

CERIDIAN WORLD TOUR

Experience the future of work

Introductory Dayforce FIT – Track descriptions

You may select one track which includes three sub sessions. These sessions will start Monday at 8:00 AM and finish at 6:00 PM. These sessions will continue Tuesday at 8:00 AM and finish at 12:30 PM.

Dayforce Payroll fundamentals

Role: Payroll

Prerequisites:

- Viewing HR records in People (Video)
- Understanding deductions and earnings in Dayforce (Video)
- Administering employee HR information

Description:

Session: Maintaining HR records for payroll

Administrators need to maintain data in the HR record in real time to ensure its accuracy, as well as understand the significance of making changes. This course discusses how to make key changes to an employee's HR record in People and, more importantly, explains how those changes impact payroll processing.

Session: Processing a simple pay run

If you are responsible for processing payroll using Dayforce for employees, it is important to understand how the application manages payroll. In Dayforce, payroll is processed in the payroll feature. This course provides an introduction of the payroll feature, including how to navigate and view payroll details.

Session: Processing a pay run with one-time changes and using a decision matrix for payroll corrections

This course builds on the Processing a simple pay run course where we introduced how to process payroll in Dayforce. While it's beneficial to begin by learning how to process a simple pay run, in a typical pay run you may also have to include one-time changes, such as additional payments and entries.

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Introduction to Dayforce Reporting

Role: HR
HRIS
Payroll
People & Culture
WFM

Prerequisites:

- Using fixed format reports in Dayforce (Video)
- Any Dayforce virtual class or hands-on experience with Dayforce

Description: **Session: Creating reports using the Report Designer**

Do you have a need to go beyond the fixed-format reports that come with Dayforce? If you do, this course will teach you how to create custom reports from Dayforce templates and topics to expand your reporting options. Using the Dayforce Report Designer, you will learn how to group and filter data, create totals, schedule reports and distribute them.

Session: Creating custom fields with SQL using the Report Designer

Do you already know how to use the Report Designer to create reports in Dayforce, but find that you need to manipulate the data in the columns on your reports? This course teaches you how to create custom fields that manipulate date and time data, reformat text, and perform arithmetic calculations on numeric data. You will use one or more Structured Query Language (SQL) functions to create an expression that displays the data you want in the custom field.

Session: Practical reporting cases

Do you have experience creating custom reports but want to learn tips and tricks that will help make Dayforce reporting faster and easier? If so, then this class is for you. In this course, you will go through common Payroll, WFM, Benefits and HR scenarios and create reports based on real world customer solutions.

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Configuring Dayforce Workforce Management

Role: WFM

Prerequisites:

- Understanding Workforce Management
- Viewing, editing, and approving employee timesheets
- Defining security and global settings

Description:

Session: Setting up schedules

Do you need to schedule employees? Are there rules around how your employees are scheduled? If so, this course discusses how to set up Dayforce HCM to create schedules for your employees using your company's scheduling rules. This course will take you through the first steps of setting up schedules, to creating the Employee Schedule Policy through to Shift Rotations and schedule creation. Now that you have set up everything for creating schedules you will test your schedule set up and verify your set up.

Session: Setting up timesheet parameters and time tracking requirements

One of the most important aspects of workforce management is capturing when and where employees work. Dayforce tracks this information using timesheets. In this course, we will set default parameters for the Timesheets feature and define time tracking requirements by creating pay codes that represent what employees are doing during their shifts and pay categories that indicate how that time is paid. In addition, we will create pay categories groups that can be used for reporting purposes and pay code groups that can be used to restrict pay codes to certain users. You will leave this course prepared to work closely with your implementation project team to configure your timesheet and determine your Pay Codes for timesheets and reporting.

Session: Setting up time capture and gross pay calculations

Do you have experience creating custom reports but want to learn tips and tricks that will help make Dayforce reporting faster and easier? If so, then this class is for you. In this course, you will go through common Payroll, WFM, Benefits and HR scenarios and create reports based on real world customer solutions.

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Designing and building custom reports

Role: HRIS

Prerequisites:

- Creating reports using Report Designer - Part 1
- Creating reports using Report Designer - Part 2
- Creating custom fields with SQL using Report Designer
- Expanding reports using the Dataset Builder
- Practical reporting cases

Good to have:

- Hands-on experience with Dayforce
- Familiarity working with Dayforce Payroll or Workforce Management
- Experience using functions in Excel
- Experience using functions in SQL
- An understanding of relational database concepts
- Experience with other report creation tools to create reports that retrieve data from a transactional database

Description:

This course is for customers who will be creating Dayforce reports to meet organizational reporting requirements. This course covers how to analyze report requirements in order to translate the requirements into finished Dayforce reports.

By completing this course, you will be able to:

- Analyze report requirements to determine the type of data to be retrieved, the scope of data to be included in the report, and the best way to present the data in the finished report
- Use various report creation techniques to transform a thoroughly analyzed report requirement into an effective report

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Implementing Dayforce Onboarding

Role: HR
People & Culture

Prerequisites:

- Implementation fundamentals
- Implementing core and HR
- Understanding how an employee uses Dayforce
- Understanding how a manager uses Dayforce
- Viewing HR records
- Defining security and global Settings
- Administering employee HR information
- Setting up self-service workflows and managing forms

Description: Organizations spend a substantial amount of time and money to recruit and hire someone they feel like will be a good fit for the job and for the organization. Once that person is hired, the first days and weeks on the job are critical in defining their perception of the organization, and their fit within that organization. An engaging and structured onboarding process can help the first impression that an organization makes to a new hire. This course describes how to configure Onboarding to best suit your organization's needs.

By completing this course, you will be able to:

- Enable onboarding roles and features
- Create and assign onboarding policies
- Configure workflows and guided processes
- Configure employee and manager checklists
- Demonstrate the ability to test the Onboarding solution

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Implementing Dayforce Entitlements

Role: WFM

Prerequisites:

- Understanding Entitlements
- Submitting and approving Time Away from Work requests
- Viewing HR records
- Setting Up balances and entitlements

Description:

This course discusses how to configure, test and audit entitlements and time off balances. Specifically, we will focus on how to leverage the Activate tool to streamline entitlement configuration using multiple entitlement requirements such as standard accrual-based entitlements, as well as more complex grant-based entitlements and balance cascades. While entitlement requirements are unique to each organization, this course will provide a foundational understanding of how to build and troubleshoot most common entitlement scenarios and give insight into the Activate Entitlements wizard.

By completing this course, you will be able to:

- Analyze entitlement requirements
- Modify existing entitlement configuration in Dayforce
- Configure new entitlements using Activate
- Set up grant-based entitlements
- Set up balance cascades
- Assign an entitlement policy to employees
- Award balances to employees
- Test entitlement balances
- Run balance audit reports