

PAY CARD ENROLLMENTS

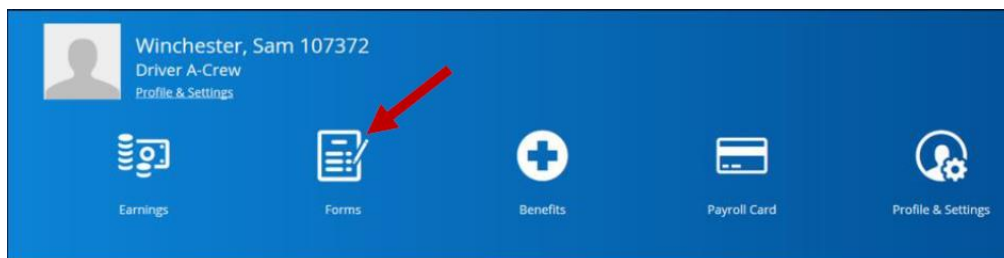
Follow the following three steps to set up your pay card.

Step 1: Authorizing a Pay Card

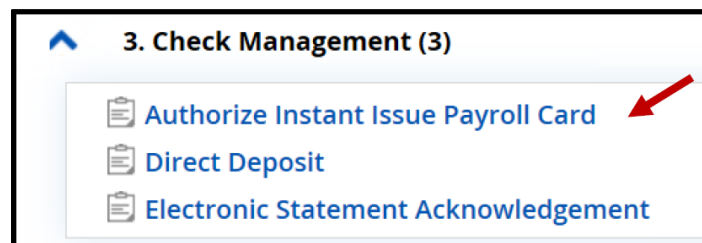
1. Login into Dayforce at www.dayforcehcm.com with your username (6-digit employee number/clock number with leading zeros) and password.

The image shows the Dayforce HCM login page. At the top, it says "DAYFORCE | HCM". Below that are three input fields: "Company" with "MCW" entered, "User Name" (empty), and "Password" (empty). There is a "Login" button and a link that says "Can't access your account?"

2. Select the Forms icon from the homepage.



3. Under "3. Check Management", select "Authorize Instant Issue Payroll Card".



4. Enter the payroll card number on the enrollment form. Areas marked with a red asterisk are required. Your personal information will auto-populate.
5. Click Submit.

Authorize Instant Issue Payroll Card

Winchester, Sam 107372
Status: Active Employee Number: 107372

Use this form to authorize an instant issue payroll card to yourself. Enter the 16 digit Card Number from the front of the payroll card. Use the Direct Deposit form to have any or all of your pay check applied to your active payroll card."

Details

Card Number*	Reason	Cardholder Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enrollment Contact Information

Address*	Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Zip Code*	
<input type="text"/>	<input type="text"/>	
Home Phone*		
<input type="text"/>		

Step 2: Setup Deposit to a Pay Card

1. Once you have submitted "Authorize Instant Issue Payroll Card" from the Forms screen, select the Direct Deposit form.

3. Check Management (4)

- Authorize Instant Issue Payroll Card
- Direct Deposit
- Electronic Statement Acknowledgement
- Print Statement Acknowledgement

- The Direct Deposit Form allows you to add a deposit by clicking the “+Add” button. Select “Payroll Card” from the “Pay Method” dropdown. The Routing Number and Account # will auto-populate.

- To deposit your entire pay check to your pay card, check the Remainder box at the top of the form.
 - You can also deposit specific amounts to your pay card by typing in a dollar amount in the “Amount” box.
 - Example:* Typing in 10.00 in the “Amount” box will have \$10.00 placed on the pay card; the remaining funds will go to another direct deposit account.
 - Set up multiple accounts (Savings, Checking, and Pay Card) to utilize this functionality.
 - Accounts that have specific deposit amounts need to be at the top of the list. The account that is taking the remainder of your pay must be the last account in the list.
 - Use the “Move Up” or “Move Down” buttons to move your deposits up or down the list.

Priority ▲	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
1	<input type="checkbox"/>	Payroll Card				10	<input type="checkbox"/>	View/
2	<input checked="" type="checkbox"/>	Checking					<input type="checkbox"/>	View/

Step 3: Activate a Pay Card

1. Wait at least 15 minutes after your pay card has been authorized in Dayforce.
2. Call the phone number on the activation sticker attached to your pay card.
3. Create your own PIN (Personal Identification Number) number.
4. Start using your card once funds have been added on pay day.

REPLACING A LOST PAY CARD

1. Inform your manager you have lost your pay card and request a replacement card.
2. Login to Dayforce and open the Authorize Instant Issue Payroll Card Form.
3. Update the form with the new 16-digit pay card number. Submit.
4. Wait at least 15 minutes. Then activate the new card by calling the number on the activation sticker.
5. The funds from your previous card will be transferred to your new pay card.