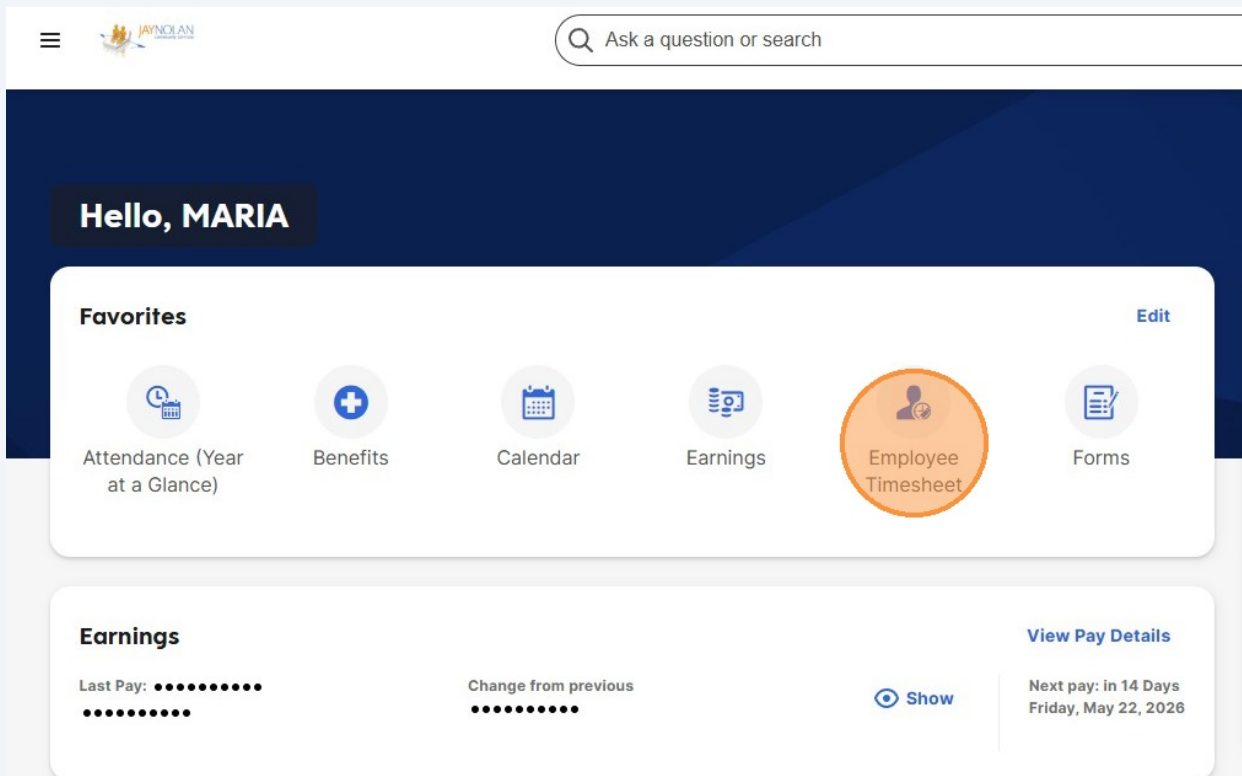


# How do I enter Training Hours in Dayforce

## 1 From the Dayforce Home screen

### Select Employee Timesheet



## 2 Select the week and day to enter the hours

Click Add New Shift (on calendar icon)

The screenshot displays a software interface for time management. At the top, there is a search bar with the placeholder text "Ask a question or search". Below this is a navigation bar with a date range "May 1 - May 15, 2026" and various action icons. A secondary menu contains options like "Filter", "Sort", "Favorites", "Options", "Mass Action", "Undo", "Redo", "Authorize", "Unauthorize", "Import File", "Reports", and "Tracer". The main area is a calendar grid for the week of May 4 to May 11, 2026. A dropdown menu is open over Friday, May 8, with the "Add New Shift" option highlighted. The menu also includes "Add New Shift" (with a calendar icon), "Add New Pay Adjustments", "Add New Time Away", and "Add New Time Entry".

### 3 Under Pay Code

Select Training (at the bottom of the list)

Enter the Start Time and End Time of the training hours

Click the Green Check Marks to confirm times and show total hours

Under Comments Enter the name of the training

Click OK

Wednesday, May 6	Thursday, May 7	Friday, May 8	Saturday, May 9	Sunday, May 10
		<div data-bbox="630 660 874 766"><p>0903 Independent Livin... 0.00 8.00</p></div>		

Friday, May 8

Schedule ——— Actual

Location  
NorCal Programs - JNCS ...

Job Assignment  
0903 Independent Living ...

Pay Code  
Training

[None]

Piece Quantity

Shift start time  
9:00

Shift end time  
17:00

Total  
0.00h 8.00h

Comment

OK Cancel

## 4 Click "Save" to submit your hours

The screenshot displays the 'USA JNCS Semi Monthly (By Employee)' interface. At the top, there is a search bar with the text 'Ask a question or search'. Below the search bar, the title 'USA JNCS Semi Monthly (By Employee)' is followed by a date range 'May 1 - May 15, 2026'. A toolbar contains various icons: 'Load', 'Save' (highlighted with an orange circle), 'Filter', 'Sort', 'Favorites', 'Options', 'Mass Action', 'Undo', 'Redo', 'Authorize', and 'Unauthorize'. Below the toolbar, there are tabs for 'Payroll', 'Attendance', 'Balances', 'Audits', and 'Clock Data'. The main area is a table with columns for 'Employees', 'Tuesday, May 5', 'Wednesday, May 6', 'Thursday, May 7', 'Friday, May 8', and 'Saturday, May 9'. A pop-up window is visible over the 'Friday, May 8' column, showing a calendar icon, a pencil icon, and a close icon. The pop-up contains the text '0903 Independent Livin...' and the values '0.00' and '8.00'.

Employees	Tuesday, May 5	Wednesday, May 6	Thursday, May 7	Friday, May 8	Saturday, May 9
				0903 Independent Livin... 0.00 8.00	