INSIGHTS 2022

Introductory Dayforce FIT

You may select one track to attend during INSIGHTS. This track includes three sub sessions. These sessions will start Monday at 8:00 AM and finish at 5:00 PM. These sessions will continue Tuesday at 8:00 AM and finish at 12:30 PM. Register here.

Dayforce Payroll fundamentals (U.S. focused)	
Role:	Payroll
Prerequisites:	• Understanding how an employee uses Dayforce • Understanding how a manager uses Dayforce • Viewing HR records • Understanding deductions and earnings in Dayforce • Administering employee HR information
Description:	**Session: Maintaining HR records for payroll** Administrators need to maintain data in the HR record in real time to ensure its accuracy, as well as understand the significance of making changes. This course discusses how to make key changes to an employee’s HR record in People and, more importantly, explains how those changes impact payroll processing.
	Session: Processing a simple pay run If you are responsible for processing payroll using Dayforce for employees, it is important to understand how the application manages payroll. In Dayforce, payroll is processed in the Payroll feature. This course provides an introduction of the Payroll feature, including how to navigate and view payroll details.
	Session: Processing a pay run with one-time changes and using a decision matrix for payroll corrections This course builds on the processing a simple pay run course where we introduced how to process payroll in Dayforce. While it’s beneficial to begin by learning how to process a simple pay run, in a typical pay run you may also have to include one-time changes, such as additional payments and entries.

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Dayforce Payroll year-end (U.S.)	
Role:	Payroll
Prerequisites:	• Understanding how an employee uses Dayforce • Understanding how a manager uses Dayforce • Viewing HR records • Administering employee HR information • Understanding earnings and deductions in Dayforce • Maintaining HR records for payroll (U.S.) • Processing a simple pay run (U.S.) • Processing a pay run with one-time changes and corrections (U.S.) • Using a decision matrix for payroll corrections (U.S.)
Description:	**Session: Maintaining your Payroll setup (U.S.)** This course focuses on the payroll-related maintenance tasks that you will perform regularly after your company has gone live on the Payroll module of Dayforce. These maintenance tasks will ensure that your payroll setup remains accurate, current, and aligned with your growing business needs.
	Session: Auditing your payroll for quarter-end and year-end success (U.S.) Auditing your payroll is one of the best ways to ensure an accurate payroll, accurate quarterly filings, and ultimately, accurate annual tax forms for your employees. Successfully auditing your payroll throughout the year helps reduce the risk of penalties and fines associated with incorrect or late tax filings. This course teaches you how to resolve errors by using quarterly and annual reports to troubleshoot potential issues that may impact your tax filings and employee tax forms.
	Session: Processing year-end tasks for payroll (U.S.) Are you responsible for processing year-end payroll using Dayforce? A successful year-end begins with the proper preparation. This course describes how to review important dates and compliance changes, verify and set up your company's year-end configuration, and prepare your year-end tax forms for filing (including W-2s and 1099s).

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Dayforce Payroll year-end (Canada)

Role: Payroll

Prerequisites:

- Understanding how an employee uses Dayforce
- Understanding how a manager uses Dayforce
- Viewing HR records
- Administering employee HR information
- Understanding earnings and deductions in Dayforce
- Maintaining HR records for payroll (Canada)
- Processing a simple pay run (Canada)
- Processing a pay run with one-time changes and corrections (Canada)
- Using a decision matrix for payroll corrections (Canada)

Description:

Session: Maintaining your Payroll setup (Canada)

This course focuses on the payroll-related maintenance tasks that you will perform regularly after your company has gone live on the Payroll module of Dayforce. These maintenance tasks will ensure that your payroll setup remains accurate, current, and aligned with your growing business needs.

Session: Auditing your payroll for year-end success (Canada)

Auditing your payroll is one of the best ways to ensure an accurate payroll and accurate annual tax forms for your employees. This course teaches you how to use the tools and reports available in Dayforce to successfully audit and reconcile your payroll.

Session: Processing year-end tasks for payroll (Canada)

This course is intended for Payroll and HR Administrators and provides the knowledge required to complete the year-end (YE) payroll process using Dayforce. The course activities will help you verify that your organization's YE setup is accurate and will help you prepare your organization's YE tax slips for filing, including T4s, T4As, RL-1s, and RL-2s.

Introductory Dayforce FIT

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Introduction to Dayforce Reporting

Role:	HR HRIS Payroll People & Culture WFM
Prerequisites:	• Using fixed format reports in Dayforce • Any Dayforce virtual class or hands-on experience with Dayforce
Description:	**Session: Creating reports using the Report Designer** Do you have a need to go beyond the fixed-format reports that come with Dayforce? If you do, this course will teach you how to create custom reports from Dayforce templates and topics to expand your reporting options. Using the Dayforce Report Designer, you will learn how to group and filter data, create totals, schedule reports and distribute them.
	Session: Creating custom fields with SQL using the Report Designer Do you already know how to use the Report Designer to create reports in Dayforce, but find that you need to manipulate the data in the columns on your reports? This course teaches you how to create custom fields that manipulate date and time data, reformat text, and perform arithmetic calculations on numeric data. You will use one or more Structured Query Language (SQL) functions to create an expression that displays the data you want in the custom field.
	Session: Practical reporting cases Do you have experience creating custom reports but want to learn tips and tricks that will help make Dayforce reporting faster and easier? If so, then this class is for you. In this course, you will go through common Payroll, WFM, Benefits and HR scenarios and create reports based on real world customer solutions.

Introductory Dayforce FIT

You may select one track to attend during INSIGHTS. This track includes five sub sessions. These sessions will start Monday at 8:00 AM and finish at 5:00 PM. These sessions will continue Tuesday at 8:00 AM and finish at 12:30 PM.
Register here.

Finding and retaining talent: Recruiting, Performance and Compensation

Role:

HR
People & Culture

Prerequisites:

- Understanding how an employee uses Dayforce
- Understanding how a manager uses Dayforce
- Viewing HR records

Description:

Session: Managing job postings and candidates in Recruiting

Are you responsible for finding and hiring employees for your organization? Dayforce Recruiting includes robust functionality for Recruiters and Hiring Managers to make the entire hiring process easier. In this class learn how you can create job requisitions, post jobs, manage candidates, review a list of talent to find preferred candidates, create offer letters, and hire the desired candidate all within Dayforce.

Session: Managing the performance cycle

This course is intended for managers and administrators responsible for carrying out the review process. In today's competitive global market, many organizations are looking to more effectively leverage their most valuable resource – their people. An engaged and motivated workforce is excited to contribute to your organization and celebrate organizational success. Performance management programs have traditionally been compliance-driven, annual processes that are soon forgotten after a review is filed. But today, organizations realize the importance of regular, strategic goal setting and collaborative feedback in increasing employee engagement. Dayforce Performance features support your organization in implementing and managing effective performance management practices. You will learn how both employees and managers can use Dayforce to set goals and track progress toward these goals throughout the review period and leverage this information during the review and merit decision process.

Session: Setting up Performance

This course is for administrators who will use Dayforce Performance to facilitate your organization's performance management process. It provides a detailed explanation of the steps required to configure the Performance module.

Session: Managing the compensation cycle

This course is intended for managers and administrators involved in the compensation process. By rewarding the efforts of a company's most valuable asset – their people – companies can help inspire employees to put forward their best effort and help boost employee's support of the company. Dayforce Compensation allows you to make compliant and informed decisions to help reward the people within your organization, and provides you with visibility into individual data, as well as organizational trends. You'll be able to easily collaborate across different levels of management, and subsequently execute the decisions around how you wish to reward employees.

Session: Setting up Compensation

This course is intended for HR administrators who are responsible for creating and maintaining their organization's compensation cycles. Setting up Compensation walks you through the Dayforce features that are part of the compensation process and you will learn how to create compensation cycles that align with your company's compensation budget, pay guidelines, and approval process.

Introductory Dayforce FIT

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Configuring Dayforce Workforce Management	
Role:	WFM
Prerequisites:	• Understanding how an employee uses Dayforce • Understanding how a manager uses Dayforce • Viewing HR records • Understanding Workforce Management • Scheduling employees for work • Viewing, editing, and approving employee timesheets • Defining security and global settings
Description:	**Session: Setting up schedules** Do you need to schedule employees? Are there rules around how your employees are scheduled? If so, this course discusses how to set up Dayforce to create schedules for your employees using your company's scheduling rules. This course will take you through the first steps of setting up schedules, to creating the employee schedule policy through to shift rotations and schedule creation. Now that you have set up everything for creating schedules you will test your schedule set up and verify your set up.
	Session: Setting up timesheet parameters & time tracking requirements One of the most important aspects of workforce management is capturing when and where employees work. Dayforce tracks this information using timesheets. In this course, we will set default parameters for the Timesheets feature and define time tracking requirements by creating pay codes that represent what employees are doing during their shifts and pay categories that indicate how that time is paid. In addition, we will create pay categories groups that can be used for reporting purposes and pay code groups that can be used to restrict pay codes to certain users. You will leave this course prepared to work closely with your implementation project team to configure your timesheet and determine your pay codes for timesheets and reporting.

Session: Setting up time capture & gross pay calculations

In this course, you will setup how employees are paid. Do your employees punch in at a clock or are they salaried? How is overtime paid for your employees? What are your rules around paying holiday pay? These are all items you will configure as part of the employees' punch policy and pay policy. You will go through a variety of activities to configure these two policies for your employees and understand how these policies work together to capture time and calculate employees gross pay.

INSIGHTS 2022

Advanced Dayforce FIT

You may select one track to attend during INSIGHTS. This track includes three sub sessions. These sessions will start Monday at 8:00 AM and finish at 5:00 PM. These sessions will continue Tuesday at 8:00 AM and finish at 12:30 PM. Register here.

Dayforce workflows and forms

Role:

HR
HRIS

Prerequisites:

- Hands-on experience with Dayforce
- Understanding how an employee uses Dayforce
- Understanding how a manager uses Dayforce
- Viewing HR records
- Administering employee HR information
- XML knowledge

Description:

Session: Setting up Self-Service workflows and managing forms

This course is intended for administrators who are required to develop or maintain workflows and forms for Dayforce Self-Service. That application uses workflows to automate business processes. When a user initiates a workflow by submitting an associated form, or guided process, the workflow determines what happens at each stage of the process. The Dayforce HR Self-Service features rely on Dayforce messaging to route and display forms and notifications. In this course you'll learn about the Dayforce HR Self-Service features used to document, enforce, and automate business processes.

Session: Using advanced workflow techniques in Self-Service

Are you familiar with setting up form approvals in Dayforce but wondering what techniques you can use to further tailor form processing? This course will help inspire more creativity when using forms and addresses how to handle the following situations you may come across in your day to day activities. You will learn how to move forms along workflows after a certain amount of time for approvers who are slow in responding, create a different version of the same form for different groups such as employees and managers, and show only certain fields to employees on the form and more fields to managers on the same form.

Session: Modifying and creating forms

This course is intended for administrators and managers that will be involved in modifying, creating, and configuring forms in Dayforce. Forms are used in conjunction with workflows to update employee data and add new records. This course will also demonstrate how employee properties can be used in forms.

INSIGHTS 2022

Advanced Dayforce FIT

You may select one track to attend during INSIGHTS. This track includes one session which is a day and a half long. This session will start Monday at 8:00 AM and finish at 5:00 PM. The session will continue Tuesday at 8:00 AM and finish at 12:30 PM.
Register here.

Designing and building custom reports	
Role:	HRIS
Prerequisites:	• Hands-on experience with Dayforce • Creating reports using Report Designer - Part 1 • Creating reports using Report Designer - Part 2 • Creating custom fields with SQL using Report Designer • Expanding reports using the Dataset Builder • Practical reporting cases **Good to Have** • Familiarity working with Dayforce Payroll or Workforce Management • Experience using functions in Excel • Experience using functions in SQL • An understanding of relational database concepts • Experience with other report creation tools to create reports that retrieve data from a transactional database
Description:	This course is for customers who will be creating Dayforce reports to meet organizational reporting requirements. This course covers how to analyze report requirements in order to translate the requirements into finished Dayforce reports. **By completing this course, you will be able to:** • Analyze report requirements to determine the type of data to be retrieved, the scope of data to be included in the report, and the best way to present the data in the finished report. • Use various report creation techniques to transform a thoroughly analyzed report requirement into an effective report.

INSIGHTS 2022

Advanced Dayforce FIT

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Implementing Dayforce Onboarding, Engagement and Succession Planning

Role:

HR
People & Culture

Prerequisites:

- Hands-on experience with Dayforce
- Understanding how an employee uses Dayforce
- Understanding how a manager uses Dayforce
- Viewing HR records
- Understanding organizational structure
- Setting up organizational structure
- Maintaining organizational structure
- Defining security and global settings
- Setting up employee classifications and HR tracking
- Updating employee information with data mapping
- Administering employee HR information
- Setting up Self-Service workflows and managing forms

Description:

Session: Implementing Dayforce Onboarding

Administrators need to maintain data in the HR record in real time to ensure its accuracy, as well as understand the significance of making changes. This course discusses how to make key changes to an employee's HR record in People and, more importantly, explains how those changes impact payroll processing. Organizations spend a substantial amount of time and money to recruit and hire someone they feel like will be a good fit for the job and for the organization. Once that person is hired, the first days and weeks on the job are critical in defining their perception of the organization, and their fit within that organization. An engaging and structured onboarding process can help the first impression that an organization makes to a new hire.

Session: Implementing Dayforce Engagement

The Engagement module in Dayforce is used to view and analyze the results of data gathered by surveying employees. You can configure custom surveys to send to employees, then review and analyze their responses in the application. This data arms users with data-driven insights to help develop strategies for their workforce, including tools to drive change, boost retention, and motivate employees to meet business goals. This course describes how to configure and guide a customer through configuring Engagement to best suit their needs.

Session: Implementing Dayforce Succession Planning

The Succession Planning module in Dayforce helps an organization prepare for people changes while also developing talent from within. With Dayforce, an organization can support business continuity, increase employee engagement, and reduce employee turnover. This course describes how to configure and guide a customer through configuring Succession Planning to best suit their needs.

Advanced Dayforce FIT

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Register here.

Implementing Dayforce Entitlements (for Activate customers only)	
Role:	WFM
Prerequisites:	• Must be an Activate customer • Hands-on experience with Dayforce • Understanding Entitlements • Submitting and approving Time Away from Work requests • Viewing HR records • Setting up schedules • Setting up timesheet parameters & time tracking requirements • Setting up time capture & gross pay calculations • Setting up balances and entitlements
Description:	This course discusses how to configure, test and audit entitlements and time off balances. Specifically, we will focus on how to leverage the Activate tool to streamline entitlement configuration using multiple entitlement requirements such as standard accrual-based entitlements, as well as more complex grant-based entitlements and balance cascades. While entitlement requirements are unique to each organization, this course will provide a foundational understanding of how to build and troubleshoot most common entitlement scenarios and give insight into the Activate Entitlements wizard.

Frequently Asked Questions

What is Dayforce FIT?

Taking place before the official conference kickoff, Dayforce Fast-paced Interactive Training (FIT) offers a range of courses for Dayforce power users. With a maximum of 30 participants per room, these 1.5-day Dayforce product training tracks provide hands-on instruction and dedicated attention from subject matter experts. Ceridian will provide computers for all Dayforce FIT session attendees.

What is the price of Dayforce FIT?

The cost for a customer to attend Dayforce FIT is $895 USD.

When should I arrive to attend Dayforce FIT sessions?

Dayforce FIT will run from 8 a.m. to 5 p.m. Monday, November 7 and continue through the morning of Tuesday, November 8. INSIGHTS breakouts and general sessions will begin Tuesday afternoon.

What are the prerequisites for Dayforce FIT?

The prerequisites for each Dayforce FIT track are outlined in the INSIGHTS 2022 Dayforce FIT catalogue.

Will you be enforcing the Dayforce FIT prerequisites?

To ensure the best experience for all session participants, we will be enforcing the Dayforce FIT prerequisites. You should plan to take Dayforce Live classes or email education@dayforce.com to request an exemption if you have comparable knowledge and experience.

Do I need a live membership to complete the prerequisites?

A live membership is needed to complete the Dayforce FIT prerequisites. If you do not have a live membership, please contact your Ceridian Sales Rep for assistance.

Can I have a copy of the PowerPoint decks for the sessions I attended?

A link to the PowerPoint decks will be sent via email the week after the conference.

How will I receive my certification?

You can expect to receive your certification in November via email. Your Training Certificate lists each session you attended and the number of recertification credits awarded for each session. Make sure Insightsconference@ceridian.com is marked as safe in your email so you receive your transcript.

Can I get certification credits for attending Dayforce FIT?

The following table indicates the maximum number of certification credits attendees can earn while attending Dayforce FIT. Actual number of credits awarded will be based on the number of approved sessions the participant attends while at INSIGHTS. All attendees will receive a Training Report post-INSIGHTS that they can submit to the certifying body as proof of attendance.

Association	Total credits	Description
APA	15	The INSIGHTS 2022 program has been submitted to the American Payroll Association (APA) for pre-approval. U.S. participants can earn up to 15 recertification credit hours (RCH) toward Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP). For more information, visit http://www.americanpayroll.org/certification.
SHRM	20.5	The INSIGHTS 2022 program has been pre-approved by the Society of Human Resource Management (SHRM). U.S. participants can qualify for up to 20.5 professional development credits (PDC) for the Society for Human Resource Certified Professional (SHRM CP™) and Senior Certified Professional (SHRM-SCP™) designations. For more information, visit www.shrm.org.
HRPA	20.5	The INSIGHTS 2022 program has been submitted to the Human Resources Professionals Association (HRPA) for pre-approval. Canadian participants can earn up to 20.5 continuing professional development (CPD) hours toward Certified Human Resources Professional (CHRP) designation. For more information, visit www.hrpa.ca.
HRCI	20.5	U.S. participants can submit up to 20.5 recertification credit hours towards Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) and Global Professional in Human Resources (GPHR) designations awarded by Human Resource Certification Institute (HRCI). Sessions that tie to the body of content knowledge as defined by the HRCI can be submitted for recertification. For more information, visit www.hrci.org.
NPI	20.5	Canadian participants can earn up to 20.5 recertification credits toward Payroll Compliance Practitioners (PCP) and Certified Payroll Managers (CPM) through the National Payroll Institute (previously known as the Canadian Payroll Association [CPA]). For more information, visit www.payroll.ca.