

## How to Guide

## Accessing Your Profile & Letters in **Joyforce**



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

avourites				Edit	Earnings	View Pay Details
	<b>e</b>	5 5 1		20	Last Pay:	Show
Profile Time Awa	ay List Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
alances		Balan	ce Summaries Re	equest New Time Off		
Volunteer Day	Annual Leave		Annual Leave - Prior			
2.00	232.25		0.00			

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

Hun	nan Resources - Human Resources Administrator		Care randorough, rotation rotard Care randorough	MG Human Resources - H
F	Forms Settings +			
	About Me			
	Contact Information			
	Addresses	Contact Informatio	n Emergency Contact	Is
	Primary Residence United Kingdom	Phone Numbers Home +44 28 1234 5678	Primary Emergency Co Name A Partner	ontact
		Email Addresses Business Email graham.employee@g	Mobile Phone +44 77 1234 5678	
		Online Profiles No online profile available	e Secondary Emergency Name A Sister	/ Contact
			Mobile Phone +44 77 9876 5432	

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**".

En	nployee, Graham 000002		EMPLOYEE NUM	IBER LI	DCATION				MANAGER	Contraction	- 000004
EG Hur	nan Resources - Human Resources Ad	ministrator	000002	C	EN - Hillsboroug	h, Northern Irelar	nd · CEN - Hillsbo	rough, Northern Irel	an MG Ma Hur	nager, Grahar nan Resources	- HR Manag
sonal • F	Forms Settings *										
	Work Information										
	Work mormation										
	Employee Information					Payroll Information					
	Number	000002			Pay Class		FT				
	Status	Active	ve		Pay Group JGC Monthly						
	Location	CEN - Hillsbord Resources	ugh, Northern Ire	eland - Human	Pay Type Salaned						
	Job Assignment	Human Resources - Human Resources Administrator		Remunerati	Remuneration D View						
	Department	Human Resources									
	Original Hire Date	01/01/2025									
	First Day Worked	01/01/2025									
	Seniority Date	01/01/2025									
	Manager	Manager, Grah	am 000001								
	manager	manager, oran									
	Balances										
	Overview Ex	piring Transactions									
	Туре	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	Davs		
	voluniteer buy	0.00	2.00	0.00	0.00	0.00	2.00	0.00	Guya		

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.

	5	EMPLOYEE NUMBER	LOCATION	MANAGER
EG	Human Resources - Human Resources Administrator	000002	CEN - Hillsborough, Northern Ireland · CEN - Hillsborough, Northern Irelan.	MG Manager, G Human Res
ersonal 🔻	Forms Settings -			
out Me ters	About Me			
	Contact Information			
	Addresses	Contact Information	Emergency Contacts	1

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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.

	Employee, Graham 000002	EMPLOYEE NUMBER	LOCATION		MANAGER
EG	Human Resources - Human Resources Administrator	000002	CEN - Hillsborough, Northern Ireland	CEN - Hillsborough, Northern Irelan	MG Manager, Human Res
rsonal 🔻	Forms Settings *				
	About Me				
	Contact Information				
	Addresses	Contact Information	Fr	mergency Contacts	

## You have now successfully viewed your Profile in Dayforce

If you have any questions please contact your HR team

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