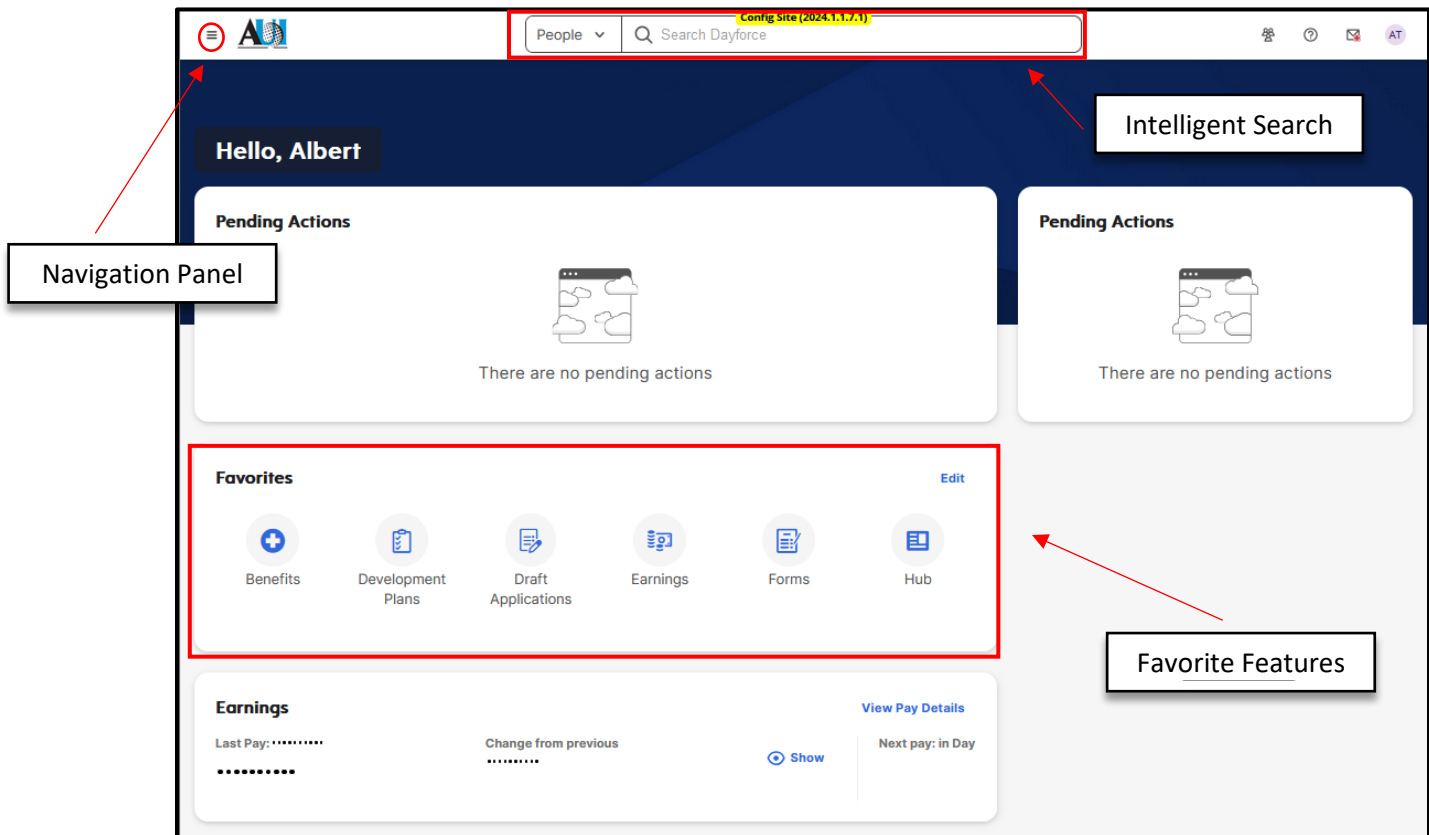


Navigating in Dayforce

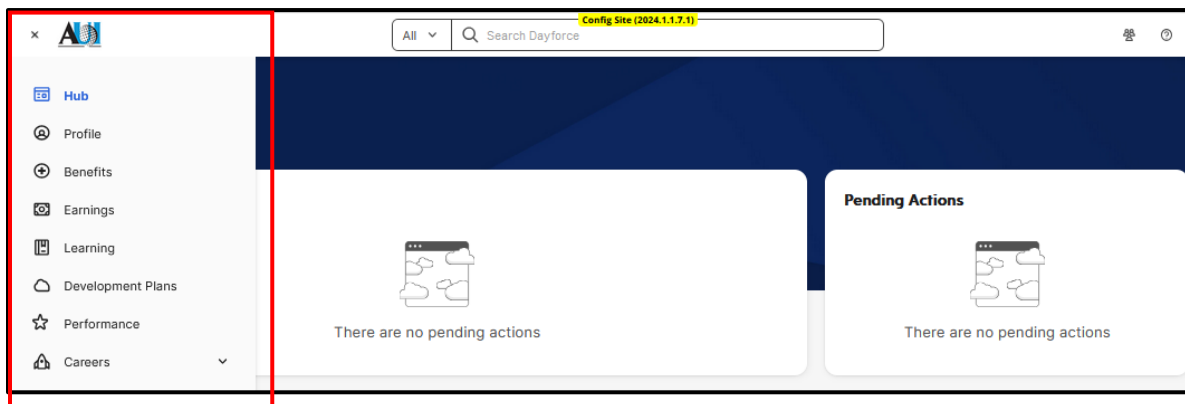
Version 1: December 27, 2024

When you first login, you will be directed to the Hub. The Hub is essentially a dashboard that provides a snapshot of pending action items, links for favorited Dayforce features, and your pay details. There are three main menus that you can use to navigate between various sections.



Navigation Panel

The navigation panel shows all of the features that you can access. It's on the far left of the screen. The navigation panel is always available, regardless of which feature you're currently using.



Dayforce highlights the feature that you're currently using in **blue**. You can go to another feature by clicking it in the panel.

Show and Hide the Navigation Panel

By default, the navigation panel is hidden when you first log in to Dayforce. To expand it, click the menu icon at the top left of the toolbar.

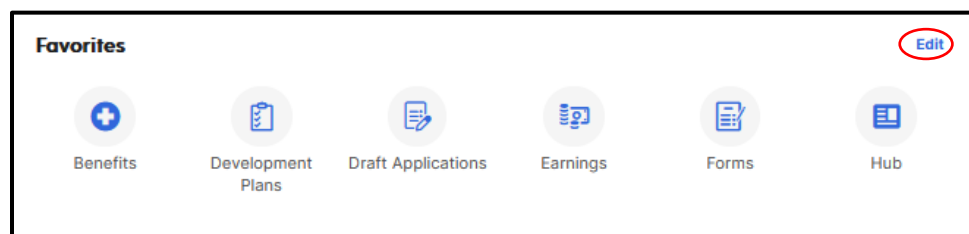
To close the panel, do any of the following:

- Click a feature in the panel.
- Click the X.
- Click anywhere outside of the navigation panel.

Favorite Features

The favorite features functionality in Home provides a quick way to access the six features that you use most frequently. Depending on your screen resolution, Dayforce might show fewer than six favorite features. You can still configure up to six favorites, but Dayforce shows only as many as can fit on the screen.

You can change your favorites if the default features on the Home screen aren't the ones that you use most often. Your favorites are specific to your user role. If you have more than one user role (for example, a manager and an employee role), you can configure a different set of favorites for each role.



To edit your favorite features:

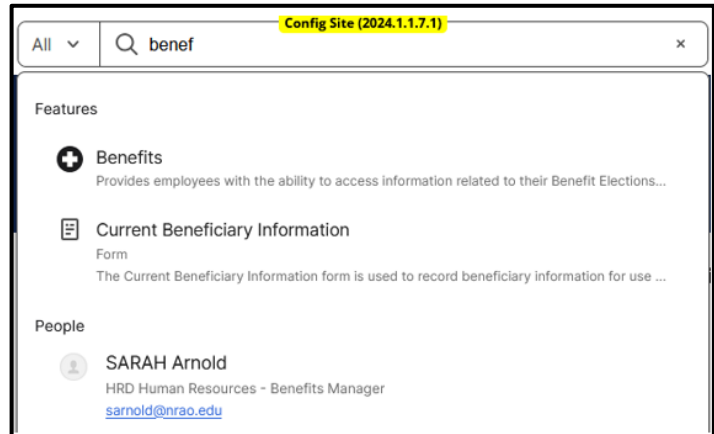
1. Go to Home and then click Edit:
2. In the Edit Favorites dialog box, do any of the following:
 - To add a feature to your favorites, drag it from the bottom portion of the screen to the top. Dayforce shows a green arrow when you've dragged it somewhere that it can be docked.
 - To remove a feature from your favorites, click the X at the top right of the feature icon.
 - To change the order of your favorites, drag them to another position.
 - To restore the default favorite features, click Restore to Default.
3. Click Save.

Intelligent Search

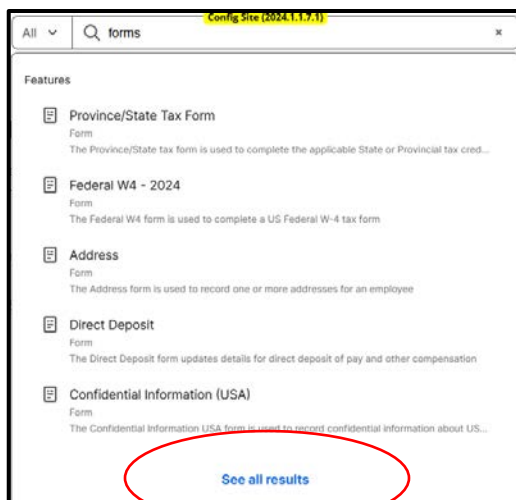
With Intelligent Search, you can quickly find relevant information that your role has access to in Dayforce. If you have multiple roles, search displays only information for the role that you're currently logged in with. The search empowers you to navigate Dayforce without having to enter exact search terms. The search bar is displayed at the top center of the Dayforce header, which gives you direct access to it from all areas in Dayforce.

Intelligent search is an intuitive search that predicts search results in real-time as you type. You can then either continue to type your query or choose an option from the list of suggestions. When you search, you can enter partial words, numbers, sub-features, or actions. Search results return features, people, or self-service forms that are the closest match.

Note: You can't search by employee numbers.



Optionally, you can use the filter drop-down list to the right of the search field to narrow your search to features or people. If you search all, search results also include features and forms.



You can click or use the down arrow on your keyboard to select a suggestion in the search results. To show the entire list, click See all Results or press the Enter key on your keyboard.

When you select See All Results, the Search Results screen opens, and features and people are divided into different tabs, if applicable.

Search Results

All (3) Features (1) People (2)

Features

Learning
A single place for you to view and complete your assigned courses and to find training opportunities to learn new skills.

People

LINDSAY Bragg Manager
HRD - Human Resources - HR Administrator I • VA-CVL - HRD - Human Resources SARAH Arnold
lbragg@nrao.edu [See Hierarchy](#)

The **Features** tab shows both forms and features and displays the name and description for each.

The **People** tab shows employee details.

People: Employee Card

LINDSAY Bragg Manager
HRD - Human Resources - HR Administrator I • VA-CVL - HRD - Human Resources SARAH Arnold
lbragg@nrao.edu [See Hierarchy](#)

When searching in Dayforce, your search results for people will display the following information:

1. Avatar: If you click the avatar Dayforce opens the employee card. The employee card is shown for roles that have access to the employee's card, which is based on what users are allowed to see about the person (for example, if you don't manage a person you don't have access to their card).
2. Employees name,
3. **Primary work assignment:** Location, department, and title.
4. Business email address
5. Business phone number
6. Manager
7. See Hierarchy: Link to view the Organization Chart.
8. Go to Profile: If you're a manager, Dayforce also shows this link for you to view the overview page of the employee's HR record in People.