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## Introduction

Dayforce offers quick access to Earning Statements with one-click from your Favorites. Forms can be printed or saved as a PDF, as needed.

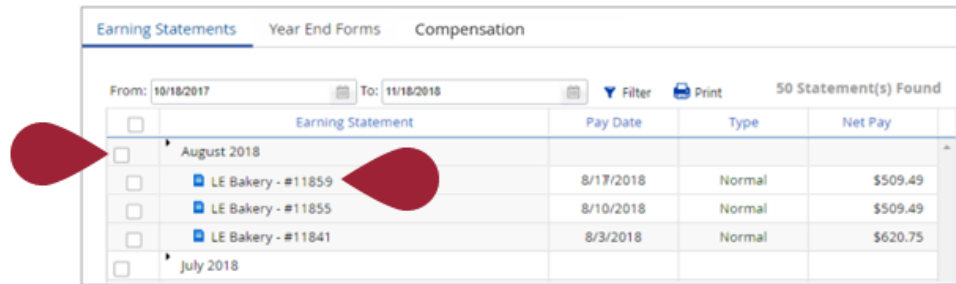
## Types of Statements

You have access to the following types of statements which can be viewed in detail (Statement) or as a Summary (chart/graphical format):

Statement	Purpose
Earning Statements	Pay stubs for each pay period
Year End Forms	Annual statement of earnings and deductions
Compensation	Year-to-date chart of earnings, paid benefits, deductions, and so forth.

## Navigating Statements

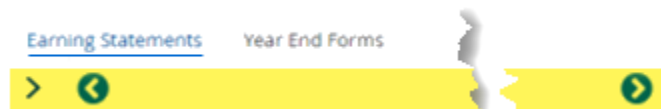
Statements are grouped by month or year, respectively. Clicking a month or year displays all the statement received during the selected period.



Earning Statements			Year End Forms	Compensation
From: 10/18/2017		To: 11/18/2018	Filter	Print
50 Statement(s) Found				
<input type="checkbox"/>	Earning Statement	Pay Date	Type	Net Pay
<input type="checkbox"/>	▶ August 2018			
<input type="checkbox"/>	▶ LE Bakery - #11859	8/17/2018	Normal	\$509.49
<input type="checkbox"/>	▶ LE Bakery - #11855	8/10/2018	Normal	\$509.49
<input type="checkbox"/>	▶ LE Bakery - #11841	8/3/2018	Normal	\$620.75
<input type="checkbox"/>	▶ July 2018			


Once you have opened a statement, use the arrows in the upper left-/right-hand corners to scroll forward/backwards between statements.

Click the > to close a statement and return to the list.



## Printing Statements

Individual statements (Earning or Year End) can be printed or saved as a PDF by clicking the printer icon at the top of the page. Selecting the box next to each required statement enables you to print all of them at once (refer to the example below). For instance, selecting a month will automatically select each statement for the period. You can “uncheck” a box to remove it from the selection.

Next, click the Print button and the PDF will generate. Click the message icon  at the top right of the PDF screen to download and save the file.

Example: In the sample below, selecting the month of August 2018 automatically selected each of the individual pay statements for that month.

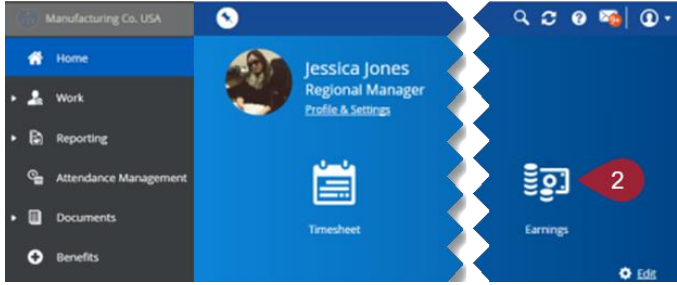
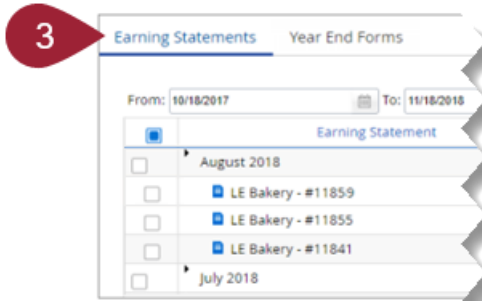
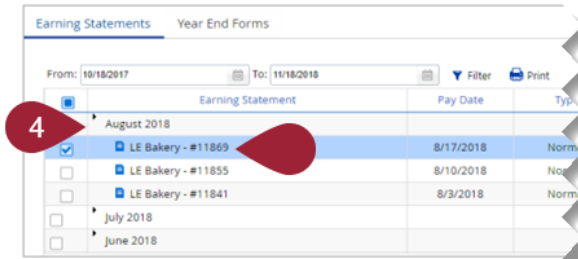


Earning Statements			Year End Forms
From: 10/18/2017		To: 11/18/2018	Print
<input type="checkbox"/>	Earning Statement	Pay Date	
<input checked="" type="checkbox"/>	▶ August 2018		
<input checked="" type="checkbox"/>	▶ LE Bakery - #11869	8/17/2018	
<input checked="" type="checkbox"/>	▶ LE Bakery - #11855	8/10/2018	
<input checked="" type="checkbox"/>	▶ LE Bakery - #11841	8/3/2018	
<input type="checkbox"/>	▶ July 2018		
<input type="checkbox"/>	▶ June 2018		



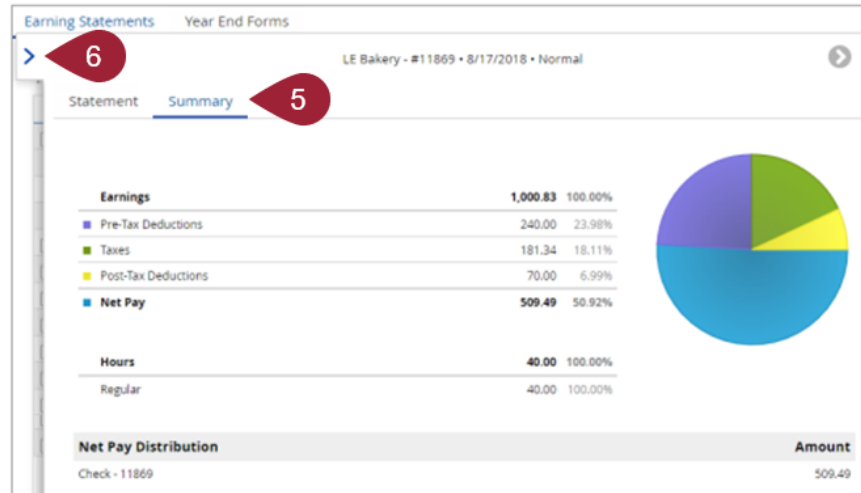
## Procedure Steps

### View & Print Earning Statements

Step	Action
1	Log into <b>Dayforce</b> .
2	Click <b>Earning</b> on your Home screen. <div style="text-align: center;">  </div>
3	Select the <b>Earning Statements</b> or <b>Year End Forms</b> tab, accordingly. Proceed to step 4 for Earning Statements or jump to <a href="#">Year End Forms</a> or <a href="#">Compensation</a> , as needed. <div style="text-align: center;">  </div>
<b>Earning statements (steps 4 - 6):</b>	
4	Expand the appropriate <b>Month</b> and select a <b>Statement</b> to open it. Use the direction arrows to scroll to the previous/next statement (review <a href="#">Navigating Statements</a> if you need help). <div style="text-align: center;">  </div>

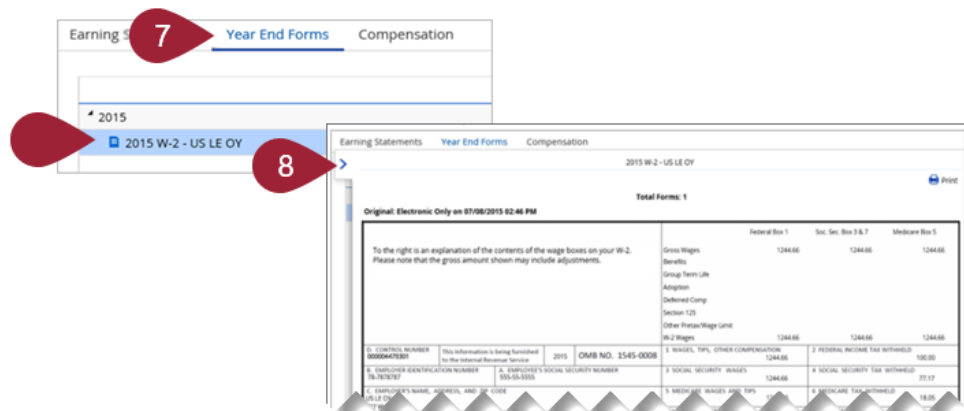
View & Print Earning Statements (cont.)

Step	Action
5	Click the <b>Summary</b> tab to view earnings in chart/graphical format. Select Statement to return to the default Statement view.
6	Click > to return to the Earning Statements list.



Year End Forms (steps 7 - 8):

7	Select the <b>Year End Forms</b> tab and select a year to open the form. Use the direction arrows to scroll to the previous/next statement (review <a href="#">Navigating Statements</a> if you need help).
8	Click > to return to the Year End Forms list.



View & Print Earning Statements (cont.)

Step	Action
<i>Compensation (steps 9 - 10):</i>	
9	Select the <b>Compensation</b> tab to display a year-to-date chart of earnings and deductions. Use the direction arrows to scroll to the previous/next statement (review <a href="#">Navigating Statements</a> if you need help).
10	Click > to return to the Statements list.

Category	Amount	Percentage
<b>Earnings</b>	<b>\$3,733.98</b>	<b>89.22%</b>
Regular/Earning	\$3,733.98	
<b>Employer Paid Benefits</b>	<b>\$5.61</b>	<b>0.13%</b>
WCB ER	\$5.61	
<b>Employer Paid Taxes</b>	<b>\$445.41</b>	<b>10.64%</b>
Fed MWT ER	\$54.15	
Fed UT ER	\$22.41	
FICA ER	\$231.51	
PA UT ER	\$137.34	
<b>Total:</b>	<b>\$4,185.00</b>	

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## Resources

Review the [Technology Updates](#) channel for additional Dayforce job aids.