

# Dayforce Human resources

Eliminate multiple HR information silos with one centralized real-time solution

Gain **centralized** control of your workforce with a single cloud based Human Resources solution. Streamline tasks, **reduce administrative costs**, and improve communication across your entire enterprise. Provide your employees with secure access to personal HR information. Capture detailed real-time HR analytics where you need it most.

## Self-service forms

Access all relevant HR forms within a single screen, such as address changes, banking, and taxes, in addition to creating first day guided processes to walk employees through all professional and personal forms they need to complete as they transition into their new job.

## Employees

- Mobile & web access to manage work and life events
- Secure management of personal HR information
- Self-service access to HR forms such as banking and taxes

## Administrators

- Configurable workflows for processes and approvals
- Enhanced electronic HR record keeping
- Real-time calculation for fast results
- Submission ready compliance reports

## Managers

- Simple, online onboarding for new hires
- Embedded analytics to support decision making
- Communication across the enterprise

The screenshot displays the Dayforce HR system interface for an employee profile. The profile is for Aaron Glover, an Accounting Clerk in the Finance department. The interface is organized into several sections:

- Overview:** Shows the employee's name, ID (42199), position, department, and manager (Karen Cooley).
- Employment:** A table showing employment details.

Field	Value
Status	Active
Length of Service	17 Years, 6 Months
Original Hire Date	8/23/2000
Pay Class	FT
- Work Assignment:** A table showing current work assignment details.

Field	Value
Job	Clerk
Position	Accounting Clerk
Location	Bank 1 - Finance
Department	Finance
- Compensation:** A table showing compensation details.

Field	Value
Annual Salary	View
Pay Frequency	Weekly
Pay Type	Salaried/Non-Exempt
Pay Group	USA - Weekly
- Time Away Balances:** A table showing time away balances.

Type	Remaining	Unit
Personal	60.00	Hours
Sick	32.00	Hours
Vacation Hours	112.00	Hours
- TeamRelate:** A section for communication style and team relationships.
- Business Contacts:** A table showing business contact information.

Field	Value
Business Email	N/A
Business Phone	N/A
Business Mobile	N/A
Online Profiles	N/A

### With innovative features and robust functionality, Dayforce human resources empowers your entire business

- Personal home screen for each employee to manage personal information, such as emergency contact details
- Managers gain enhanced visibility into HR information through rich, real-time analytics
- Access, retrieve and store all your confidential HR information securely

### Key features

- Out-of-the-box and configurable workflows with easy-to-use guided processes
- Customizable forms to capture personal, professional and payroll tax, accessed via web or mobile devices
- Send and receive important messages and notifications via an easy-to-use enterprise wide messaging tool
- Real-time, embedded analytics provide enhanced insight to HR information

### Key benefits

- Streamline time consuming tasks with intuitive automated processes that can walk employees through onboarding, work or life events
- Reduce administrative burden by eliminating unnecessary paperwork and save on document costs with a cloud-based solution
- Efficiently communicate and manage correspondence
- Gain greater visibility into essential HR data

