



Welcome to The Service Companies! Now that you are a part of our team, we want to remind you How to get a shift, What is needed for your shift, and How to get paid for your shift!

IMPORTANT CONTACTS	
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<p>Deployment Team Phone: 415-373-1218 Email: deployment@theservicecompanies.com</p>	
<p>How will you get a shift?</p> <ul style="list-style-type: none">-Jobs advertised by your Operations Manager via email or text- if you see a shift you are interested in and available for, please reply directly to the text or email received advertising that shift-Your Operations Manager will then send you a confirmation email with everything you need to know about that assignment.-Once you receive the confirmation email the shift is yours!	<p>What is needed for your shift?</p> <ul style="list-style-type: none">-Read your confirmation email as this will have the address to your assignment, uniform requirements, and any parking info and whom to look for upon your arrival.-If there is a parking charge you will be notified there, we do not reimburse for parking charges unless noted in confirmation details.-Remember to always arrive early and in uniform ready to work!
<p>How to get paid for your shift?</p> <ul style="list-style-type: none">-You will receive an email with login details for Ceridian Dayforce-Once you receive this follow the instructions to login, you will be prompted to change the password to something only you will know. Please keep a record of this as this is where you can view your paystubs, change your tax info, change your payment method.-It is best to use a computer to login when you are setting up your payment method,(direct deposit or pay card).-Remember our pay period runs Monday thru Sunday with payments issued the following Friday.-Please see attached guide to assist you with setting up your direct deposit.	<p>Calling Out/Running Late</p> <ul style="list-style-type: none">-To Call out or report yourself running late, you MUST call our 24-hour Emergency Line at 916-634-0383-You will speak to a live operator that will take your message and immediately share with all managers to ensure the current manager on duty will receive and reply in a timely manner.-This is the only way to call out for a shift within 24hours of your start time. Texting or emailing is not acceptable.

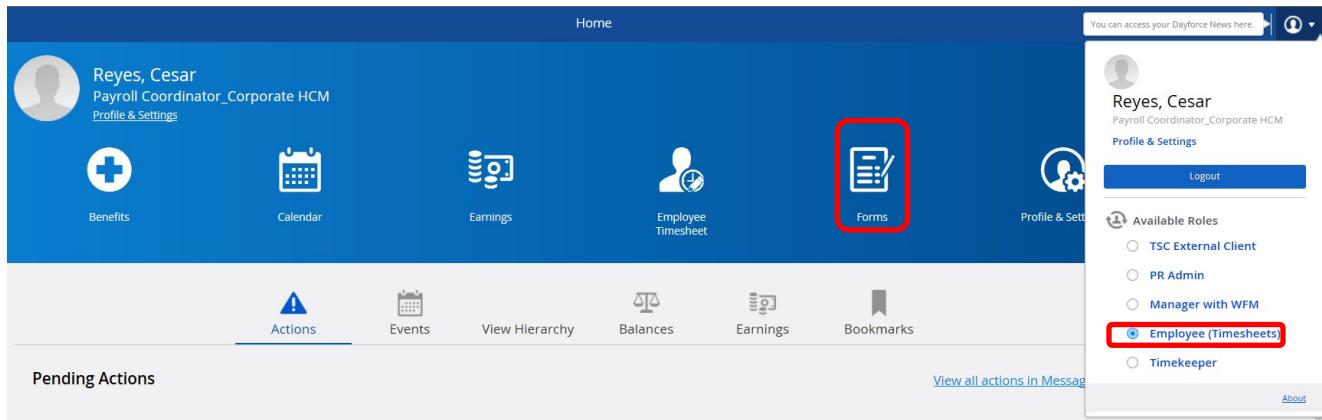
Direct Deposit Setup – Employee Self Service Portal

Setup your Direct Deposit through the Employee Self Service Portal, which can be accessed by clicking on:

<https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx>

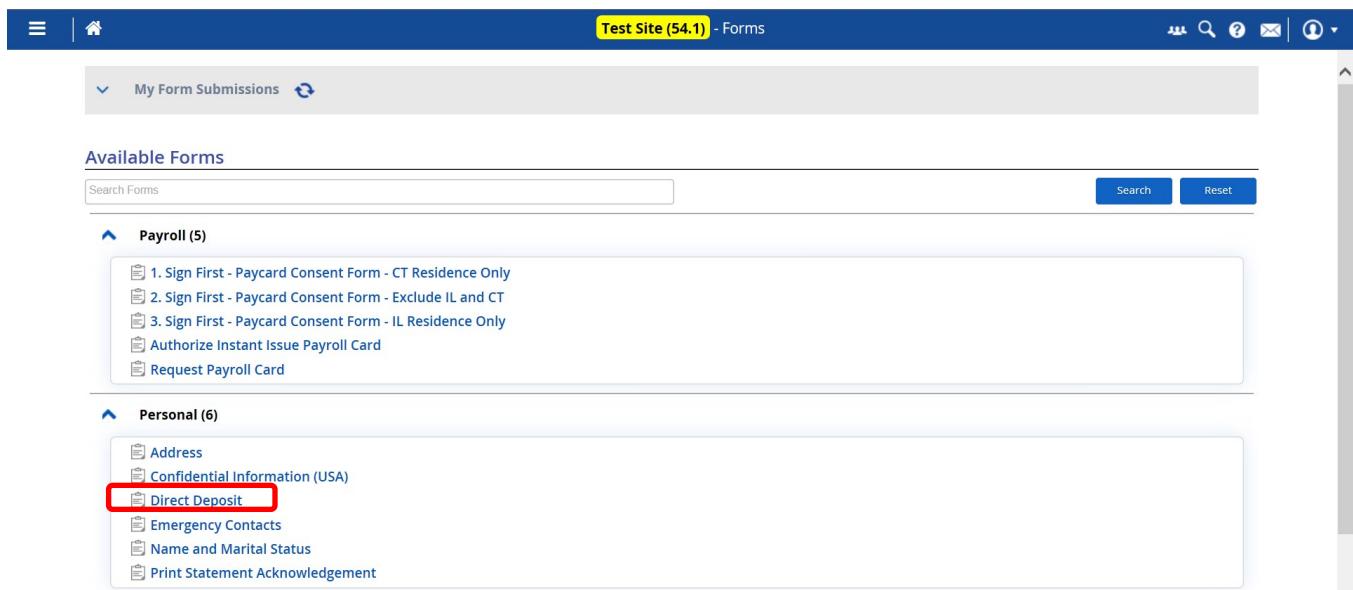
Please follow the guidelines as demonstrated in the images below.

1. Login to your Employee portal using your credentials under the Employee Timesheets Role and navigate to the “Forms” link and click to access.



The screenshot shows the Dayforce Employee Self Service Portal. At the top, there's a navigation bar with links for Home, Profile & Settings, and a news section. Below the navigation bar is a main menu with icons for Benefits, Calendar, Earnings, Employee Timesheet, and Forms. The 'Forms' icon is highlighted with a red box. At the bottom of the screen, there's a 'Pending Actions' section and a 'View all actions in Message' link. On the right side, there's a sidebar titled 'Available Roles' with several options: TSC External Client, PR Admin, Manager with WFM, Employee (Timesheets) (which is selected and highlighted with a red box), and Timekeeper.

2. On the “Available Forms” section under Personal, click on option # 3 Direct Deposit.



The screenshot shows the 'Available Forms' section in the Employee Self Service Portal. The 'Personal' category is expanded, showing a list of forms: Address, Confidential Information (USA), Direct Deposit (which is highlighted with a red box), Emergency Contacts, Name and Marital Status, and Print Statement Acknowledgement.

Direct Deposit Setup – Employee Self Service Portal

3. On the Direct Deposit screen, click the Add button to get the New Direct Deposit screen to enter your new direct deposit information, then press ok

Direct Deposit

Direct Deposit

Status: Active Employee Number: [REDACTED]

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.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	▲	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit i...	View/Edit
1		<input type="checkbox"/>	Savings	[REDACTED]	SUNTRUST BANK	[REDACTED]		<input type="checkbox"/>	View/Edit
2		<input checked="" type="checkbox"/>	Checking	[REDACTED]	SUNTRUST BANK	[REDACTED]		<input type="checkbox"/>	View/Edit

Comment

Add comment to the employee's file.

New Direct Deposit

Save Draft Submit Cancel Print

New Direct Deposit

Sample check image i

Remainder ✓

Pay Method * * Checking

Routing Number * * [REDACTED]

Financial Institution SUNTRUST BANK

Account # * * [REDACTED]

Reenter Account # * * [REDACTED]

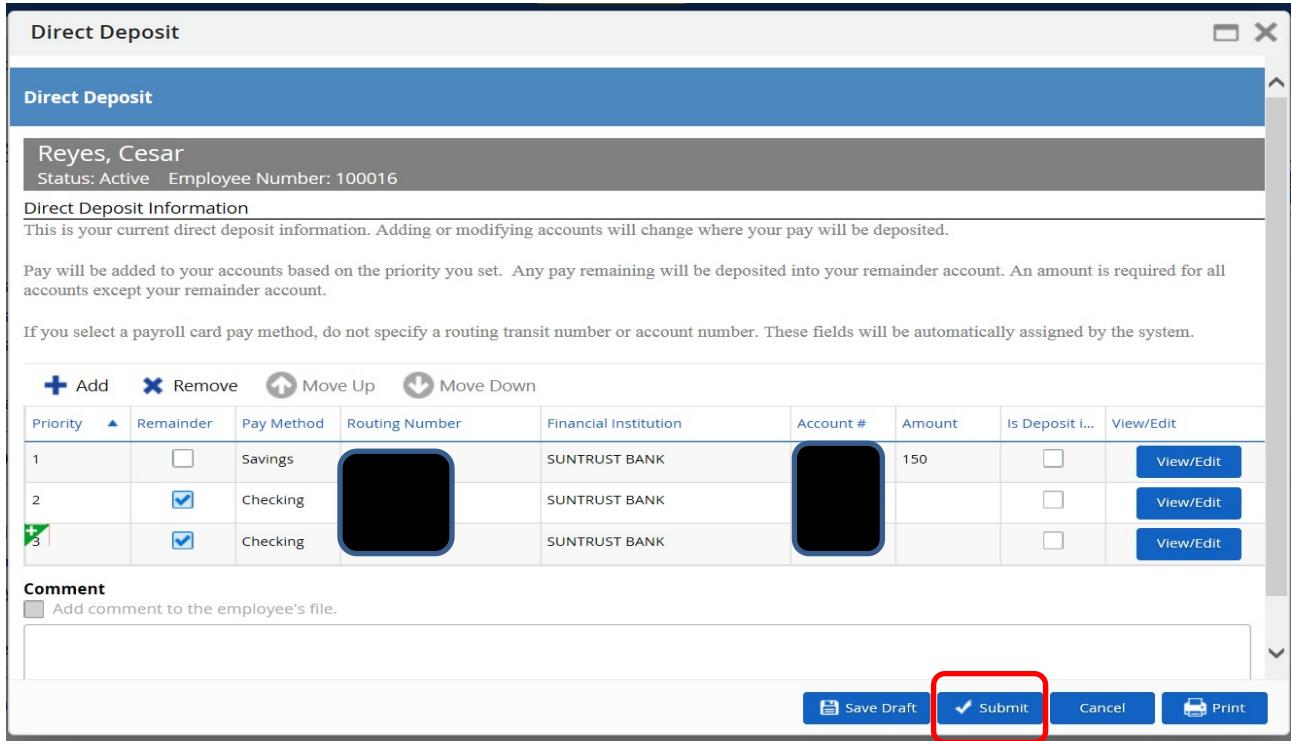
Amount [REDACTED]

Is Deposit in Percentage

OK **Cancel**

Direct Deposit Setup – Employee Self Service Portal

4. Once you have entered your direct deposit information and you have verified your information is correct, you will be directed back to Direct Deposit screen. Press submits to send form electronically for approval.



Direct Deposit

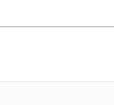
Direct Deposit

Reyes, Cesar
Status: Active Employee Number: 100016

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.

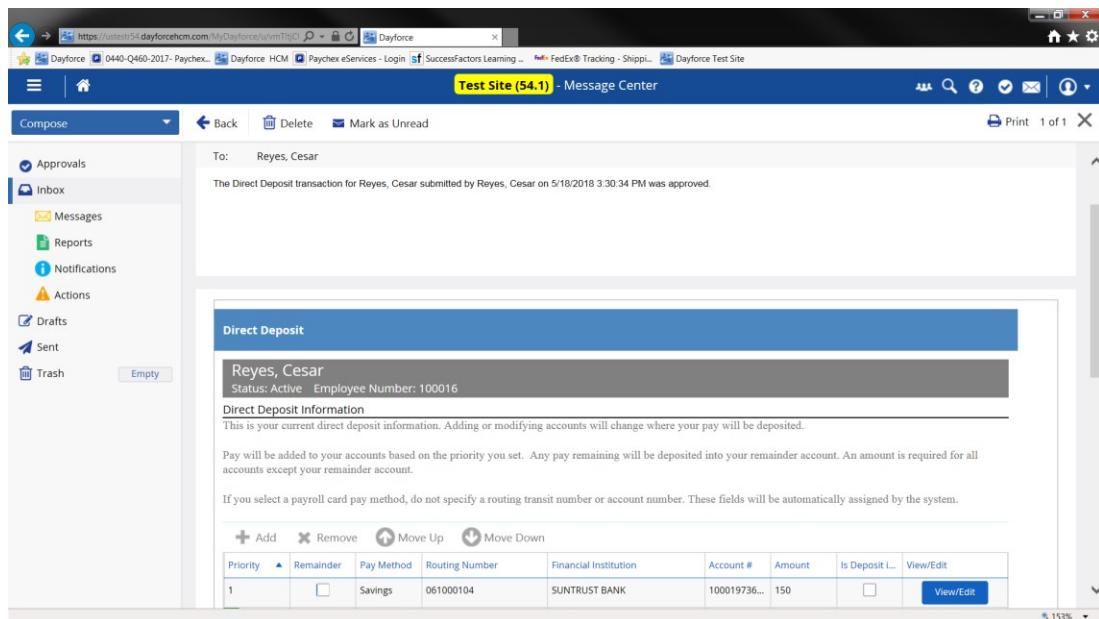
If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input type="checkbox"/>	Savings		SUNTRUST BANK		150	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	Checking		SUNTRUST BANK			<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	Checking		SUNTRUST BANK			<input type="checkbox"/>	

Comment
Add comment to the employee's file.

5. Your request will now be sent electronically through the work flow for approval to your immediate manager. Once your direct deposit request is approved, you will receive a notification in Dayforce that your account has been setup successfully.



Test Site (54.1) - Message Center

Compose Back Delete Mark as Unread Print 1 of 1

To: Reyes, Cesar

The Direct Deposit transaction for Reyes, Cesar submitted by Reyes, Cesar on 5/18/2018 3:30:34 PM was approved.

Direct Deposit

Reyes, Cesar
Status: Active Employee Number: 100016

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.

If you select a payroll card pay method, do not specify a routing transit number or account number. These fields will be automatically assigned by the system.

Priority	Remainder	Pay Method	Routing Number	Financial Institution	Account #	Amount	Is Deposit I...	View/Edit
1	<input type="checkbox"/>	Savings	061000104	SUNTRUST BANK	100019736...	150	<input type="checkbox"/>	



Pay Card Requisition – Employee Self Service Portal

To request a personalized pay card through the Employee Self Service Portal, which can be accessed by clicking on: <https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx>

Please follow the guidelines as demonstrated in the images below.

1. Login to your Employee portal using your credentials and navigate to the “Forms” link and click to access.

Reyes, Cesar
Payroll Coordinator_Corporate HCM
Profile & Settings

Home

You can access your Dayforce News here

Actions

Calendar

Earnings

Employee Timesheet

Forms

Logout

Profile & Settings

Available Roles

- TSC External Client
- PR Admin
- Manager with WFM
- Employee (Timesheets)
- Timekeeper

Pending Actions

View all actions in Message

About

2. On the “Available Forms” section under Payroll (5), click on option # 2 if NOT an Illinois or Connecticut employee.

Forms

My Form Submissions

Available Forms

Search Forms

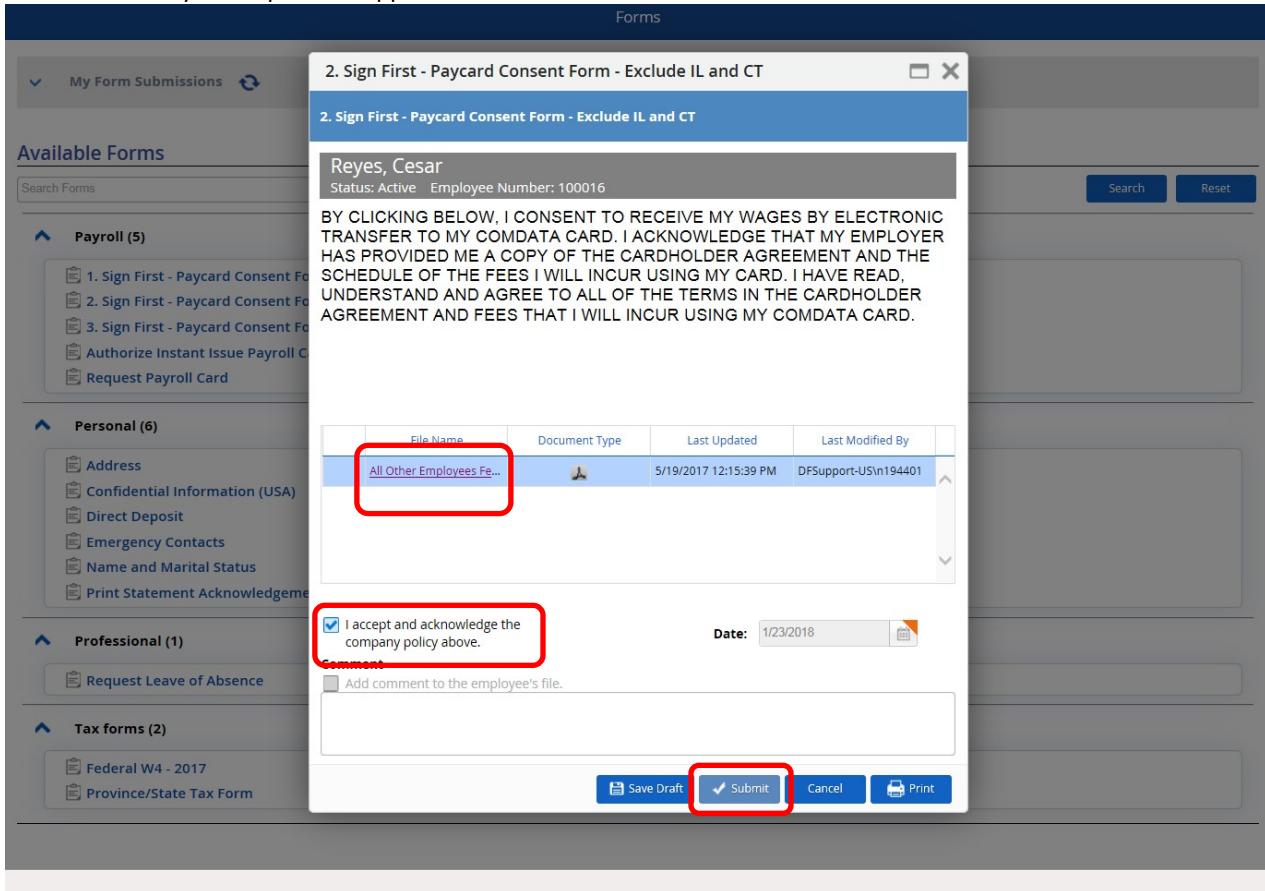
Search Reset

Payroll (5)

- 1. Sign First - Paycard Consent Form - CT Residence Only
- 2. Sign First - Paycard Consent Form - Exclude IL and CT
- 3. Sign First - Paycard Consent Form - IL Residence Only
- Authorize Instant Issue Payroll Card
- Request Payroll Card

Pay Card Requisition – Employee Self Service Portal

3. Click on the “File Name” link to view and save a copy of the Fee Schedule for all fees associated with your Comdata Pay Card, then on the “I accept and acknowledge the company policy above”. You may now submit your request for approval.



2. Sign First - Paycard Consent Form - Exclude IL and CT

Reyes, Cesar
Status: Active Employee Number: 100016

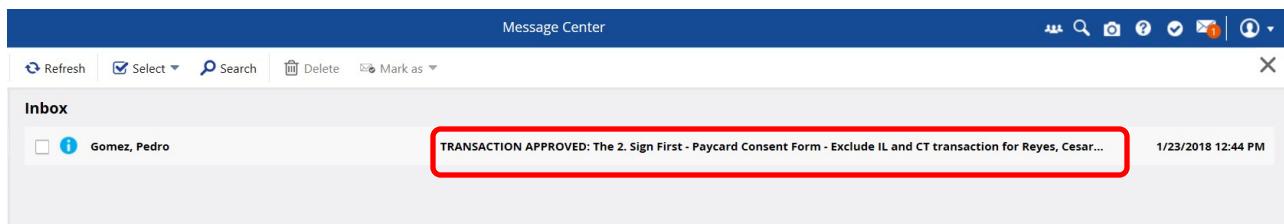
BY CLICKING BELOW, I CONSENT TO RECEIVE MY WAGES BY ELECTRONIC TRANSFER TO MY COMDATA CARD. I ACKNOWLEDGE THAT MY EMPLOYER HAS PROVIDED ME A COPY OF THE CARDHOLDER AGREEMENT AND THE SCHEDULE OF THE FEES I WILL INCUR USING MY CARD. I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS IN THE CARDHOLDER AGREEMENT AND FEES THAT I WILL INCUR USING MY COMDATA CARD.

File Name	Document Type	Last Updated	Last Modified By
All Other Employees Fe...		5/19/2017 12:15:39 PM	DFSupport-US\ln194401

I accept and acknowledge the company policy above. Date: 1/23/2018

Add comment to the employee's file.

4. You will receive a status notification of your request through the Dayforce messaging system. Please click on the link.



Message Center

Refresh Select Search Delete Mark as

Inbox

Gomez, Pedro

TRANSACTION APPROVED: The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar... 1/23/2018 12:44 PM



Pay Card Requisition – Employee Self Service Portal

5. The system will now guide you to the “Pay Card Consent Form” where you can view and print your consent forms.

Message Center

Back Delete Mark as Unread Print 1 of 1

TRANSACTION APPROVED: The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar was approved.

From: Gomez, Pedro 1/23/2018 12:44 PM
To: Reyes, Cesar

The 2. Sign First - Paycard Consent Form - Exclude IL and CT transaction for Reyes, Cesar submitted by Gomez, Pedro on 1/23/2018 12:43:45 PM was approved.

2. Sign First - Paycard Consent Form - Exclude IL and CT

Reyes, Cesar
Status: Active Employee Number: 100016

BY CLICKING BELOW, I CONSENT TO RECEIVE MY WAGES BY ELECTRONIC TRANSFER TO MY COMDATA CARD. I ACKNOWLEDGE THAT MY EMPLOYER HAS PROVIDED ME A COPY OF THE CARDHOLDER AGREEMENT AND THE SCHEDULE OF THE FEES I WILL INCUR USING MY CARD. I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS IN THE CARDHOLDER AGREEMENT AND FEES THAT I WILL INCUR USING MY COMDATA CARD.

File Name	Document Type	Last Updated	Last Modified By
All Other Employees Fee Schedule except Illinois and Connect...		5/19/2017 12:15:39 PM	DFSupport-USvn194401

I accept and acknowledge the company policy above.
Comment
 Add comment to the employee's file.

Date: 1/23/2018

Response

History (2)

Response Time	User Name	Response	Response Comment
1/23/2018 12:43 PM	Gomez, Pedro	Accept	

Print Form

115%



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