

Dayforce Process Guide

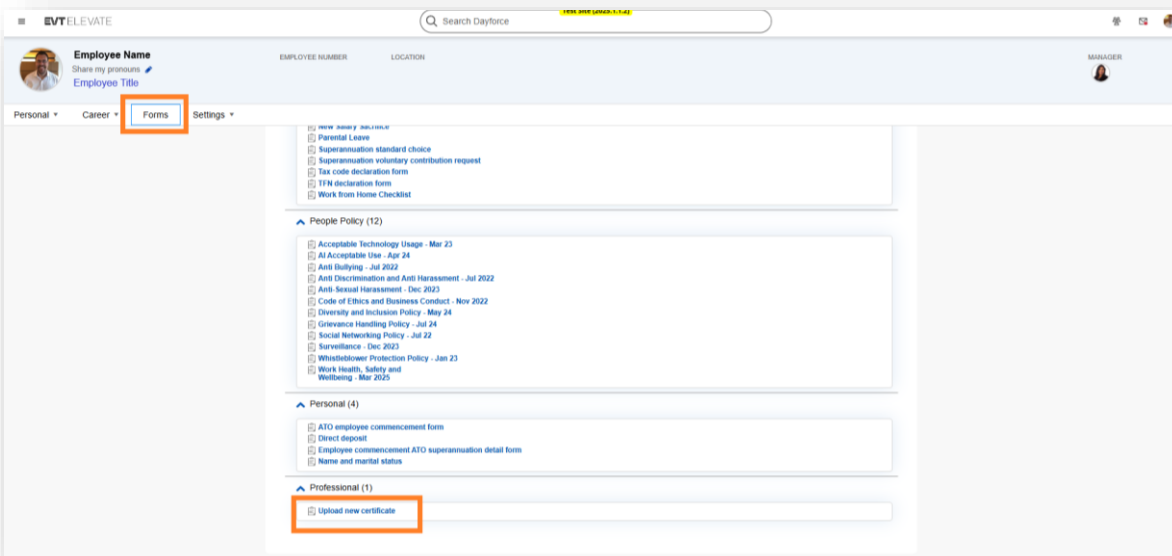
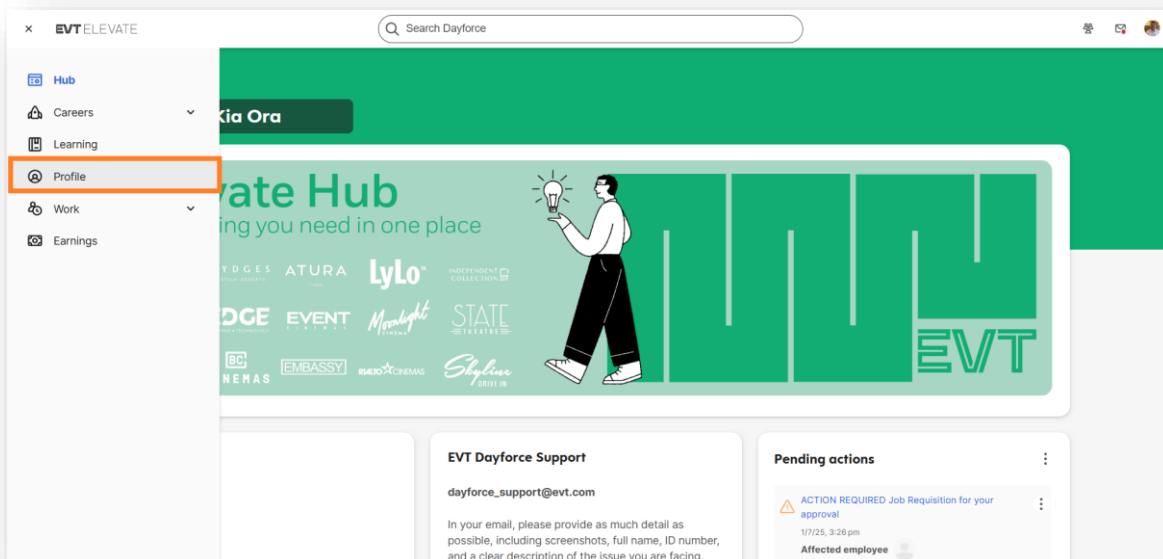
Saving Certifications to Dayforce



Scenario 1 – The employee uploads their certification to their employee file

Step 1: The employee logs into Dayforce using their Employee AU/NZ role.

Step 2: The Employee will navigate to their Profile by clicking on the Hamburger Menu ☰ (top left-hand corner of the page) > **Profile**. Once in their profile they then go to the **Forms** tab. Once in the forms tab select **Upload new certificate**.



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Step 3: Certificate name: Select the appropriate certification they are uploading

Step 4: Enter the issue date on the Certificate. Then enter a description in the Description field (such as 'RSA Certificate' (if you are uploading your RSA)). Then select **+Upload files** to upload the certificate that is saved on the computer. Once the file is uploaded, select **Submit**.

Ensure you are selecting an Issue date and expiry date as this will be linked to reports that allow leaders to know when certifications are expiring.

Ensure you uploading the actual certificate as well

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The Certificate then goes to the manager for approval and once approved will then be saved in the **Forms** section at the top of the **Forms** tab. The employee can view their certifications at any time by clicking on **View details**.

Forms

The screenshot shows the 'Forms' section with a tab for 'My form submissions' containing a 'Pending' status indicator. Below this, a card displays 'Upload new certificate' with a submission timestamp of 'Submitted on 5/7/25 - 8:05 pm by Employee Name'. The status is 'Pending' with an orange circle icon, and the approver is 'Manager Name'. A 'View & edit details' link and a 'Withdraw' button are visible.

Forms

The screenshot shows the 'Forms' section with a tab for 'My form submissions'. A card displays 'Upload new certificate' with a submission timestamp of 'Submitted on 25/6/25 - 12:43 by Mark Giltinan'. The status is 'Accepted' with a green checkmark icon. A 'View details' link is highlighted with an orange box.

The leader can view the certificate at any time by going into the employees record in Dayforce (using their Leader / Admin role, select **Learning** > **Certifications**).

The screenshot shows the Dayforce interface for an employee's 'Learning profile'. The 'Certifications' tab is selected and highlighted with an orange box. Below the tab, a table lists certifications with columns for 'Certification', 'Status', 'Date', and 'Action'. One certification is listed with the status 'Approved'.