

FIT: Dayforce Payroll: Become the expert

Module 1: Dive into Dayforce Payroll data

Understand the Dayforce data schema and learn the source of information included on payroll reports. Effectively modify report templates to query payroll information as it is needed. Topics include:

Understand Data flow in Payroll

- Impact of workflow and data gates
- Impact of data from HR
- Impact of data from WFM
- Impact of data from Benefits

Working with Audit reports

- How to enable and configure role access
- Common go-to pre-commit Audits
- Adding new Audits and enabling for others

Working with Fixed Format reports

- Best Practices
- Common Payroll fixed format reports with a twist...did you know?

Working with template reports

- How to enable and configure roles access
- Determining the appropriate template to use
- Leveraging Common payroll templates and types of data included
- Modifying a template for specific purpose

Did you know? Resources available and extra tips.

Module 2: Troubleshooting payroll issues

Understand why common payroll issues occur and learn how to troubleshoot these issues. Topics include:

Troubleshooting Methodology

- Overview of Ceridian's approach to resolving support cases

WFM-to-Payroll Troubleshooting

- Determine why WFM Hours are not included on an employee's earnings statement
- Determine why a WFM Pay Code is posting incorrectly on an employee's earnings statement
- Investigate the source of retroactive pay amounts

Benefits-to-Payroll Troubleshooting

- Determine why a Benefit deduction was not withheld on a check
- Determine why a Benefit deduction amount increased outside of open enrollment
- Identify why a Benefit deduction effective date in payroll is different than the enrollment effective date

Payroll Troubleshooting

- Identify when a deduction arrears balance was created and how it will be withheld on future payrolls
- Avoid pitfalls when using Payroll manual and adjustment entries by following these best practices
- Determine what criteria is used to calculate a deduction amount based on a percentage value
- Use check templates and earning definitions to impact tax calculations

Module 3: Increasing payroll efficiency

There are many ways to perform the same payroll functions in Dayforce. Over the years we've identified some best practices and efficiencies. In this module, we share these best practices and efficiencies with you. Topics include:

Employing the 3 main Payroll module tabs effectively

- Overview
- Data Entry
- Pay Run Management

Importing into Payroll

- Best practices when working with payroll-related import templates
- Importing into Quick Entry
- Importing into Checks
- Importing into Adjustments – best practices and special considerations
- Apply what we've learned
- Did you know? Tips from Support, Reference documentation and KB articles.

Creating Gross-Up entries in Dayforce

- Review gross-up functionality in Dayforce
- Identify ideal gross-up functionality to employ depending on the situation
- Create a gross-up check with a top-up earnings for a taxable benefit that needs to be recorded