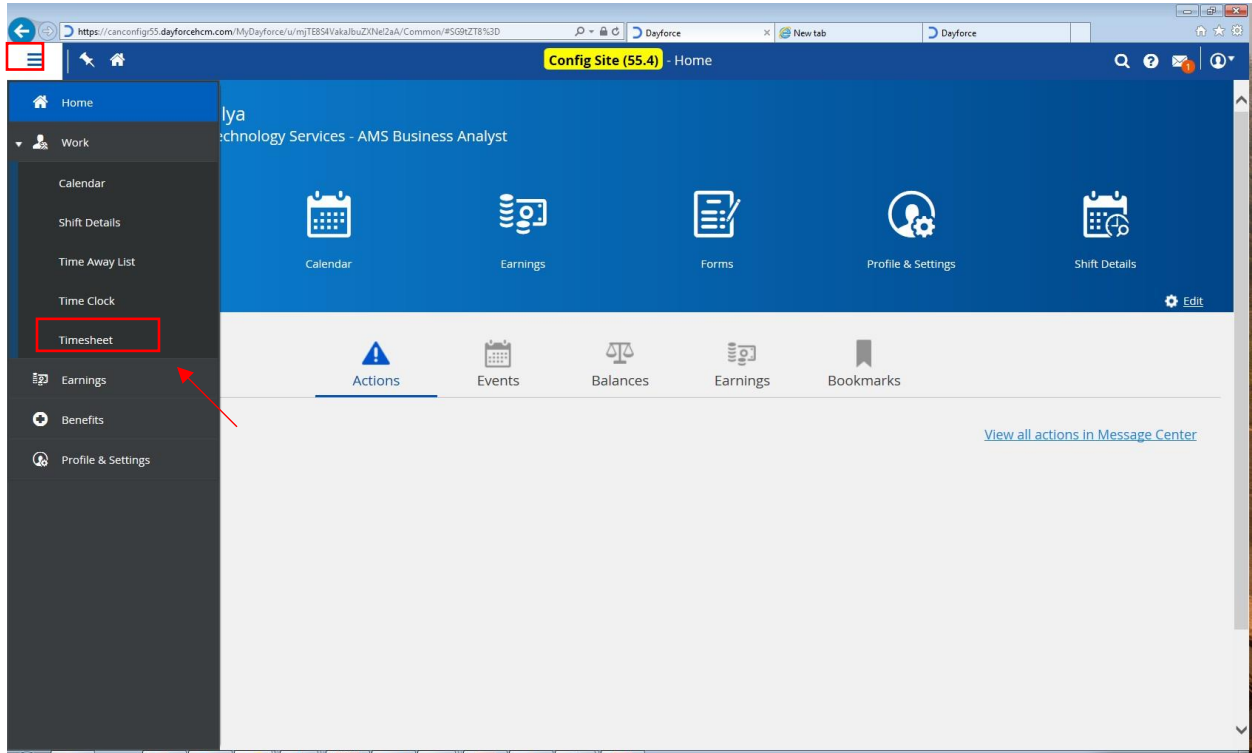


TO SIGN IN AND SIGN OUT FOR YOUR SHIFT

After you log in please press on the menu, please choose **Work** and **Timesheet**



Please enter Hours

The screenshot shows the Dayforce Timesheet interface for 'Config Site (55.4)'. The table displays data for the week of April 28 to May 4, 2019. The 'Hours' column for Wednesday is highlighted with a red box, showing a value of 7.00. The 'Pay Code' for Wednesday is 'Work'. The total hours for the week are 15.50.

Date	Daily Total	Pay Code	Hours	Comments
28 Sunday	0.00			
29 Monday	0.00			
30 Tuesday	8.50	Work	8.50	
1 Wednesday	7.00	Work	7.00	
2 Thursday	0.00			
3 Friday	0.00			
4 Saturday	0.00			

Total Hours 15.50

From the Menu choose **Work** and press **Save**

The screenshot shows the Dayforce Timesheet interface with a dropdown menu open for the 'Hours' column of Wednesday. The 'Work' option is selected and highlighted with a red box. A red arrow points to the 'Save' button in the top navigation bar. The total hours for the week are 15.50.

Date	Daily Total	Pay Code	Hours	Comments
28 Sunday	0.00			
29 Monday	0.00			
30 Tuesday	8.50	Work	8.50	
1 Wednesday	7.00	Work	7.00	
2 Thursday	0.00			
3 Friday	0.00			
4 Saturday	0.00			

Total Hours 15.50

Please contact vic.hris@utoronto.ca if you experience any difficulties.