

## To access Dayforce Mobile via the Internet

URL: <https://www.dayforcehcm.com>

Enter the following information to access your Dayforce Mobile account:

**Company:** PoolsWorld

**Username:** First name | PERIOD | Last name

Ex: Jane Doe's username is **Jane.Doe**

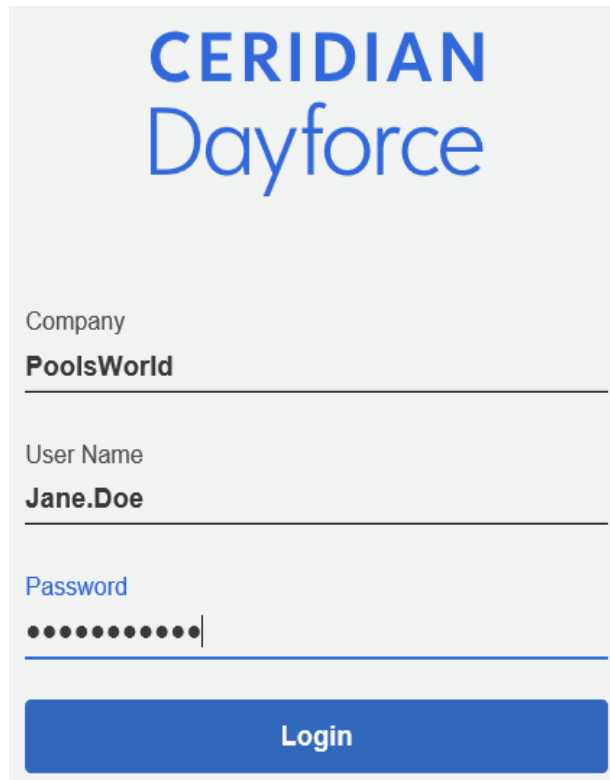
Must Capitalize the first letter of the First and Last name

**Default Password:** First name | Last name | Birth Year

Ex: Jane Doe's password is **JaneDoe1999**

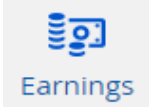
Must Capitalize the first letter of the First and Last name

The employee will be immediately prompted to update/change the password **from** the default password.



The image shows a screenshot of the CERIDIAN Dayforce login interface. At the top, the logo "CERIDIAN Dayforce" is displayed in blue. Below the logo, there are three input fields. The first field is labeled "Company" and contains the text "PoolsWorld". The second field is labeled "User Name" and contains the text "Jane.Doe". The third field is labeled "Password" and contains a series of black dots representing a masked password. Below the password field is a blue "Login" button.

## View your Earnings Statement on Web



The Earnings feature allows you to view your earning statements. When you first open the earnings feature your most recent pay information will display. First displayed is the **Summary** tab, which consists of your Net Pay, Hours, and Earnings, using a pie chart.

Ex:

Earnings		
	<b>5,630.77</b>	<b>100.00%</b>
■ Pre-Tax Deductions	370.90	6.58%
■ Taxes	1,140.13	20.24%
■ Post-Tax Deductions	21.90	0.38%
■ <b>Net Pay</b>	<b>4,097.84</b>	<b>72.80%</b>

Hours		
	<b>40.00</b>	<b>100.00%</b>
Regular	16.00	40.00%
Holiday	24.00	60.00%



Net Pay Distribution		Amount
Direct Deposit - [icon]		700.00
Direct Deposit - [icon]		1,600.00
Direct Deposit - [icon]		1,797.84

Click [View Earning Statements](#) to view other pay stubs.

Earning statements can be filtered to display a date range or statements by month in ascending order.

From:   To:   ▼ Filter 🖨️ Print 1 Statement(s) Found

	Earning Statement	Pay Date	Type	Net Pay
<input type="checkbox"/>	January 2020			
<input type="checkbox"/>	PEARL POOL PLASTERING LLC -	1/3/2020	Normal	\$4,097.84

Click on the earning statement to view the document



PEARL POOL PLASTERING LLC - #293778784 • 1/3/2020 • Normal



Summary Statement



**Employer Name:** PEARL POOL PLASTERING LLC  
**Employer Phone:** 9197467011  
**Employer Address:** 8628 Barefoot Industrial Rd Raleigh, NC 27617

**Employee Name:** Jane Doe  
**Employee #:** RSW00014236  
**Employee Address:** 1234 Ravens Blvd Charlotte, NC 12345  
**Department:** 5055

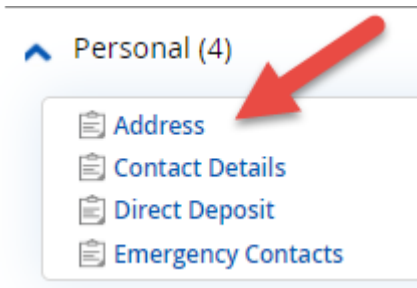
**Pay Date:** 1/3/2020  
**Pay Period:** 12/21/2019 - 12/27/2019  
**Deposit Advice #:** 1234236  
**Pay Frequency:** Weekly  
**Federal Filing Status:** Married  
**Federal Exemptions:** 1/\$0.00  
**State Filing Status:** Married; Alt Code 01 (NC)  
**State Exemptions:** 1 (NC)

	Current 12/21/2019 - 12/27/2019			YTD As of 12/27/2019	
	Hours/Units	Rate	Amount	Hours/Units	Amount
<b>Earnings</b>	<b>40.00</b>		<b>\$4,230.77</b>	<b>40.00</b>	<b>\$4,230.77</b>
Regular	16.00	\$20.00	\$1,692.31	16.00	\$1,692.31
Holiday	24.00	\$20.00	\$2,538.46	24.00	\$2,538.46
<b>Pre-Tax Deductions</b>			<b>\$370.90</b>		<b>\$370.90</b>
401K Flat			\$365.38		\$365.38
AFLAC AD&D			\$5.52		\$5.52
<b>Taxes</b>			<b>\$1,140.13</b>		<b>\$1,140.13</b>
FEDERAL			\$623.89		\$623.89
SOC SECURITY			\$261.97		\$261.97
MEDICARE			\$61.27		\$61.27
N CAROLINA			\$193.00		\$193.00
<b>Post-Tax Deductions</b>			<b>\$21.90</b>		<b>\$21.90</b>
Life Post-Tax			\$21.90		\$21.90
<b>Reimbursements</b>			<b>\$1,400.00</b>		<b>\$1,400.00</b>
Auto Allowance			\$1,400.00		\$1,400.00
	<b>Routing #</b>	<b>Account #</b>	<b>Amount</b>		<b>Amount</b>
<b>Net Pay</b>			<b>\$4,097.84</b>		<b>\$4,097.84</b>
Direct Deposit	123456789	xxxxxxx852	\$700.00		
Direct Deposit	987654321	xxxxxx528	\$1,600.00		
Direct Deposit	123456789	xxxxxxxx7852	\$1,797.84		

**Messages from your Employer**

Hourly Employee Pay Period 12/15/2019 through 12/21/2019; PLEASE NOTE

## Form Submissions > Personal > Address Form



Click on Address.

A window will open showing your current address(es) on file.

To make changes to your address on file it is *recommended* that you ADD a new address instead of modifying the record so that the changes are tracked.

**Click ADD**

**Address Type: Primary Residence** (*Secondary is an option for those who would like a secondary address on file. This does not affect your payroll/W2 mailing address*)

**Country Code:** Defaults to *United States of America*

**Fill in Address line 1.** You may use Address lines 2-4 if necessary.

Fill in City

**SKIP COUNTY!**

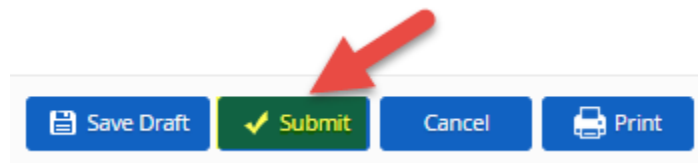
Fill in State

Fill in Zip Code

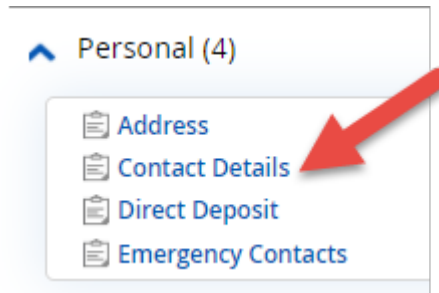
The Start date will default to Today's date. Change it if necessary.

If this is a primary address addition/change, please click the box for **Payroll Mailing and Display on Tax Statement**.

**Submit the Form. It will be approved by Corporate and saved to your profile within 24-48 hours.**



## Form Submissions > Personal > Contact Details



Contact Details Form allows updates for Phone Numbers and Email Addresses.

### Phone Numbers

Click **ADD**

**Choose Type:** Home, Mobile, Business, etc.

**Country Code:** Default is United States of America

**Number:** Enter number

**Start Date:** Defaults to Today's date

### Electronic Addresses

Click **ADD**

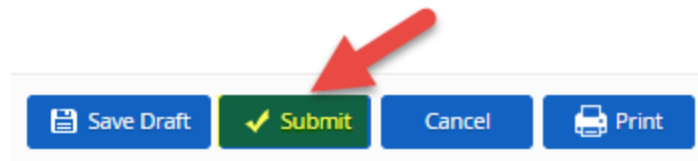
**Choose Type:** Business Email, Personal email, etc

**Address:** Enter email address

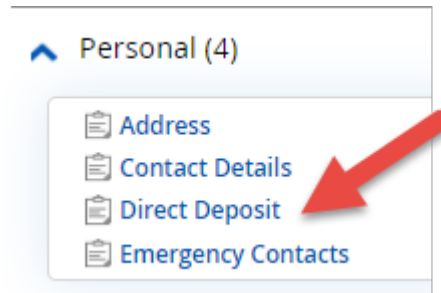
**Alerts:** Click the box if you would like to receive email alerts from Dayforce

**Start Date:** Defaults to Today's date

**Submit the Form. It will be approved by Corporate and saved to your profile within 24-48 hours.**



## Form Submissions > Personal > Direct Deposit



### To Add Direct Deposit:

Click +Add

**Choose Account Type:** Checking, Savings, Payroll Card

**Routing Number:** (Must be 9 digits)

**Enter Account Number. Reenter Account Number**

**Deposit Type:** Remainder/Full Amount, Monetary Amount, Percentage

### To Remove Direct Deposit:

Click on the account you would like to remove/delete.

### Click Delete

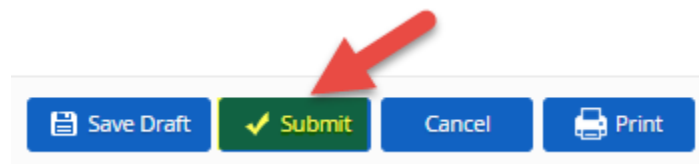
The account you are choosing to delete will have a line through it.

Ex:

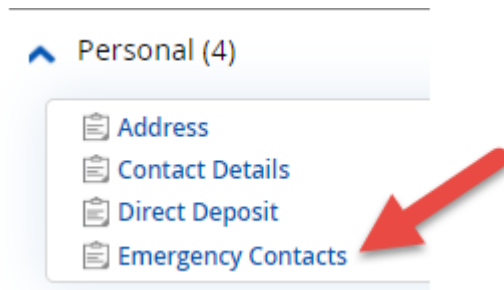
Priority	Routing Number*	Financial Institution	Account Number*	Deposit Type*	Allocation
<del>θ</del>	064206594	REGIONS BANK	██████████	Monetary Amount	\$1.00 USD

Review before you submit the deletion.

**Submit the Form. It will be approved by Corporate and saved to your profile within 24-48 hours.**



## Form Submissions > Personal > Emergency Contacts

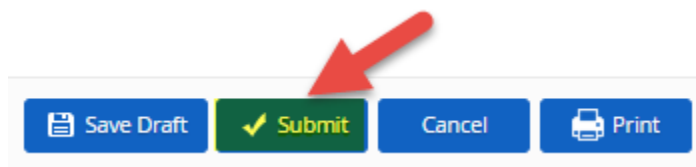


This form allows the employee to add Primary and Secondary Emergency contacts.

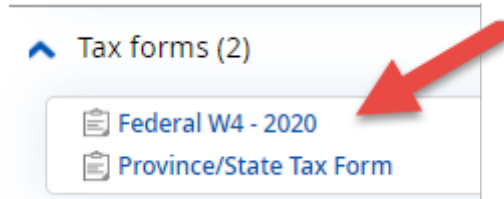
**Provide Contact Details:** First Name, Middle Name, Last Name and Relationship

You may add Phone Number, Physical Address, and Email Address for this Emergency Contact.

**Submit the Form. It will be approved by Corporate and saved to your profile within 24-48 hours.**



## Form Submissions > Tax Forms > Federal W4

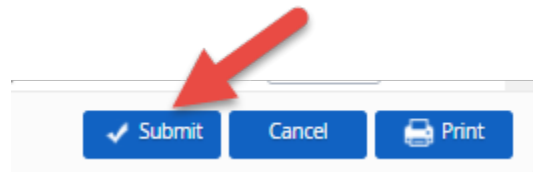


Click the link for **Federal W4**

A window will open, displaying a replica of the paper form.

Your current tax elections will already show. Please make your changes in the form and then **Submit the Form**.

**It will be approved by Corporate and saved to your profile within 24-48 hours.**





## Form Submissions > Tax Forms > [Federal W4](#)



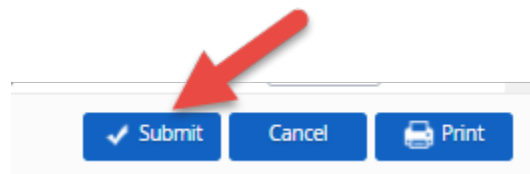
Click the link for **Province/State Tax Form**

Click the link for **Federal W4**

A window will open, displaying a replica of the paper form.

Your current tax elections will already show. Please make your changes in the form and then **Submit the Form**.

**It will be approved by Corporate and saved to your profile within 24-48 hours.**



## Logging into Dayforce Mobile from an iPhone Device



If you would like to login from your mobile device, please download the Dayforce Mobile app from your App

Store (iPhone)



Search for: **Dayforce Mobile**

App icon:



Download the App and then you are ready to log in!

## Logging into Dayforce Mobile from an Android phone



If you would like to login from your mobile device, please download the Dayforce Mobile app from your Play

Store (Android)



Search for: **Dayforce Mobile**

App icon:

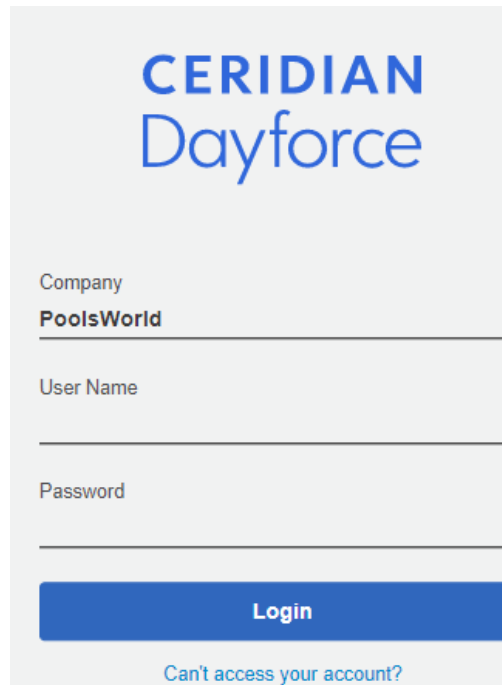


Download the App and then you are ready to log in!

**Please refer to Page 2 for Login Instructions.**

**You can only view your paystub and update your address via the Mobile App. To use forms to update direct deposit, taxes, and emergency contact information, please log in via the WEB.**

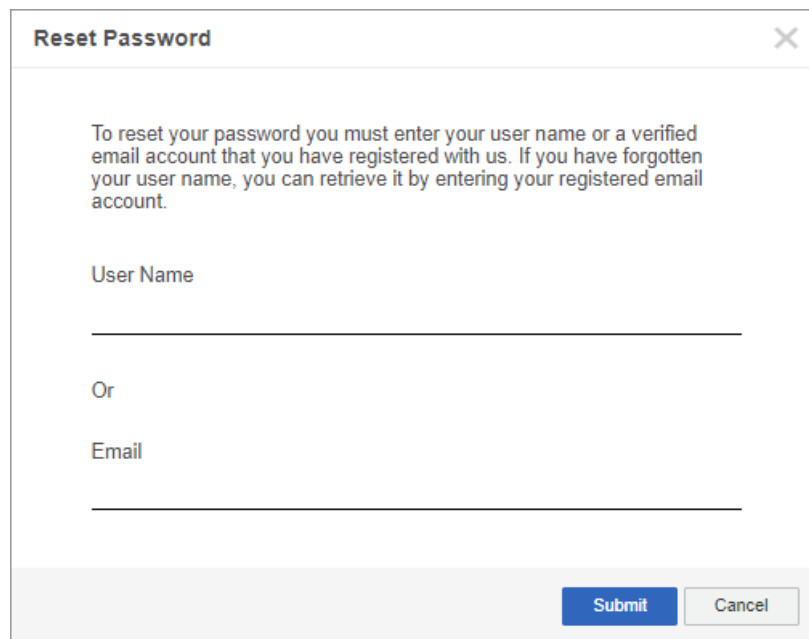
## Resetting Your Password



The image shows the CERIDIAN Dayforce login page. At the top, the logo "CERIDIAN Dayforce" is displayed in blue. Below the logo, there are three input fields: "Company" with the value "PoolsWorld", "User Name", and "Password". A blue "Login" button is positioned below the input fields. At the bottom of the form, there is a link that says "Can't access your account?".

Click **“Cant access your account”** link on the Homepage.

Enter your User Name OR Email address on file.



The image shows a "Reset Password" dialog box. The title bar says "Reset Password" with a close button (X) on the right. The main text reads: "To reset your password you must enter your user name or a verified email account that you have registered with us. If you have forgotten your user name, you can retrieve it by entering your registered email account." Below this text are two input fields: "User Name" and "Email", separated by the word "Or". At the bottom right of the dialog box, there are two buttons: "Submit" (in blue) and "Cancel" (in white).

Click Submit.

**This function is only available to employees that have verified their email address. Otherwise, you must request a reset via your Lead Admin/Corporate Office.**