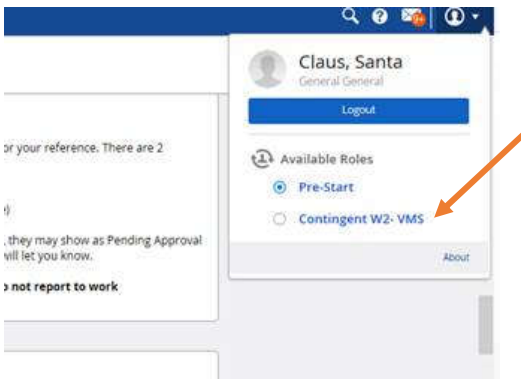


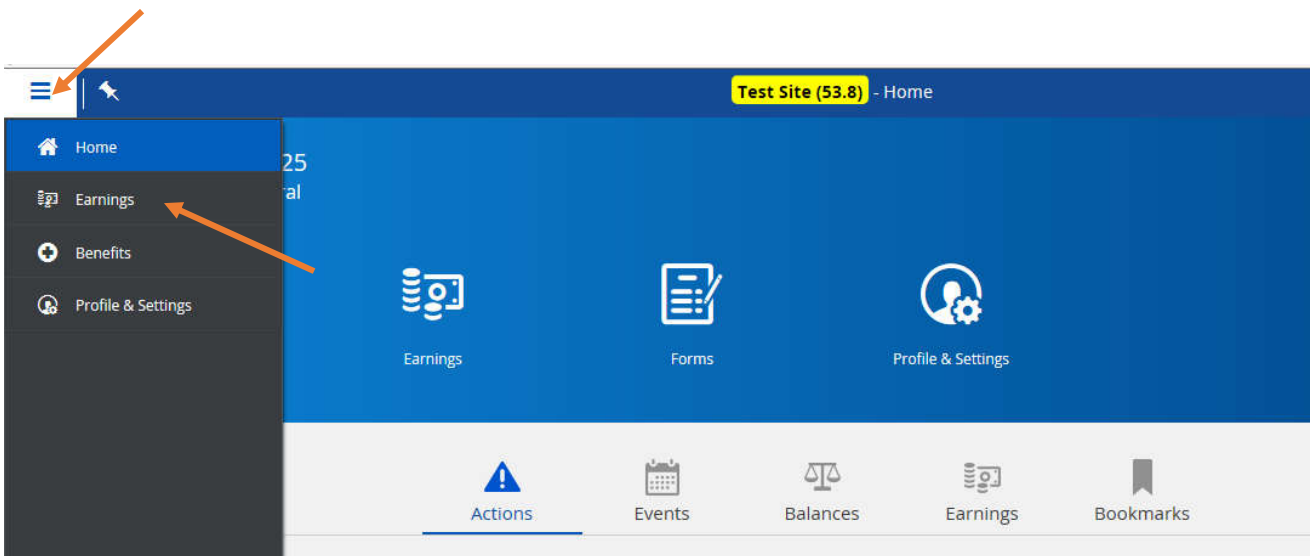
Viewing Earnings Statement (Pay Stub) in Dayforce

This guide provides you with instructions on how to view your earnings statements, or pay stubs, in the Ceridian Dayforce tool.

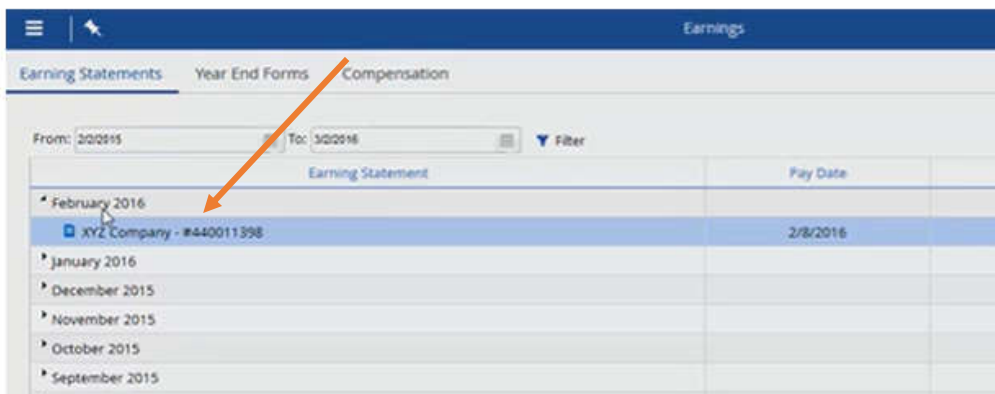
1. Ensure you are in the “Contingent W2 – VMS” role by clicking on the Icon in the top right and looking at your Available roles. If the role says Pre-Start, click the radio button next to “Contingent W2-VMS” to switch roles.



2. Click the Menu button, then the Earnings button

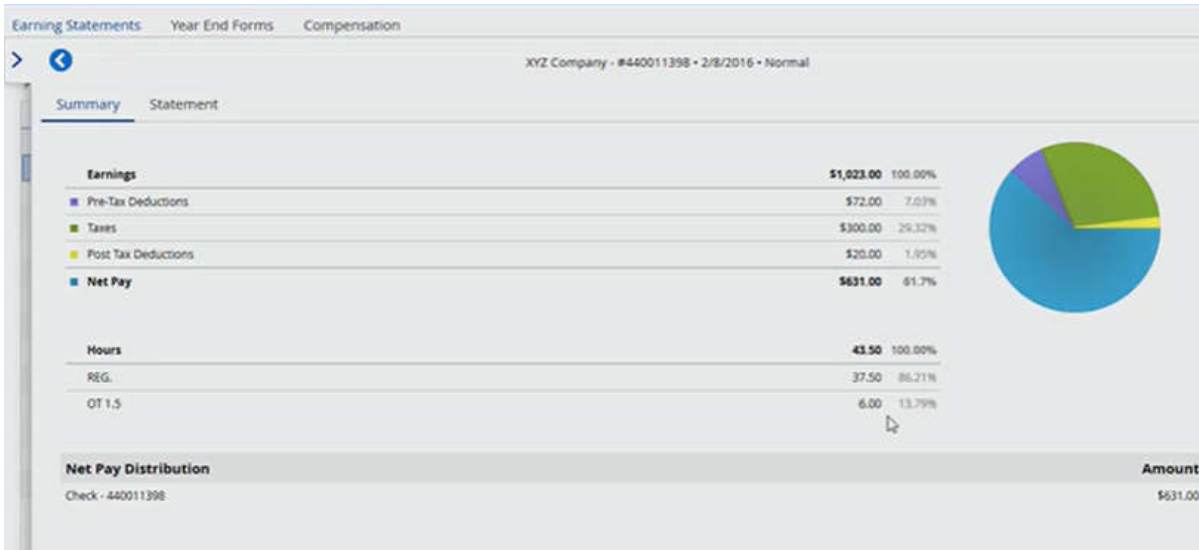


3. Open your Earning Statement by clicking on the hyperlink for the specific statement you would like to review

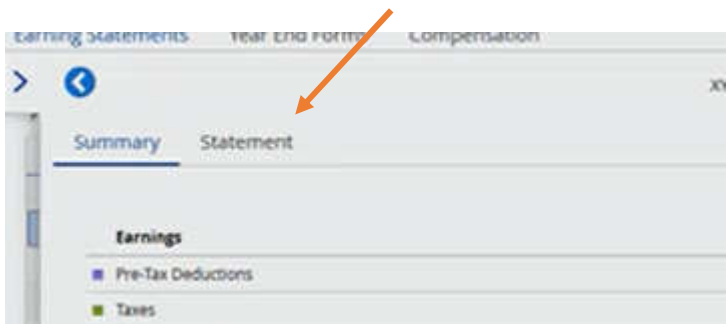




- When you open an earning statement you'll first see your summary. This provides you with a visual breakdown of your earnings and deductions. Using the summary screen you can confirm that your hours are correct, as well as overtime rate (if applicable).



- To view your complete earning statement with your year-to-date balances, navigate to the Statement tab.



- Your earning statement appears in the same format as a traditional printed pay stub.

XYZ Company - #440011398 - 2/8/2016 - Normal

	Employee Name: Alfonso Boyd	Pay Date: 2/8/2016
	Employee #: 1848	Pay Period: 1/24/2016 - 1/30/2016
	Employee Address: 383 Madison Ave New York, NY 10017	Check #: 440011398
	Department: Receiving Job Title: Receiver	Pay Frequency: Weekly Pay Rate: 22.0000
Employer Name: XYZ Company Employer Phone: 713-858-6322 Employer Address: 1 Beacon St Alpharetta, GA 30009	Federal Filing Status: Federal Exemptions: State Filing Status: Alt Code 01 (NJ) State Exemptions: 0 (NJ) State Filing Status: (NY) State Exemptions: 0 (NY) Local Exemptions: 0 (New York City)	

	Current 1/24/2016 - 1/30/2016			YTD As of 1/30/2016		
	Hours/Units	Rate	Amount	Hours/Units	Amount	Amount
Earnings			\$		\$	\$
REG.	37.50	22.0000	\$	75.00	\$	1,650.00
OT 1.5	6.00	33.0000	\$	6.00	\$	198.00
Pre-Tax Deductions			\$		\$	\$
Healthcare			\$		\$	120.00