ALPHA
BUSINESS SOLUTIONS

EMPLOYEE TIMESHEET INSTRUCTIONS – WEB BROWSER

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SUMMARY

This guide is to assist you in navigating and clocking in and out for your shifts within the Dayforce Application in a web browser. There will be instructions on how to review and authorize your timesheets.

Overview

Your Overtime (OT) calculations will be dependent on the state you work in.

For most states, overtime is earned after the 40th hour of the work week. For Colorado associates, you will receive OT if worked more than 12 hours within the day or 40 hours within the work week. For Minnesota associates, you will receive OT for time worked beyond the 48th hour within the work week.
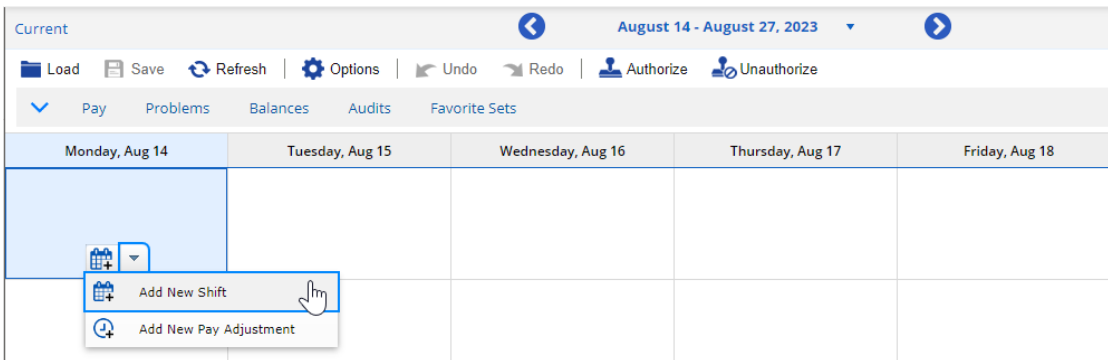
1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)

2. From your home page, click on the dropdown menu > Employee Timesheet
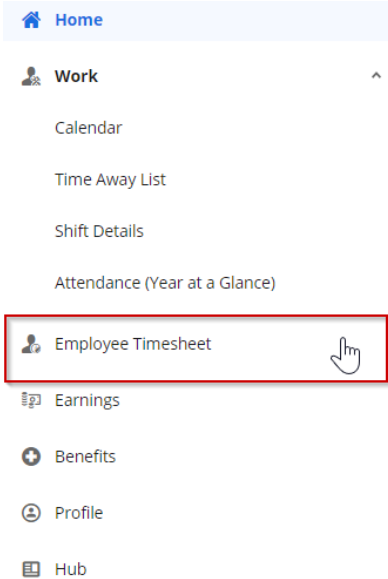
3. The current week will load by default. To record your time, click on the current day > select the icon with the arrow pointing down to expand > select the Add New Shift Option

1. Specify your shift start and shift end times.

Monday, Aug 14

Actual
NY New York Payroll - Com...

NY New York Payroll - ...

[None]

9:00 ✓ ← **Time Start**

17:00 ✓ ← **Time End**

Total
0.0000h

Enter Comment Here

- Once you specify your time, the green checkmarks will disappear.
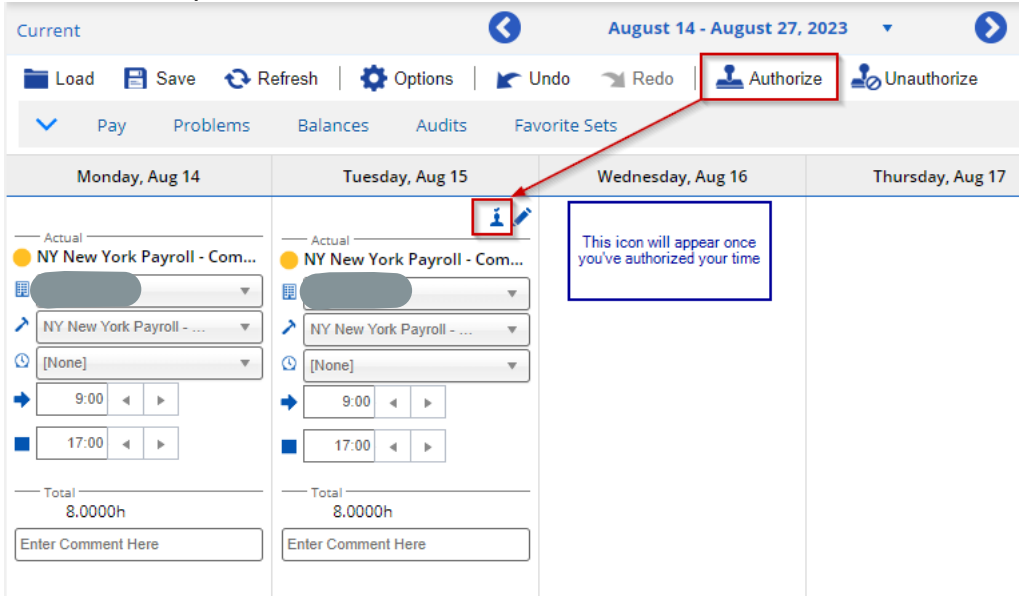
2. Once you have completed all entries for time, remember to select Save at the top.
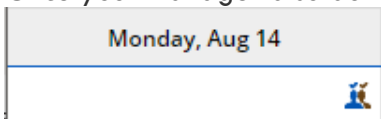
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Current

Load | Save | Refresh

1. Once all items are finalized, please authorize your time by selecting the day (or days) and select Authorize at the top
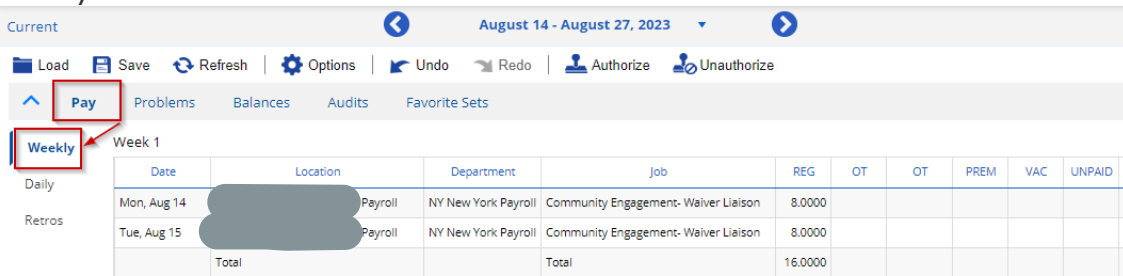

   -
   - Once your manager also authorizes, the icon below will display

   -

2. Details of your time entry can be viewed under the Pay tab. This tab will display for the weekly view or daily view.
   - Weekly View

   - Daily View – please select the day you want to preview first.

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