Dayforce Product Documentation

Dayforce Mobile App Guide - iOS

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Table of contents

Employee Guide

1. Availability
2. Calendar
    1. Review Your Calendar
    2. Manage Your Shifts
        a. Review Your Scheduled Shifts
        b. Review Available Shifts
        c. Review Your Shift Trade History
        d. Offer Your Shift to a Coworker
        e. Swap Shifts with a Coworker
        f. Revoke a Shift Offer or Swap
        g. Pick up an Available Shift
        h. Accept or Decline a Pending Schedule
3. Clock
4. Dayforce AI Assistant
5. Directory
6. Home
7. Messages
    1. The Inbox Screen
    2. Mark Messages Read or Unread
    3. Open Attachments
    4. Delete Messages
    5. Compose a Message
8. Schedules
    1. Schedules Details
    2. Location Picker
    3. Calendar
    4. My Shifts
        a. Scheduled Shifts
        b. View Shift Trade Requests
        c. Swap Shifts
        d. Offer a Shift
        e. Revoke a Shift Trade
    5. Shift Trade Requests
        a. Revoke a Shift Trade
        b. Shift Trade History
    6. Available Shifts
        a. Pick up a Shift
    7. Scheduled Coworkers
    8. Unscheduled Coworkers
    9. Send Messages to Other Employees
        a. Send Messages to Scheduled Coworkers
        b. Send Messages to Unscheduled Coworkers

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9. Filter
10. Time Away (New)
11. Timesheet
    1. Add Shifts or Transfers
    2. Edit or Delete Shifts or Transfers
    3. Add Pay Adjustments
    4. Edit or Delete Pay Adjustments
    5. Authorize or Unauthorize Shifts or Pay Adjustments
    6. Timesheet Validation
        a. View Pending Changes in the Week View
        b. Save Pending Changes in the Week View
        c. View the Display of Errors in the Week View
        d. Resolve Timesheet Errors in the Week View
        e. View the Problems Panel for Editing Shifts and Pay Adjustments

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Employee Guide

This guide describes all of the mobile features that are available in Dayforce; the features you can access in the Dayforce Mobile app depend on how your organization uses the application, and the features and subfeatures that have been assigned to you.

As an employee, you can access a number of features in the app:

- Availability
- Calendar
- Clock
- Dayforce AI Assistant
- Directory
- Home
- Messages
- Schedules
- Time Away (New)
- Timesheet
- HR Cases

Availability

Through the Availability feature, you can review your weekly and default availability. The app displays your availability for each day, listed by week. You can go to different weeks by tapping the arrows or by swiping left or right.

View Your Availability

When you open the Availability feature, the app displays your weekly availability. You can switch weeks by swiping across the calendar at the top of the screen.

By default, the app displays your pending availability. To display both pending and approved availability, open the Context menu and tap Show Approved.

The app marks pending availability with an orange square, and marks approved availability with a green square.

Set Your Default Availability

To set your default availability:

1. Open the Context menu and tap Edit my Default:
2. Optionally, edit the date that your availability takes effect. By default, the application populates this field with the week you were viewing when you opened the edit control.
3. Tap the day you want to edit.
4. Select your daily availability from the editor options:
    - To mark yourself as not available or unavailable, tap the Available slider.
    - To show all day or partial day availability, tap the All Day slider.
    - To specify your availability ranges on days that you are partially available, use the From and To fields.

      To add more than one range of availability (for example, if you're available from 9:00 AM to 12:00 PM and then again from 3:00 PM to 7:00 PM), tap Add another availability range.

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    - To copy your availability to another day, tap Copy. The app displays a control where you can select the days you want to copy your availability to by tapping them in the list.
5. Tap Done.

To change which week your availability new default availability takes effect, tap Effective As Of and select a date.

Apply Your Default Availability

After you define your default availability, you can apply it to individual weeks by going to the necessary week, opening the Context menu, and tapping Use Default.

Edit Your Weekly Availability

To edit your weekly availability:

1. Go to the necessary week.
2. Open the Context menu and tap Edit This Week.
3. To copy the previous week's availability to the selected week, tap Copy from last week.
4. To edit your availability for a day in the week, tap the day in the list. Use the editor options listed below to specify your availability for that day:
    - To mark yourself as available or unavailable, tap the Available slider.
    - To toggle between all day and partial day availability, tap the All Day slider.
    - To specify your availability ranges on days that you are available for part of the day, use the From and To controls. To add more than one range of availability (for example, if you're available from 9:00 AM to 12:00 PM and 3:00 PM to 7:00 PM), tap Add another availability range.
    - To copy your availability to another day, tap Copy. The app displays a control where you can select the days you want to copy your availability to by tapping them in the list.
5. Tap Done.
6. Optionally, enter a comment for the availability change in the Comments field.
7. Tap Save.

Note: The ability to edit must be assigned to your user role before you can make changes to your availability. If you are unable to edit, see your manager or supervisor for more information.

Cancel a Pending Availability Request

You can cancel a pending availability change (that is, one that you have requested, but that hasn’t yet been approved by your manager) by going to the necessary week, opening the Context menu, and then tapping Delete Pending Request.

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Calendar

In the Calendar feature, you can manage your scheduled shifts and other information, such as holidays, on the calendar. You can also sync your Dayforce calendar locally to your device, or to your Google Calendar.

- Review Your Calendar
- Manage Your Shifts
- Sync Your Calendar

Review Your Calendar

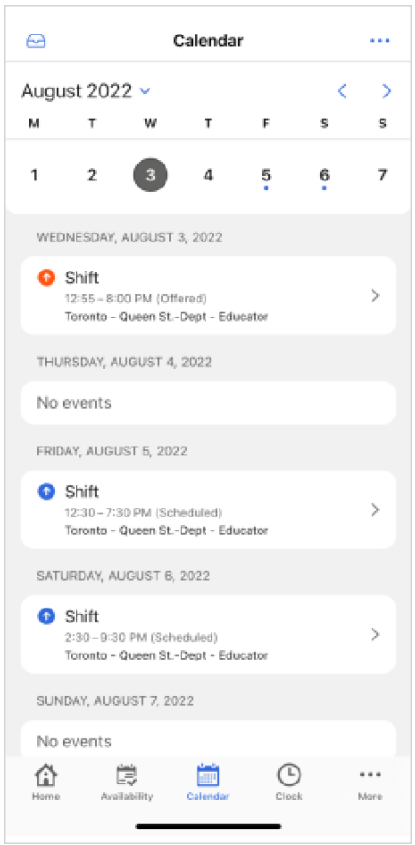
When you open the Calendar feature, the app displays the current month and highlights the current day in gray. You can tap the month name above the calendar to minimize the month and view the week instead.

Your scheduled shifts are marked on the calendar with a blue dot, available shifts are marked with a green triangle, and your approved time away from work is highlighted in green.

Tap a day to select it, or tap the arrows to move forward or backward by month (in month view) or by week (in week view).

Review Your Events List

The app also displays a scrollable events list below the calendar that includes your shifts, time away, and holidays.



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The calendar's selected date changes according to the date at the top of the events list as you scroll. You can also tap a day on the calendar to bring that day's events to the top of the list.

Optimize Your Calendar Navigation

Open the Context menu to further optimize your navigation:

- Tap Today to jump to the current day on the calendar.
- Tap Refresh Calendar to refresh the calendar
- Tap Sync Calendar to sync to your local calendar.
- Tap Enable Calendar Auto Sync to allow the app to sync with your calendar automatically.
- Tap Create iCloud Calendar to create a new iCloud calendar.
- Tap Pickup Shifts to review a list of all available shifts and select the ones you want to pick up.
- Tap Show Available Shifts to show available shifts on the calendar, or tap Hide Available Shifts to hide them.
- Tap Shift Trade History to view your shift trade history.
- Tap Help to access the app's help section.

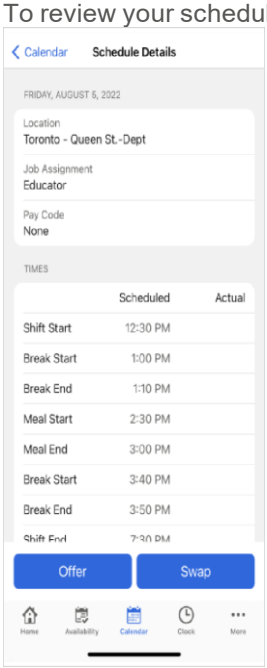
Manage Your Shifts

You can manage your shifts in the Calendar feature, including:

- Review Your Scheduled Shifts
- Review Available Shifts
- Review Your Shift Trade History
- Offer Your Shift to a Coworker
- Swap Shifts with a Coworker
- Revoke a Shift Offer or Swap
- Pick up an Available Shift
- Accept or Decline a Pending Schedule

Review Your Scheduled Shifts

To review your scheduled shifts, tap a shift to open its Schedule Details screen:



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Review Available Shifts

You can view the shifts available to you in the following ways:

- The app notifies you of any new shifts available by displaying a green triangle in your calendar, on the day of the available shift. Tap the day to see the shift in the Events List section, and then tap the shift to open its Schedule Details screen.
- The app displays a red notification circle on your Calendar Inbox icon at the top of the screen when there are new shifts available. The red circle contains the number of notifications. Tap the Calendar Inbox icon to open your inbox.
- When you open the Context menu in Calendar, you can tap Pickup Shifts to see all of the shifts that are currently available to you.

Review Your Shift Trade History

To review your shift trade history, tap to open the Context menu and then tap Shift Trade History.

Offer Your Shift to a Coworker

To offer one of your scheduled shifts to a particular coworker, or to any eligible coworker:

1. Tap the shift to open its details.
2. Tap Offer.
3. If available, optionally tap to edit the start and end times to offer a portion of the shift. After making changes to the start and end times, you can tap Reset to Default to use the shift's actual start and end times instead.
4. Do one of the following to select a coworker to swap with:
    - Use the search bar to search for a particular coworker.
    - Tap to select a coworker from the Suggested Coworkers list.
    - Tap Anyone to swap with any available coworker.
5. Optionally, add a comment. For example: "It's my birthday, please take my shift!"
6. Tap Continue to review and confirm your request details, and then tap Submit Request. The app displays a Success screen and submits the swap request to your coworker. When they accept it, the app submits the request to your manager if their approval is required.
7. Tap Done to return to your calendar.

Swap Shifts with a Coworker

To request a swap of scheduled shifts with a coworker:

1. Tap the shift to open its details.
2. Tap Swap.
3. Do one of the following to select a coworker to swap with:
    - Use the search bar to search for a particular coworker, and then tap to open their details and select a shift.
    - Tap a coworker's name in the Suggested Coworkers list to open their details and select a shift.
    - Tap Anyone to swap with any available coworker. Tap a coworker's name to open their details and select a shift.
4. Select a start and end date for the time period you want to search for shifts in. The app displays shifts within the next month by default.
5. Tap to select the shift you want to swap for. You can tap the chevron in the top right corner of a shift to view its full details.
6. Optionally, add a comment. For example: "It's my birthday, please swap with me!"

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7. Tap Continue to review and confirm your request details, and then tap Submit Request. The app displays a Success screen and submits the swap request to your coworker. When they accept it, the app submits the request to your manager if their approval is required.
8. Tap Done to return to your calendar.

Revoke a Shift Offer or Swap

You can revoke your decision to offer a shift or swap, or revoke your acceptance of a swap that was offered to you:

1. Tap the shift to open its details.
2. Tap Revoke.
3. Tap OK.

Pick up an Available Shift

You can pick up available shifts in one of the following ways:

- In the events list on the Calendar home screen, available shifts are marked with a green triangle. You can tap the shift to review its details on the Pick Up Shifts screen.
- You can tap to open the Context menu and then tap Pickup Shifts to see a list of all available shifts on the Pick Up Shifts screen.
- If push notifications are enabled on your device, the app notifies you when a new shift is available. You can tap the notification to open up the details and proceed to the Pick Up Shifts screen.

After you have selected the shifts you want to pick up on the Pick Up Shifts screen:

1. Tap Continue with shifts to review your selected shift(s).
2. Tap the Remove icon () next to a shift if you want to remove it, and then tap Submit Shifts to confirm your selection. The app displays a Success screen and submits your shift pickup request to your manager if their approval is required.
3. Tap Done to return to your calendar.

Accept or Decline a Pending Schedule

If enabled for your role, you can accept or reject pending schedules, including:

- Changes to your schedule after it has been confirmed.
- Shifts that are scheduled outside of your set availability.
- Shifts that are scheduled outside of your regular contract hours.

When you have a new pending schedule available, the app displays a notification at the bottom of the Home screen.

In the notification, tap Skip for Later to skip, or tap View All to see your pending schedules in the Calendar inbox.

To accept or decline a pending schedule:

1. In the Pending Schedules section of the Calendar inbox, tap a pending schedule to open it.
2. Scroll through the schedule to review the pending shift, marked with the Pending Acceptance icon () and the title “Pending Acceptance”.
3. Tap Accept This Schedule to accept it, or tap Reject This Schedule to reject it.
4. On the Comments screen, enter a comment or reason. This step is optional if you are accepting, but

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is required if you are rejecting the schedule.
5. Tap Continue to review your schedule again, and then tap Submit to confirm your decision.

Clock

In the Clock feature, you can clock in and out for your shifts and meals using your mobile device while you are at work.

Note: You must have location services turned on for your device, and you must allow the app access to your location. If your clock entries are rejected, ensure that you turned these on in your device settings.

The app only displays the buttons that are valid based on your current clock entries. For example, when you are clocked out, the application only displays the Clock In button.

Record a Clock Entry

To clock in:

1. On the Clock overview screen, tap Clock In to start your shift.
2. Tap Shift Options.
3. The app displays your available shift options. For example, you can start your meal or break, enter docket information, record a transfer, or clock out.
3. Make your selections for your chosen shift option.
4. Tap Save.

To clock out:

1. On the Clock overview screen, tap Clock Out when your shift is complete.
   If you are eligible for break attestation or meal waiving, the app displays Additional Questions screens.
2. Tap No or Yes to proceed.
3. On the confirmation screen, tap No, Try Again to change your answers, or tap Yes, Submit to finish clocking out and return to the Clock screen.

View Your Recent Activity Log

To view your recent activity log on the Clock overview screen, tap or swipe up on Recent Activity. To close it, tap the arrow.

Dayforce AI Assistant

You can use AI Assistant to find information about how to use Dayforce and get answers to HR-related questions. If the response includes buttons or links, you can tap a button to go to a feature in the app, or tap a link to view more information.

You can clear the current conversation and start a new one at any time by tapping New at the top of the screen.

To find answers to your questions with AI Assistant:

1. Tap the sparkle icon () at the top of the home screen.

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2. In the AI Assistant screen, enter your question in the message field, or tap one of the suggested common questions, then tap the arrow icon in the message field.
3. Read the disclaimer and tap I understand to continue. The disclaimer won't show again in the session after you acknowledge it.
4. AI Assistant processes your questions and generates a response. If the suggested answer, features, or documentation links provided aren't helpful, you can continue the conversation by entering a follow-up question.

Give Feedback About AI Assistant

You can give feedback on the most recent response you received from AI Assistant.

To give feedback:

1. Tap the sparkle icon () at the top of the home screen.
2. In the AI Assistant screen, enter your question in the message field, then tap the arrow icon to send.
3. After you receive the response, tap the thumbs up or thumbs down icon.

If you tap the thumbs down icon and your organization uses HR Service Delivery, you see the Create a case button. Tap it to open the Create a case feature and submit a request to your HR team. See Case Creation in the *HR Service Delivery Guide*.

If your organization doesn't use HR Service Delivery, you'll see a message configured by your administrator instead.

Directory

The Directory feature allows you to easily search for and contact coworkers in your organization, and provides access to their public profile information, which can include the following:

- First and last name
- Employee's image
- Job Assignment
- Location
- Department
- Manager name (with manager profile image)
- Business contact (phone and email address)
- LinkedIn (business) URL
- Twitter (business) URL
- Facebook (business) URL
- Biography

To find a person, begin typing their first or last name into the search field. As you type, the app displays matching suggestions in alphabetical order by last name.

Tap an employee in the search results to view their public profile information. You can also view the profile information for their manager and their manager's manager, all the way up the hierarchy.

To communicate directly with your coworker, tap their business phone, business email, text or business social media options if available.

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Home

The Home screen gives you a preview of your work and related statuses, and provides access to features in the app in the form of widgets. See Configure Widgets.

If your organization has Dayforce Hub enabled for the Dayforce Mobile app, the Home screen shows as Hub. At the top of the screen, you see the following tabs:

- Today: The main landing page that shows feature widgets.
- Hub: Shows your organization's Hub pages.

Additional tabs might show based on your organization's Hub content.

Messages

In the Messages feature, you can manage the messages that you send and receive, as well as system alerts from the application.

To access your messages, tap the messages icon () at the top of the Home screen. The app displays a red dot on the icon if you have new or unread messages. You can also tap the Messages widget if you have added it to your Home screen.

When viewing a message list in a mailbox or folder, you can mark read messages as unread, mark unread messages as read, or delete them. You can perform these actions for one message at a time using swipe actions, or you can select multiple messages at a time.

- The Inbox Screen
- Mark Messages Read or Unread
- Open Attachments
- Delete Messages
- Compose a Message
- URL Links

The Inbox Screen

The Inbox screen includes three sections:

- The Latest section, which lists your five most recent messages.
  Tap Show All to view all of your messages across all of your mailboxes.
- The Mailboxes section, which lists all of your mailboxes separately.
  Tap to open your Messages, Reports, Notifications, or Actions mailbox.
- The Folders section.
  Tap to open your Drafts, Sent, or Trash folder.

Tap a message to open it.

Mark Messages Read or Unread

To mark one or more messages as read or unread, do one of the following:

- Swipe right on a single message, and then tap Read to mark an unread message as read, or tap Unread to mark a read message as unread.
- Tap and hold to select one or more messages, and then tap the sealed envelope icon () to mark

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them as unread, or tap the opened envelope icon () to mark them as read.

- Tap Select All to select all of the messages in the list, and then tap the sealed envelope icon () to mark them as unread, or tap the opened envelope icon () to mark them as read.

Open Attachments

To open an attachment, tap the paperclip icon () at the top right or tap the link at the bottom of the message. Depending on the attachment type and your device settings, you might also be able to download it.

Delete Messages

To delete one or more messages, do one of the following:

- Swipe left on a single message, and then tap Delete.
- Tap and hold to select one or more messages, and then tap the Delete icon.
- Tap Select All to select all of the messages in the list, and then tap the Delete icon.
- When an individual message is open, tap the Delete icon.

Note: Emergency Broadcast messages are permanently stored in the Notifications tab and cannot be deleted.

Compose a Message

To compose a message, tap the plus sign icon ().

Depending on how the application is configured, you have the option of creating a new note or a new broadcast. The recipients of a note can reply to your message, while the recipients of a broadcast cannot.

Note: Access to notes and broadcasts is configured in the main application. If you don't see one or both of these options and believe that you should, contact your manager or system administrator.

Depending on your user role and how the app is configured for your organization, messages can be sent to individual users or multiple users.

To compose a message:

1. Begin typing in the To field to see a list of suggested contacts or tap the plus sign icon to see a list of all available contacts.
   To select multiple recipients, tap and hold the first one, and then tap to select additional contacts.
2. Enter the subject line in the Subject field.
3. Enter the body of the message in the Compose Message box.

To save the message as a draft so that it can be sent later or to delete it, tap the close icon. Tap Save Draft to save it, or tap Discard Changes to delete it.

When you are ready to send your message, tap the paper airplane icon ().

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Schedules

In the Schedules feature, you can see the shift details for scheduled coworkers that share the same work assignment as you (location + department + job name), and unscheduled coworkers that work at the same location as you. With this knowledge, you can make more informed shift swap or shift offer decisions to your coworkers. Additionally, you can send and receive direct messages from your coworkers in Schedules. This creates transparency, because you have easy access to view your coworker's schedules, and opens the lines of communication by enabling you to send and receive messages.

Note: Where applicable, the app shows job names and location names beside the shift to account for the cases where you work more than one job and work at more than one location.

Configuration

Configure role feature access authorization in the main application in System Admin > Roles in the Features tab under Mobile > Schedules.

If you want to show unposted schedules, in Pay Setup > Time Entry Policy in the Main tab, in the Validation section, enable the Display Unposted Schedules option.

If you want employees to see coworkers' schedules, in System Admin > Client Properties in the Properties tab, in the Scheduling section, enable the Publishes Schedule option.

Before You Begin: You have the following three configuration options in the main application for the Schedules feature in the Features tab of System Admin > Roles under Mobile > Schedules. To show all coworkers that aren't scheduled to work on a given day select Display Unscheduled Coworkers. To show scheduled coworker information based on the employee's work assignment (department and job assignment), select Restrict By Employee Work Assignments. To enable shift trading (the ability to post, swap, and offer shifts), select Shift Trades.

Schedules Icons

Schedule icons

Icon	Purpose
	Scheduled shifts.
	Available shifts.
	Shift trade requests.
	Offered shift that is waiting on manager approval.
	Swapped shift that is waiting on manager approval.
	Shifts that can be traded.
	Indicates an incoming shift trade. The number represents a count of offers and swaps. This is displayed in the navigation menu beside Schedules.
	Shifts that span more than one calendar day (for example, 6:00 PM to 1:00 AM). Note: The second calendar day begins after midnight.

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	On-call shift that has been confirmed.
	On-call shift that is on standby.
	On-call shift that is scheduled.

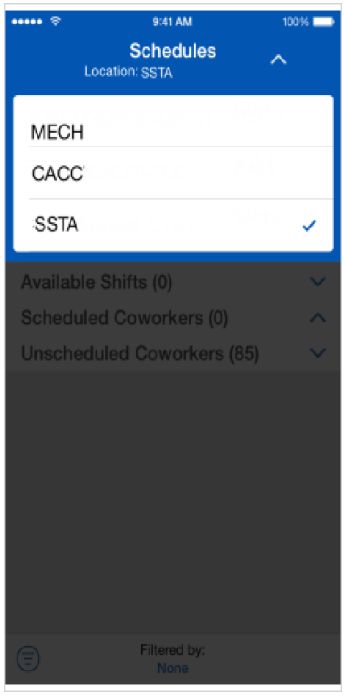
Schedules Details

The following sections and options are available in Schedules:

- Location picker
- Calendar
- My Shifts
- Shift Trade Requests
- Available Shifts
- Scheduled Coworkers
- Unscheduled Coworkers
- Message
- Filter
- Schedules Grid View

Location Picker

By default, your primary work location is displayed at the top of the screen. All shifts that are displayed in Available Shifts, Scheduled Coworkers, and Unscheduled Coworkers reflect the location that is displayed. If you work at more than one location My Shifts and Shift Trade Requests sections display all shifts for all locations, so those listings aren't dependent on the location picker. Open the location list by tapping the chevron icon ( ) beside the location name at the top of the screen. If you work at one location, the chevron icon isn't displayed.



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To change your location:

1. On the Schedules home screen, tap the location that is displayed to open the picker.
2. Select a location from the list to close the picker.

Note: The selected location is indicated by a checkmark in the location picker.

Calendar

The calendar displays one week with the current date selected by default. In addition to the current week, the calendar displays your schedule six weeks into the future. Swipe left or right on the calendar control to select a different week, swipe under the calendar control to select a different day. The following icons are displayed in the calendar in relation to your schedule:

- Scheduled shifts 
- Shift trade requests 
- Available shifts 

My Shifts

My Shifts displays the following:

- Your scheduled shifts
- Your shift trade requests

Note: If you work at more than one location all shifts for all locations are listed in the My Shifts section. This listing isn't dependent on the location picker.

Scheduled Shifts

These shifts are marked with a blue circle () on the calendar. If you work at more than one location, the app displays the location name beside the shift. If you work at only one location, the location name isn't displayed beside the shift but is displayed in the shift details. Select a shift to see the shift details and to swap or offer the shift, if applicable.

Note: Swap and Offer shift trade options in the shift details screen for My Shifts are displayed only if your shifts can be traded, and when shift trading is enabled for your user role.

View Shift Trade Requests

Shift Trade Requests displays the shifts that are available to you as a swap or offer. These shifts are marked with a shift trade icon () in the calendar, a shift swap icon () in the shift details if the shift is waiting to be accepted or declined by you, or a shift offer icon () in the shift details if the shift is waiting for manager approval. Select a shift to see the shift details and the option to Revoke the shift trade if applicable.

In addition to the diamond and circle icons, a red circle notification icon is displayed in the navigation menu beside Schedules to let you know that you have an incoming shift trade. The number of shift trades available is displayed inside the circle.

Note:

- If you work at more than one location all shifts for all locations are listed in the Shift Trade Request section. This listing isn't dependent on the location picker.

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- The Shift Trade Requests section isn't shown if there are no available trades for you to review. Also, shift trading needs to be enabled in the main application.

To review a shift trade request:

1. In the Shift Trade Requests section, open the shift.
2. After you review the shift, tap Accept or Decline.
3. In the confirmation dialog make your selection.

Swap Shifts

To swap shifts with your coworker:

1. In the My Shifts section, open a shift.
2. Tap Swap.
3. Tap Select a Schedule.
4. In the search screen specify the following:
    - Start time
    - End time
    - Employee
5. Tap Search.
6. In the search results, select an employee that you want to swap with.
7. Note: The app displays a list of employees who share the same work assignment (location + department + job assignment) as you. Employees cannot trade shifts between locations, but the list displays employees who can accept the swap based on their scheduling configuration.
7. In the Swap Shift screen, confirm your shift with your requested shift and tap Swap Shift.

Offer a Shift

To offer a shift to a specific coworker or post a shift to any coworker:

1. In the My Shifts section, open a shift.
2. Tap Offer.
3. In the Offer Shift screen, specify if you are offering a partial shift or the whole shift. If it's a partial shift, do the following:
    a. Move the slider to the right to specify that it's a partial shift.
    b. Tap the start time, and then use the dial to specify the time.
    c. Tap the end time, and then use the dial to specify the time.
4. Tap Select an employee to open the Employee screen.
5. In the Employee screen, select an employee or click Any.
6. Note: The app displays a list of employees who share the same work assignment (location + department + job assignment) as you. Employees cannot shift trade between locations but the list displays employees who can accept the offer based on their scheduling configuration.
6. In the Offer Shift screen, tap Confirm.

Revoke a Shift Trade

To revoke a shift trade after you offer or swap your shift to your coworker:

1. In the My Shifts section, open the shift that you want to revoke.
2. In the My Shift screen, select Revoke.
3. In the confirmation dialog, select Revoke.

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Shift Trade Requests

Shift Trade Requests displays the shifts that are available to you as a swap or offer. These shifts are marked with a shift trade icon () in the calendar, a shift swap icon () in the shift details if the shift is waiting to be accepted or declined by you, or a shift offer icon () in the shift details if the shift is waiting for manager approval. Select a shift to see the shift details and the option to Revoke the shift trade if applicable.

In addition to the diamond and circle icons, a red circle notification icon is displayed in the navigation menu beside Schedules to let you know that you have an incoming shift trade. The number of shift trades available is displayed inside the circle.

Note:

- If you work at more than one location all shifts for all locations are listed in the Shift Trade Request section. This listing isn't dependent on the location picker.
- The Shift Trade Requests section isn't shown if there are no available trades for you to review. Also, shift trading needs to be enabled in the main application.

To review a shift trade request:

1. In the Shift Trade Requests section, open the shift.
2. After you review the shift, tap Accept or Decline.
3. In the confirmation dialog make your selection.

Revoke a Shift Trade

To revoke a shift trade after you accept it from your coworker:

Note: The revoke button display is applicable in cases where shift trade for your organization is configured so that managers have to approve shift trades.

1. In the Shift Trade Requests section, open the shift that you want to revoke.
2. In the Schedule Details screen, select Revoke.
3. In the confirmation dialog box, select Revoke.

Shift Trade History

To view your general shift trade history:

1. On the Schedules feature home page, select the context menu on the upper right.
2. Select Shift Trade History.
3. (Optional) Tap Load More Past Trades.

To filter your general shift trade history:

1. On the Schedules feature home page, select the context menu on the upper right.
2. Select Shift Trade History.
3. Select the filter icon.
4. Select the statuses that you want to filter by.
5. Tap Apply.

To view the shift trade history for a specific trade:

1. On the Schedules feature home page, select the shift you want to view.
2. In the Schedule Details screen, tap View History.

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To view the shift trade history for a specific trade:

1. On the Schedules feature home page, select the shift you want to view.
2. In the Shift Details screen, tap the shift to view the shift trade history.
3. Select the filter icon.
4. Select the statuses that you want to filter by.
5. Tap Apply.

Available Shifts

Available Shifts displays the shifts that are available for you to take. Available shifts are marked with an available shift icon () on the calendar and in the Available Shifts section, and are based on the location displayed at the top of the screen. These shifts are posted by coworkers who share the same work assignment (location + department + job assignment) as you. Available Shifts have either been posted to everyone, offered to you, or unfilled. Select a shift to see the shift details along with the option to pick up the shift and the option to send a message to your coworker.

Note: The Available Shifts section is displayed only if shift trading is enabled in the main application.

Pick up a Shift

To pick up an available shift:

1. In the Available Shifts section, open a shift.
2. In the Shift Details screen tap Pickup Shift.
3. In the confirmation dialog make your selection.

Scheduled Coworkers

Scheduled Coworkers displays the coworkers that are scheduled to work at the location that is displayed at the top of the screen in the location picker. These coworkers share the same work assignment (location + department + job assignment) as you. If you work at more than one location, the primary work location is displayed by default. Select a shift to see the shift details along with the option to send a message to your coworker.

Unscheduled Coworkers

Unscheduled Coworkers displays the coworkers who aren’t scheduled, but work at the same location as you. The location name is displayed at the top of the screen in the location picker. If you work at more than one location, the primary work location is displayed by default. When you tap beside the employee's name, the app displays the New Message screen for you to send them a message.

Note:

- The Unscheduled Coworkers section is shown only if it is enabled in the main application.
- To send messages in Schedules, you must have access to the Messages feature and the Can Create New Messages subfeature.

Send Messages to Other Employees

As an employee, you might want to send a message to a scheduled employee about a shift, or send a message to an unscheduled employee about taking a shift.

Note: To send messages in Schedules, you must have access to the Messages feature and the Can Create

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New Messages subfeature.

Configuration

In System Admin > Roles, in the Features tab, enable Mobile > Messages > Can Create New Messages.

To send a message to a scheduled or unscheduled coworker:

Send Messages to Scheduled Coworkers

1. Tap the shift of a coworker to open the shift details.
2. Tap the message icon to open the New Message screen.
3. Compose and send the message.

Send Messages to Unscheduled Coworkers

1. Tap the message icon that is beside the employee's name to open the New Message screen.
2. Compose and send the message.

Filter

The filter function is used to refine shifts that are displayed in the Available Shifts and Scheduled Coworkers sections. When the filter is turned on, the app displays which filter is being applied. Tap the bar on the bottom of the screen of the Schedules home screen to filter using the following options:

- Department
- Job
- Shift Start/End Time

In addition, you have the option to show or hide the following:

- Available Shifts
- Overlapping Shifts Only
- Unscheduled Coworkers

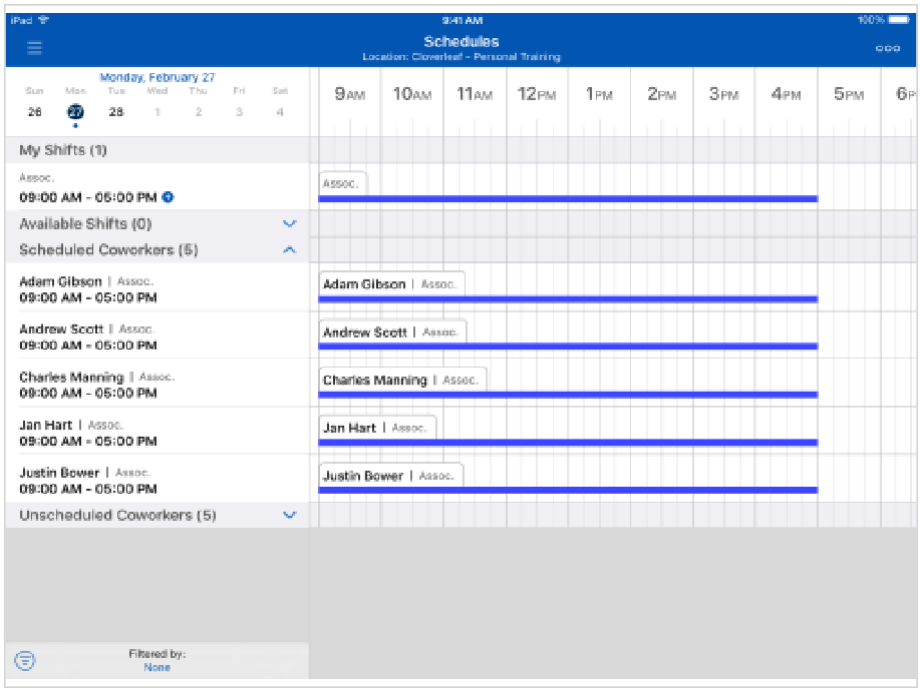
After you specify your filter you have the option to tap the filter icon () to toggle the filter on or off.

Schedules Grid View

The following applies to the Schedules Grid View:

- The home screen interface is the same as the mobile display on the left side of the screen, the grid is displayed on the right side.
- The grid scrolls under the left side display.
- The app displays the grid in portrait view and landscape view.
- Tap the shifts on the left side to perform your actions: access shift details, message coworkers, and shift trading.

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Time Away (New)

In the Time Away feature, you can review your available time away balances, request time away from work for a single day or a range of dates, and view submitted requests. When you make a time away from work request, you specify a reason, such as vacation time or sick leave. The reason you select determines how you're paid for the time. It can also determine whether you're permitted to request the time away from work or not, because the app tracks how much time you've taken away from work for each reason. It then compares this amount against how much time you're permitted.

Request Time Away from Work

To make time away requests:

1. In Time Away, tap New Request.
2. Select the reason for the time away from the list.
3. Set the Start and End dates for your time away. If you're asking for a full day off, select Full Day. For partial time away, enter the specific times or segments you'll be away.
4. If you want to confirm your balances before submitting a request, tap Balance Details.
5. If you need to provide supporting documents, and if your device has been configured to do so, tap Add Document in the Additional Documents section.
6. Review the disclaimer text in the Document Privacy and Retention section.
7. Tap Agree.
8. Tap one of the following:
    - Choose File to upload a digital document.
    - Take Photo to capture a new photo of a physical document.
    - Choose from Library to select a photo of a document from your device's photo library.
9. (Optional) Enter any comments by tapping the Your Comment field.
10. Tap Next.
11. Tap Submit.

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View Balances

To view your available balances, go to the Balances section in Time Away. Tap View All to see a complete list of your balances.

View Next Time Away

To view your next approved time away, go to the Next Time Away section in Time Away. Tap the card for the time away date to see the details. If you're currently on time away, the section shows as Current Time Away instead.

View Company Holidays

To view your organization's holidays, go to the Company Holidays section in Time Away. Tap View All to see a complete list of your organization's holidays.

View Request Status

To view your request's status, go to the Upcoming Requests section in Time Away. Tap View All to see a complete list of your requests. The app shows an icon next to each request to represent its status:

- Pending: Orange circle with three dots
- Approved: Green circle with a checkmark
- Denied: Red circle with an "X"
- Cancellation Pending: Orange circle with three dots
- Canceled: Gray circle with an "X"

Tap a request to review its details.

Edit a Time Away Request

Depending on configuration and permissions, you can edit or cancel a request that's pending or has already been reviewed. To edit a request:

1. Go to the Upcoming Requests section in Time Away and tap the request you want to edit.
2. Tap the edit icon in the top-right corner.
3. Edit the request details.
4. Tap Save.

To cancel a request, tap Cancel Request at the bottom of the screen, then confirm by tapping Yes. The request then shows as Cancellation Pending in status.

Review Your Request Status in the Messages Feature

When a request is approved or denied, the app sends a notification to your inbox in the Messages feature.

Timesheet

In the Timesheet feature, you can view the hours you worked each week. The application shows the number of hours you were scheduled to work, and shows an icon that signifies the status of the shift.

When you first open the Timesheet feature during a locked period, you can’t add or change any shift information and the app shows the message, “You will not be able to make edits for locked pay periods”.

Additionally, the app marks locked shifts with the locked icon (). The iOS app respects the Load by Pay Group client property in System Admin > Client Properties, which controls whether timesheets load by calendar week or pay period.

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Here is the list of icons that the Timesheet feature shows to label statuses and other situations:

Timesheet Icons

Shift Icons

	Represents a scheduled shift you didn't clock in for.
	Represents a shift that you worked as scheduled.
	Represents a scheduled shift that you are currently clocked in for; you are currently "on the clock", and after you clock out, the shift is marked with the worked shift icon.
	Represents a shift that has started if you are an auto pay (that is, paid to schedule) employee.
	Represents a shift you are scheduled to work in the future.
	Represents an unscheduled shift that you are currently clocked in for; you are currently "on the clock", and after you clock out, the shift is marked with the icon representing a shift you worked but weren't scheduled for.
	Represents a shift you worked, but weren't scheduled for.

Shift Icons

	Shifts with transfers.

Pay Adjustment Icons

	Represents a pay adjustment (hours/time).
	Represents a pay adjustment (amount).

Authorization Icons

	Approved by employee.
	Approved by manager.
	Approved by both manager and employee.

Validation Icons

	Error. Displayed beside the shift and in the problem panel.
	Warning. Displayed beside the shift and in the problem panel.
	Information. Displayed beside the shift and in the problem panel.

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Miscellaneous Icons	
	Locked pay period.
	Holiday.

Add Shifts or Transfers

Note: Those with admin rights can disable the Employee Comment field by enabling the Hide Comments property in the Timesheet section of the Properties tab in System Admin > Client Properties. When the Employee Comment field isn't enabled, Dayforce doesn't display the field.

To add a shift, tap the context menu icon () next to the appropriate day, then tap Add Shift.

Note: The iOS app now respects the Load by Pay Group client property in System Admin > Client Properties, which controls whether timesheets load based on the calendar week or pay period.

The application displays the parameters for a new shift. The following parameters are available to specify for a shift:

- Location
- Job Assignment
- Pay Code: Hours or Amount, depending on the pay code. Filter pay codes by performing a search.
- Project: Displayed list is based on your employee number, assigned job and pay code.
- Starts/Ends
- Docket (if applicable).
- Labor metric information (if applicable). When you select a labor metric type, the app navigates to a screen with a list of labor metric values where you can perform a search, and make a selection for your timesheet.

To add Meals, touch the Add meal button and enter the Start and End times, then tap Add.

Transfers are used when you switch between locations, job assignments, or dockets, so that your time is tracked properly. For example, you were scheduled to work as a customer service representative, but during your shift you're asked to work as the department's assistant manager. You've worked two hours as a representative already. To record that you are switching to work as the assistant manager, you make a transfer on your mobile device.

To add Transfers, touch the Add a transfer button and select the parameters to edit on the Transfer screen, then tap Add.

Optionally, enter information in the Employee Comment field.

When you are finished, touch the Add button to add the shift to your timesheet.

Edit or Delete Shifts or Transfers

To edit or delete a shift, tap the context menu icon () to the right of the shift. Either edit the shift properties or tap Delete to remove the shift from your timesheet.

To edit a transfer, open the desired shift and tap the transfer on the shift details. Make your updates, then tap Done.

To delete a transfer, tap the Delete button on the shift details, and touch Done.

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Add Pay Adjustments

To add a pay adjustment, tap the context menu icon () next to the appropriate day, then tap Add Pay Adjustment.

You can define the following parameters for the pay adjustment:

- Pay Adjustment Type
- Job Assignment
- Project
- Pay Code: Hours or Amount, depending on the pay code. Filter pay codes by performing a search.
- Labor metric information (if applicable). When you select a labor metric type, the app navigates to a screen with a list of labor metric values where you can perform a search, and make a selection for your timesheet.
- Employee Comment. To use this functionality, you must have the following configured in the main application:
    - The Hide Comments client property in the Timesheet section of System Admin > Client Properties > Properties needs to be cleared.
    - The appropriate permissions for the Employee Pay Adjustment access authorization in the Authorizations tab of System Admin > Roles must be applied.

When you have finished, tap the Add button to add the pay adjustment to your timesheet.

Edit or Delete Pay Adjustments

Tap the pay adjustment.

To edit the pay adjustment details, make your changes and tap Done.

To delete the pay adjustment, tap Delete.

Timesheet Validation

The Timesheet feature uses validation to check for errors that might occur if information wasn’t entered correctly.

This feature includes functionality that can prevent users from some common mistakes, such as forgetting to save changes or updates to either new or adjusted timesheet entries. If the validation functionality finds a potential problem when you try to save a new entry, or a time entry or pay adjustment, the app shows a problem icon in the timesheet. The app also shows a problem panel in the details screen for each of the problem entries.

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View Pending Changes in the Week View

You can view your timesheet to see which timesheet entries are pending confirmation and to see whether entries have been saved. The Timesheet feature uses tags to indicate when entries are added, edited, and deleted to make it easier for you to identify pending changes. The timesheet only displays the checkmark button only on the Edit screen. The Save button is shown in the Timesheet week view screen. When you have added, edited, or deleted time entries or pay adjustments in the Edit screen, tap the checkmark button to return to the Timesheet week view screen. Here, you view any pending (unsaved) time entries and pay adjustments, which are indicated with an Edited, Added, or Deleted tag. You can't go to a different week if there are still pending changes in the Timesheet week view screen. You can select the entries for pending changes and tap Save. When there are no more pending changes in the Timesheet week view screen, you can go to another week.

Save Pending Changes in the Week View

To save pending changes in the week view tap Save.

The app saves the pending entries and you can now go to a different week. If there are any errors, you need to resolve them before you can save those entries.

View the Display of Errors in the Week View

As part of timesheet validation, the Timesheet feature shows any problems associated with timesheet entries in the Week view, enabling you to enter correct information and resolve other problems.

If there are potential problems with time entries or pay adjustments in the Week view that you try to save, the Timesheet shows an icon to the left of the existing timesheet icon. Further, the app shows a color indicator on the far left side of the cell, next to the problem icon, depending on the type of problem message: Error (red), Warning (orange), or Information (blue). An underline is also shown in the cell if it contains a critical error.

Time entries can have more than one problem icon. These are shown on the same line as the time entry time, unless there are too many problem icons, in which case they are moved to their own line below the problem entry. Problem types and their icons are shown in the following order: Error (), Warning (), and Information ().

If there's a critical error with an entry, and you try to save it, the app shows the message "There are critical problems; the timesheet data cannot be saved." You can't go to a different week if there are critical errors in the Timesheet week view screen.

In the event that data fails to save, the application shows the message, "Failed to validate timesheet data."

If there are one or more warnings present for entries, but data can be saved, the app shows the problem icon but permits you to save the entries.

Resolve Timesheet Errors in the Week View

To resolve your timesheet errors in the week view:

1. Tap the row entry where the error icon is displayed. The app displays the shift in Shift Details screen.

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2. Make your corrections to the shift.
3. Tap the checkmark button.
4. Repeat steps 1 through 3 for all existing row entries that contain errors.
5. Note: The app removes timesheet errors from the Problems panel as you resolve them.

View the Problems Panel for Editing Shifts and Pay Adjustments

As part of the timesheet validation, the app validates data in the background as you enter information, identifying and showing any problems associated with time entries or pay adjustments as you're editing them, which helps you make corrections as needed.

If there's a problem with a time entry or pay adjustment, you can view the details screen for the entry to see the problems panel that contains a problem type icon (error (), warning (), or information () and a number by each icon to indicate type and number of problems that exist for an entry. The problem panel is expanded by default, and can accommodate three messages. If there are more than three messages for an entry, you can scroll through them.

Problems are grouped by type, from most to least severe: Error, Warning, and Information. Critical error descriptions are shown with an underline, in the same way that critical errors are shown with an underline in the week view.

If your changes to an entry resolve the problem with that entry, the problem message is removed from the problem panel, as well as from the week view.

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