MyHR Introductory FAQs for Managers

Q: What is Ceridian 'MyHR'?

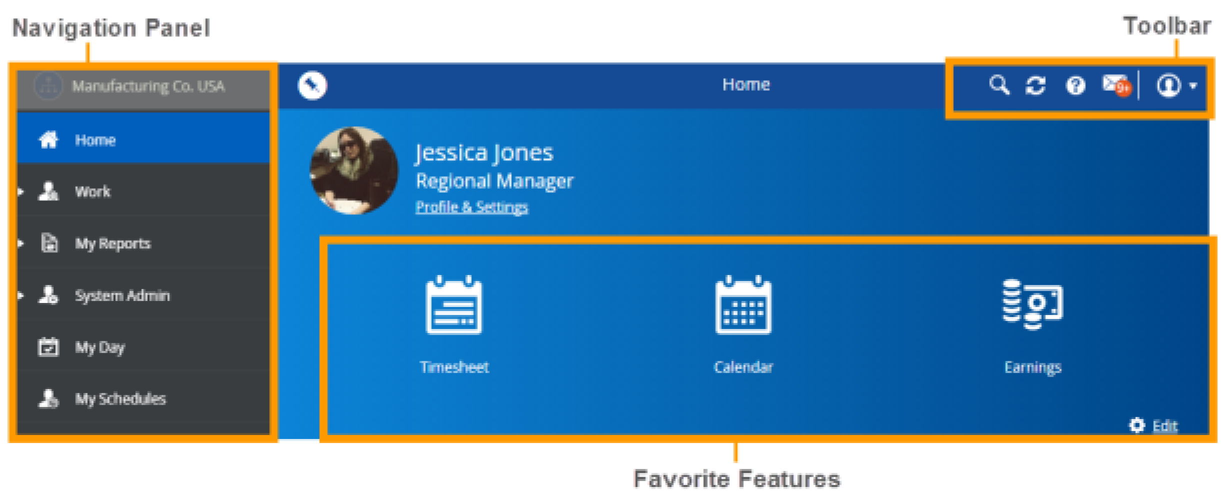
A: Ceridian 'MyHR' is a complete payroll, benefits and HR system that will give you access to you and your team *anytime and anywhere*. https://www.ceridian.com/products/dayforce

Q: What will I use MyHR for?

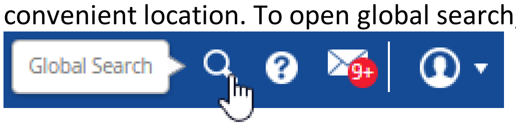
A: Supervisors and Managers will leverage MyHR to communicate with Human Resources, Payroll and Benefit administrative team members. We are confident that as you learn to use the system to view your team's electronic employee profiles, manage labor, time and payroll activities, you will find the system to be efficient and effective.

Q: Is MyHR easy to use?

A: There are three EASY ways to navigate across the application: The navigation panel, your favorite features in **Home and using People** (located in the toolbar). The image below provides a sneak peek of where each of these items are located on your home page.



Pro Tip: The global search feature allows you to access people, features, and reports from one convenient location. To open global search, clicking the **Global Search** button in the toolbar:



Q: Will there be training?

A: Yes. We are planning a combination of online, virtual and webinar training. The sessions will be advertised by subject matter for users across all levels of the organization. We will communicate these training plans in September of 2019 and plan to offer a variety of other flexible resources.

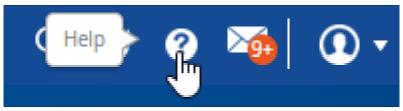
Q: Will we get hands on experience before we "go live"?

A: Employees will start to punch in and out about two weeks before the first live check. Our goal will be to provide training for you in advance of the first punch to support your actual use. Demos and quick start guides will be communicated out to everyone 9/3/2020-9/30/2020 on various topics.

Q: Where do I go for support if I have a question about MyHR?

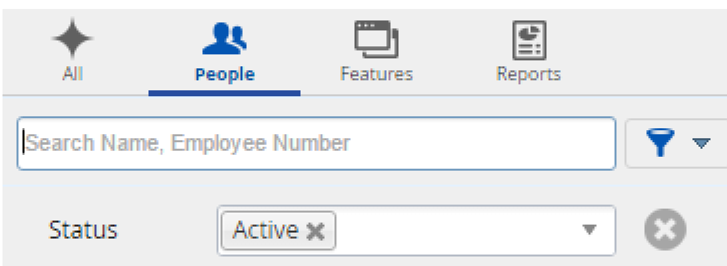
A: On-line support is available directly in MyHR by clicking the help icon. For more complex questions please contact your local MyHR Champion Team or email the team directly at myhr@vsecorp.com.

Pro Tip: Help by topic is easy to access. Click on the **?** icon and open access to online guided MyPath training. You can access this help throughout the application by clicking the **?** icon in the toolbar.



Q: Will managers be able to see their entire org or just their direct reports?

A: Managers will have access to view select details for all Employees within their organizational structure, based on security access. You can quickly search for employee profiles by using the filters available under the People tab OR by directly opening team employee cards from your home page.
Pro Tip: Make sure your filters are set to pull the current status, including terminated, if needed:



When you click an employee from your home page, the application displays their employee card.

The organization hierarchy can be viewed by clicking the **View Hierarchy** button, or in your Employee Cards.

Q: Will we be able to make corrections to timecards after the pay period has closed (as opposed to submitting a request to payroll)?

A: Prior to the payroll approval deadline, managers can make corrections and adjustments directly to timesheets. Pay adjustments are another method you can use to correct your employee's time and attendance records or their pay. There are two general categories that pay adjustments cover: Paying out benefits, bonuses, or premiums. You can pay an employee a lump sum, either in dollars or hours, to cover commission pay, quarterly bonuses, etc. And, accounting for absences or adjustments to timesheets; you can cover unworked, scheduled time with a pay adjustment that uses an employee's sick or vacation time to account for the absent time.

However, once the pay period has closed it is not possible for supervisors/mangers to change a timesheet. A **Locked Pay Period message will display** if the pay adjustment you are trying to make to a timesheet is within a locked pay period. Requests for changes after the approval deadline should continue to go to the Payroll team for support at payroll_@vsecorp.com.

Q: Who will approve timecards?

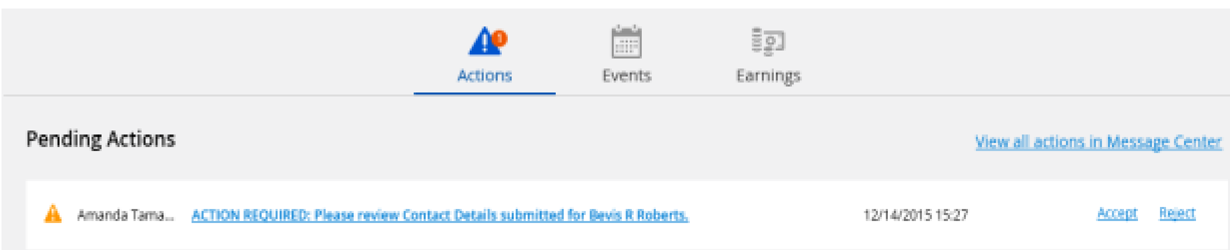
A: The direct Supervisor/Manager of the Employee will be responsible for approving time sheets in MyHR.

Pro Tip: The main tasks involved with reviewing your team's time and attendance are:

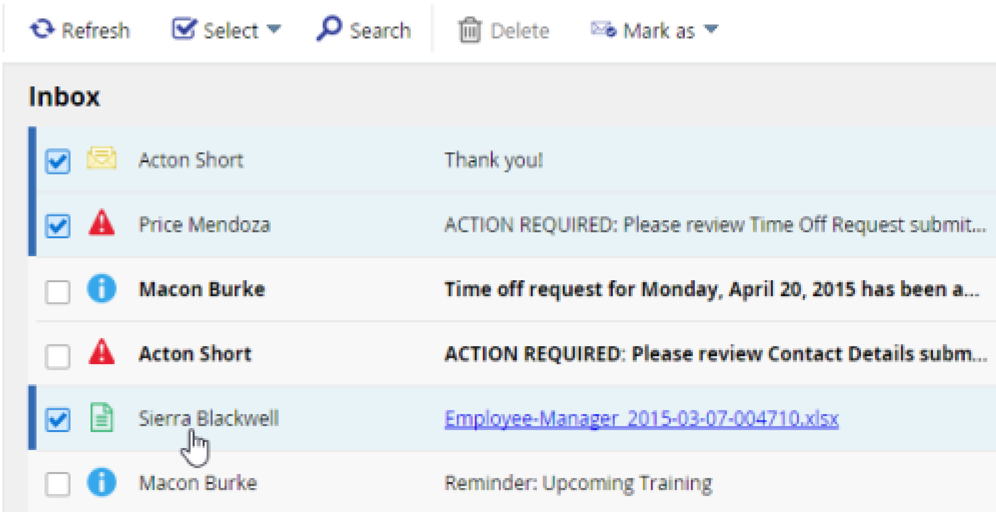
- Loading the timesheet for the week you want to review.
- Following the timesheet legend, you can quickly see which employees were absent, who recorded work, and who worked shifts did not match their schedule.
- Review the problems and exceptions.
- Correct any problems or discrepancies on the timesheet. Edit inaccurately recorded shifts that do not reflect when an employee worked.
- Approve the timesheet by authorizing the worked shifts with accurate time and attendance records.

Q: How can I view approved 'Time Away from Work' for my team?

A: There are also many reports available to help you navigate time away from work request and efficiently monitor your staffing needs. **Pro Tip**: Any pending actions you have display in your Inbox on the **Actions** tab. And they will be running to directly to Outlook.



You can **Accept** or **Reject** the action on the tab by clicking the appropriate link. To view the form, click the link on the tab. Approved time off requests, and available balances are also available to review in the message center of the system, from your team employee cards and display for you in timesheets and on calendars for decisions made during timesheet approval.



Q: Will managers/supervisors be able to run reports in MyHR?

A: You can create any report you want for any set of data within your approved security access. Please remember that your access is restricted to those within your team and information that meets your security access. That is, you won't be able to see anyone's SSN or benefit elections, but you will see things like emergency contact number, job title, time in role, etc.

Q: What types of report templates will be available for supervisors/managers?

A: The most overused reports by managers in MyHR are templated reports which are proven to help drive your productivity. Examples include:

- The "Employee TAFW report" located under your message center reports category–reports approved, pending and denied requests in an easy to use format for your team planning needs.
- "Overtime report" located under Timesheets–summarizes various date specified labor data into usable metrics.
- The "Employee contact report" located in reporting -details team data in an easy to use format guaranteed format that is easy to customize.

Q: Will I have access to MyHR after I leave the Company?

A: Yes. MyHR provides limited information to profiles at separation from the company to users. The profile is limited to pay statements, W2's and the ability to update a Home Address.

Q: Will there be more HR programs and processes supported by MyHR in the future?

A: Yes. Additional functionality and training will be rolled out later this year to support benefit open enrollment, talent/training module and performance in 2021.