



# | VSE MyHR: Quick Start Guide for Employees

- Introduction
- Log in Instructions
- Initial Actions
- My Compensation and Pay Details
- My Benefits
- My Forms
- Who to contact for help

We are excited to rollout Ceridian Dayforce “MyHR” as our new HR, Payroll and Benefits system

Benefits of the MyHR system include:

- One comprehensive solution for all VSE Employees
- Cloud based 24/7 Access anytime, anywhere
- Direct access for employees to communicate directly with Payroll, HR and Benefits when they need support
- Simple Employee Profile tools that make it easy and fast to access your pay stubs, W-2's and benefit information
- Direct access Time Away from Work and Timekeeping \*Included at select locations.

This Quick Start Guide is to provide guidance on accessing the system and other important information to get you started.

MyHR can be accessed through both the MyHR Website and with a Mobile device app (for both Apple and Android) Cloud based system, Available 24x7 \*Access the MyHR links directly from <https://vsecorp.com/myhr/>

## There are three options for logging into your employee profile:

### 1. Single Sign On (SSO)

- All Employees log into MyHR:
- SSO users: <https://sso.dayforcehcm.com/vsecorp>

### 2. Direct Access URL

- Visit [www.dayforcehcm.com](http://www.dayforcehcm.com)
- Enter the Company Name: VSECORP
- Enter your user name: FirstName.LastName
- Enter your first user access password credentials

\*Access available on any personal computer from Chrome, Edge or Firefox browsers.

Company ID  
vsecorp



User Name  
kim.gardner



### 3. Mobile Application

1. Download “Ceridian Dayforce” HCM app
2. Tap Connect to Account, and OK
3. Enter our Company ID “VSECORP” and tap Verify Company ID
4. Enter your user name: FirstName.LastName
5. Tap Save.
6. Your account will now automatically appear, when you open the app.
7. Enter your URL password
8. Tap Login

\*Note: Your Password for mobile is the same as your direct access URL.

# MyHR Mobile App

MyHR Mobile device app (for both Apple and Android) can be accessed from any work or personal device with your log in credentials. For detailed help on using the app for the first time visit MyHR and download the VSE Employee Quick Guide.

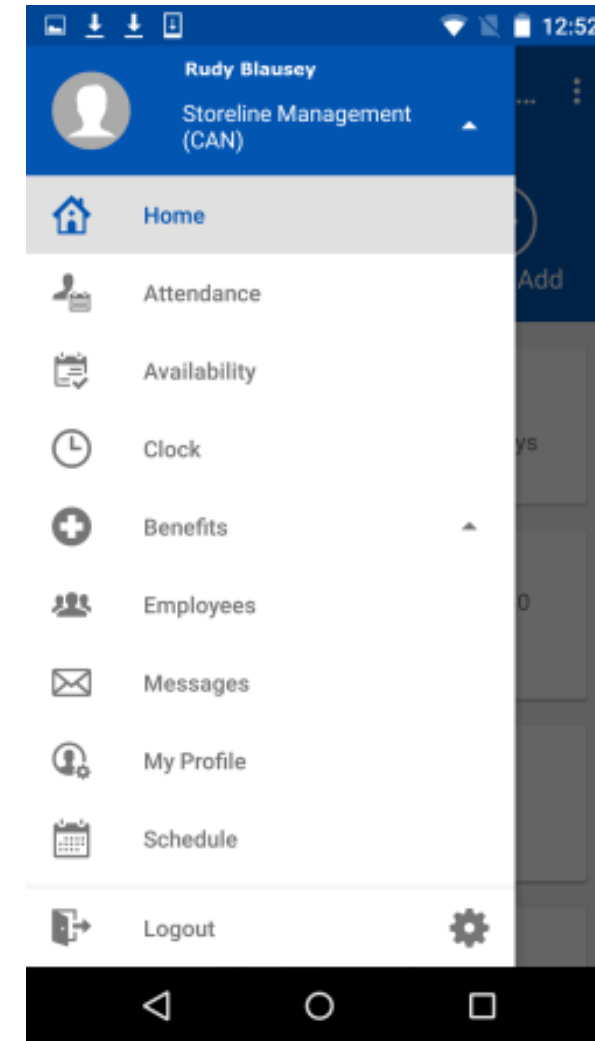
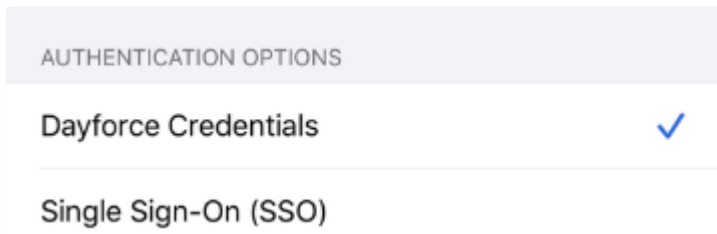
## Partial functionality includes options to quickly

- View Profile Details
- Access Message Center
- View Your Earning Statements
- View Your Benefits

## Wheeler & Aviation Specific

- View Time Away List & Timesheets

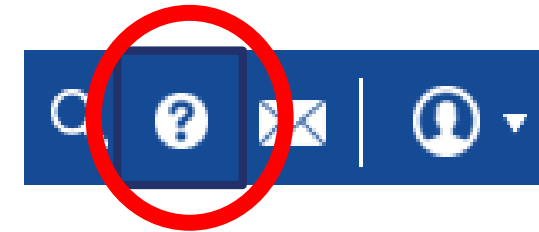
SSO Users can choose to enable the SSO Mobile app setting OR simply log in using your personal URL user name and password.



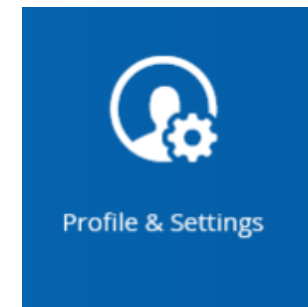
As an introduction to MyHR, please take some time to review the system and your data. We suggest:

Become familiar with online support tools.

- Navigate to MyPath to watch an short MyHR introduction video
  - Explore MyPath to learn more about available support videos and job aids
  - See page 10 of this guide for more navigation details to get you started



- Access and review your personal information under Profile and Settings
  - Review the different tabs and settings available
  - Notice that your onboarding forms are listed under your forms submission history
  - Explore the navigation panel options and familiarize yourself with the contents of your employee profile



# WHERE DO I FIND COMPENSATION AND PAY DETAILS?

## Payroll Information

Pay Class	FT
Pay Group	VSE Corporation
Pay Type	Salaried
Pay Frequency	Semi-Monthly
Annual Salary	<a href="#">View</a>
Year End Form Delivery	[None]

Pay Information is located on the Profile and Settings page. Click 'View' next to Hourly Rate or Annual Salary to see your details.

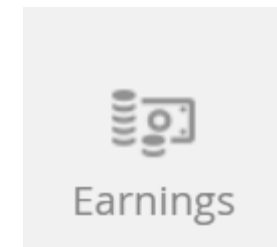
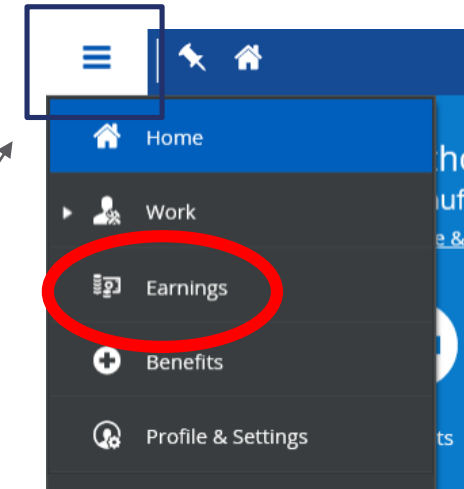
Your pay statement will be available for you to view and download as of your first pay date with the Company. \*Your pay statements and year end W-2's are both available for electronic pdf download and quick view access from Earnings.

### To locate your Earning statement and Year End Forms:

Click on the Navigation Panel, three bar icon, found at the top left corner of the Homepage and select Earnings

OR...

You can also access this page directly from the Earnings icon on the Homepage of your employee profile.

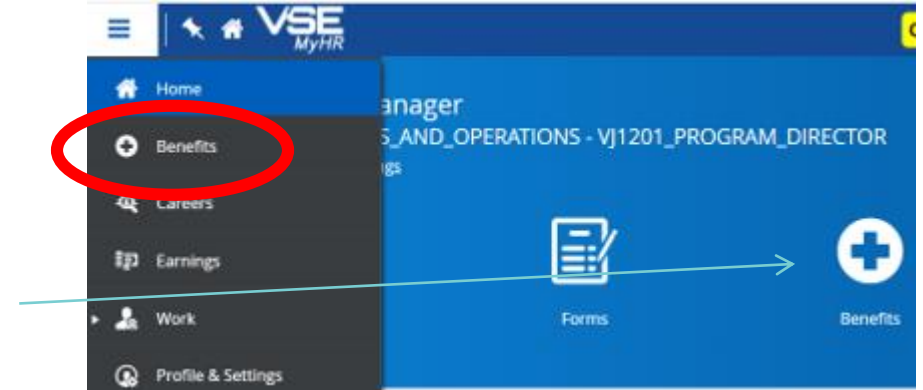


## To locate your Benefits:

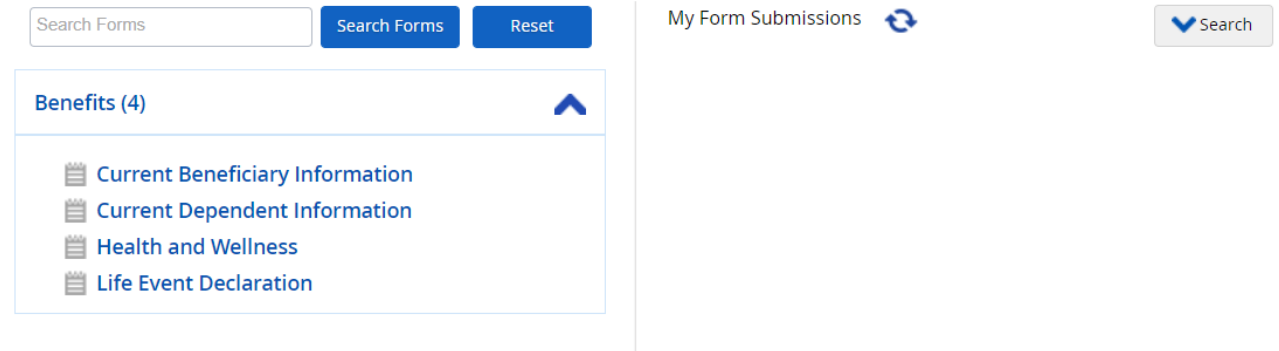
Click on the Navigation Panel, three bar icon, found at the top left corner of the Homepage and select Benefits

OR...

You can also access this page directly from the Benefits favorite link icon on the Homepage of your employee profile.



The benefits module provides quick access to submit forms to communicate changes directly to the Benefits Admin Team. And it stores your submission history under My Forms Submissions.





# WHAT OTHER FORMS ARE AVAILABLE?

My Form Submissions

## Available Forms

Search Forms

Benefits (4)

Personal (6)

- Address
- Contact Details
- Direct Deposit
- Emergency Contacts
- Name and Marital Status
- Voluntary Self-Identification of Disability (SEC 503)

Tax forms (2)

- Federal W4 - 2020
- Province/State Tax Form

Forms

## To locate your Forms:

Click on Profile and Settings link, found in the toolbar, directly under your name and work assignment or from the navigation panel.

OR...

You can also access this page directly from the Forms favorite link icon located on the Homepage of your employee profile.

Form Submissions: Benefits, Personal and Tax forms all route directly in the system to the HR, Benefit, Payroll and HRIS team on standby to support you. Your history is stored under My Form Submissions.



MyPath within VSE MyHR has lots of information

1. Click on the Help icon available at the top right to access help in 'MyPath'

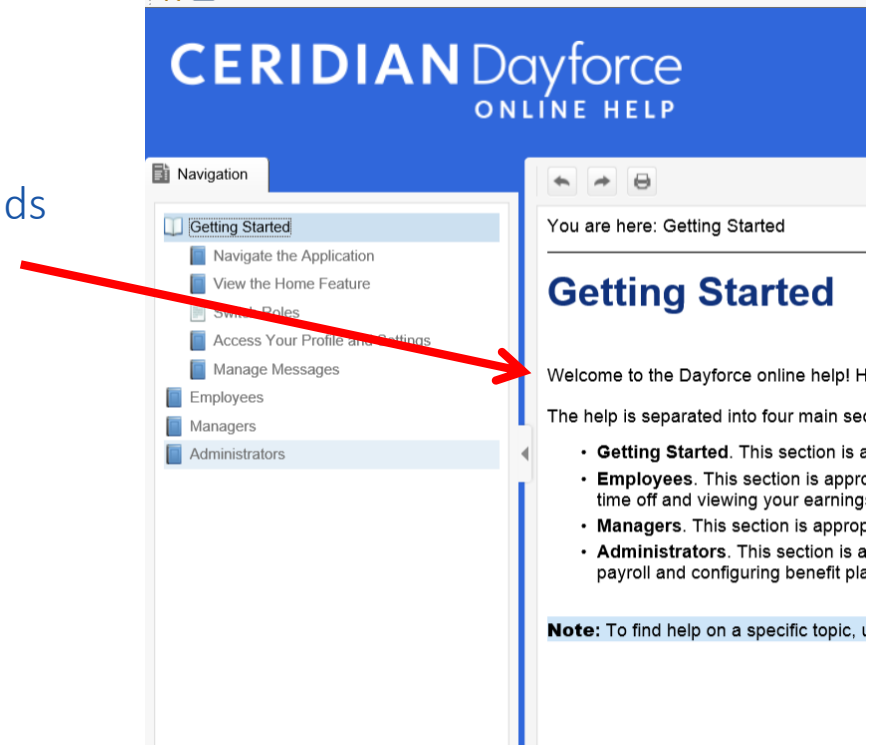
- Review the Getting Started materials
- Click on the 'Employee Support' drop down to access step by step job aids
- Use the Search bar to help find a specific topic

2. Attend advertised local and virtual training sessions.

3. Watch a quick employee profile video by clicking here.

4. For general user assistance contact [MyHR@vsecorp.com](mailto:MyHR@vsecorp.com).

5. For log in issues, contact your local MyHR Champion or Email [TrackItAdmin@VSECORP.com](mailto:TrackItAdmin@VSECORP.com) or call 703-329-HELP.



Employee User Guide v58

MyPath Core Content for Employees



# WVSE CORPORATION

