



# Human Resources

Eliminate multiple HR information silos with one centralised real-time solution

Gain centralised control of your workforce with a single cloud-based Human Resources solution. Streamline tasks, reduce administrative costs, and improve communication across your entire enterprise. Provide your employees with secure access to personal HR information. Capture detailed real-time HR analytics where you need it most.

## Self-service forms

Access all relevant HR forms within a single screen, such as address changes, banking, and taxes, in addition to creating first day guided processes to walk employees through all professional and personal forms they need to complete as they transition into their new job.

### Employees

- Mobile & web access to manage work and life events
- Secure management of personal HR information
- Self-service access to HR forms such as banking and taxes

### Administrators

- Configurable workflows for processes and approvals
- Enhanced electronic HR record keeping
- Real-time calculation for fast results
- Submission ready compliance reports

### Managers

- Simple, online onboarding for new hires
- Embedded analytics to support decision making
- Communication across the enterprise

The screenshot displays the Dayforce HR system interface for a user profile. The user is Aaron Glover, an Accounting Clerk in Bank 1 - Finance. The interface includes a navigation menu on the left with categories like Overview, Benefits, Payroll, Compensation, and Work. The main content area is divided into several sections:

- Employment:** Status: Active; Length of Service: 17 Years, 6 Months; Original Hire Date: 8/23/2000; Pay Class: FT.
- Work Assignment:** Job: Clerk; Position: Accounting Clerk; Location: Bank 1 - Finance; Department: Finance.
- Compensation:** Annual Salary: View; Pay Frequency: Weekly; Pay Type: Salaried(Non-Exempt); Pay Group: USA - Weekly.
- Time Away Balances:**

| Type           | Remaining | Unit  |
|----------------|-----------|-------|
| Personal       | 60.00     | Hours |
| Sick           | 32.00     | Hours |
| Vacation Hours | 112.00    | Hours |
- TeamRelate:** Communication Style: Tracker-Encourager. A bar chart shows communication style scores for various categories (D, E, F, T) across a scale of 1-7.
- Business Contacts:** Business Email: N/A; Business Phone: N/A; Business Mobile: N/A; Online Profiles: N/A.

## With innovative features and robust functionality, Dayforce Human Resources empowers your entire business

- Personal home screen for each employee to manage personal information, such as emergency contact details
- Managers gain enhanced visibility into HR information through rich, real-time analytics
- Access, retrieve and store all your confidential HR information securely

The screenshot displays the Dayforce HR system interface. At the top, a navigation bar includes 'Home' and various utility icons. The main header identifies the user as Karen Cooley, Management Manager, with a 'Facilitator-Tracker' badge and a 'Check In' button. Below the header, a 'My Team' section lists three team members: Aaron Glover (Senior Package Handler), Faith Ramirez (Maintenance Dept. Mgr), and Nick Wilson (Assembly 1 Process Technician). A detailed profile for Nick Wilson is shown in a modal window, including his contact information and performance metrics. The bottom section features an 'Analytics' dashboard with a chart titled 'Flight Risk by Performance Level' and navigation tabs for Analytics, Actions, Events, Balances, and Bookmarks.

### Key features

- Out-of-the-box and configurable workflows with easy-to-use guided processes
- Customizable forms to capture personal, professional and payroll tax, accessed via web or mobile devices
- Send and receive important messages and notifications via an easy-to-use enterprise-wide messaging tool
- Real-time, embedded analytics provide enhanced insight to HR information

### Key benefits

- Streamline time-consuming tasks with intuitive automated processes that can walk employees through onboarding, work or life events
- Reduce administrative burden by eliminating unnecessary paperwork and save on document costs with a cloud-based solution
- Efficiently communicate and manage correspondence
- Gain greater visibility into essential HR data