

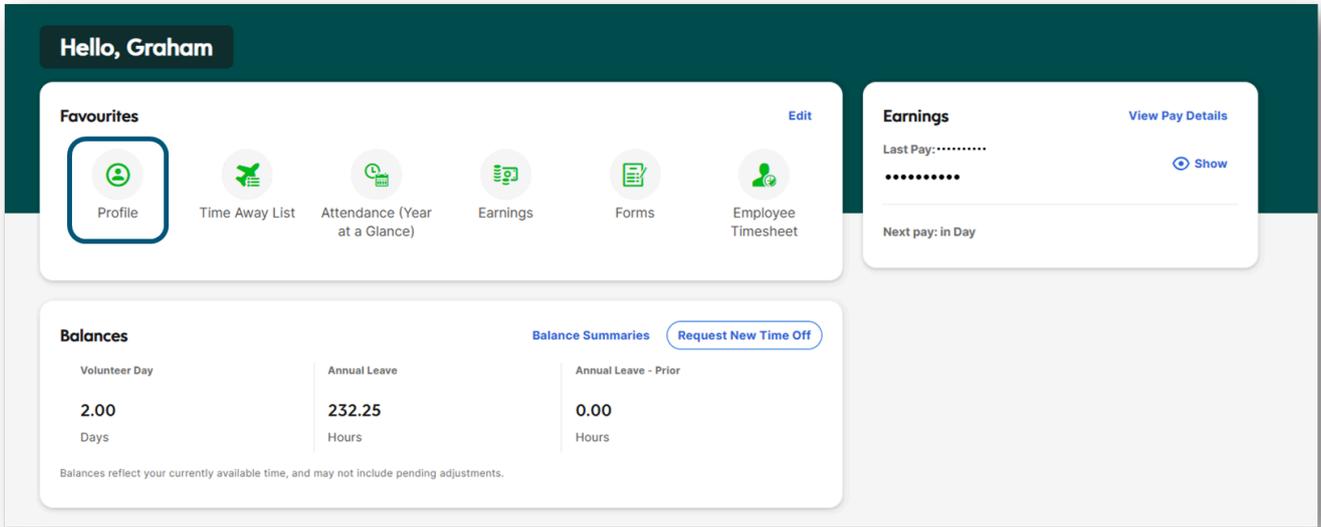
How to Guide

Accessing Your Profile & Letters in

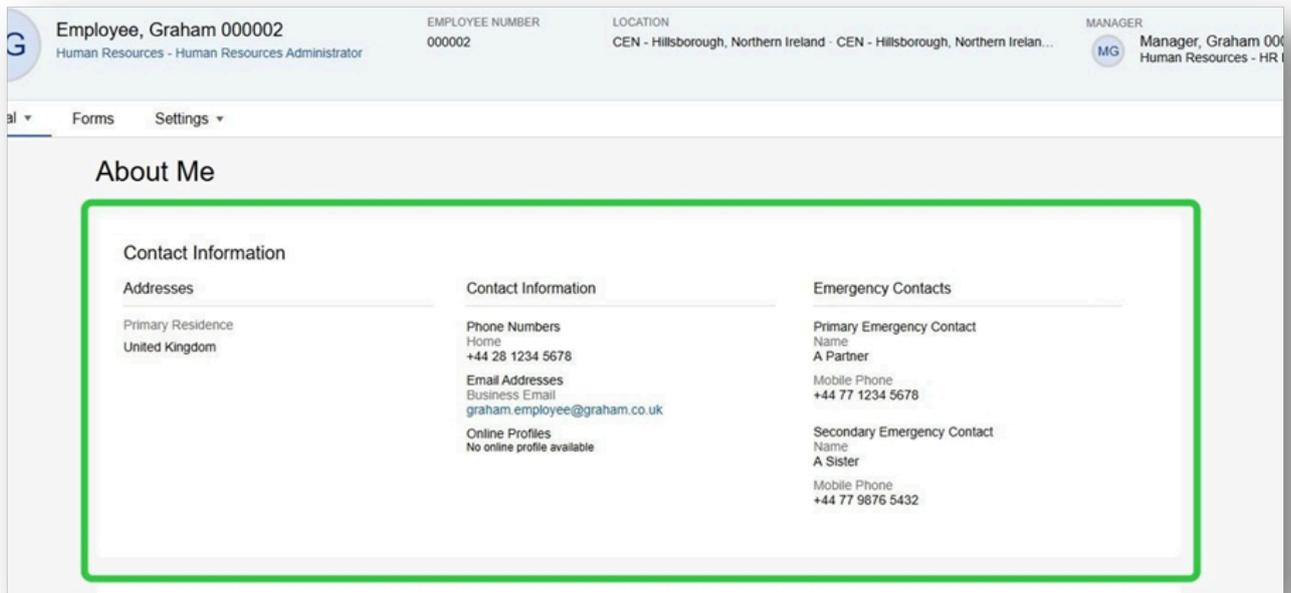
 dayforce



1 From your Dayforce "Hub" you can view your personal information by clicking on "Profile".



2 This brings you to your "About Me" section where you will see your "Contact Information".



- 3 Use the scroll bar to move down to "**Work Information**". Where you will see your "**Employee Information**", "**Payroll Information**" and a summary of your Time Away From Work "**Balances**".

Work Information

Employee Information		Payroll Information	
Number	000002	Pay Class	FT
Status	Active	Pay Group	JGC Monthly
Location	CEN - Hillsborough, Northern Ireland - Human Resources	Pay Type	Salaried
Job Assignment	Human Resources - Human Resources Administrator	Pay Frequency	Monthly
Department	Human Resources	Remuneration	View
Original Hire Date	01/01/2025		
First Day Worked	01/01/2025		
Seniority Date	01/01/2025		
Manager	Manager, Graham 000001		

Balances								
Overview		Expiring Transactions						
Type	Grant	Accrued	Approved	Pending	Remaining Grant	Remaining	Exceeded	Unit
Annual Leave	262.50	31.64	-29.75	0.00	232.75	1.89	0.00	Hours
Annual Leave - Prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Hours
Volunteer Day	0.00	2.00	0.00	0.00	0.00	2.00	0.00	Days

- 4 Click on the arrow beside "**Personal**" to toggle between the "**About Me**" screen and "**Letters**". When you click on "**Letters**", any that you have been sent will appear in this screen.

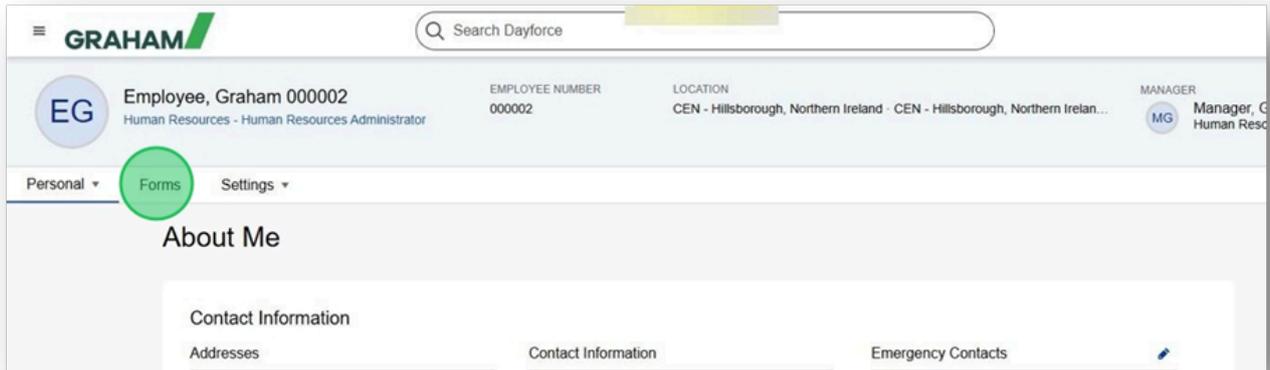
About Me

Contact Information

Addresses Contact Information Emergency Contacts

5 If you notice information that needs to be updated there is a shortcut to the **"Forms"** page here. Simply click on **"Forms"** to complete the relevant one.

Or click on the GRAHAM Logo to return to your **"Hub"** screen.



You have now successfully viewed your Profile in Dayforce

If you have any questions please contact your HR team