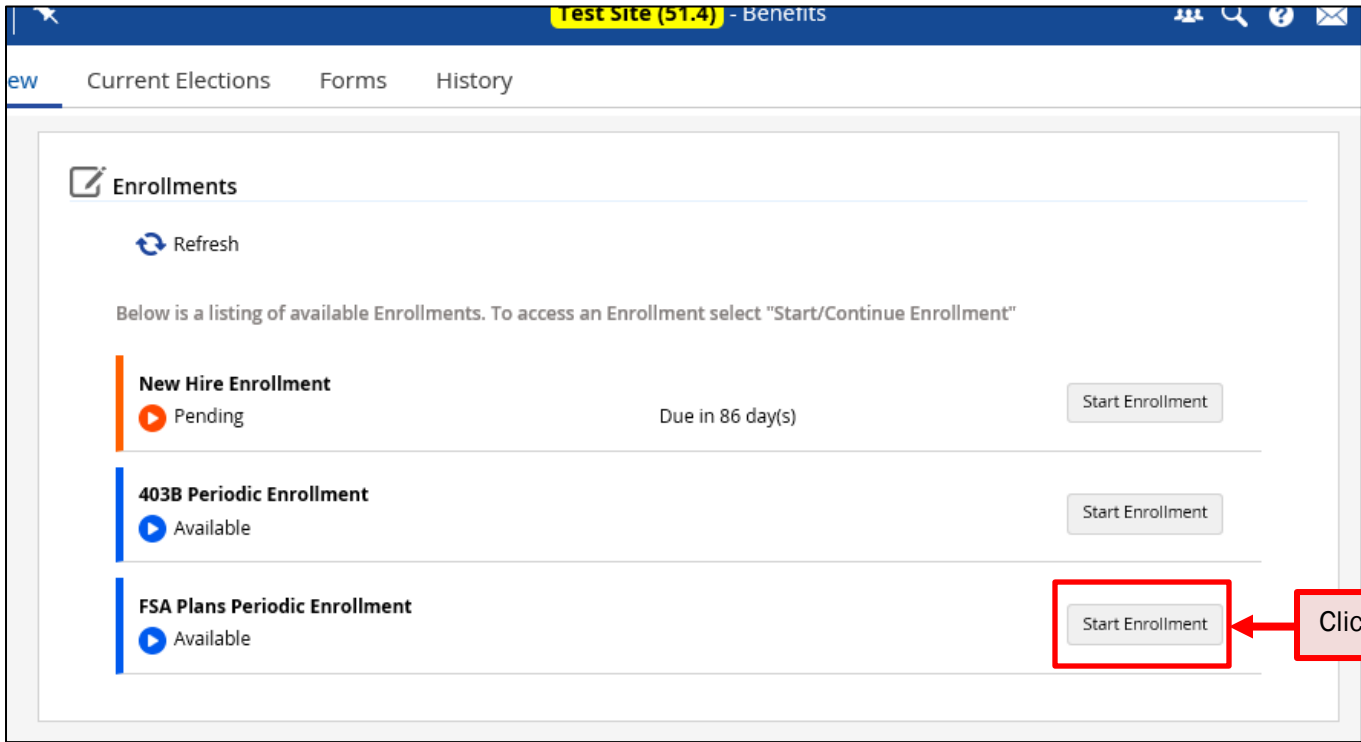
# SET UP FSA Enrollment (transit & commuter parking) - OPTIONAL

1

Once logged in you will view your home page:



2





3

Test Site (51.4) - Benefits

FSA Plans Periodic Enrollment

Introduction Profile Elections Confirmation Summary

FSA Plans Periodic Enrollment

Close Next

**Enrollment**

**FSA Transit**

- FSA Transit
- FSA Transit Post Tax

**FSA Commuter Parking**

- FSA Commuter Parking
- Commuter Parking Post Tax

Close Next

Click "Next".

4

Test Site (51.4) - Benefits

FSA Plans Periodic Enrollment

Introduction Profile Elections Confirmation Summary

**Profile Forms**

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

Review of Profile Information is not required, please proceed by selecting "Next".

Close Save Draft Back Next

Click "Next".

5

**FSA Plans Periodic Enrollment**

Introduction  Profile  **Elections**  Confirmation  Summary

**Benefit Elections**  
Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

**FSA Transit**

FSA Transit

Option Name Ascending Compare Selected

Option	New Description	New Description	
<input type="checkbox"/> FSA Transit 2017 Start Date: 3/27/2017 \$1.00 Contribution Show Details	\$0.02		<input type="checkbox"/>
<input type="checkbox"/> FSA Transit Waived Start Date: 3/27/2017			<input type="checkbox"/>

FSA Transit Post Tax

**FSA Commuter Parking**

FSA Commuter Parking

Commuter Parking Post Tax

Close Save Draft Back Next

Pick the plan that's right for you. See plan descriptions below. Once you choose:

Click the drop-down arrow to expand the plan options.

Check the box to enter financial details.

**FSA Transit Benefit Plans:**  
Money saved towards metro cards, bus tickets, and other transit costs.

PRE-TAX

POST-TAX

**Commuter Parking Benefit Plans:**  
Money saved towards parking costs.

PRE-TAX

POST-TAX

6

**Option Details**

**FSA Transit 2017**

**Contribution**  
Select the desired contribution amount below. You can use the slider or the plus or minus buttons to select your contribution amount.

Minimum Contribution: \$1.00  
Maximum Contribution: \$3,060.00

-\$ 1,200 +

\$1.00 \$3,060.00

**Total amount per Pay Period: \$30.00**  
**Total Annual Amount: \$1,200.00**

Save

Enter your **ANNUAL** Contribution. You can estimate the amount by multiplying your monthly travel expenses by 12.

**Example:**

Monthly Metro Card = \$100  
\$100 x 12 = \$1200 Annual Contribution

Ceridian will then calculate the amount taken out of your paycheck per Pay Period.

Click "Save".

7

**FSA Transit**

FSA Transit

FSA Transit Post Tax

Option Name Ascending Compare Selected

Option		
<input type="checkbox"/> FSA Transit - Post Tax 2017	\$0.02	<input type="checkbox"/>
Start Date: 3/27/2017 \$1.00 Contribution Show Details		
<input checked="" type="checkbox"/> FSA Transit Post-Tax Waived 2017		<input type="checkbox"/>
Start Date: 3/27/2017		

**FSA Commuter Parking**

FSA Commuter Parking

Commuter Parking Post Tax

Close Save Draft Back Next

Repeat the process until you have enrolled in all your chosen plans.

Any plans you are **NOT selecting MUST BE WAIVED.**

Click the drop-down arrow.

Select the box to indicate you are waiving the benefit.

Click "Next".

8

**FSA Plans Periodic Enrollment** \$30.02

Introduction Profile Elections **Confirmation** Summary

**Confirmation**  
Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close Save Draft Back Print Submit Enrollment

**FSA Transit**

**FSA Transit**

**FSA Transit 2017**  
Effective From: 3/27/2017  
\$1,200.00 in total plan year contribution

**Your Cost: \$30.00**  
Every Regular Run

**FSA Transit Post Tax**

**FSA Transit Post-Tax Waived 2017**  
Effective From: 3/27/2017  
\$0.00 in total plan year contribution

**FSA Commuter Parking**

**FSA Commuter Parking**

**FSA Commuter Parking 2017**  
Effective From: 3/27/2017  
\$1.00 in total plan year contribution

**Your Cost: \$0.02**  
Every Regular Run

**Commuter Parking Post Tax**

**Waive FSA Commuter Parking Post Tax 2017**  
Effective From: 3/27/2017  
\$0.00 in total plan year contribution

**Total amount per Pay Period: \$30.02**  
**Total Annual Amount: \$1,201.00**

Close Save Draft Back Print Submit Enrollment

Review your enrollment summary.

The total amount taken each week from your paycheck will show here.

The start date for each plan will show here.

Click "Submit Enrollment".