

# Dayforce Quick Start Guide for Employees

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**Independent Counselling Enterprises Inc.**  
provides **Payroll Payments through Ceridian's  
Dayforce Software** Use this handy guide to  
help get you up and running.

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# Welcome to Dayforce

This Quick Start Guide for Employees will familiarize you with **ICE's Payroll through Ceridian's Dayforce** processes.

Dayforce will be used solely for **Payroll Payment Purposes Only** and does not replace any current timesheet processes or direct communication with the ICE Office Personnel, Supervisors or Managers.

This guide explains the one-time tasks that need to be completed in preparation for the switch to Dayforce.

For any questions regarding the information covered in this document, contact ICE's Payroll Unit.

## Dayforce Training

We know that moving to a new system isn't easy, so we've made sure you have all the resources you need to help you succeed with Dayforce. One of the tools is MyPath.

MyPath is an eLearning tool accessible from the Help button in Dayforce. Please log in and complete your training within 7 days of hire.

Follow the steps below to log into Dayforce and open MyPath.

### **Log into Dayforce – within 7 days of your hire date.**

#### 1. Your Dayforce credentials:

Your **username** is your **First name.Last name** as it appears on your current pay statements with the first letter of each in upper case.

Your initial **password** is your **last name** (as it appears on your current pay statements and in lower case) **followed by the last 3 digits of your Social Insurance Number** (without any spaces between). You will be prompted to change your password.

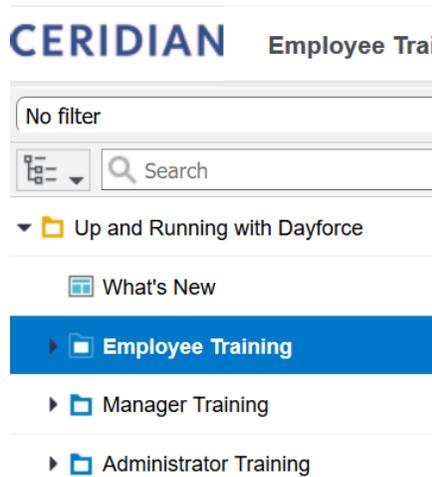
2. Click the Dayforce link at [www.dayforcehcm.com](http://www.dayforcehcm.com) or go to [www.icenterprises.com](http://www.icenterprises.com) click the link on the bottom left corner of the home page or the link in Facebook under Independent Counselling INC.
3. Enter the Company Name **ice** (in lower case), your Username and Password
4. Click Login

### **Launch MyPath Training**

5. Once logged in, you can access MyPath from the Help button in the top right of the screen.



6. It'll launch in your default browser.
7. From the Table of Contents on the left, expand the **Employee role**, select the lesson, and follow the instructions.



As stated earlier, although Dayforce has a wide range of applications ICE will be using Dayforce solely for Payroll Payment Purposes. Only courses for management of employee information for payroll purposes is required or suggested. The courses that are not required are applications within Dayforce that ICE has not subscribed to.

8. \*The following courses are available:
  - a. **Getting started for employees:**
    - i. Navigating Dayforce as an employee – **required**
    - ii. Requesting Time away from work – **not supported**
    - iii. Beyond the basics: time away from work– **not supported**
    - iv. Viewing your earnings statements – **required**
    - v. Onboarding for employees– **not supported**
  - b. **Your Information**
    - i. Changing your password - **suggested**
    - ii. Submitting your direct deposit information – **suggested**
    - iii. Updating your personal information – **suggested**
    - iv. Entering an emergency contact – **suggested**
    - v. Entering your email address – **required**
    - vi. Viewing your year end forms - **suggested**
  - c. **Talent:** – **not supported**
  - d. **Using the Dayforce mobile app** - **suggested**
  - e. **Team Relate**– **not supported**
  - f. **Manager Training:** – **not supported**
  - g. **Administration Training:** – **not supported**

## Logging in to Dayforce using the Mobile App

On June 25th, we are transitioning to a new system called Dayforce that replaces our Payflex system for processing Payroll. This Quick Start Guide for Employees will familiarize you with new Dayforce processes.

With the implementation of Dayforce at ICE, you'll be able to access your information and complete tasks from your mobile device.

To get started, first download the Dayforce app from either the Apple store for iOS, or Google Play for Android. Then complete the following steps to login.

1. Launch the Dayforce App.
2. Tap Connect to Account, and OK.
3. Enter our Company ID (**ice**) and tap Verify Company ID.
4. Enter your Dayforce Username.  
Your **username** is your **first name.last name** (as it appears on your current pay statements and in lower case).
5. Tap Save. Your account will now automatically appear when you open the app.
6. Enter your password.  
Your initial **password** is your **last name** (as it appears on your current pay statements and in lower case) **followed by the last 3 digits of your Social Insurance Number** (without any spaces between).
7. Tap Login.

You can learn how to use the Dayforce app, by reviewing the app lessons in MyPath.