



Dayforce Training Next Steps

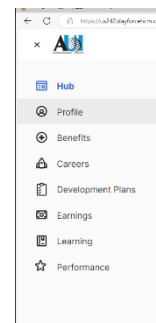
Thank you for attending the DayForce Training. Access to Dayforce (go.nrao.edu/Dayforce)

Using the [Employee Quick Start Guide](#) as a reference, complete the following in Dayforce:

1. Profile

➡ Choose “Profile” from the navigation pane (“hamburger” (☰) icon) upper left of home screen

- 1) PERSONAL tab – Ensure About Me information is current and correct
 - Confirm and if necessary, edit your address; 
 - Add at least a Primary Emergency Contact (there is room for a primary and a secondary).
- 2) CAREER tab (Overview) – Complete your career profile with focus on:  **Edit**
 - Add your Education;
 - Attach your CV/Resume;
 - Add Certifications
- 3) FORMS tab
 - Add Beneficiary(ies) for your life insurance and assign them as either Primary or Contingent; if you have more than one Primary and/or more than one Contingent, you'll need to assign a percent (total for primary must total 100%; total for contingent must total 100%);
 - Ensure that your Dependent information is correct and current



2. Earnings statement

➡ Choose “Earnings” from the navigation pane (“hamburger” icon)

- Review your earning statement

3. Performance

➡ Choose “Performance” from the navigation pane (“hamburger” icon)
Select the Goals tab

- Add SMART performance goals (copy the future goals from Saba that were established during the last PEP cycle).

Please direct questions appropriately:

- Human Resources questions: HR_Team@nrao.edu
- Payroll related questions: payroll@au.edu
- Access related questions: helpdesk-mis@nrao.edu