

MEMO



DATE: April 6, 2023
TO: All Ensign employees in USA
FROM: Ensign Finance Department
RE: Ceridian Dayforce – Check your pay information!

Check your Pay Information!

As we have transitioned to our new payroll system (Dayforce), you may want to check your paystub online

NOTE: You will only see your Pay amounts in Dayforce on your Payment Date:

California: April 6 2023	Rockies: April 7 2023	US South: April 14 2023
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To check your information, please complete the steps below:

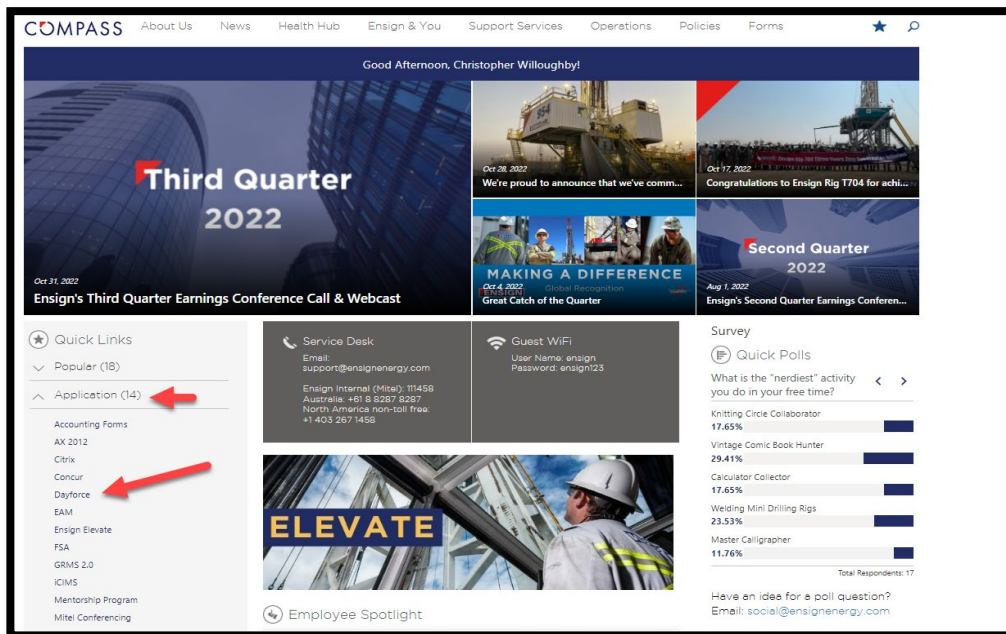
Step 1: Login to Ensign Compass with the following link: [COMPASS](#)

Step 2: Set up MFA (Multi-Factor Authentication) if you haven't done this before.

See the attached MFA instructions at the end of this document

Step 3: Click on the **Dayforce** link in the APPLICATION Links section of [COMPASS](#) on the left (See Below)

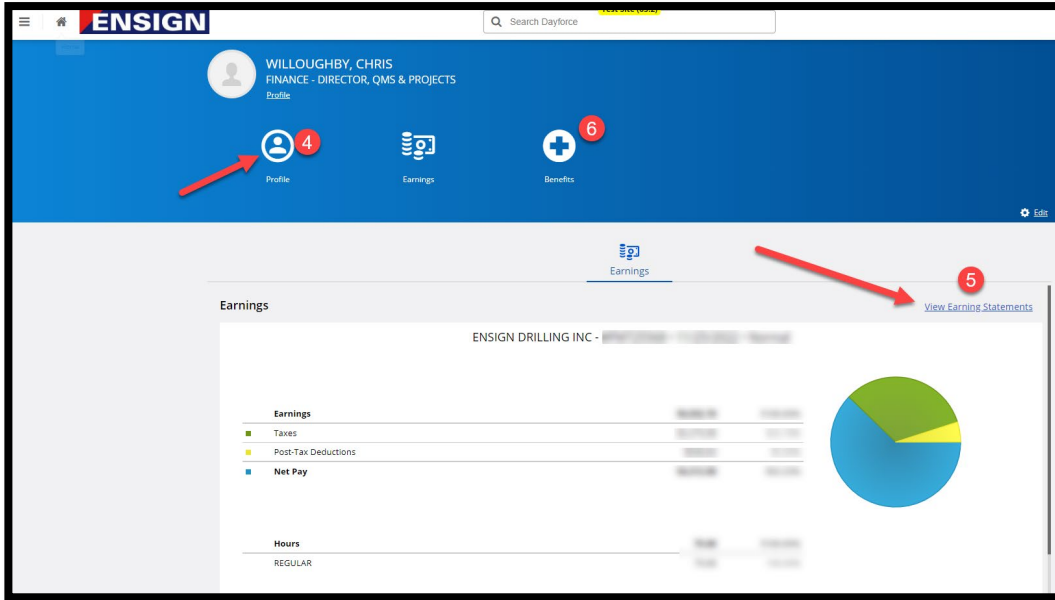
(This is where you will be prompted to verify your Ensign account through MFA)



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You will then be directed to the Ceridian Dayforce Payroll screen:



Step 4: Click on Profile to review your employee information for accuracy

Step 5: Click on Earning Statements to verify EARNINGS, DEDUCTIONS, TAXES, and EMPLOYER CONTRIBUTIONS are correct*

*IMPORTANT: Your year-to-date balances on your pay statements will only reflect amounts processed once live in Ceridian Dayforce. You will receive two W2's for 2023: one from the old system for the first 3 months of 2023 (ADP) and one from Dayforce for the balance. Prior year paystubs and W-2's will still be available through ADP for a year for you to review.

Step 6: Click on your Benefits information and verify your information is correct. If you have previously had benefits with Ensign, this information will be transferred over to the Ceridian profile. However, it is important to review your information for accuracy.

Dayforce Application Download to Smart Phones

Once you have enabled MFA from a computer (and if you have already used MFA to access your training portal), you have the option to download the Dayforce App to your Smart Phone. Please see attached Dayforce Application Use Procedure to this email.



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Questions?

Human Resources

If you have a question about your hours, pay rate changes, address changes or direct deposit info,

Contact your relevant HR Business Partner:

California	Laura.diaz@ensignenergy.com
Rockies	Kim.page@ensignenergy.com
Southern:	Jessica.Lucas@ensignenergy.com ; Courtney.Molina@ensignenergy.com ; Lorina.Cano@ensignenergy.com

Payroll

If you have questions about your Pay Earnings, W2's or W4's:

Contact payroll at: Payroll-USS@ensignenergy.com

Benefits

If you have questions about Health Benefits, contact Ensign Benefits at: benefitsusa@ensignenergy.com

Please remember, you will only see your Pay amounts in Dayforce on your first payment date in the new Dayforce System:

California: April 6 2023	Rockies: April 7 2023	US South: April 14 2023
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We thank you for your patience and understanding while we work through your questions or issues as quickly and effectively as possible.

The Ensign Finance Department

What is happening

Electronic paystubs are now available for Ensign employees. To see your electronic paystub through **Dayforce**, you must enable *Multi-Factor Authentication* on your device.

What is Multi Factor Authentication (MFA)?

Multi-factor authentication, or MFA, protects applications by using a second source of validation, in addition to your username and password, before granting access to users.

This keeps you and Ensign safer if someone gets your password, as they won't be able to get into our systems.

What if I don't have a company phone?

You can use any mobile device that can install **Microsoft Authenticator**; this is not spyware and does not allow Ensign or Microsoft access to anything on your device.

Instructions to set up MFA yourself:

Important: You must use **Microsoft Authenticator** which can be installed from the App Store.

- If this is already installed on your phone and is not working, you must un-install it (from all apps), then re-install.



Follow these steps:

1. On a computer go to: <http://aka.ms/MFAsetup>.
2. Follow the instructions until you are shown a QR Code.
3. Open Microsoft Authenticator on your mobile device.
4. Click + (Add account) and select **Work or school account**.
5. Select **Scan QR code** - this opens your camera.
6. Aim the camera at the QR code on the computer screen, it scans automatically.
7. Click **Next** on the computer to send a test to your mobile device.
8. Click Approve when the authenticator message pops up.

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If you have any further questions or concerns, please contact the Ensign's North American Service Desk: **1-866-639-1458 option 1** or [support@ensignenergy.com](mailto:support@ensignenergy.com)