

INFOSOFT IT SOLUTIONS

Training | Projects | Placements

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Dayforce

Introduction to Dayforce HCM

- Overview of Dayforce HCM: History, purpose, and capabilities
- Dayforce Modules and Functionality Overview
- Role of Dayforce in Human Resources and Workforce Management

Getting Started with Dayforce

- Logging into Dayforce: User authentication and navigation
- Personalization: Customizing dashboard and preferences
- User Roles and Permissions: Understanding access levels

Employee Management

- Employee Records Management: Adding, editing, and maintaining employee profiles
- Organizational Charts: Creating and viewing organizational hierarchies
- Employee Self-Service (ESS) Features: Timesheets, benefits enrollment, and leave requests

Time and Attendance Management

- Time and Attendance Overview: Clocking in/out, scheduling shifts
- Absence Management: Managing vacation, sick leave, and other types of absences
- Timesheet Approval Workflow: Reviewing and approving timesheets

Payroll Administration

- Payroll Setup: Configuring payroll parameters and deductions
- Payroll Processing: Running payroll cycles, handling exceptions
- Tax Compliance: Managing tax forms and regulatory requirements

Benefits Administration

- Benefits Setup: Configuring benefit plans and enrollment options
- Open Enrollment Management: Handling benefit elections and changes
- Benefits Administration Tools: Reporting, compliance, and analytics

Talent Management and Development

- Performance Management: Setting goals, conducting performance reviews
- Learning Management System (LMS) Integration: Training programs and certifications
- Succession Planning: Identifying and developing future leaders

Reporting and Analytics

- Reporting Overview: Creating, scheduling, and sharing reports
- Dashboard Customization: Building personalized dashboards
- Data Insights and Analytics: Using data for decision-making

Compliance and Security

- Data Security: Access controls, encryption, and compliance with data protection regulations
- Audit Trails and Logs: Monitoring changes and access history
- Compliance Reporting: Generating compliance reports and audits

Integration and Customization

- Integration Capabilities: APIs, connectors, and third-party system integration
- Custom Fields and Workflows: Tailoring Dayforce to organizational needs
- Configurable Rules and Notifications: Automating processes and alerts

Change Management and User Adoption

- Change Management Strategies: Communicating updates and training users
- User Adoption Best Practices: Encouraging usage and maximizing benefits
- Continuous Improvement: Feedback mechanisms and system enhancements

Dayforce Administration and Maintenance

- System Administration Tasks: Configuration changes, upgrades, and patches
- Support and Troubleshooting: Handling user inquiries and technical issues
- Disaster Recovery Planning: Backup and recovery procedures

Dayforce Project Work and Case Studies

- Real-world Dayforce Project: Implementation and optimization
- Case Studies: Industry-specific use cases and solutions
- Presentation and Documentation of Dayforce Projects