



Online Payroll System - Setup & Submitting Working Hours

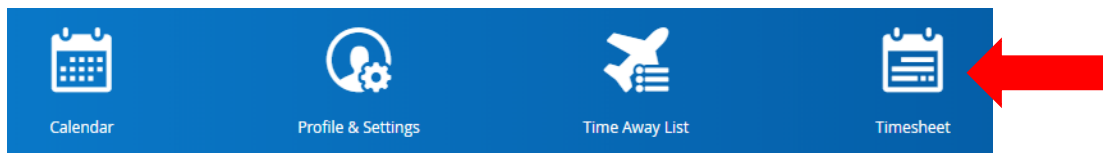
Setup

1. You will receive email from notify@dayforce.com with the subject line "ACTION REQUIRED – Activate your Dayforce HCM Account"
 - This email contains two important pieces of information – Please record them in a safe location
 - i. Our Company Code: PP9S947 (same for all employees)
 - ii. Your User Name
 - Click **Activate Your Account** to Begin Registration Process
2. Your Web Browser will open and you will be asked to verify the last four digits of the telephone number which you provided during the pre-employment process. *This is the mobile phone number you provided in the Mitacs Personal Data Form. If you did not provide a mobile number, please use the last four digits of your home number.*
3. Set up your new password and click continue. You will be brought to the Dayforce login page
4. Login using:
 - our Company Code: PP9S947
 - your User Name and password
5. Click on the Menu Symbol at the top left-hand corner 
 - Click on "Profile & Settings"
 - i. Review the personal information on your profile for accuracy
 - Click on "Security" at the top left-hand corner 
 - i. Set two security questions and corresponding answers and save

Submitting Working Hours

*****Reminder – Mentors cannot work more than 8 hours/day or 10 hours/week without prior approval. If you experience an unexpected emergency and need to work additional hours please notify Mitacs.**

1. Login to Dayforce using our company code (PP9S947) and your username and password:
<https://www.dayforcehcm.com>
2. Click on the "Timesheet" symbol



- You will see a calendar. Enter your time by selecting the date, choosing the “Pay Code” (this should always be “Work”), inputting the number hours worked in the “Hours” column and describe the work performed in the “Comments” column.

Date	Daily Total	Pay Code	Hours	Comments
Sunday	0.00			
Monday	0.00			
Tuesday	0.00			
Wednesday	0.00			
Thursday	0.00			
Friday	0.00			
Saturday	0.00			
Total Hours	0.00			

Note - When you have entered your pay code another row will appear so you can enter additional shifts, for example, if you picked a student up in the morning and then also did an activity in the evening.

Date	Daily Total	Pay Code	Hours	Comments
Sunday	0.00			
Monday	0.00			
Tuesday	0.00			
Wednesday	0.00			
Thursday	4.50	Work	4.00	Picked up John Doe at the airport, brought to accommodation, did campus tour
Friday	0.00			
Saturday	0.00			

- Ensure you save when you work on your timesheet. When you are ready, by 5pm each Monday, please submit your hours to Mitacs.

You can navigate to timesheets for other weeks by selecting the date range or using the arrows at the top middle of the page. Please ensure you save before navigating to another week.

That's it! Mitacs will process your hours and provide payment according to the payment schedule on the [Information and templates for 2019 Mitacs Globalink Mentors web page](#).

In May information will be provided on accessing pay stubs online.