

## CHECKING YOUR PAYSリップ – DAYFORCE APP

| <p><b>1.</b><br/><b>Login</b></p>  |                                      |  |          |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
|--|--------------------------------------|--|----------|---------|------|--------|----------|---------|--|----------|--------|---------|---------|----------|---------------|--------|--------|--------|------------|--------|--------|--------|-------|--|--|--------|------|--|--|--------|---------|--|--|----------|
| <p><b>2.</b><br/>From the home screen click the navigation menu to reveal the navigation panel and select <u>Earnings</u></p>  | <p><b>Navigation menu:</b></p>       | <p><b>Select Earnings:</b></p>   |          |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| <p><b>3.</b><br/>From the <u>Earnings</u> page select the week and view your pay for that period.</p> <p><b>*** To download a copy of your payslip you must login to Dayforce on a PC***</b></p> | <p><b>Select the pay period:</b></p> | <p><b>Select Summary or Preview to view detail:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Hr/Unit</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>17.0000</td> <td></td> <td>\$387.52</td> </tr> <tr> <td>Normal</td> <td>16.0000</td> <td>25.0000</td> <td>\$375.00</td> </tr> <tr> <td>Laundry Allow</td> <td>1.0000</td> <td>8.5800</td> <td>\$8.58</td> </tr> <tr> <td>Shoe Allow</td> <td>1.0000</td> <td>3.9400</td> <td>\$3.94</td> </tr> <tr> <td>Taxes</td> <td></td> <td></td> <td>\$5.00</td> </tr> <tr> <td>PAYG</td> <td></td> <td></td> <td>\$5.00</td> </tr> <tr> <td>Net Pay</td> <td></td> <td></td> <td>\$382.52</td> </tr> </tbody> </table> |          | Hr/Unit | Rate | Amount | Earnings | 17.0000 |  | \$387.52 | Normal | 16.0000 | 25.0000 | \$375.00 | Laundry Allow | 1.0000 | 8.5800 | \$8.58 | Shoe Allow | 1.0000 | 3.9400 | \$3.94 | Taxes |  |  | \$5.00 | PAYG |  |  | \$5.00 | Net Pay |  |  | \$382.52 |
|  | Hr/Unit                              | Rate   | Amount   |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Earnings   | 17.0000                              |  | \$387.52 |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Normal   | 16.0000                              | 25.0000  | \$375.00 |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Laundry Allow  | 1.0000                               | 8.5800   | \$8.58   |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Shoe Allow   | 1.0000                               | 3.9400   | \$3.94   |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Taxes  |                                      |  | \$5.00   |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| PAYG   |                                      |  | \$5.00   |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |
| Net Pay  |                                      |  | \$382.52 |         |      |        |          |         |  |          |        |         |         |          |               |        |        |        |            |        |        |        |       |  |  |        |      |  |  |        |         |  |  |          |