	Dayforce – Application Use Procedure		
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Purpose

To instruct employees on how to correctly download and use the Dayforce Application on a smartphone

Roles and Responsibilities

Application Users (Employees/Terminated Employees)

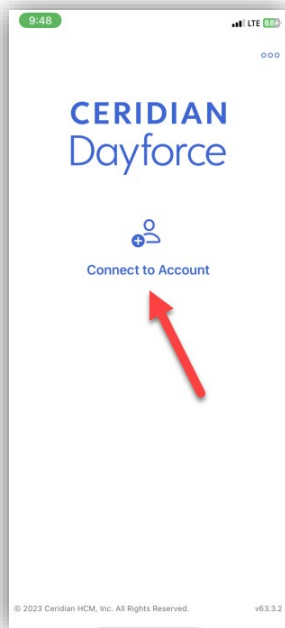
The users are responsible for downloading the Dayforce application to their smartphone of choice, as well as utilizing Ensign’s Multifactor Authentication (MFA) when accessing personal data from the Ensign Dayforce database. Terminated Employees will have access to their payroll data for up to 18 months after termination, at which point all access will be blocked.


Procedure

1. Download the Dayforce Application from either the Apple App or Google Play stores. Open the application.

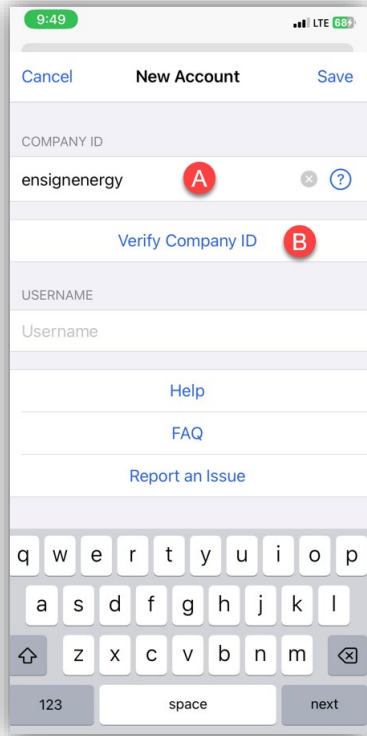


2. Select ‘Connect to Account’

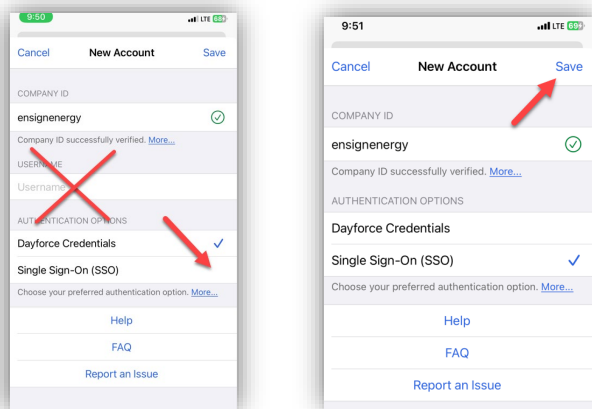



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3. Enter company ID
 - a. Type in 'ensignenergy'
 - b. Select 'Verify Company ID'

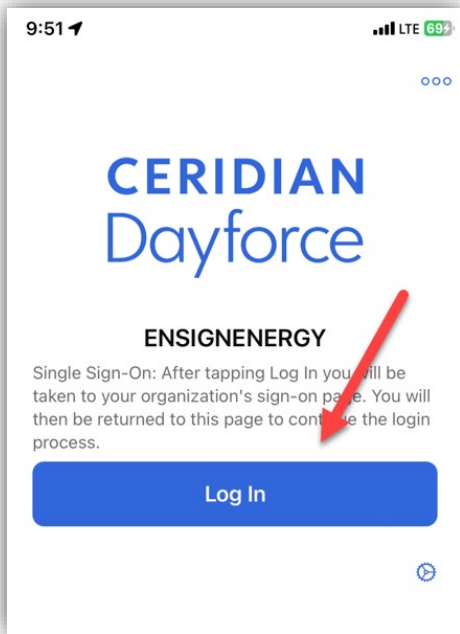


4. Select Single Sign-On (SSO) as an authentication Option
 - a. Do not enter username here (will not work)
 - b. Add a checkmark to Single Sign-On (SSO), then select Save on top right of screen

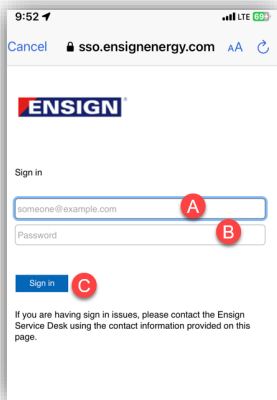



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5. Log into EnsignEnergy
 - a. Select the 'Log In' button

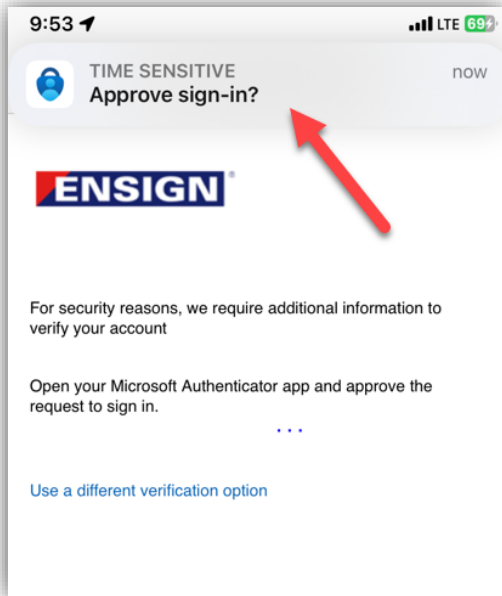


6. Sign into Ensign network with the same credentials you do for everything (including Ensign Elevate Training)
 - a. Enter your Ensign email address
 - b. Enter your Ensign password
 - c. Select 'Sign in'

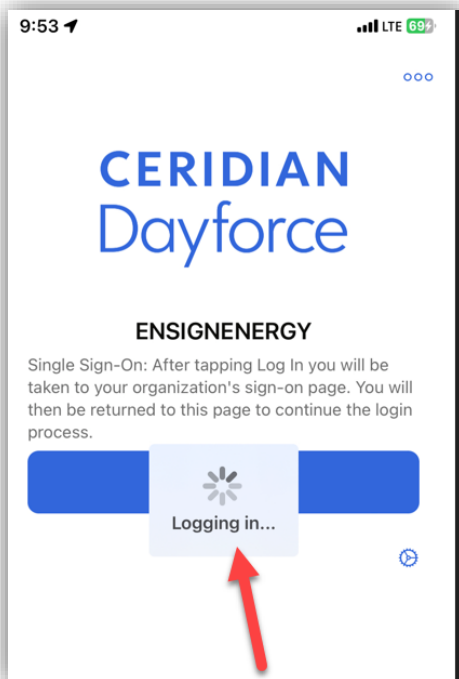



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7. Approve Sign in via Multi Factor Application (must be downloaded to phone ahead of this procedure)
 - a. Select the 'Approve sign-in' window when it appears
 - i. You will have to verify this action on the Authenticator application.
 - ii. Switch back to Dayforce once approved



8. Wait for login to complete
 - a. You will see Ceridian Dayforce logging in



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9. Review you're information

- a. Verify Profile information is correct
- b. View any messages sent to you from Dayforce
- c. Check when you're pay check will arrive
- d. Verify any Benefit information in the system
- e. Review earning statements

