

MANAGER SELF-SERVICE

JOB, LOCATION AND PAY CHANGES



Logging In

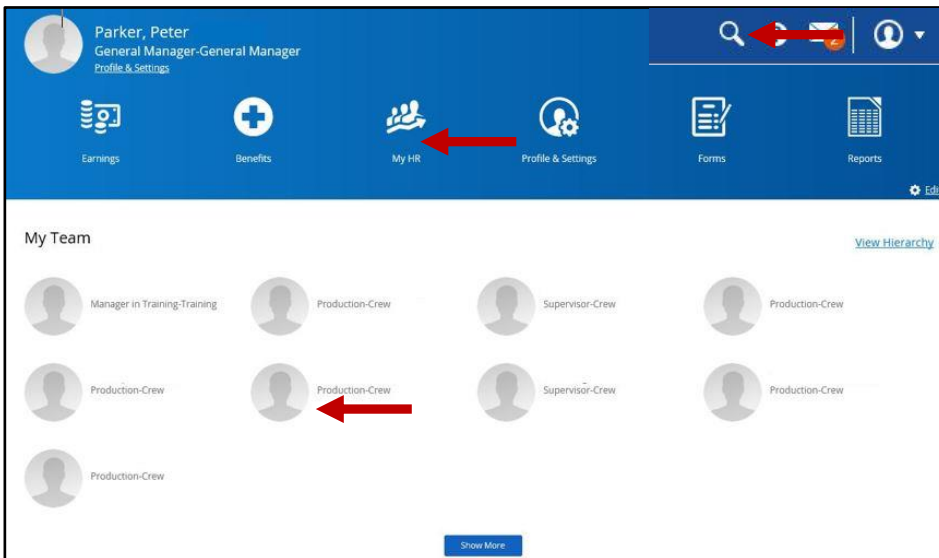
Go to Dayforcehcm.com and log in with the same username and password you used for Employee Self-Service.

The image shows a login form for Dayforce HCM. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company" with "MCW" entered, "User Name" with "107372" entered, and "Password" with "*****" entered. A "Login" button is at the bottom, and a link "Can't access your account?" is below the button.

Selecting the Employee

There are options for viewing an employee's file. Select the option that works the best for you. ***These options are marked and will be highlighted below.***

- **Option 1:** Click on the **search** function in the upper right corner and enter the name or employee number.
- **Option 2:** Click the **My HR** icon **OR**
- **Option 3:** Click on the employee icon under My Team

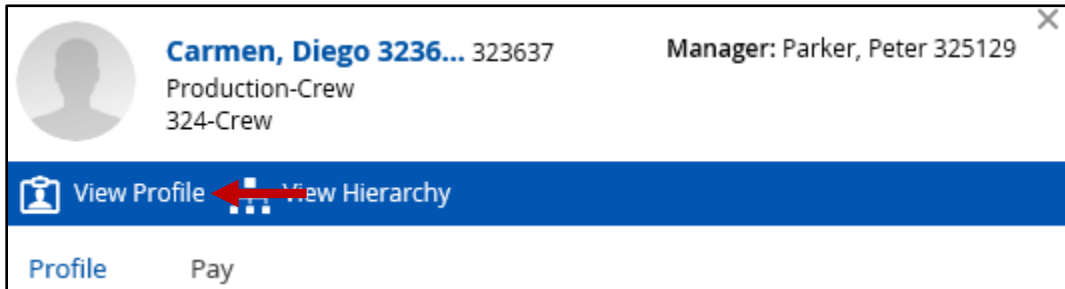


MANAGER SELF-SERVICE

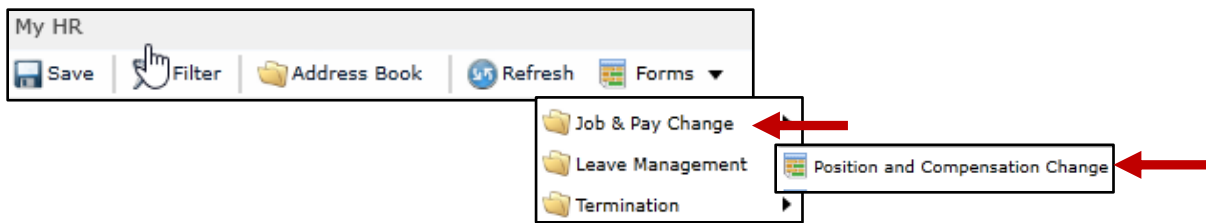
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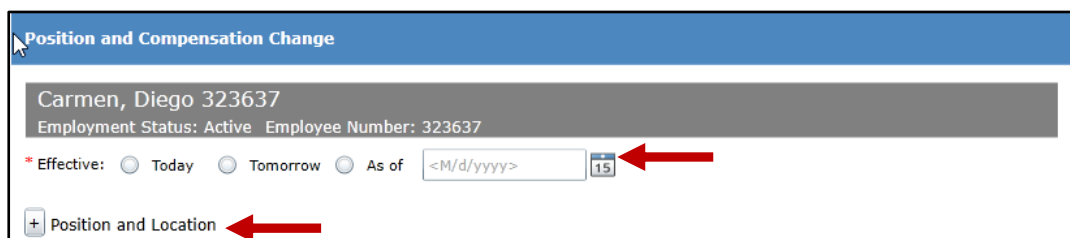
After selecting your employee, a new window will appear. Now click on **View Profile** in the upper left corner.



Click on **Forms** to select **Job and Pay Change**, and then **Position and Compensation Change**.



Enter the effective date of the change you are making in the “As of” field. **Always use the first day of a new pay week.** (Note: Thursday for Wednesday pay days and Monday for Friday pay days)



MANAGER SELF-SERVICE

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Job Changes

Transfers, promotions, etc. are done in the **Position and Location** section. Fill out any field in this section that is changing with the appropriate information.

* Effective: Today Tomorrow As of <M/d/yyyy>

Position and Location

Select the new position and location. Fields marked with an asterisk are required values.

Location * 325-CSA **Position Title *** C/S Associate-CSA

Reason * Transfer

- Across-The-Board
- DBLoad
- Demotion
- Did Not Return from LOA
- Integration Change
- New hire
- Pay Group Synchronization
- Promotion
- Rehire
- Research Required
- Return from leave
- Secondary Work Assignment
- Title Change
- Training
- Training Completed
- Transfer

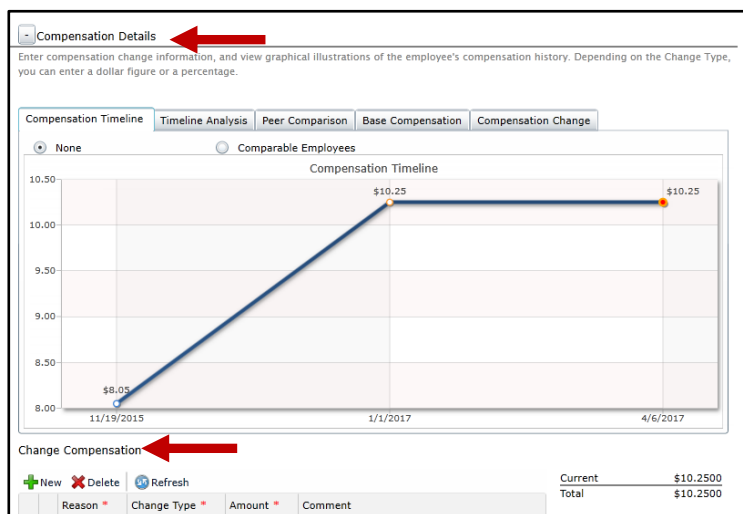
The "As of" date should be the first day in the new pay week.

Select the new location and/or position title associated with the change.

Choose the reason for the change from the drop down

Pay Changes

Pay changes are done in the **Compensation Details** section of this form. Scroll down to the bottom to **Change Compensation**.



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Click **+ New** and use the drop downs marked with a red asterisk

- **Reason:** choose the correct reason for the change (see examples below)
- **Change Type:** select the type of change (\$ amount, % amount or New Hourly Rate)
- **Amount** requires the amount of the change
- Type a simple comment in the **Comment** section

Change Compensation

+ New ~~X~~ Delete Refresh

Reason * Change Type * Amount * Comment

- Across-The-Board
- Benefit Elig Change
- DBLoad
- Demotion
- Entitlement Change
- Integration Change
- Merit
- Minimum Wage Increase
- New hire
- Pay Group Synchronization
- Pay Rate Change
- Performance Review
- Promotion
- Rehire
- Research Required
- Return from leave
- Title Change
- Training
- Training Completed
- Transfer

JOB AND COMP REASONS (when to use)

Promotion- use to report title changes having a positive change in responsibility. (ex. Driver B to Driver A, Prod to Driver A)

Demotion- use to report title changes having a negative change in responsibility. (ex. Supervisor to Prod or Driver A)

Pay Rate Change- use to report changes to the employee's compensation when there is not an accompanying title or status change (ex. Employees title and status stay the same, but an increase or decrease in pay).

Title Change- use when the employee is given a different title (ex. Prod to Driver B or vice versa, CSA to CCR or vice versa).

After all applicable changes are made, click **Submit**.

Save Draft Submit Cancel Print