



Accessing Your Contract

Dayforce Hub

Once you've accepted your contract, you can download a copy by following these steps:

1. Log into your **Dayforce** either via phone or desktop
2. Tap or Click on **Hamburger Menu** (☰) in the top left corner
3. Select '**Profile**' from the menu
4. Access your letter by clicking on the '**Personal**' tab; then select '**Letters**' from the dropdown list

Your contract should be listed there for download.

Alternatively, you can also access your contract directly from the link provided in your original Offer Letter email.