



dayforce

Quick Start Guide for Employees

Use this guide to familiarize yourself with Dayforce while completing necessary tasks.

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Welcome to Dayforce

Dayforce, our Human Resources Information System, launched in December 2024 for AUI, NRAO, and GBO employees. This Quick Start Guide for Employees will familiarize you with Dayforce navigation, layout and walk you through getting started processes.

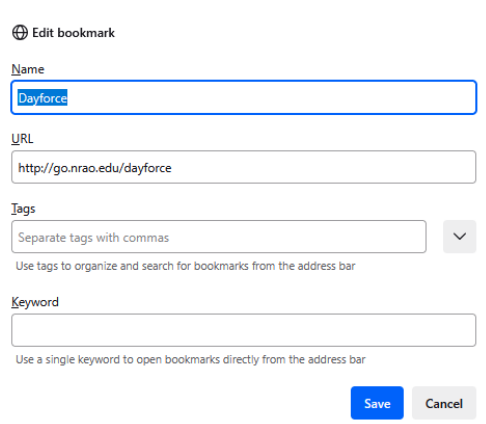
This guide explains the one-time tasks that need to be completed to Dayforce. It explains what needs to be done and provides step-by-step directions. If you prefer an in-person training, please reach out to your local HR representative.

For any questions regarding the information covered in this document, contact:

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

Dayforce Access

Access to Dayforce has been enabled with single sign-on capabilities. Type “go.nrao.edu/dayforce” in any web browser. To bookmark the link to Dayforce, you need to edit the browser bookmark to point directly at the Dayforce address (go.nrao.edu/dayforce).



The image shows a browser bookmark editor interface. At the top, it says "Edit bookmark" with a globe icon. Below that are four input fields: "Name" with "Dayforce" entered, "URL" with "http://go.nrao.edu/dayforce" entered, "Tags" with "Separate tags with commas" and a dropdown arrow, and "Keyword" which is empty. At the bottom right, there are "Save" and "Cancel" buttons.

You may use both your Observatory-issued computer as well as your personal, home computer (or even smartphone!) to access these applications when not connected to the VPN. In keeping with this added convenience, when connecting with a non-Observatory device, we encourage you to observe safe computing practices such as using a private/incognito browser window and not using a public/shared (ex: public library) computer for this work. Also, please note that you will likely be challenged for multifactor authentication as part of your connection, so be prepared with device/application!

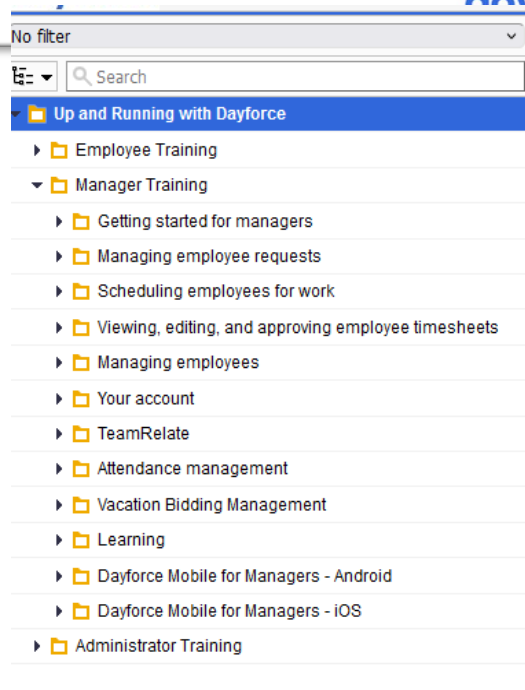
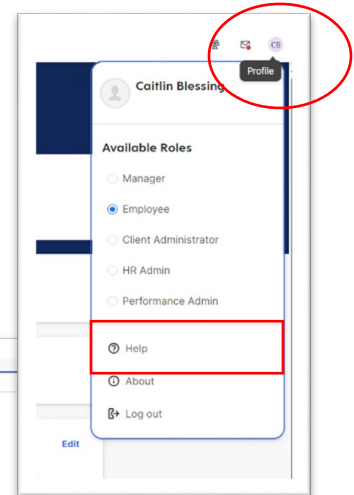
Help(ful) Resources

MyPath is a robust Dayforce resource that offers demos, practice activities and job aides to assist you in utilizing Dayforce. Please keep in mind, there are AUI specific business processes you'll need to remember when using Dayforce as an employee. Additionally, AUI time and attendance is captured in Costpoint Deltek. Therefore, not all functionality covered in MyPath is used by AUI's Dayforce (Entering time, Schedule, Using the Dayforce Wallet).

Access **MyPath** via **Help** on your **Profile** dropdown menu.




Use the Search feature to find information related to a topic.



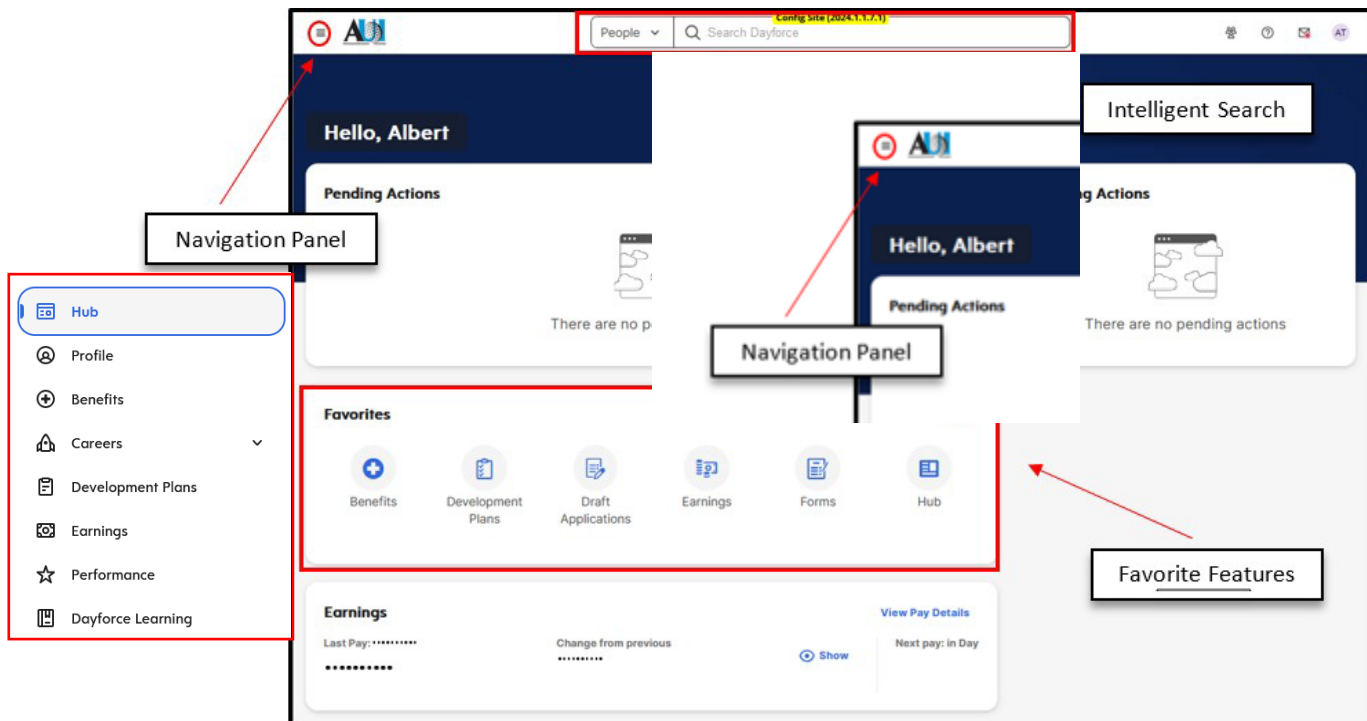
Navigating in Dayforce

There are three ways to navigate between various modules.

1. Intelligence Search – you can search for modules and for all active employees, learning basic information, and view them on the org chart via the intelligent search bar at the top of the home page.

 Search Dayforce

2. Navigation Panel - The navigation panel displays all of the features to which you have access. The panel will display different options depending on your role. It's on the far left of the screen. The navigation panel is always available, regardless of which feature you're currently using.
3. Favorites – Edit your favorite for quick access to your most visited modules. You may display up to six favorites.



Learn more: [Job Aide - Navigating in Dayforce](#)

Profile Overview

Choose Profile from navigation panel

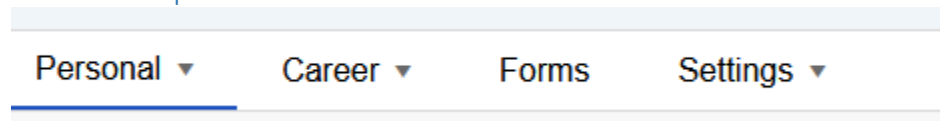
Profile Header



Your employee profile header shows the following information:

- Employee profile picture: Your employee initials are displayed. A profile picture can be uploaded for display. Click on your initials for the Upload option.
- Employee name: Your name displays as common name and legal last name. You may change your common name using the form “Name and Marital Status” located under your Profile – Forms.
- Job Assignment: This is your job title.
- Employee Number: A unique system generated number.
- Location – Should reflect your assigned work site. Remote workers are assigned to their manager’s work site.
- Manager – The profile picture, name, and title of your manager.

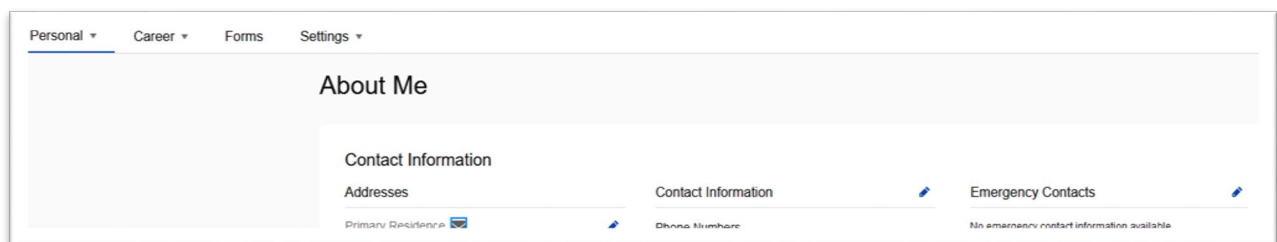
Profile Components



Contact Information

In Profile, in **Personal > About Me**, you can review and add your personal contact information, such as phone numbers, email addresses, and online profiles.

You can update your contact records using pencil icon next to each contact category.



NOTE: Changes to your address require approval from our Payroll group, so the changes will not take effect immediately. An address change may be sent back to the submitter or rejected if the change request is to move to a new state or if there is an impact on an employee’s taxation. The change WILL BE rejected if you are requesting to move to a new country.

TASK: Add or change your information in the Contact Information dialog box.

- ✓ In Profile, in **Personal > About Me**, click the edit pencil icon in the **Contact Information** section:

Addresses:

All employees must have a Primary address in the United States that reflects the state in which they work. The primary address is used for both benefits and payroll taxation.

- Benefits – The primary address is the address that will be transmitted to benefit vendors.
 - Our International Staff Members (ISM) in Chile are assigned a NRAO worksite address for benefits administration purposes. A Secondary Address has been added to reflect ISMs' local address.
- Payroll - Both a combination of your primary address and work location determines payroll taxation. It is important that your primary address reflects the state of your work location to avoid excess taxes being withdrawn. If the state of your primary address and your work location state have a taxation reciprocity agreement, please contact payroll (payroll@aui.edu)
 - Employees marked as “Virtual” will have taxes deducted only based on their primary address.

Enter your updated contact details. Fields marked with an asterisk are required. Click the **Add New Phone Number**, **Add Electronic Addresses** to add an email address and/or online profile (LinkedIn, Twitter, Facebook). You may add as many additional contact methods as necessary.

Emergency Contact

Task: Enter a primary and secondary emergency contact.

Fields marked with an asterisk are required.


Click **Save**.

Your Career Profile

Your career profile highlights your career experiences, skills, and achievements and is available in the **Profile** feature in the **Career > Overview** tab. This profile is also shown in the Careers > Profile feature, and changes made in either feature are reflected in the other feature automatically.

NOTE: Up to seven year of work assignment history was loaded into Dayforce for AUI employees active as of December 2024. If your employment with AUI began prior to Jan 1, 2018, your work assignment history in Dayforce begins on 1/1/2018. You may complete your work history with AUI by completing the Employment History.

Your career profile is visible to your managers and might be visible to NRAO staff recruiters. It's important to keep your profile up to date so that these users can help with your career development and connect you with relevant internal job postings.

You may find your **job description** in Career. Look for the document icon  next to your current job title under Work Assignment.

In your career profile, you can add information adding details to the individual profile sections.

TASK: Add or change your information in Career

- ✓ In Profile, in **Career > Overview**, click the edit pencil



icon in the section(s) you wish to update:

The Sections in orange are displayed on the Career Profile overview page. You may add additional sections by clicking the Add section button.

Career Profile Add section ▼

Career profile sections	
Section	What it shows
Summary	Your career summary and goals.
Work Assignments	Your key work projects and important assignments.
Employment History	Your past work experience. You can add key information about your previous jobs, including responsibilities, employer, and reason for leaving.
Education	Your educational background.
Skills	Your skills related to your profession. The proficiency level for each skill is configurable with the slider.

Career profile sections	
Section	What it shows
Links	Links to websites with content such as an external profile or portfolio.
Documents	Documents, such as a resume or portfolio.
Certifications	Certifications achieved outside of Dayforce.
Training	Training completed outside of Dayforce.
Accomplishments	Your accomplishments, such as languages, patents, and publications.
Affiliations	Organizations that you're affiliated with.
Security Credentials	Security credentials issued to you by an external authority.
Military	Information about any military service.
References	Names and information for your references.
Job Preferences	Your preferred jobs, interests, and willingness to relocate.

Your Beneficiaries

TASK: Complete life insurance Beneficiary form

It is important all employees have updated beneficiary(s) listed for basic life and AD&D insurance. You can do this in **Profile > Forms > Current Beneficiary Information**. Please note, this beneficiary form is for life insurance only. Retirement beneficiaries need to be updated directly through TIAA.

The screenshot shows the Dayforce 'Forms' interface. At the top, there is a 'Forms' header. Below it, there is a search bar with 'Search Forms' and a 'Reset' button. To the right, there is a 'My Form Submissions' section with a refresh icon and a search dropdown. The main content area displays a list of forms under the heading 'Benefits (2)'. Two forms are listed: 'Current Beneficiary Information' and 'Current Dependent Information'. The 'Current Beneficiary Information' form is highlighted with a red rectangular box.

To designate beneficiaries, you will first need to add the individuals to the “Current Beneficiary(s)” list.

Click **Add**.

Please note, social security number is not a required field when setting up a new beneficiary. After you add the beneficiary(s), they will be available for you to designate.

Click **Add Designation**.

Click **Submit**.

Current Beneficiary Information ☐ ✕

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

[+](#) Add [✕](#) Remove

Beneficiary	Relationship	Birth Date	View/Edit

Current Designation

Below are the benefit options in which you can choose to designate a beneficiary. If you want to add a new beneficiary designation, select "Add Designation" and select the beneficiary you would like to designate a percentage. You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

Basic Life and AD&D Insurance

Coverage Date	1/1/2018	Effective Date	4/22/2024	Coverage Amount	\$56,000.00
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[+](#) Add Designation [✕](#) Remove Designation

Beneficiary	Relationship	Birth Date	Type	Percentage

Benefits

In Dayforce > **Benefits**, employees can access enrollments for eligible benefits, review their current benefit elections, enroll in optional benefits, manage their HSA and 403b contributions, submit qualifying life events for special enrollment periods, and even view and manage life insurance beneficiaries. These requests will no longer be submitted via paper form.

Benefits Overview Page

When you select the Benefits feature, you will be taken to the Overview page which will take you to the enrollments page. On the overview page, you can enroll in a new optional benefit or submit a qualifying life event. If you are currently contributing to a 403(b) or HSA account, you can make changes to your contributions from this page as well.

The Overview tab shows a list of enrollments available to you in the Enrollments section. Benefit enrollments are guided processes that take you through the steps of electing options. Enrollments in which you can use or make contribution changes throughout the year will display on this page. In addition to enrollments, you will also find links to benefit information available on the NRAO website. It is important that you review your current elections prior to making any change requests through the Enrollments section below to avoid duplicate entries.

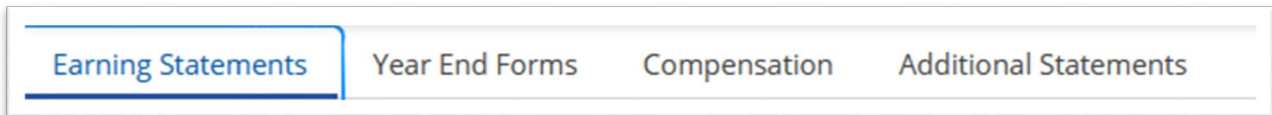
TASK: Review the [Benefits Job Aide](#)

Earnings Overview

You can access Pay stub and Year End Forms in Dayforce beginning with the first stub for check date January 3, 2025. It is important you regularly review your pay stub information to ensure that your benefits elections are correct, especially following open enrollment OR a qualifying life event; to ensure that your deductions (state/federal taxes) are current; to ensure that contributions to 403b and HSA benefits are current.

TASK: Review your most recent earnings statement

- ✓ Access the Earnings Screen from the Navigation Panel



1. Open your most recent earnings statement

From: 12/1/2020 To: 1/1/2022 Filter Print 47 Statement(s) Found

	Earning Statement	Pay Date	Type	Net Pay
<input type="checkbox"/>	November 2021			
<input type="checkbox"/>	Manufacturing Co. USA - # -- Preview --	11/8/2021	Normal	\$202.98

 XYZ Co. XYZ Company Employer Phone: 713-858-6322 Employer Address: 1 Beacon St, Alpharetta, GA, 30009	Employee Name: Alfonso Boyd Employee #: 1848 Employee Address: 383 Madison Ave, New York, NY 10017 Department: Receiving Job Title: Receiver	Pay Date: 3/31/2016 Pay Period: 3/6/2016 - 3/12/2016 Check #: -- Preview -- Pay Frequency: Weekly Pay Rate: 22.0000 Federal Filing Status: State Filing Status: (NJ) State Exemptions: (NJ) State Filing Status: (NY) State Exemptions: (NY) Local Exemptions: (New York City)																																																																																																				
	<table border="1"> <thead> <tr> <th></th> <th colspan="2">Current 3/6/2016 - 3/12/2016</th> <th colspan="2">YTD As of 3/12/2016</th> </tr> <tr> <th></th> <th>Hours/Units</th> <th>Rate</th> <th>Hours/Units</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BASIC</td> <td></td> <td></td> <td>37.50</td> <td>\$ 825.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>37.50</td> <td>\$ 825.00</td> </tr> <tr> <td>Pre-Tax Deductions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Healthcare</td> <td></td> <td>\$ 60.00</td> <td></td> <td>\$ 60.00</td> </tr> <tr> <td>Healthcare Ancillaries</td> <td></td> <td>\$ 60.00</td> <td></td> <td>\$ 60.00</td> </tr> <tr> <td>Dental</td> <td></td> <td></td> <td></td> <td>\$ 12.00</td> </tr> <tr> <td>Taxes</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fed W/M</td> <td></td> <td></td> <td></td> <td>\$ 37.50</td> </tr> <tr> <td>FICA EE</td> <td></td> <td></td> <td></td> <td>\$ 46.69</td> </tr> <tr> <td>Fed/STATE EE</td> <td></td> <td></td> <td></td> <td>\$ 10.92</td> </tr> <tr> <td>NJ W/M</td> <td></td> <td></td> <td></td> <td>\$ 18.69</td> </tr> <tr> <td>NJ UT EE</td> <td></td> <td></td> <td></td> <td>\$ 3.74</td> </tr> <tr> <td>NJ NORT EE</td> <td></td> <td></td> <td></td> <td>\$ 0.38</td> </tr> <tr> <td>NJ DT EE</td> <td></td> <td></td> <td></td> <td>\$ 1.63</td> </tr> <tr> <td>NJ PLUT</td> <td></td> <td></td> <td></td> <td>\$ 0.68</td> </tr> <tr> <td>NY W/M</td> <td></td> <td></td> <td></td> <td>\$ 14.22</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$ 14.22</td> </tr> </tbody> </table>			Current 3/6/2016 - 3/12/2016		YTD As of 3/12/2016			Hours/Units	Rate	Hours/Units	Amount	Earnings					BASIC			37.50	\$ 825.00				37.50	\$ 825.00	Pre-Tax Deductions					Healthcare		\$ 60.00		\$ 60.00	Healthcare Ancillaries		\$ 60.00		\$ 60.00	Dental				\$ 12.00	Taxes					Fed W/M				\$ 37.50	FICA EE				\$ 46.69	Fed/STATE EE				\$ 10.92	NJ W/M				\$ 18.69	NJ UT EE				\$ 3.74	NJ NORT EE				\$ 0.38	NJ DT EE				\$ 1.63	NJ PLUT				\$ 0.68	NY W/M				\$ 14.22					\$ 14.22
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2. Verify your DEDUCTIONS, TAXES, and EMPLOYER CONTRIBUTIONS.

If you find an error, or if a line item requires an adjustment, please contact your Payroll Administrator, payroll@au.edu, as soon as possible.

Paid Time Off Balances:

[Costpoint](#) is system of record for paid time off balances. The YTD balances on your Dayforce Earnings statement display the total leave hours available for use as of the first day of the next pay period.

Dayforce earning statement displays the period's change: - taken + accrued

Current period examples:

24 hours of Sick taken for a period, displays a current period balance of -19.38.

- 24 hrs taken + 4.62 hrs accrued = **- 19.38**

16 hours of Vacation taken, displays a current period balance of -8.61.

- 16 hrs taken + 7.39 hrs accrued = **- 8.61**

Performance Overview

In **Performance > Goals**, employees can draft, create, and track progress and record key events on goals. Additionally, employees also have the option to include their own personal goals and align them with other goals, such as organizational goals, if applicable. To add a goal, select **+ Add Goal** on the right side of your screen and complete the form:

The screenshot shows a form for adding a goal. It contains the following fields and controls:

- Name ***: A text input field.
- Description**: A rich text editor with undo, redo, bold (B), italic (I), underline (U), and a menu icon (three dots).
- Goal Category ***: A dropdown menu with the text "Select an Option..." and a downward arrow.
- Goal Area**: A text input field.
- Start Date ***: A date picker with the format "M/d/yyyy" and a calendar icon.
- Due Date ***: A date picker with the format "M/d/yyyy" and a calendar icon.
- Measure Type ***: A dropdown menu with the text "Select an Option..." and a downward arrow.

When creating a goal, you will be required to enter the following information:

Goal Name: This should be a brief summary of your objective.

Goal Category: Current options are Development, Job Knowledge, and Teamwork

Start and Due Date: Start and due dates that fall within the annual review period will be pulled in the corresponding performance review.

Measure Type: This assigns a measurement type for tracking progress towards your goal. Dayforce has the below options for tracking goal progress:

- **Percentage:** Progress is measured by percentage. For example, the goal of "Complete XYZ System Training Manual" can have a percentage progress, so that the user can regularly update how close they are completing the document.
- **Actual / Target:** Progress is measured by a numerical target. For example, the goal "Complete outreach to 5 local schools" could use this measurement method, and then users can match their actual performance against the numeric target.
- **None:** Progress is measured using the **Not Started, In Progress, and Completed statuses**, but further detail is not recorded. For example, the goal "Complete my First Aid Certification" could have this measure type selected because users either pass the certification test or not; there is no detailed progress to measure.

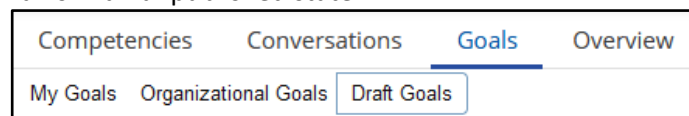
TASK: Add goals

1. Go to **Performance**
2. Click the **Goals** tab
3. Click on **My Goals** sub-tab.
4. Click on **Add Goal**.
5. In **Name**, type the name of the goal.
6. In **Description**, write out a description of the goal that answer the question of what is to be accomplished.
7. In the **Goal Category** list, choose the appropriate category.
 - a. Optional: In the Goal Area field, use the free text field to further categorize the goal if an additional tag on the goal is helpful to keep goals organized.
8. In **Start Date** and **Due Date**, choose dates that correspond to the annual review period (Oct 1 – Sept 30).
9. In the Measure Type list, choose the appropriate measure type.
10. Click **Next**

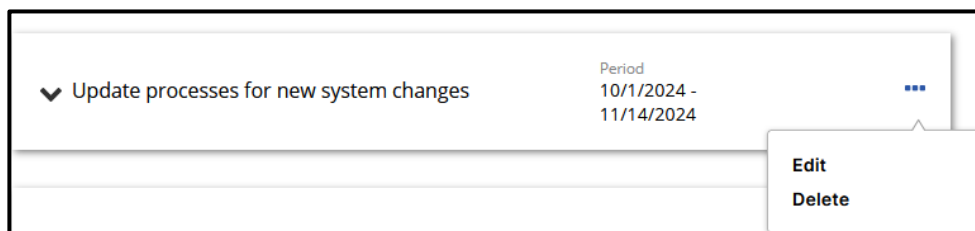
Add Tasks to a Goal as appropriate to detail the activities required to complete the goal.

Save Goal as Draft

Employees have the option to save draft copies of their in-progress goals. To save a goal as a draft, click **Save as Draft**, then, “X” out of the dialog window. When you do this, the goal is added to the **Draft Goals** tab, where it remains in an unpublished state.



To access your in-progress goal, select the **Draft Goals** sub-tab to open your list of drafted goals. The option to edit or delete your draft can be accessed through the menu button on the left of the goal (as pictured below).



Select “Edit” to update the goal; to move the goal to your “My Goals” tab select, “Publish.”