

A Temporary Employee’s Guide to Dayforce

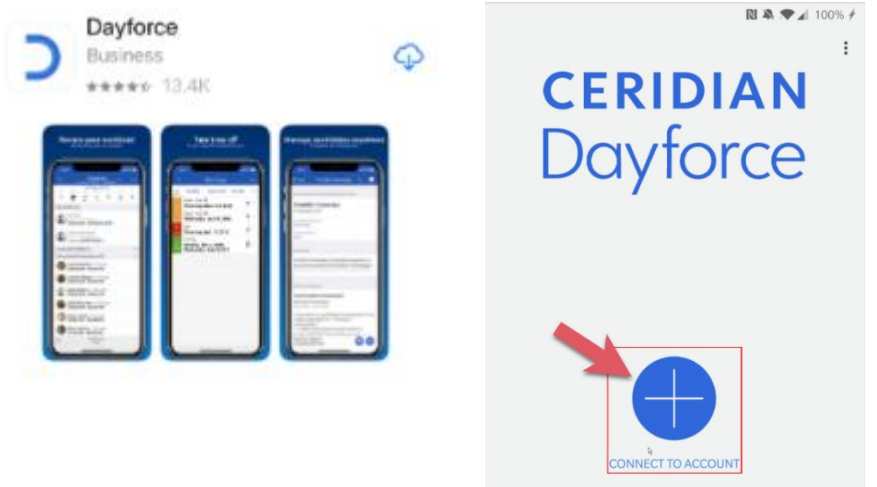
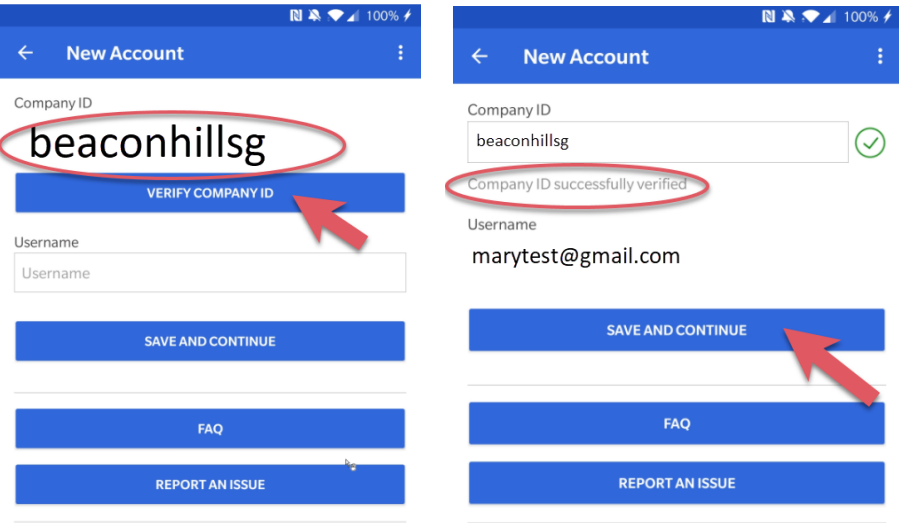
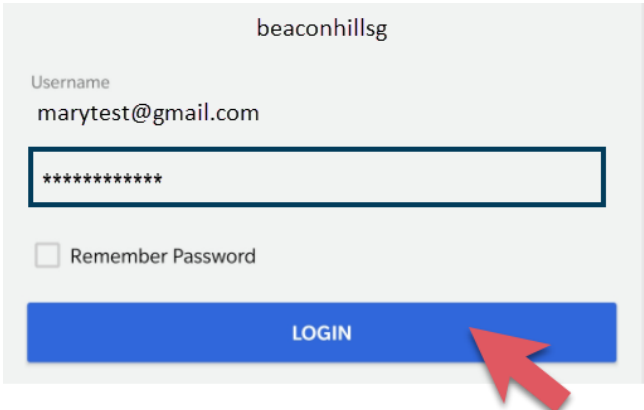
Dayforce is the new Payroll and HR system used by the Beacon Hill Staffing Group for both Temporary and Internal employees starting with the paychecks dated 7/2/2021. Temporary employees access pay stubs, enroll in Direct Deposit, obtain year-end tax forms, and enroll in Benefits once eligible. The Dayforce Mobile App is available as well.

Employees do not have to DO ANYTHING at this time – all the data from ADP has been carefully migrated over to Dayforce including your tax elections, direct deposit information, home address, etc. However, if you would like to log and become familiar with Dayforce and know where to locate your information, now is a great time to do that! There is a ‘Getting Started’ activity found on the home page (see page 4 for more information).

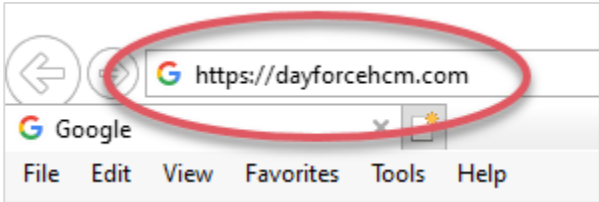
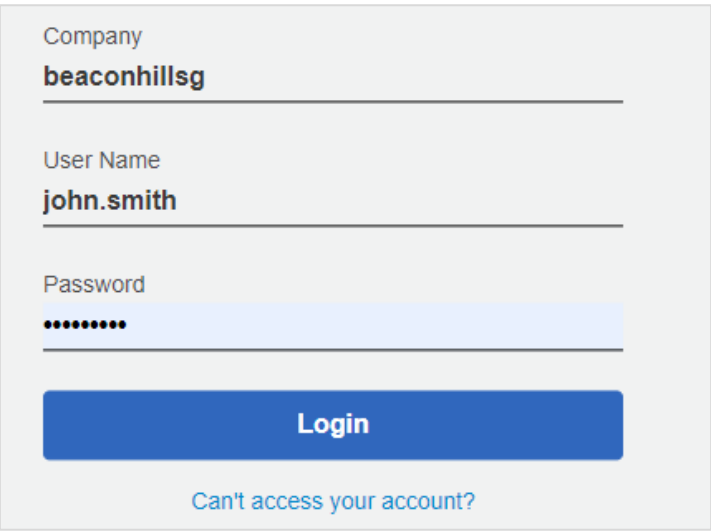
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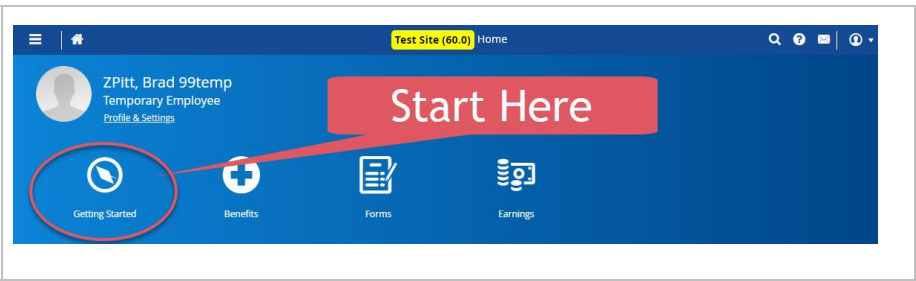
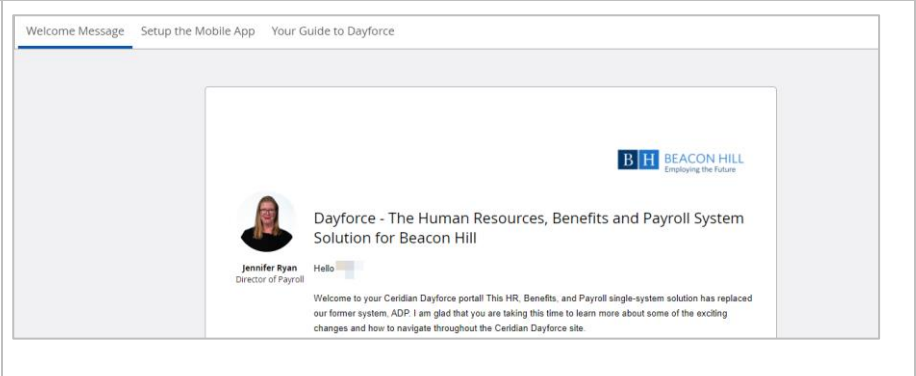
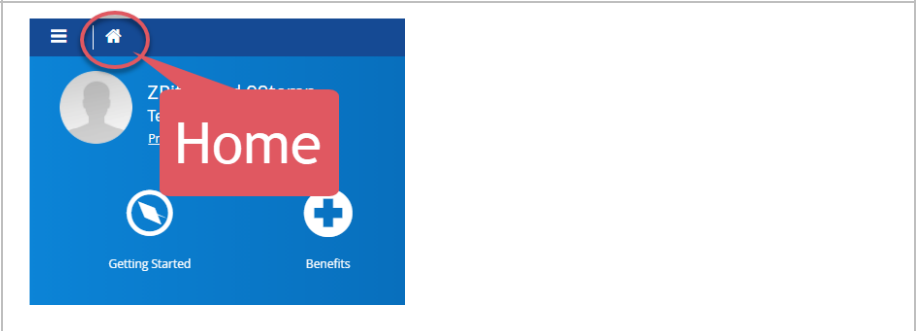
Setting up the Dayforce Mobile App

<p>1 Download the Dayforce app from either the Apple store for iOS, or Google Play for Android.</p> <p>When the app opens, click Connect to Account.</p>	
<p>2 Enter 'beaconhillsg' in the Company ID field and click Verify Company ID.</p> <p>Wait until you see the message 'Company ID successfully verified'.</p> <p>Enter your username. This was provided in the email you received and is typically your personal email address.</p> <p>Click Save and Continue</p>	
<p>3 Finally, enter your password. You chose your password when you logged in for the first time following the link in the email.</p> <p>If you have not yet logged in and set your password, you can use your default password which is your last name and the last 4 digits of your Social Security Number (ie., smith1234).</p> <p>Click Login</p>	

Logging into Dayforce on your Computer

<p>1 Open an internet browser and type in: https://dayforcehcm.com</p>	
<p>2 Enter your credentials:</p> <ul style="list-style-type: none"> • <u>Company</u> is beaconhillsg • Your <u>User Name</u> is your firstname.lastname (ie., john.smith) • If you have not yet logged in and set your <u>password</u>, you can use your default password which is your last name and the last 4 digits of your Social Security Number (ie., smith1234) and then set your own password in the next step. 	

Getting Started

<p>1 From the Dayforce Home page, click Getting Started.</p> <p>This will bring you to an introductory screen with some helpful information about Dayforce at Beacon Hill Staffing.</p>	
<p>2 Scroll down the page to view all the information or click through the tabs at the top of the page.</p>	
<p>3 Click the Home icon to return to the home page.</p>	

How to View Your Dayforce Employee Record

Your primary employment record is in erecruit, so any changes you want to make to your address, contact information and tax elections must be originated in erecruit. These updates flow automatically from erecruit to Dayforce throughout the day.

Contact Information

<p>1 Go to your Profile & Settings page. You can access this page using the link under your name (on the left) or click the icon in the far upper right corner.</p>	<p>The screenshot shows the Dayforce home page for user ZPitt, Brad 99temp. A red circle highlights the 'Profile & Settings' link under the user's name. Another red circle highlights the user profile icon in the top right corner. A red arrow points from the 'Profile & Settings' link to a red box labeled 'Profile & Settings'.</p>
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Benefits

<p>1 To view your current Benefits, click on the Benefits icon</p>	<p>The screenshot shows the Dayforce home page. A red circle highlights the 'Benefits' icon (a plus sign in a circle) in the bottom navigation bar. A red arrow points from this icon to a red box labeled 'View Benefits'.</p>																
<p>2 Next, click on Current Elections</p>	<p>The screenshot shows the 'Benefits' page. A red circle highlights the 'Current Elections' tab in the top navigation bar. Below the navigation bar, there is a table of health benefits:</p> <table border="1"> <thead> <tr> <th colspan="2">Health</th> <th>Employer</th> <th>You</th> </tr> </thead> <tbody> <tr> <td colspan="2"> Dental - Employee Effective Start: 1/1/2020 Documents: 1 Document </td> <td>\$7.47</td> <td>\$3.20 Every Regular Run</td> </tr> <tr> <td colspan="2"> Medical - PPO Saver - Employee Effective Start: 1/1/2020 Documents: 2 Documents </td> <td>\$118.42</td> <td>\$12.57 Every Regular Run</td> </tr> <tr> <td colspan="2"> Vision - Employee Effective Start: 1/1/2020 Documents: 1 Document </td> <td></td> <td>\$1.66 Every Regular Run</td> </tr> </tbody> </table>	Health		Employer	You	Dental - Employee Effective Start: 1/1/2020 Documents: 1 Document		\$7.47	\$3.20 Every Regular Run	Medical - PPO Saver - Employee Effective Start: 1/1/2020 Documents: 2 Documents		\$118.42	\$12.57 Every Regular Run	Vision - Employee Effective Start: 1/1/2020 Documents: 1 Document			\$1.66 Every Regular Run
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Direct Deposit

<p>1</p>	<p>To view your Direct Deposit information, go to Forms.</p>													
<p>2</p>	<p>Click on the Direct Deposit Form</p>													
<p>3</p>	<p>Expand the row to see details of the account that is listed.</p>	<table border="1"> <thead> <tr> <th>Priority</th> <th>Routing Number*</th> <th>Financial Institution</th> <th>Account Number*</th> <th>Deposit Type*</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XXXXXXXXXX</td> <td>XXXXXXXXXX</td> <td>XXXXXXXXXX</td> <td>Remainder / Full Amount</td> <td></td> </tr> </tbody> </table>	Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation	1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Remainder / Full Amount	
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation									
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Remainder / Full Amount										

4 Changing your Direct Deposit:

You can add a new account, change the account listed, remove an account, change the amount going to an existing account, etc.

Press **Submit** when finished.

The screenshot shows the 'Direct Deposit' form with the following fields and options:

- Buttons: + Add, X Remove, ^ Move Up, v Move Down
- Fields: Priority (dropdown), Routing Number* (text), Financial Institution (text), Account Number* (text), Deposit Type* (radio buttons), Allocation (text)
- Form Content:

Priority	Routing Number*	Account Number*	Deposit Type*	Allocation
1	123456789	987654321	<input checked="" type="radio"/> Remainder / Full Amount <input type="radio"/> Monetary Amount <input type="radio"/> Percentage	
- Additional: Account Type* (dropdown: Checking), Reenter Account Number (text), Sample check image link.
- Comment section: Add comment to the employee's file.
- Buttons: Save Draft, Submit, Cancel, Print

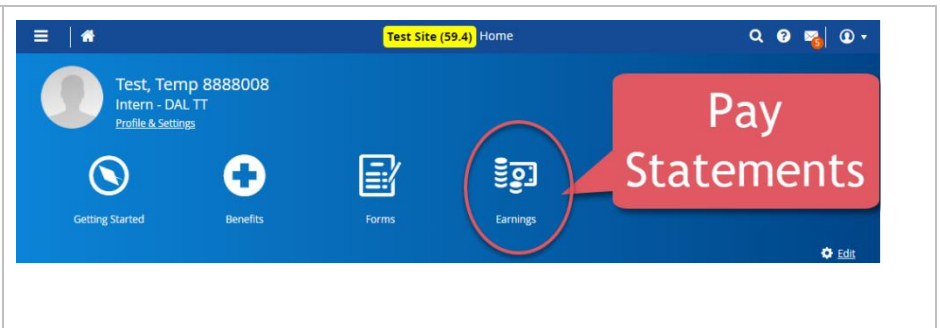
Pay Statements

Note – Please take care when viewing your pay statement as confidential information will show on the screen.

1 All Pay Statements are provided electronically (they are not printed and mailed).

In Dayforce these are also called Earnings Statements.

From the Dayforce Home Page, go to the **Earnings** icon.



2 Select the Earnings Statement date

The screenshot shows the 'Earnings Statements' page with the following table:

Earning Statement	Pay Date	Type	Net Pay
February 2016			
XYZ Company - #440011398	2/8/2016	Normal	\$631.00
January 2016			
December 2015			
November 2015			
October 2015			
September 2015			
August 2015			
July 2015			
June 2015			
May 2015			

3 Viewing summary earnings

4 Viewing and printing the Earnings Statement

	YTD	Amount
Earnings	\$1.00	\$ 1,848.00
REG.	75.00	\$ 1,650.00
OT 1.5	8.00	\$ 198.00
Pre-Tax Deductions	\$ 72.00	\$ 144.00
Healthcare	\$ 60.00	\$ 120.00
Dental	\$ 12.00	\$ 24.00
Taxes	\$ 300.00	\$ 514.90
Fed WH	\$ 145.61	\$ 243.15
FICA EE	\$ 168.96	\$ 105.65
Fed MWT EE	\$ 13.79	\$ 24.71
NJ WH	\$ 30.77	\$ 49.46
NJ OT EE	\$ 3.91	\$ 7.07
NJ WDTE EE	\$ 0.44	\$ 0.79

To view 2021 and prior earnings statements from Beacon Hill, log into ADP using this url: <https://portal.adp.com>
 You can use the same credentials that were in place prior to Dayforce.

Viewing Year End Tax Statements Starting in 2022

<p>1 Forms for tax years beginning in 2021 will be located here.</p> <p>From the Dayforce Home Page, go to the Earnings icon.</p>	
<p>2 Go to the Year End Forms tab.</p> <p>Select the Tax Statement.</p>	
<p>3 Viewing and printing the Tax Statement</p>	

To view 2021 tax statements from Beacon Hill, log into ADP using this url: <https://portal.adp.com>
 You can use the same credentials that were in place prior to Dayforce.

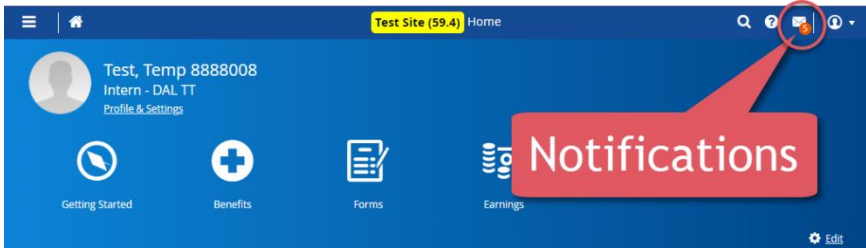
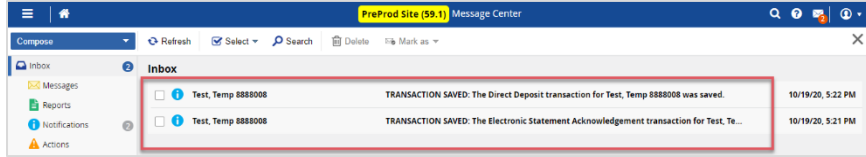
How to Elect Paperless Year-End Statements

Your Year End Statements (W-2 and 1095-C) are set up to be printed and mailed to you as well as available electronically in Dayforce as shown above. To change this to a paperless-only election, see the instructions below.

Note – if you had elected the Paperless option in ADP, you must re-elect it here in Dayforce.

<p>1</p>	<p>Go to your Profile & Settings page. You can access this page using the link under your name (on the left) or click the icon in the far upper right corner.</p>	
<p>2</p>	<p>On the Profile and Settings page, scroll to the Payroll Information section and click the pencil icon as shown here.</p>	
<p>3</p>	<p>Review the consent. Select the W-2 form and the 1095-C form and click Accept.</p>	

Getting Notifications in Dayforce

<p>1</p>	<p>When an action is taken on your employee record (such as saving your Direct Deposit Change) you will get a Notification.</p> <p>Go to the envelope icon at the top right corner of your Dayforce Home page.</p>	
<p>2</p>	<p>Your Notifications are listed.</p>	

How to get help using Dayforce

If you have any questions or need help, please email payroll@beaconhillstaffing.com

You can also visit the Dayforce page on our website at : <https://www.beaconhillstaffing.com/Employees/Benefits/Dayforce-Our-New-HR-Benefits-and-Payroll-System>