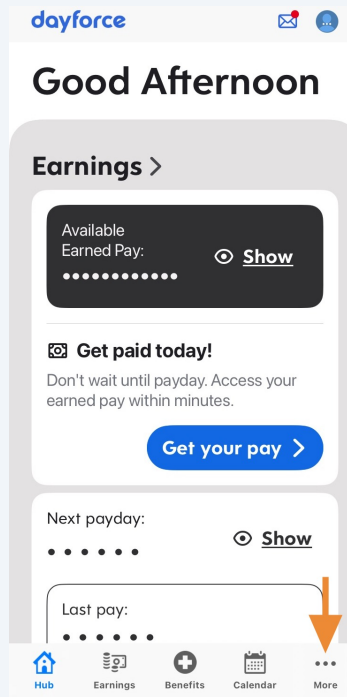


How to enter Training Hours on Dayforce using mobile app

1 From Your Home Screen

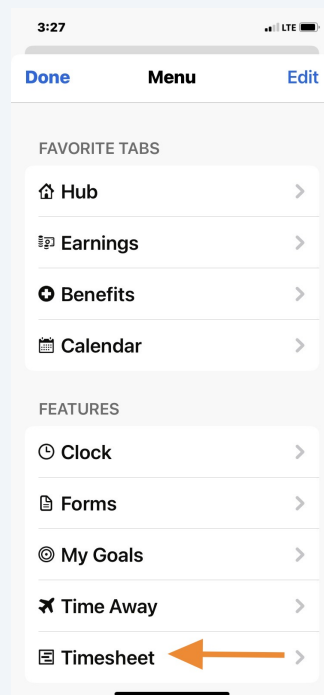
Click on More ...



2

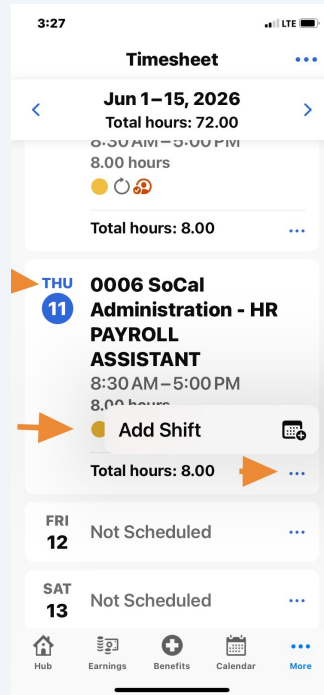
From the Menu

Click on Timesheet



3

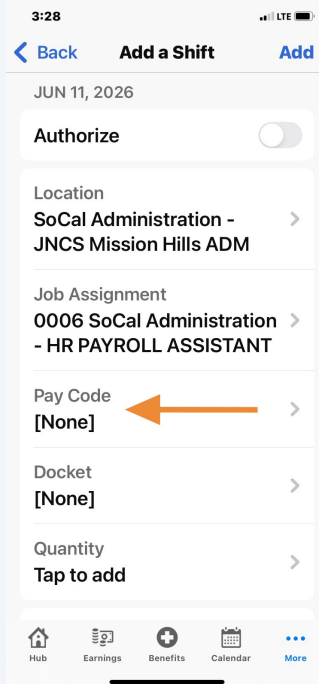
1. On Timesheet
2. Select Day you wish to add Training hours
3. Click the three dots ... next to the total hours
4. Add Shift Icon will open Click on it



4

1. Under Add a Shift

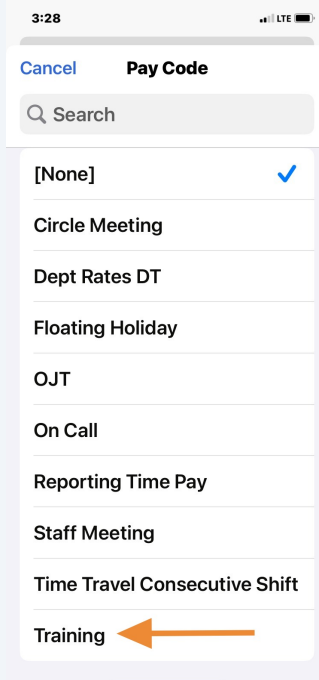
2. Click on Pay Code



5

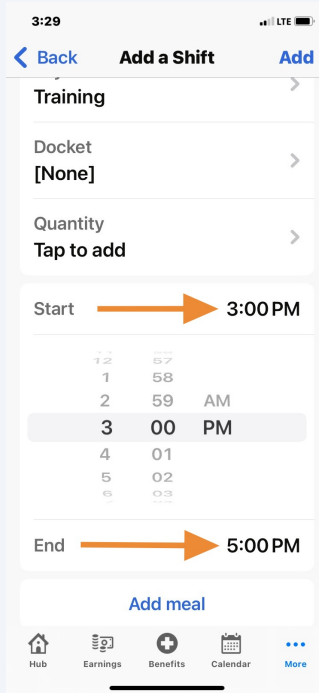
1. Under Pay Code

2. Click Training



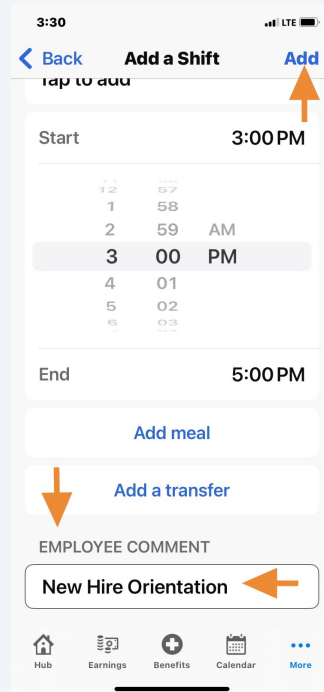
6 Once you selected pay code it will take you back to add a shift screen

1. Enter the Start time
2. Enter the End time



7 Under Employee Comment

- Enter the name of the Training you took
- Click on Add

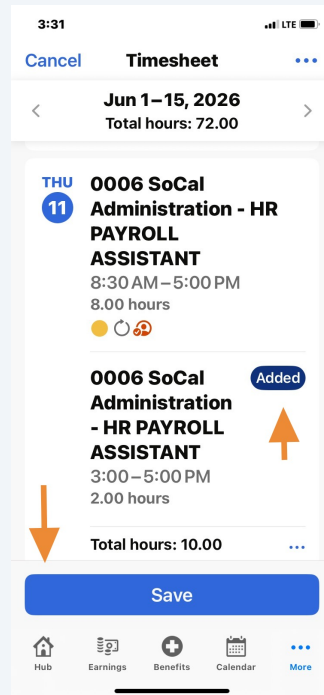


8 Once you added the Training it will take you back to Timesheet screen

Is now reflecting the added shift

Click Save

Congratulations you completed lesson on how to enter Training hours.



i Tip! The same steps are used for the following pay codes

9 Pay Code

Circle Meeting

Floating Holliday

OJT

Staff Meeting

Training

