

Dayforce Process Guide

Introduction to Dayforce – Team Members, Desktop



The first screen you will see after logging into Dayforce is called The Hub. The contents of this page will vary depending on what role you are logged in as.

Pending actions links to any actions that you need to take

Quick links to section of Dayforce that are used frequently

General information relevant to you based on your role at EVT



Navigation buttons:

- **People** – to view an organisational structure
- **Message Centre** – an inbox with your Dayforce messages
- **Profile** – to log out of Dayforce. Important if using a shared computer.



Hamburger menu – see next page.

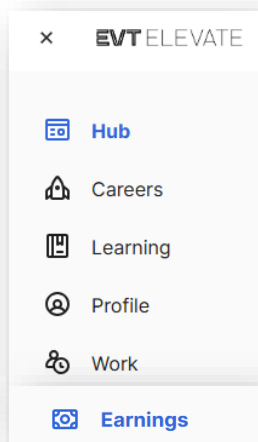
Click on **EVTELEVATE** on any screen to return to The Hub

The Hamburger Menu

Hamburger Menu EVT ELEVATE

The **hamburger menu** is located in the top right-hand corner of The Hub. From here, you can access all the different sections of Dayforce.

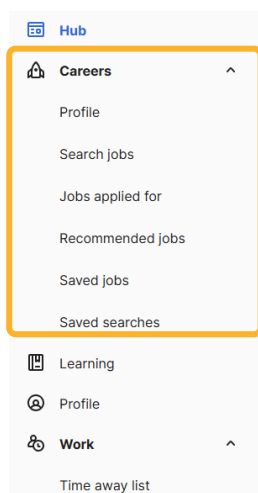
Click on **EVTELEVATE** on any screen in Dayforce to return to The Hub.



- **Careers** – manage your career at EVT
- **Learning** – complete your assigned learning (see the Learning cheat sheet to learn more about this section of Dayforce)
- **Profile** – view and manage your personal information
- **Work** – this option will only appear if you're a monthly paid, Australian team member. From July this is where you'll manage your leave
- **Earnings** – this is where you will find your payslips and earnings information. *Note* – for Australian team members this will only be visible from July

Click on the menu item to expand the options within each.

Careers



- **Profile** – create a summary of your career outlining your skills and experience
- **Search jobs** – search for jobs, view job ads, and apply for jobs
- **Jobs applied for** – lists all jobs that have been applied for and their current status
- **Recommended jobs** – Dayforce will look for matches between all job ads with your career profile and suggest any roles that you might be a match for. Make sure your career profile is up to date for this to work well.
- **Saved jobs** – any job ads you've saved to access later
- **Saved searches** – a history of any job ad searches performed

Careers

Profile

On the **Career profile** page you can capture a summary of your career, skills, and experience. This will be used by Dayforce to suggest potential matches against newly advertised roles (see the **Recommended jobs** section). It will also be used by hiring leaders when they conduct a search for potential candidates within the EVT talent database.

The screenshot shows the 'Career profile' page. At the top right, there are 'Refresh' and 'Import from resume' buttons. Below them is an 'Add section' button with a dropdown arrow. The main content area has two sections: 'Summary' and 'Employment history'. Each section has an 'Add new' button. Annotations with orange boxes and arrows point to the 'Import from resume' button, the 'Add section' button, the 'Add new' button in the 'Summary' section, and the 'Add new' button in the 'Employment history' section.

Import resume – import a copy of your resume to quickly start filling in your career profile

There are several sections available straight away, click on **Add section** to add more

Click on **Add new** in each section to edit and/or add details

Search jobs

To conduct a search of available jobs, enter data into the search fields.

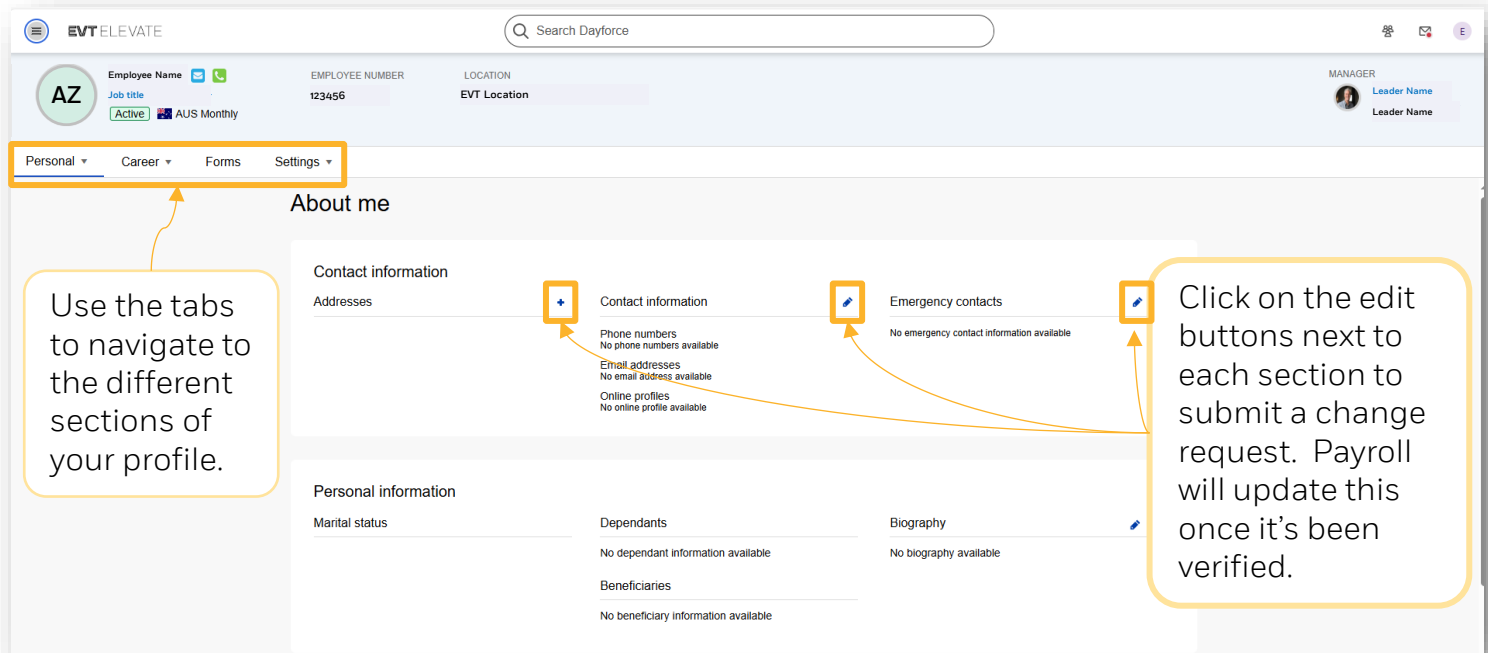
The screenshot shows the 'Search jobs' page. At the top, there are search fields for 'Search by job title, keywords, req ID', 'Location', and 'Distance'. Below these are filters for 'Pay class', 'Travel required', 'Pay type', and 'Posted within'. At the bottom, there are 'Save search', 'Clear all', and 'Search jobs' buttons. Annotations with orange boxes and arrows point to the 'Advanced search' dropdown, the 'Search jobs' button, the 'Save search' button, and the search results area.

Click on **Advanced search** to display more search options

Click on **Search jobs** to commence the search

To save your search parameters, click on **Save search**. It can then be quickly accessed from the **Saved searches** section of the **Careers** menu

Profile

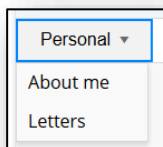


Updating Contact Information in “About Me”

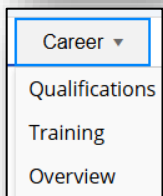
Only certain information in “About Me” can be changed by clicking on the pencil (edit) icon. This is intentional – certain information must be updated via a form, not directly, due to compliance requirements and Payroll’s STP (Single Touch Payroll) obligations.

To clarify:

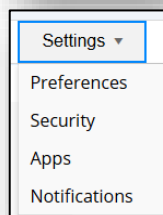
- You can update your Postal Address using the pencil icon.
- Your Primary Address, however, must be updated via a form. This ensures we can validate the country and confirm it's correct for STP reporting.
- Any field that does not have a pencil icon must also be updated via the appropriate form.



- **About me** – the summary screen, shown above
- **Letters** – view all letters stored against your file



- **Qualifications** – view all the qualifications recorded in your profile
- **Training** – a summary of your training. Go to the Learning section for more details
- **Overview** – your career profile



- **Preferences** – set your timezone so that learning works properly
- **Security** – update your password and security questions
- **Apps** – QR codes for each of the Dayforce apps
- **Notifications** – set your email notifications

Forms

In this section of Dayforce you can access, complete, and submit forms. Click on the form you want, and it will open in Dayforce. Once completed, click Submit and the form will be sent, via Dayforce, to the relevant person for approval and processing.

Click on **My form submissions** to expand the section that will show the status of any forms you have submitted.

Forms

▼ My form submissions ↻

Search forms

Search

Reset

34 Results

▲ General forms (15)

📄 Address

📄 ARCHIVE - EVT Custom Form: NZ Visa Upload

📄 ARCHIVE - Sexual Orientation Ethnicity and Disabilities

📄 Car Mileage Reimbursement form

📄 Contact details

📄 Employee Contribution

📄 Employee Payment Request EVT

📄 Minimum Guaranteed Hours Agreement

📄 New Salary Sacrifice

📄 Parental Leave

📄 Superannuation standard choice

📄 Superannuation voluntary contribution request

📄 Tax code declaration form

📄 TFN declaration form

📄 Work from Home Checklist

▲ People Policy (12)

📄 Acceptable Technology Usage - Mar 23

EVT ELEVATE — POWERED BY — dayforce

Earnings

The **Earnings** section of Dayforce is where you will find all information related to your earnings.

- **Earnings statements** – here you can find, view, and print your payslips
 - Use the date fields to help find a particular payslip
- **Compensation** – shows a summary of your earnings over a particular period of time
 - Use the arrows to move through different financial years
- **Additional statements** – find, view, and print statements related to additional payments
 - Use the **Associate date** drop-down menu to filter the data

Earning statements

Compensation

Additional statements

From: 24/3/2024

To: 24/4/2025

Filter

Print

Earnings statement

Dayforce Process Guide

Frequently Asked Questions



- Q1 Will the earnings section of Dayforce have payslips prior to first Dayforce payrun? If not, how do you access them?
- A1 No, you will still be able to log into Preceda to view old payslips
- Q2 Can I check that responsibility for maintaining personal information sits with team members now?
- A2 Yes
- Q3 What happens if I get locked out of my account?
- A3 Send a message to Dayforce Support
- Q4 When do people need to complete the Intro to Dayforce courses?
- A4 There's no deadline for these. That's so people can do them whenever they want and as often as they want
- Q5 Where can people get their payslips?
- A5 In NZ - from Dayforce, In Aus - from Preceda. Historical payslips can be accessed in Preceda for all.
- Q6 Do Training Modules save if a team member starts and want to continue later?
- A6 Yes, and people can see the current status of courses from the top right corner of the course tile