



G R O U P

ACS New Payroll System
(Ceridian Dayforce HCM)
Reference Documentation

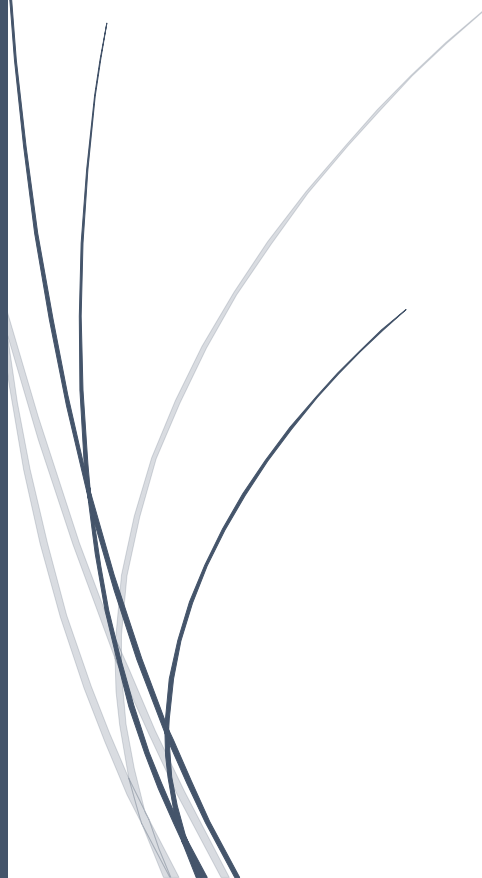


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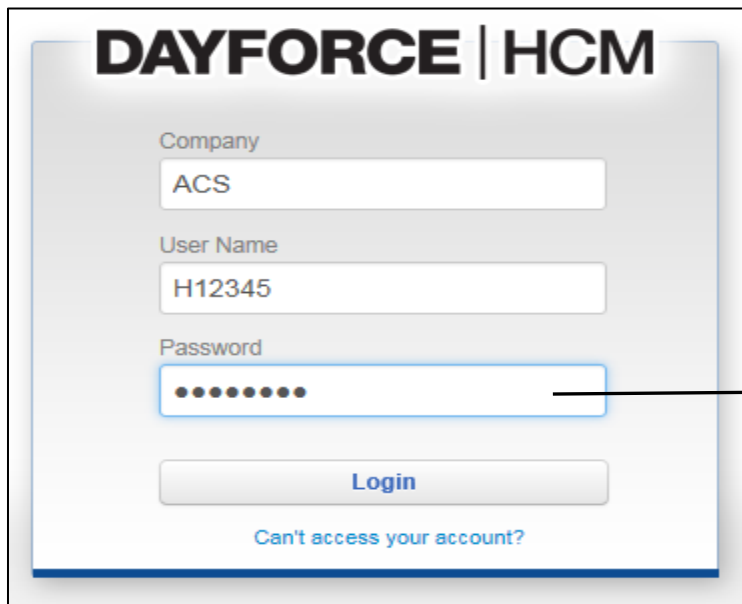
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ACS Group – New Payroll System (Ceridian Dayforce HCM)

Entering the Dayforce System

Logging in to the Dayforce system:

- Go to <https://www.dayforcehcm.com>
- The following screen will be displayed



The screenshot shows the Dayforce HCM login interface. At the top, the text 'DAYFORCE | HCM' is displayed. Below this, there are three input fields: 'Company' with the value 'ACS', 'User Name' with the value 'H12345', and 'Password' which is masked with seven dots. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'Can't access your account?'. An arrow points from the password field to a separate text box on the right.

Password: Last 4 digits of your SSN followed by your birth year. For example 12341965 for an SSN that ends in 1234 for someone born in 1965.

- Enter the following
 - **Company:** "ACS"
 - **User Name:** this is your Employee ID. You can get this from your Payroll Team if needed. It is important that you remember your Employee ID.
 - **Password:** Last 4 digits of your SSN followed by your birth year. For example 12341965 for an SSN that ends in 1234 for someone born in 1965.
- Finally, click **Login**
- The first time you enter the system you will be requested to change your password.
- Enter a new password

Change Password

A password reset is required for this account

New Password

Confirm new password

[Change Password](#)

- A “Did You Know...” screen will appear and will provide general instructions on using the system.
- Review this brief document.
- This can be turned off in the upper right of the screen if desired.

What's new in Dayforce HCM v8.49 Release 8.49 Show this next time I log in ✕

Did You Know...

This feature provides valuable tips for Dayforce HCM.

We'll cover the following topics:

- Navigating the application
- Downloading the mobile app
- Accessing Help

Click the [>](#) button to the right of this slide to learn more.

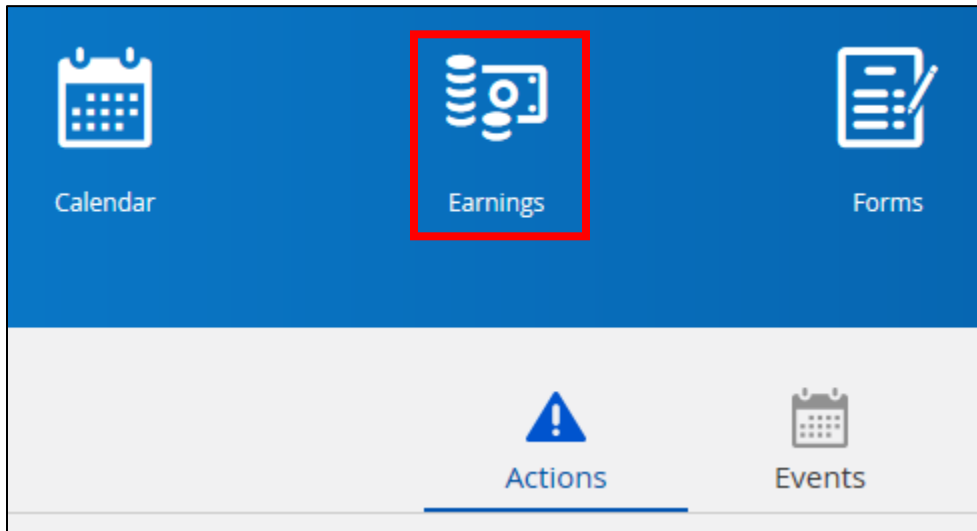
[>](#)

[OK](#)

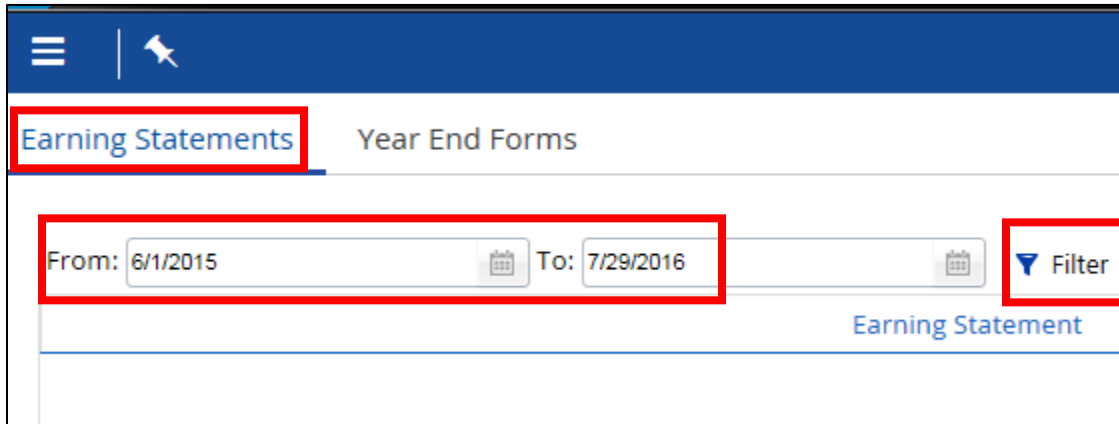
Access Pay Stubs / Earning Statements

To view Pay Stubs:

- On the Home page click “Earnings”



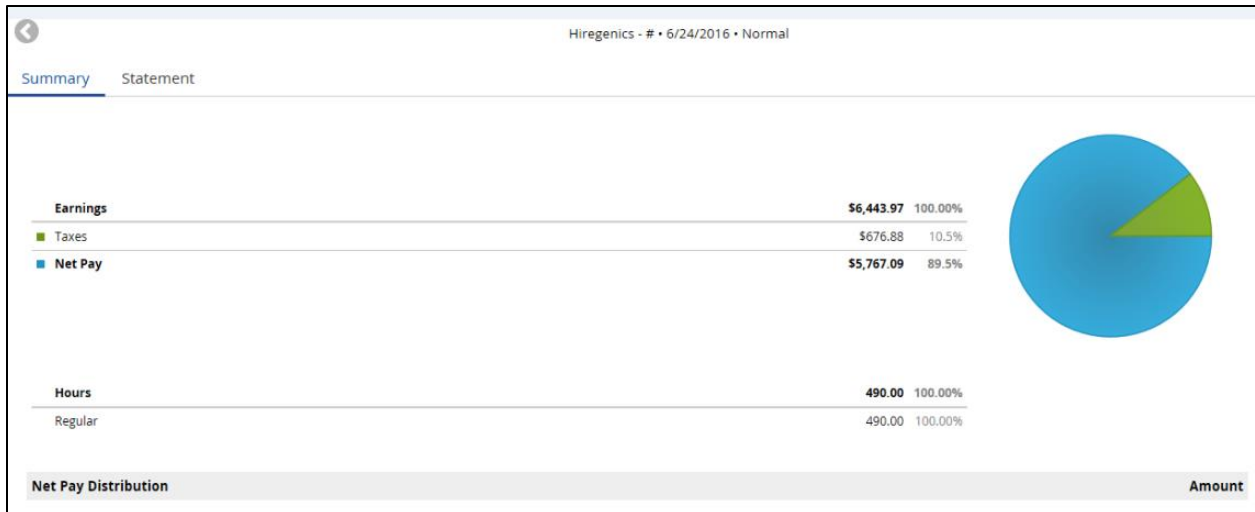
- Use the “Earning Statements” option in the upper left
- Enter the desired date range
- Click the Filter icon



- The Pay Stubs will be displayed below


Earning Statement			Pay Date	Type
June 2016				
Hiregenics - #			6/24/2016	Normal

- Summary will allow you to view a summarization of pay data for the year



- Clicking the Statement option will provide the pay stub information.

Statement



Employer Name: Hiregenics
Employer Address: 2400 Meadowbrook Pkwy
Duluth, GA 30096

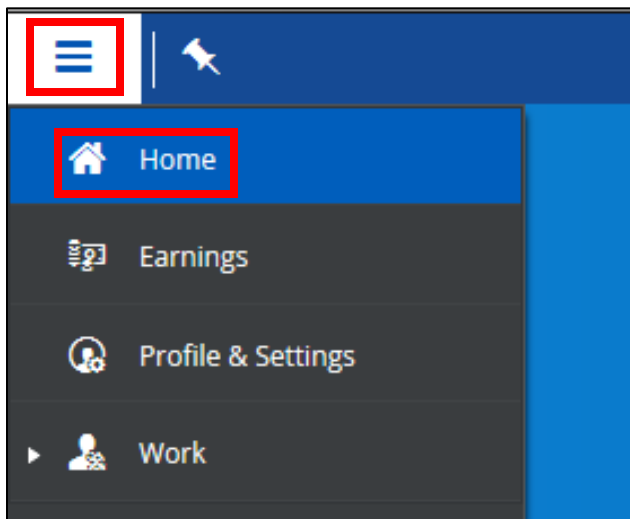
Employee #:
Employee Address:
Department:
Job Title:

Employee Data

Pay Date: 6/24/2016
Pay Period: 6/12/2016 - 6/18/2016
Pay Frequency: Weekly
Federal Filing Status: 2/\$0.00
State Filing Status: (GA)
State Exemptions: \$0.00 (GA)

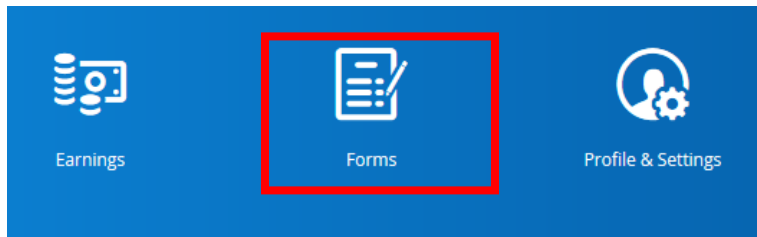
	Current 6/12/2016 - 6/18/2016			YTD As of 6/18/2016	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	490.00		\$	490.00	\$
Regular	490.00		\$	490.00	\$
Memo Information					
401K_Earns_YTD			\$		\$
Taxes			\$	676.88	\$ 676.88
Fed W/H			\$	14.07	\$ 14.07
FICA EE			\$	399.53	\$ 399.53
Fed MWT EE			\$	93.44	\$ 93.44
GA W/H			\$	169.84	\$ 169.84
	Routing #	Account #	Amount		Amount
Net Pay			\$		\$

- Return to the Home page when done by clicking the "Menu" icon in the upper left, then clicking "Home"



Direct Deposit, Tax Information / Exemptions

- To see and modify selections for direct deposit, tax information/exceptions, begin by clicking the Forms option



- Forms in the system for the worker will be listed.
- Click the form needed, for example the **Direct Deposit** form



- The direct deposit information will come up
- The View/Edit button will allow the worker to change selections on this form

A screenshot of the 'Direct Deposit Information' form. It includes a title, a descriptive paragraph, a table of account information, a comment section, and a footer with action buttons.

Direct Deposit Information
This is your current direct deposit information. Adding or modifying accounts will change where your pay will be deposited.

Pay will be added to your accounts based on the priority you set. Any pay remaining will be deposited into your remainder account. An amount is required for all accounts except your remainder account.

+ Add ✕ Remove ↑ Move Up ↓ Move Down

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	View/Edit
1	<input checked="" type="checkbox"/>	Checking	[Redacted]	BANK OF AMERICA, NA	[Redacted]	0	View/Edit

Comment
 Add comment to the employee's file.

Save Draft Submit Cancel Print

- Click Submit when all changes have been made

- Similarly, the **Federal tax** form can be brought up and information added.
- Click Submit when all changes have been made

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- is age 65 or older,
- is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).


Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<input type="text" value="1"/>
B	Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	B	<input type="text"/>
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<input type="text"/>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<input type="text"/>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<input type="text"/>
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<input type="text"/>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.		

- **State tax forms** can be entered as well.
- Click **Submit** when done.

Form G-4 (Rev. 7/14)



STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME Gretta Trebilcock	1b. YOUR SOCIAL SECURITY NUMBER 365021925
2a. HOME ADDRESS (Number, Street, or Rural Route) 210 Wind Shadows Ct	2b. CITY, STATE AND ZIP CODE Roswell, GA, 30075

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1.....

B. Married Filing Joint, both spouses working:
Enter 0 or 1

C. Married Filing Joint, one spouse working:
Enter 0 or 1 or 2

D. Married Filing Separate:
Enter 0 or 1

E. Head of Household:
Enter 0 or 1

4. DEPENDENT ALLOWANCES

5. ADDITIONAL ALLOWANCES
(worksheet below must be completed)

6. ADDITIONAL WITHHOLDING \$

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
 Yourself: Age 65 or over Blind
 Spouse: Age 65 or over Blind Number of boxes checked x 1300.....\$

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

- A confirmation will appear on the screen

System (3)

- Direct Deposit
- Federal W4 - 2016
- Province/State Tax Form

Form submitted successfully.

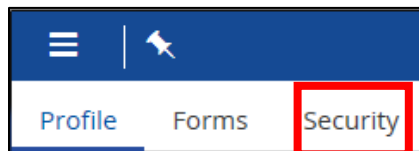
Manage Profile

To change your password:

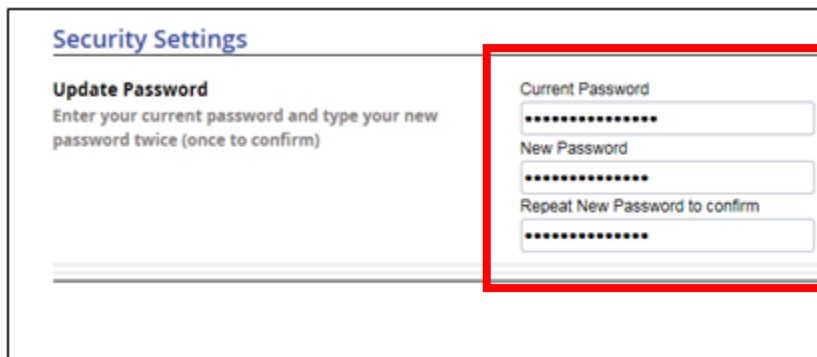
- On the Home page click “Profile & Settings”



- On the Profile & Settings page click “Security”



- Enter your existing password, then your new password twice
- Click “Save”

A screenshot of the 'Security Settings' page. The title 'Security Settings' is at the top left. Below it is the section 'Update Password' with the instruction 'Enter your current password and type your new password twice (once to confirm)'. To the right of this text are three password input fields: 'Current Password', 'New Password', and 'Repeat New Password to confirm'. Each field contains a series of dots. The entire form area is enclosed in a red rectangular box.

- Enter your existing password, then your new password twice
- Click “Save”

To update Security Questions:

- Set your security questions to help manage your access credentials in future

Update Security Questions
Select and enter the answers to your chosen security questions. These questions will be used to help verify your identity. Answers are case sensitive.

Security Question #1
What was the name of your favorite high school te... ▼

Answer #1

Security Question #2
In what city or town was your first job? ▼

Answer #2

Save

- Select Question# 1 then enter your secret answer
- Select Question# 2 then enter your secret answer
- Click “Save”

Important

- Please inform your resource manager or manager, if there are any changes in your personal details including contact information.