

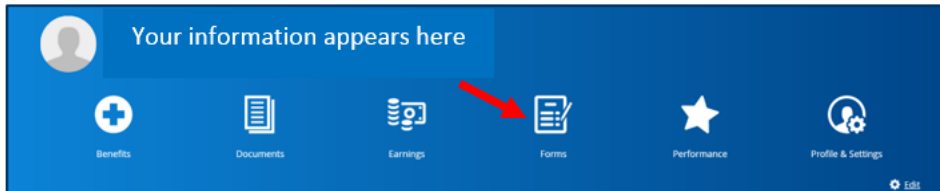
NAME AND MARITAL STATUS



1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login interface. It features a header with the text "DAYFORCE | HCM". Below the header are three input fields: "Company", "User Name", and "Password". The "User Name" and "Password" fields are highlighted in yellow. A "Login" button is positioned below the input fields. At the bottom of the form, there is a link that says "Can't access your account?".

2. From the Home Screen select Forms.



3. From this screen, select Name and Marital Status.

The image shows the "Available Forms" screen. It has a white background with a blue header. Below the header is a search bar labeled "Search Forms". The forms are organized into three categories: "Personal (5)", "Professional (2)", and "Tax forms (2)". Under the "Personal (5)" category, there are five items: "Address", "Contact Details", "Direct Deposit", "Emergency Contacts", and "Name and Marital Status". A red arrow points to the "Name and Marital Status" item.

NAME AND MARITAL STATUS



- Record a new marital status or update your name on this screen. The top screen allows you to update/change your NAME by completing the areas marked with a red asterisk *. Click Submit.

Name and Marital Status

Mccoy, Denise
Status: Active Employee Number:

Name
If your name has changed, make the required updates below. Forward any applicable documentation to your HR/Payroll department. Fields marked with an asterisk are required values.

Prefix
Select an Option...

First Name* **Middle Name** **Last Name*** **Maiden Name**

Suffix
Select an Option...

Preferred First Name **Preferred Last Name**

Marital Status
Record a new marital status or update your existing one. Forward any applicable documentation to your HR/Payroll dept. Fields marked with an asterisk are required values.

Save Draft Submit Cancel Print

To update your MARITAL STATUS complete area marked with an asterisk * and click Submit.

Marital Status
Record a new marital status or update your existing one. Forward any applicable documentation to your HR/Payroll dept. Fields marked with an asterisk are required values.

+ Add X Delete

Marital Status*	Start Date*	End Date
Single	Jul 28/2011	

Save Draft Submit Cancel Print