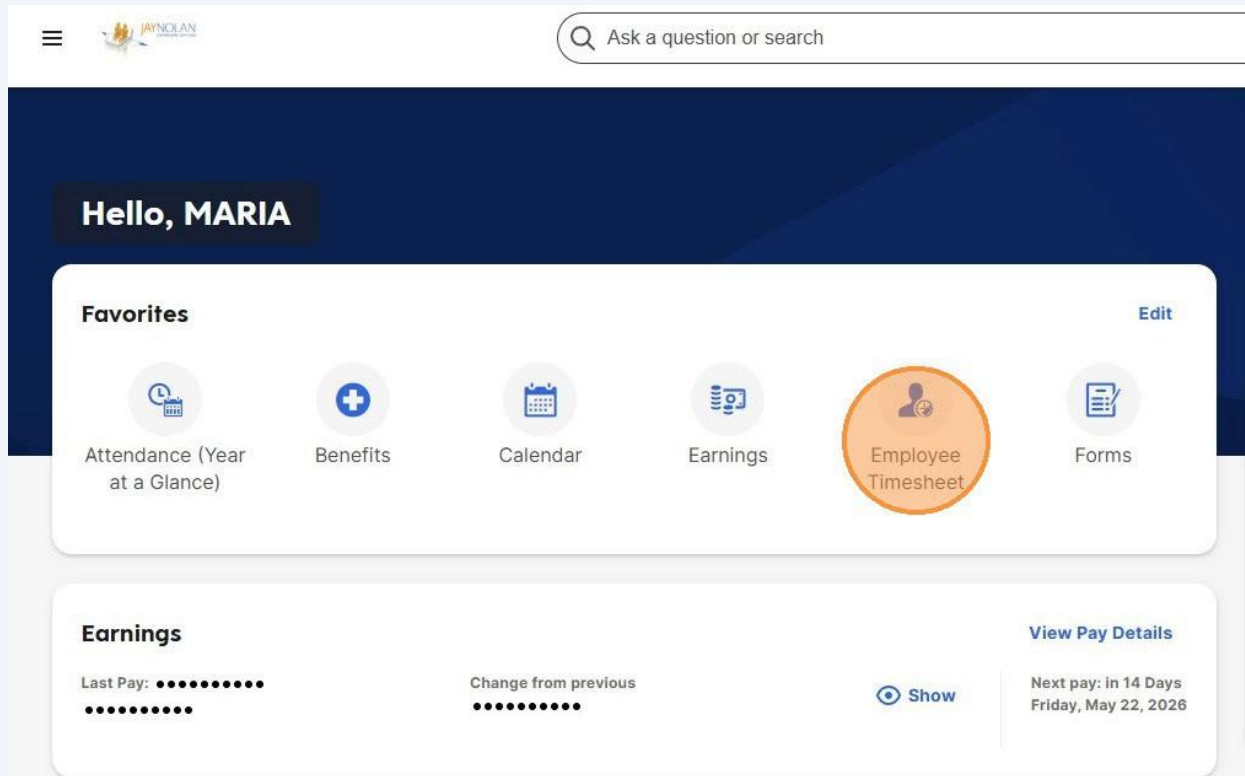


¿Cómo capturo horas de capacitación en Dayforce?

1 Desde la pantalla de inicio de Dayforce

Selecciona la hoja de horas del empleado "Employee Timesheet"



2 Selecciona la semana y el día para capturar las horas

Haz clic en “Add New Shift” (en el ícono del calendario)

The screenshot displays a software interface for managing employee time. At the top, there is a search bar with the placeholder text "Ask a question or search" and a blue plus icon. Below this is a navigation bar with a left arrow, the date range "May 1 - May 15, 2026", and a right arrow. A secondary bar contains various tool icons: Filter, Sort, Favorites, Options, Mass Action, Undo, Redo, Authorize, Unauthorize, Import File, Reports, and Tracer. Below these are tabs for "ms", "Attendance", "Balances", "Audits", and "Clock Data". The main area is a calendar grid. The header row shows dates from "ay 4" to "Monday, May 11". The grid cells for Tuesday, May 5, through Monday, May 11, are visible. A dropdown menu is open over the cell for Friday, May 8. The menu has a dark header with a calendar icon and the text "Add New Shift". Below the header are four options, each with an icon: a calendar icon for "Add New Shift", a clock icon for "Add New Pay Adjustments", a plane icon for "Add New Time Away", and a plus icon for "Add New Time Entry".

3 Bajo el código de pago

Selecciona “Training” (al final de la lista)

Captura la hora de inicio “Shift start time” y la hora de fin “Shift end time” de las horas de capacitación

Haz clic en las marca de verificación verdes para confirmar los horarios y mostrar el total de horas

En “Comments”, escribe el nombre de la capacitación

Haz clic en Aceptar

Wednesday, May 6	Thursday, May 7	Friday, May 8	Saturday, May 9	Sunday, May 10
		0903 Independent Livin... 0.00 8.00		

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

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4 н.

