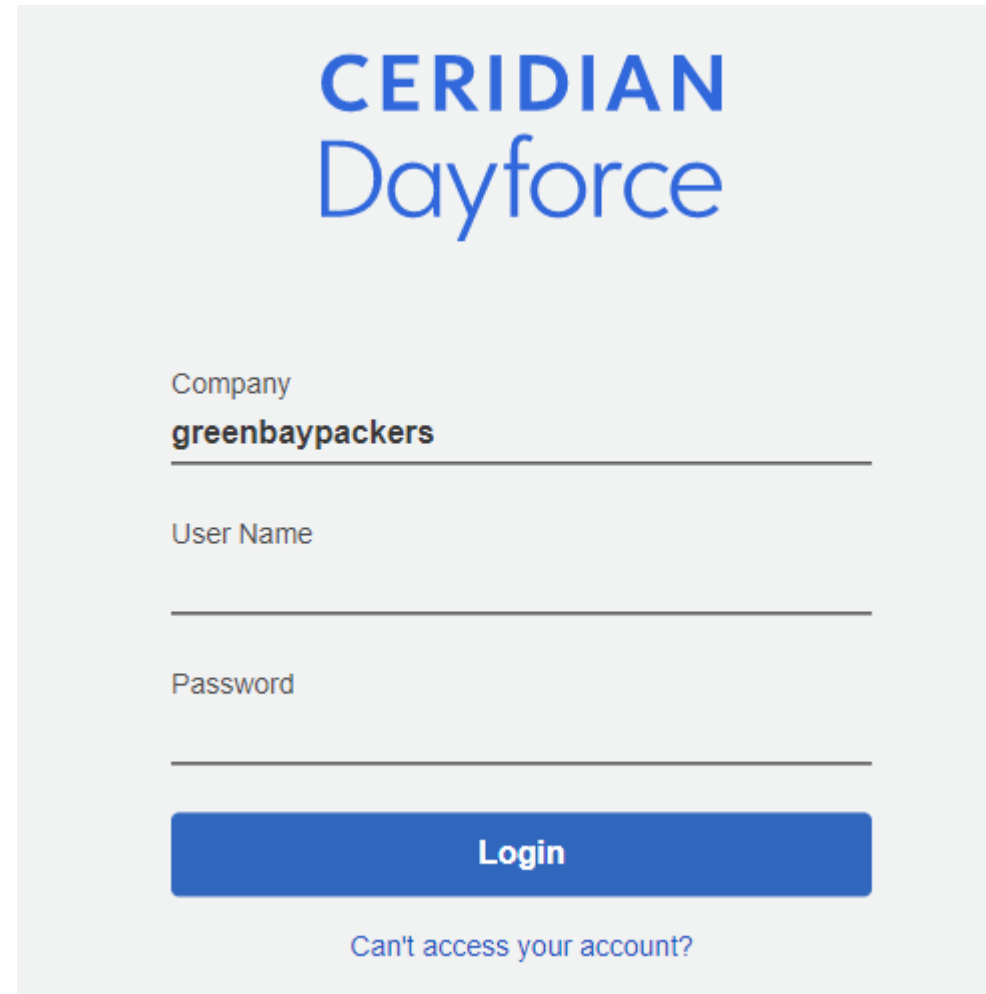


Logging On

Company: greenbaypackers

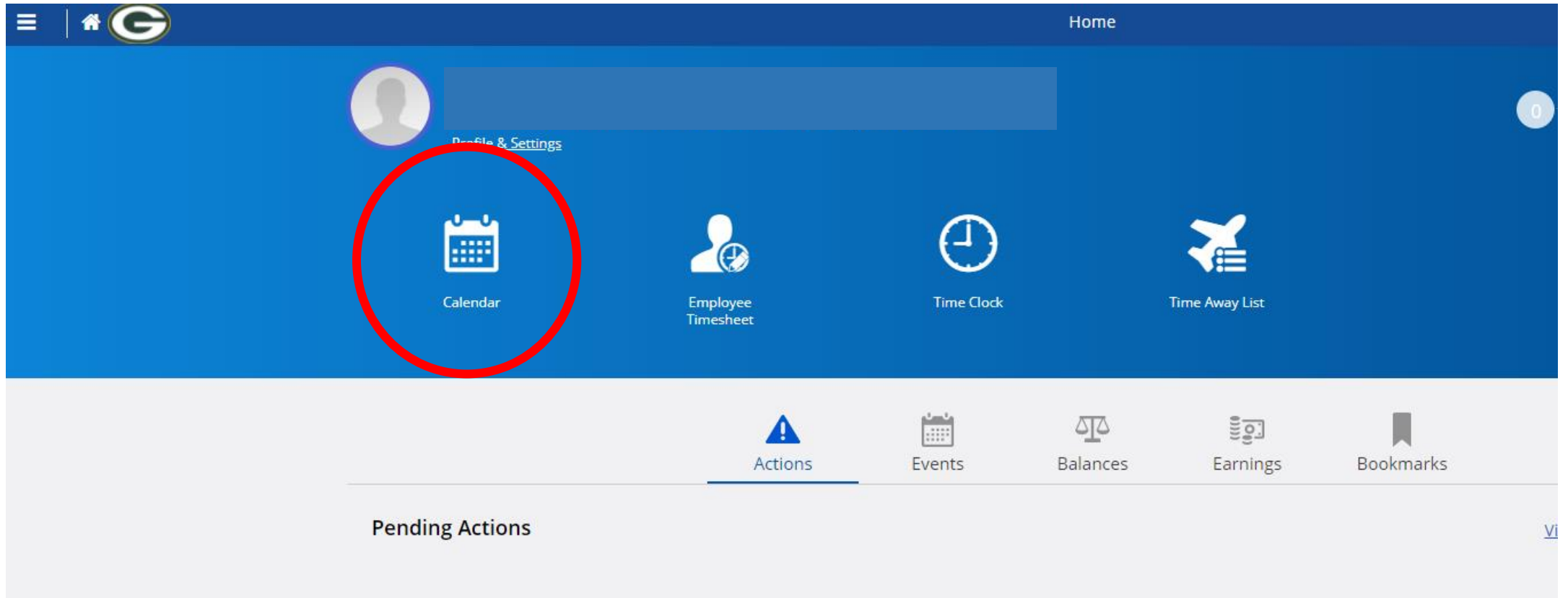
Username: Firstname.Lastname

Password: Passwords must be updated every 90 days. They need to be 8 characters in length (a combination of uppercase, lowercase, characters and symbols). If you forget your password, it can be reset by clicking “Can’t access your account?” link beneath the Login button.

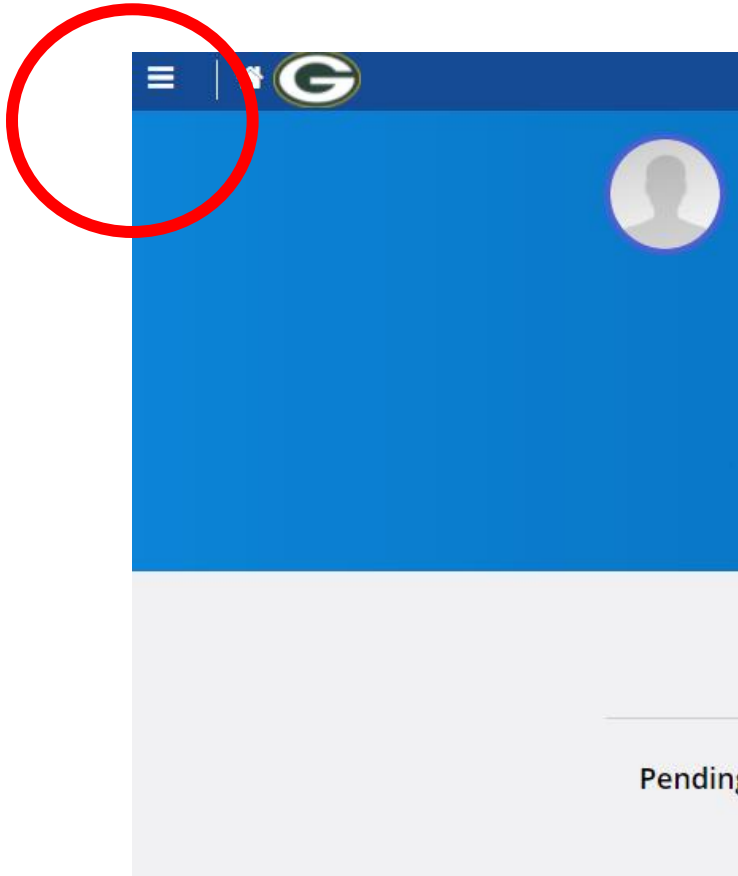


The screenshot shows the login interface for CERIDIAN Dayforce. At the top, the logo "CERIDIAN Dayforce" is displayed in blue. Below the logo, there are three input fields: "Company" with the value "greenbaypackers", "User Name", and "Password". A blue "Login" button is positioned below the input fields.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

Step 1: Click Calendar



If “Calendar” Doesn’t Appear on Your Homepage...



- Click the 3 bars at the top left corner of the page
- Click on Work in the drop down menu
- Select Calendar

Step 2: Click a Date

The screenshot displays a web-based calendar interface for August 2021. The calendar is presented in a grid view with columns for days of the week and rows for weeks. A red rectangular box highlights a specific date, August 3, 2021, which is a Tuesday. A context menu is open over this date, listing the following options: "Tue Aug 3, 2021", "Create time off request", "Availability", "Change view", and "Refresh". The calendar also features a header with navigation controls, a search bar, and a balance indicator on the right side of each row, showing "0.00".

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Step 3: Hover Over Availability

The screenshot displays a calendar application interface. At the top, there is a blue navigation bar with a home icon, a 'G' logo, and the word 'Calendar'. Below this, a secondary bar shows 'Calendar Month' and 'Today' on the left, and navigation arrows and 'August 2021' in the center. The main calendar grid shows days from Monday to Thursday. A blue availability block is highlighted for Tuesday, August 3, 2021. A context menu is open over this block, listing options: 'Tue Aug 3, 2021', 'Create time off request', 'Availability', 'Change view', and 'Refresh'. The 'Availability' option is highlighted with a red rectangle, and its sub-menu is open, showing options: 'Edit Availability For This Period (8/2/2021 to 8/8/2021)', 'Edit default availability starting on 8/2/2021', 'Use default availability for selected period', and 'Copy from previous period (7/26/2021 to 8/1/2021)'. Green 'Payday' labels are visible on the right side of the calendar grid.

Step 4: Click Edit Availability for Pay Period

The screenshot displays a calendar application interface. At the top, there is a navigation bar with a menu icon, a home icon, a logo 'G', and the word 'Calendar'. Below this, a secondary bar shows 'Calendar Month' with a dropdown arrow, 'Today', and navigation arrows. The main calendar view shows a grid for August 2021, with columns for Monday through Friday. A blue rectangular selection covers the dates August 2nd and 3rd. A context menu is open over this selection, listing several actions: 'Create time off request', 'Availability', 'Change view', and 'Refresh'. The 'Availability' option is expanded, showing a sub-menu with four items: 'Edit Availability For This Period (8/2/2021 to 8/8/2021)', 'Edit default availability starting on 8/2/2021', 'Use default availability for selected period', and 'Copy from previous period (7/26/2021 to 8/1/2021)'. The first item in the sub-menu is highlighted with a red rectangular border.

Step 5: Adjust Bars Based on Your Availability

If you need off for an entire day, unclick the blue check mark

Enter your availability for this period (8/2/2021 to 8/8/2021)

The changes you make will take effect on

Day	Start Time	End Time	Availability	Copy Previous
Monday August 2 8:00AM — 6:15PM	8:00AM	6:15PM	Available	Checked
Tuesday August 3 Unavailable	-	-	Unavailable	Unchecked
Wednesday August 4 12:00AM — 12:00AM	12:00AM	12:00AM	Available	Checked
Thursday August 5 12:00AM — 12:00AM	12:00AM	12:00AM	Available	Checked
Friday August 6 12:00AM — 12:00AM	12:00AM	12:00AM	Available	Checked
Saturday August 7 12:00AM — 12:00AM	12:00AM	12:00AM	Available	Checked
Sunday August 8 12:00AM — 12:00AM	12:00AM	12:00AM	Available	Checked

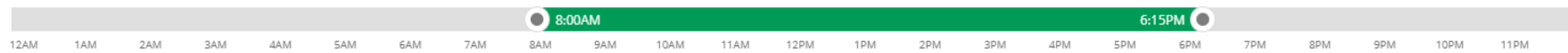
Step 6: To Save Your Changes, Click OK

Enter your availability for this period (8/2/2021 to 8/8/2021)

The changes you make will take effect on

Monday

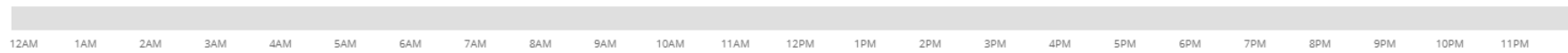
August 2
8:00AM — 6:15PM



Copy Previous Day

Tuesday

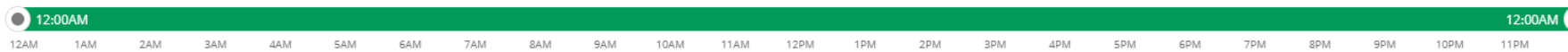
August 3
Unavailable



Copy Previous Day

Wednesday

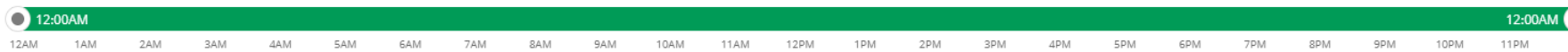
August 4
12:00AM — 12:00AM



Copy Previous Day

Thursday

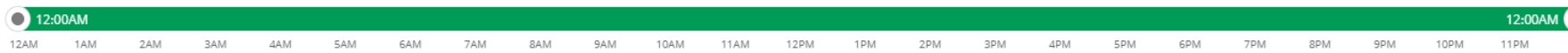
August 5
12:00AM — 12:00AM



Copy Previous Day

Friday

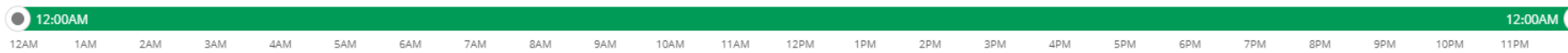
August 6
12:00AM — 12:00AM



Copy Previous Day

Saturday

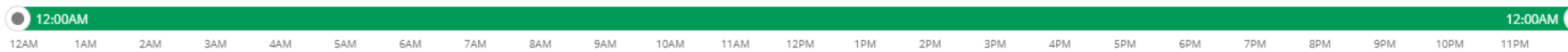
August 7
12:00AM — 12:00AM



Copy Previous Day

Sunday

August 8
12:00AM — 12:00AM

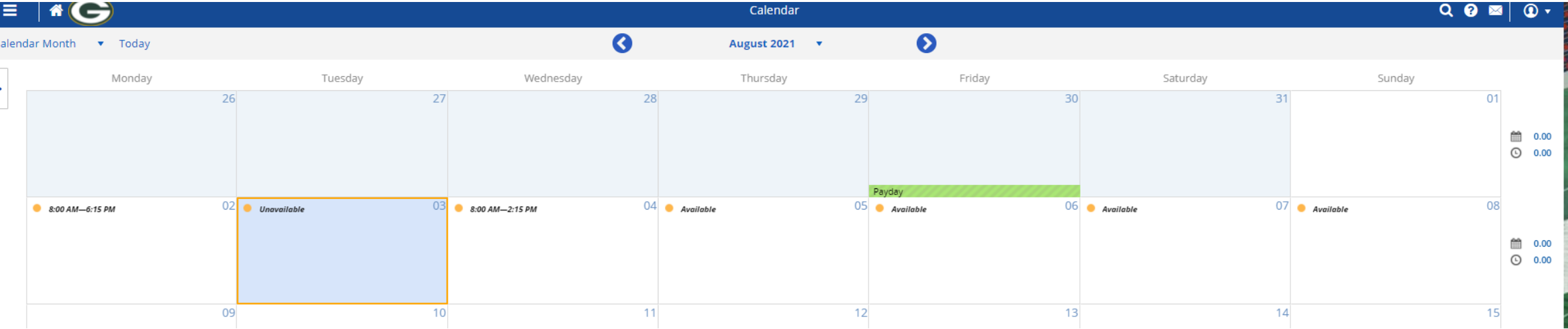


Copy Previous Day

Optional comment...

Use default availability for this period

Step 7: Your Calendar Will Then Show Your Availability



Remember

- HoF & ST Schedule 2 Weeks Out – As soon as we begin to work on the schedule you will not be able to make adjustments to your availability
- You should be marking your availability in Dayforce for the following month at the beginning of the current month. For example, filling out your August availability at the beginning of July.