

**Reserve - DayForce FAQ’s**

**How will you use DayForce?**

* DayForce will house your personnel file as well as your timesheets.
* You will also use DayForce to enter your time worked and any time off.
* DayForce offers a user-friendly mobile app as well as a browser option. To download the app, visit the app store and download DayForce app. See logo below:



**When will Reserve start having access to DayForce?**

* September 20th will be the first day you can access DayForce.

**When will Reserve start punching in DayForce?**

* will be the first day punching in with DayForce.

**What’s the deadline for timesheet completion in DayForce?**

* Your timesheet will need to be completed weekly by the end of the day on Monday. If your timesheet is not completed, it will affect your bi-weekly payroll.

**Where in DayForce can I see my sick time balance?**

* In DayForce, there is a drop-down menu on the top left-hand side. You will select Work, and Time Away List to see your sick time balances, if applicable.

**When will I receive my first check in DayForce?**

* Your first pay statement in DayForce will be 10/13/2023. Direct Deposit, taxes, and personal info in ADP will automatically transfer to DayForce.

 **Who can I contact if I have questions about DayForce and this transition?**

* Your onboarding guide is Kai Parker. You can reach her at kparker@alphambe.com.
* We also have a general mailbox set up that is monitored daily dayforcehelp@alphambe.com
* If you need to escalate anything, you can contact HR Director, Jen Lewis at jlewis@alphambe.com