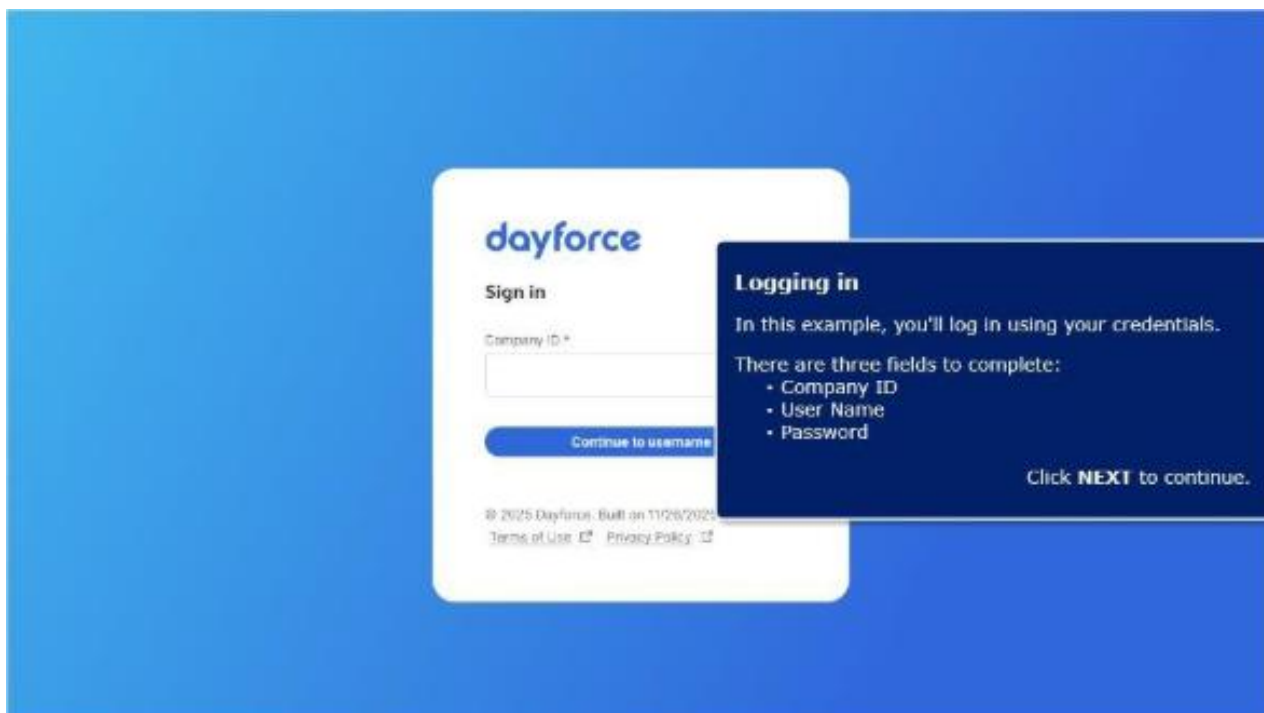


Quick Guide: Navigating Dayforce as an Employee Using Hub Experience

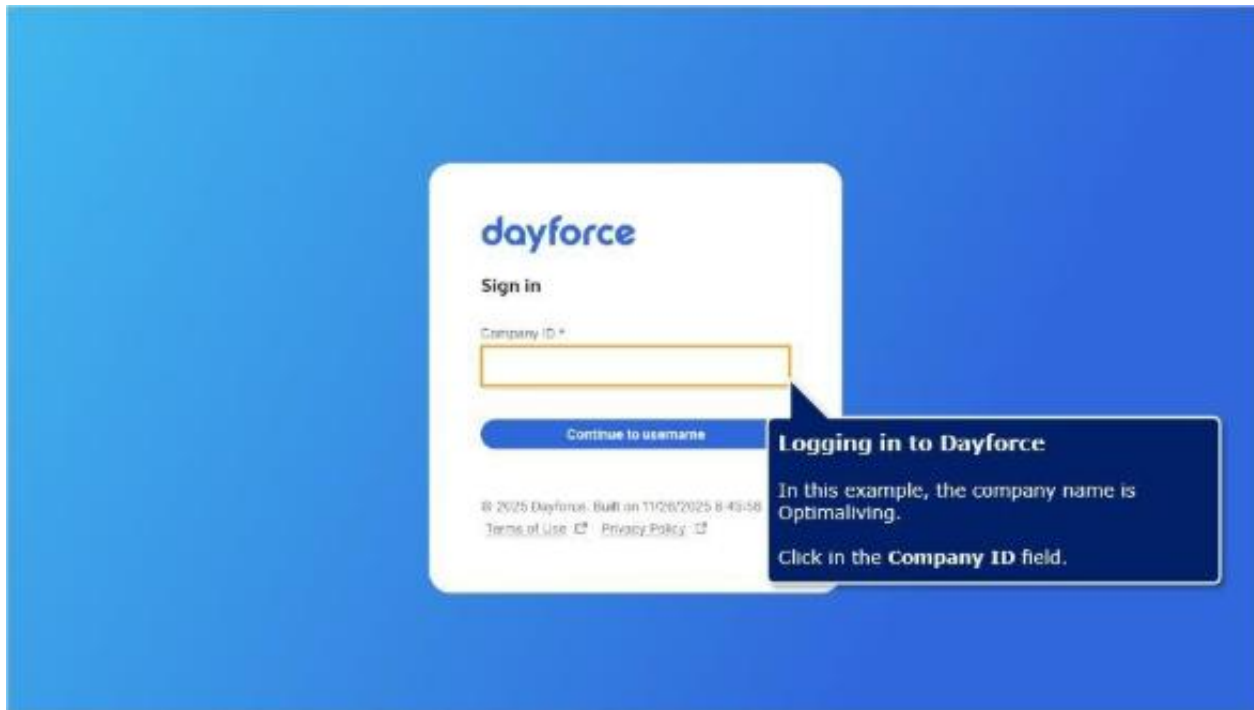
1. Navigating Dayforce as an Employee:



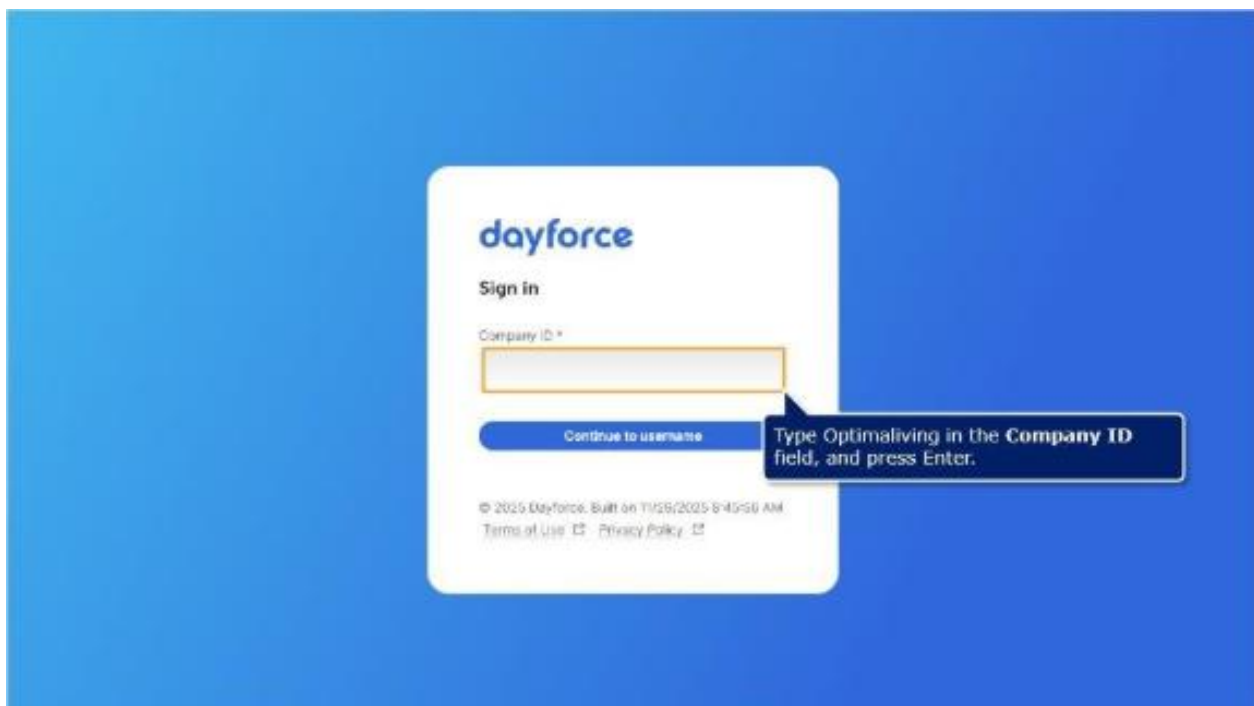
2. Logging in:



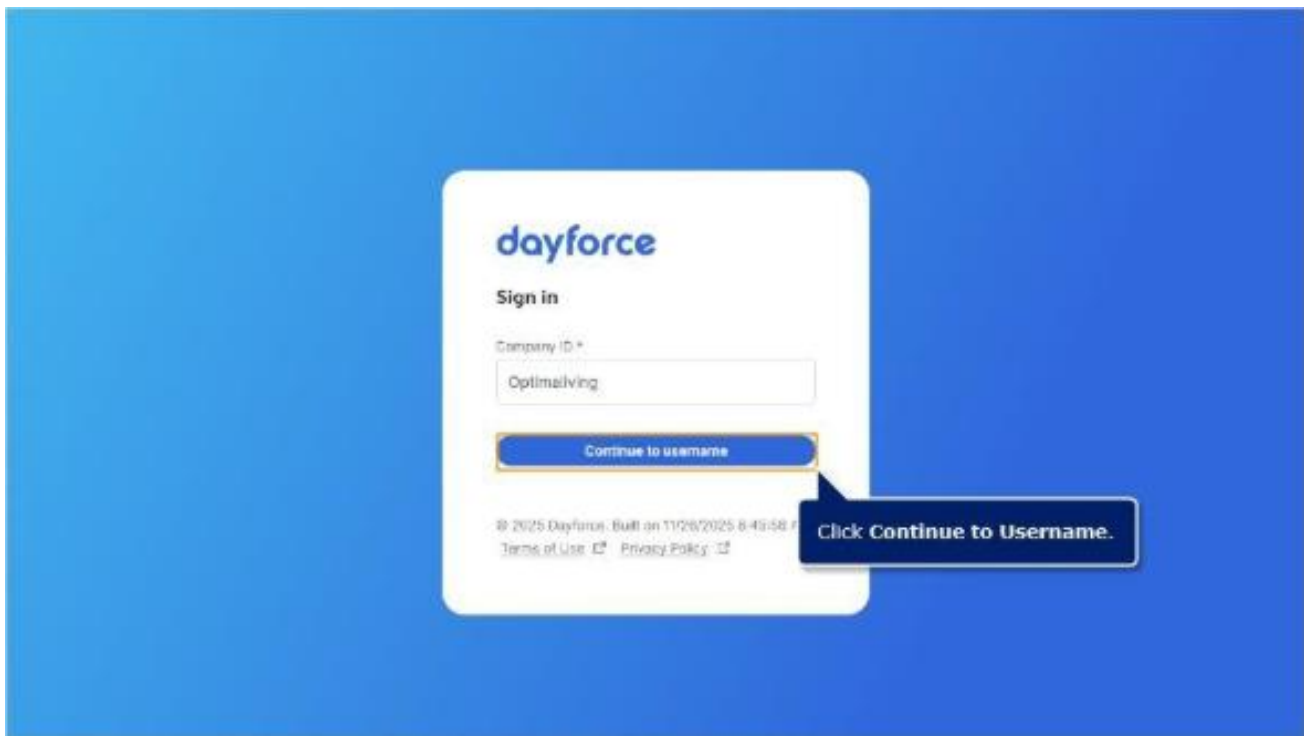
3. Click Company Field:



4. Enter Company Name:

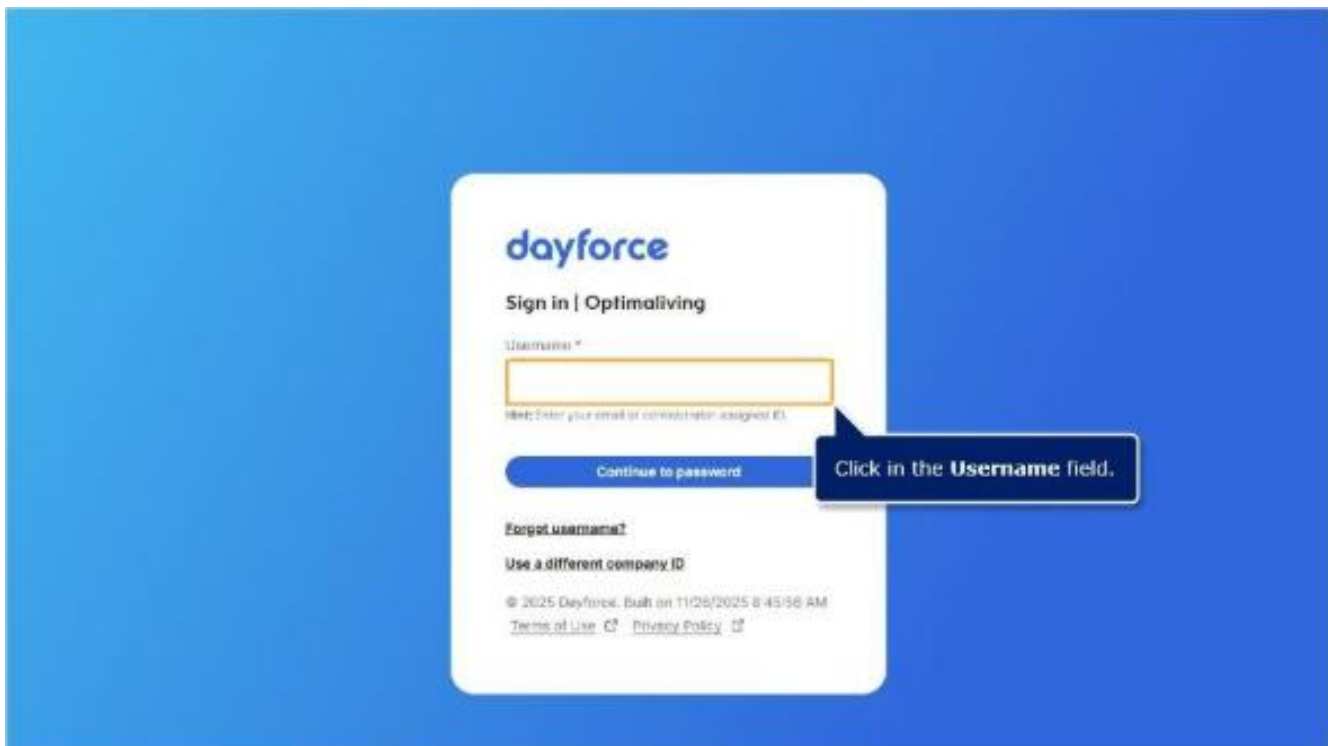


5. Continue to Username:



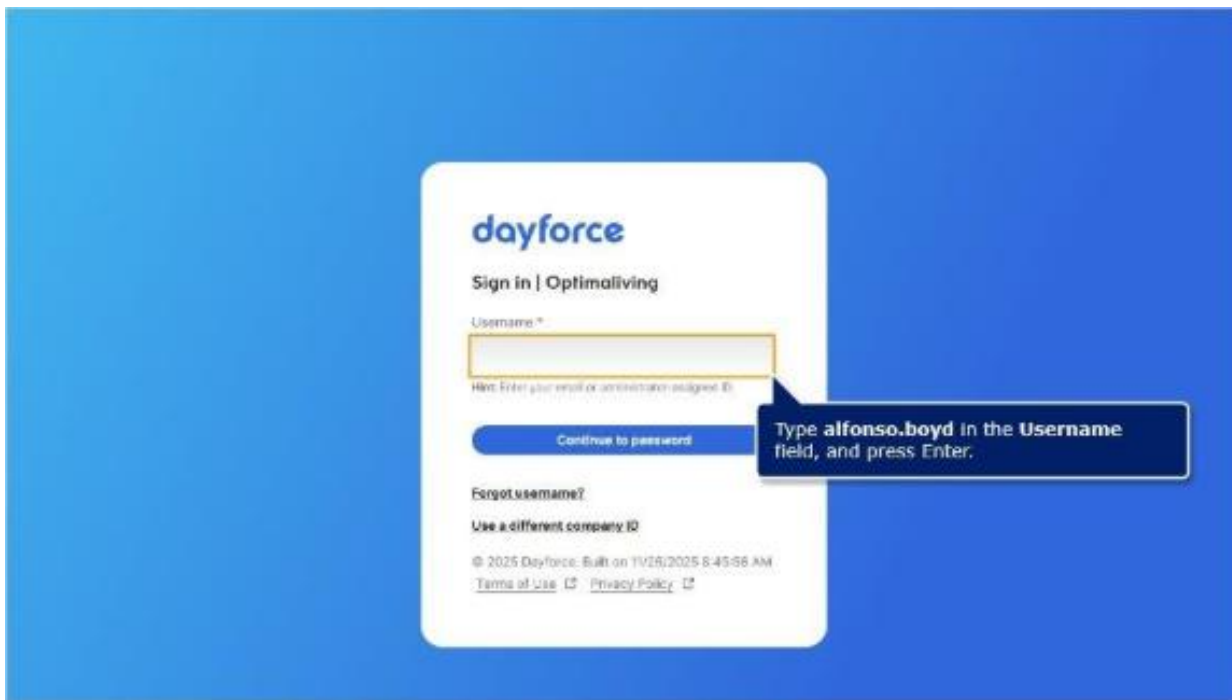
The screenshot shows the Dayforce sign-in interface. At the top is the Dayforce logo. Below it is the heading "Sign in". A "Company ID" field contains the text "Optimaliving". A blue button labeled "Continue to username" is highlighted with a yellow border. A dark blue callout box with white text points to this button, containing the instruction "Click Continue to Username." Below the button, there is copyright information: "© 2025 Dayforce. Built on 11/26/2025 8:45:58 AM" and links for "Terms of Use" and "Privacy Policy".

6. Click Username:



The screenshot shows the Dayforce sign-in interface after clicking the "Continue to username" button. The heading is now "Sign in | Optimaliving". A "Username" field is highlighted with a yellow border. A dark blue callout box with white text points to this field, containing the instruction "Click in the Username field." Below the field, there is a note: "Note: Enter your email or administrator assigned ID." A blue button labeled "Continue to password" is visible. Below the button, there are links for "Forgot username?", "Use a different company ID", and copyright information: "© 2025 Dayforce. Built on 11/26/2025 8:45:58 AM" with links for "Terms of Use" and "Privacy Policy".

7. Enter Username: firstname.lastname



dayforce

Sign in | Optimaliving

Username *

Hint: Enter your email or administrator assigned ID.

[Continue to password](#)

[Forgot username?](#)

[Use a different company ID](#)

© 2025 Dayforce. Built on 11/26/2025 8:45:56 AM

[Terms of Use](#) [Privacy Policy](#)

8. Continue to Password:



dayforce

Sign in | Optimaliving

Username *

Hint: Enter your email or administrator assigned ID.

[Continue to password](#)


[Forgot username?](#)

[Use a different company ID](#)

© 2025 Dayforce. Built on 11/26/2025 8:45:56 AM

[Terms of Use](#) [Privacy Policy](#)

9. Click Password Field:



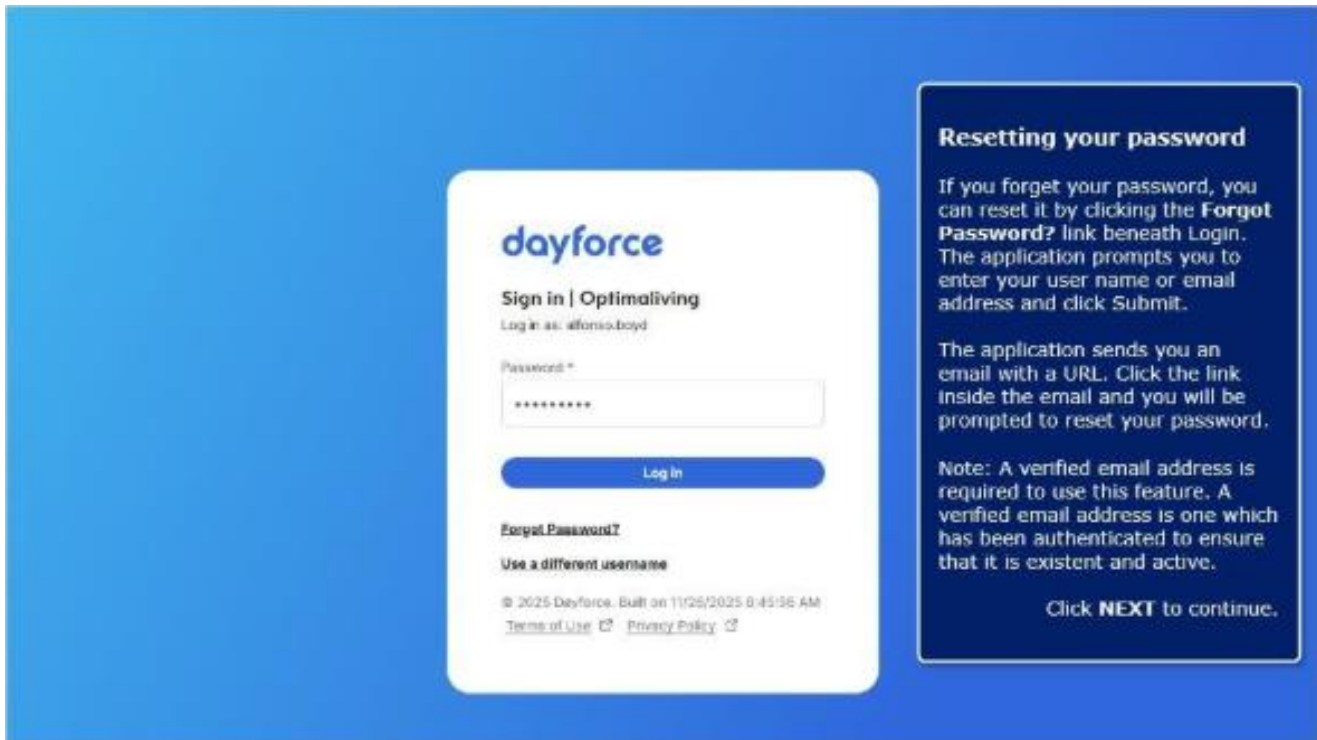
The screenshot shows the Dayforce login interface. At the top is the Dayforce logo. Below it, the text reads "Sign in | Optimaliving" and "Log in as: alfonso.boyd". There is a "Password*" label above a text input field. A blue "Log in" button is positioned below the input field. A dark blue callout box with white text points to the input field, containing the instruction: "Click in the **Password** field." Below the input field are links for "Forgot Password?", "Use a different username", and footer information including copyright and links to "Terms of Use" and "Privacy Policy".

10. Enter Password:



This screenshot is identical to the previous one, but the password input field is now filled with the text "alfonso1995442". A dark blue callout box with white text points to the input field, containing the instruction: "Type **alfonso1995442** in the **Password** field, and press Enter." The rest of the interface, including the Dayforce logo, "Sign in | Optimaliving" text, "Log in as: alfonso.boyd" text, "Log in" button, and footer links, remains the same.

11. Resetting your Password:



The screenshot shows the Dayforce login page. The main content area is a white card on a blue background. At the top of the card is the 'dayforce' logo. Below it is the text 'Sign in | Optimaliving' and 'Log in as: alfonso.boyd'. There is a 'Password *' field with a masked password '*****' and a blue 'Log In' button. Below the button are links for 'Forgot Password?', 'Use a different username', and footer information including '© 2025 Dayforce', 'Built on 11/26/2025 8:45:56 AM', and links for 'Terms of Use' and 'Privacy Policy'. To the right of the card is a dark blue callout box with white text titled 'Resetting your password'. The text in the callout box explains that users can reset their password by clicking the 'Forgot Password?' link, entering their username or email, and clicking 'Submit'. It also notes that a verified email address is required and that users will receive an email with a URL to click. At the bottom of the callout box, it says 'Click NEXT to continue.'

Resetting your password

If you forget your password, you can reset it by clicking the **Forgot Password?** link beneath Login. The application prompts you to enter your user name or email address and click Submit.

The application sends you an email with a URL. Click the link inside the email and you will be prompted to reset your password.

Note: A verified email address is required to use this feature. A verified email address is one which has been authenticated to ensure that it is existent and active.

Click **NEXT** to continue.

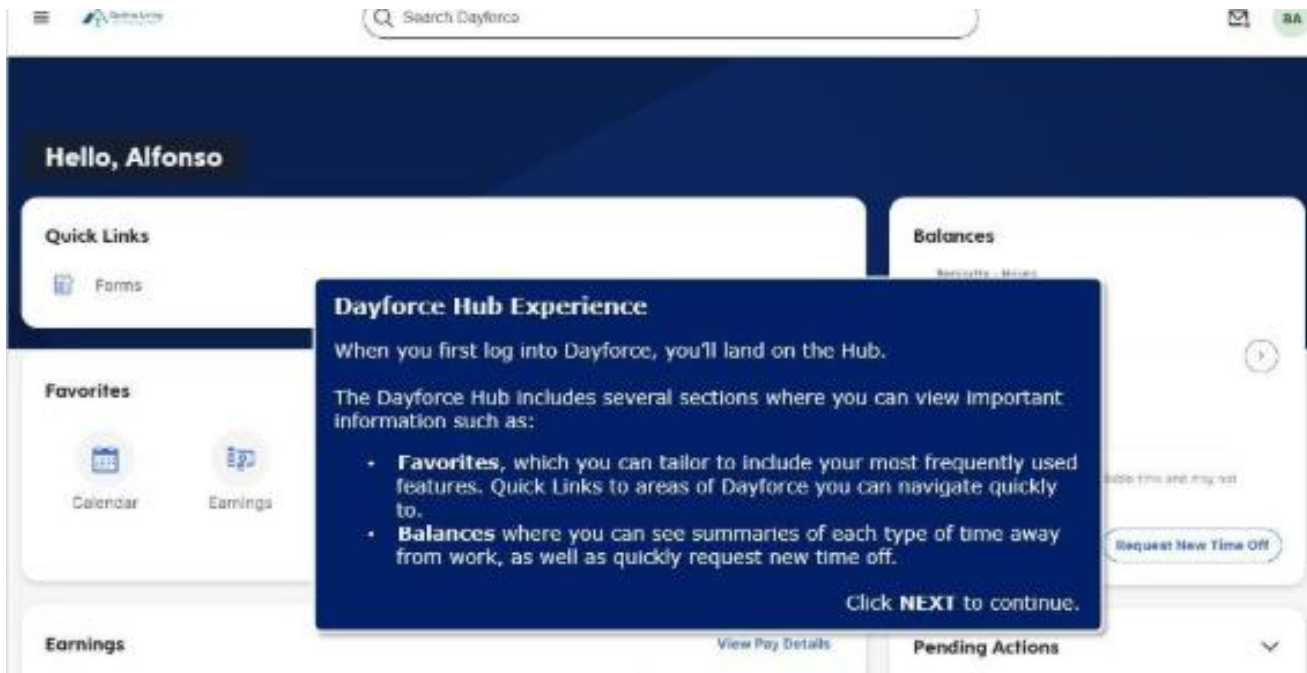
12. Login to Dayforce:



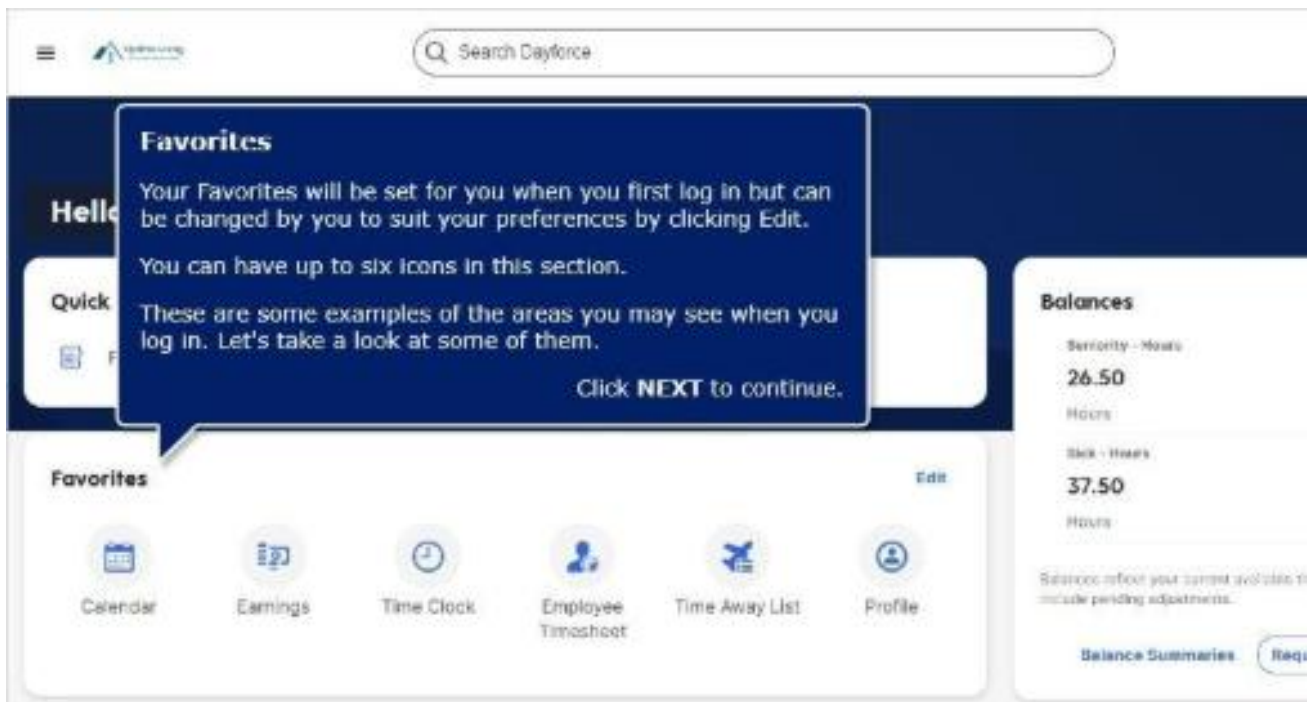
This screenshot is identical to the one above, showing the Dayforce login page. However, a dark blue callout box with white text is positioned over the 'Log In' button, pointing to it with the text 'Click Login.'

Click Login.

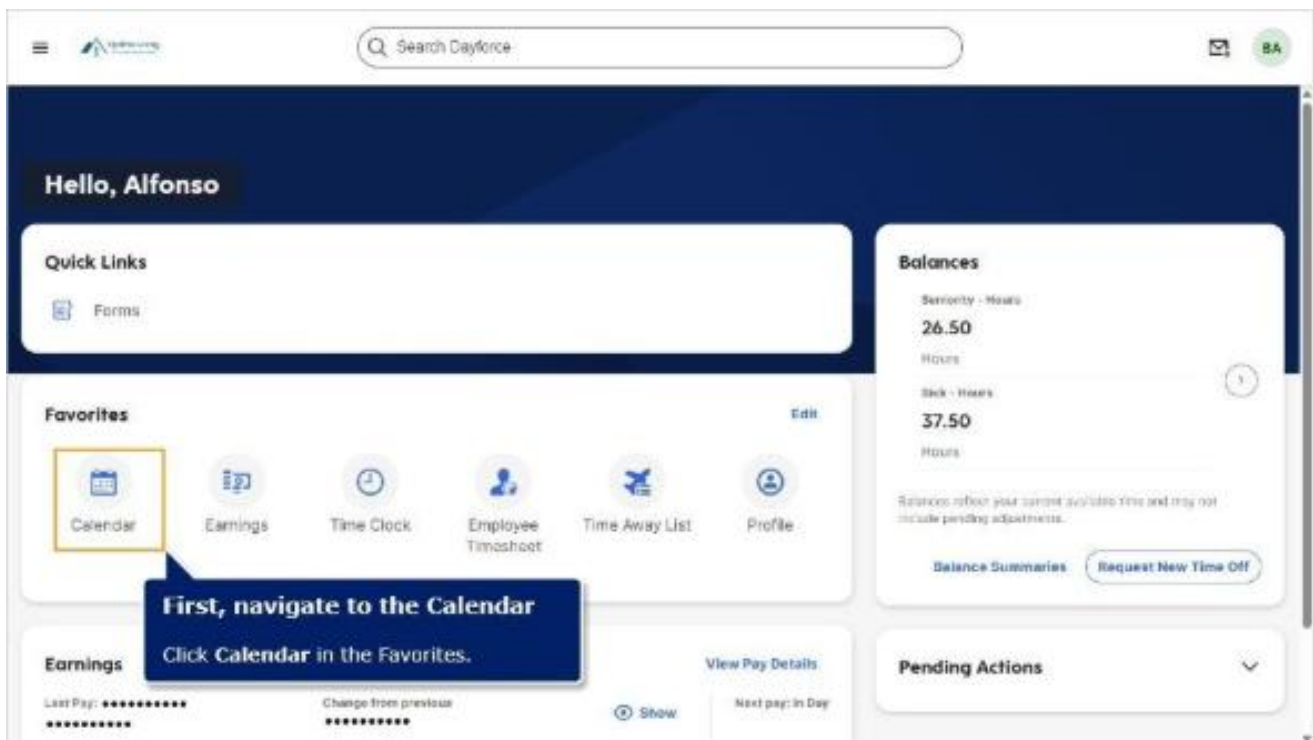
13. Dayforce Hub Experience:



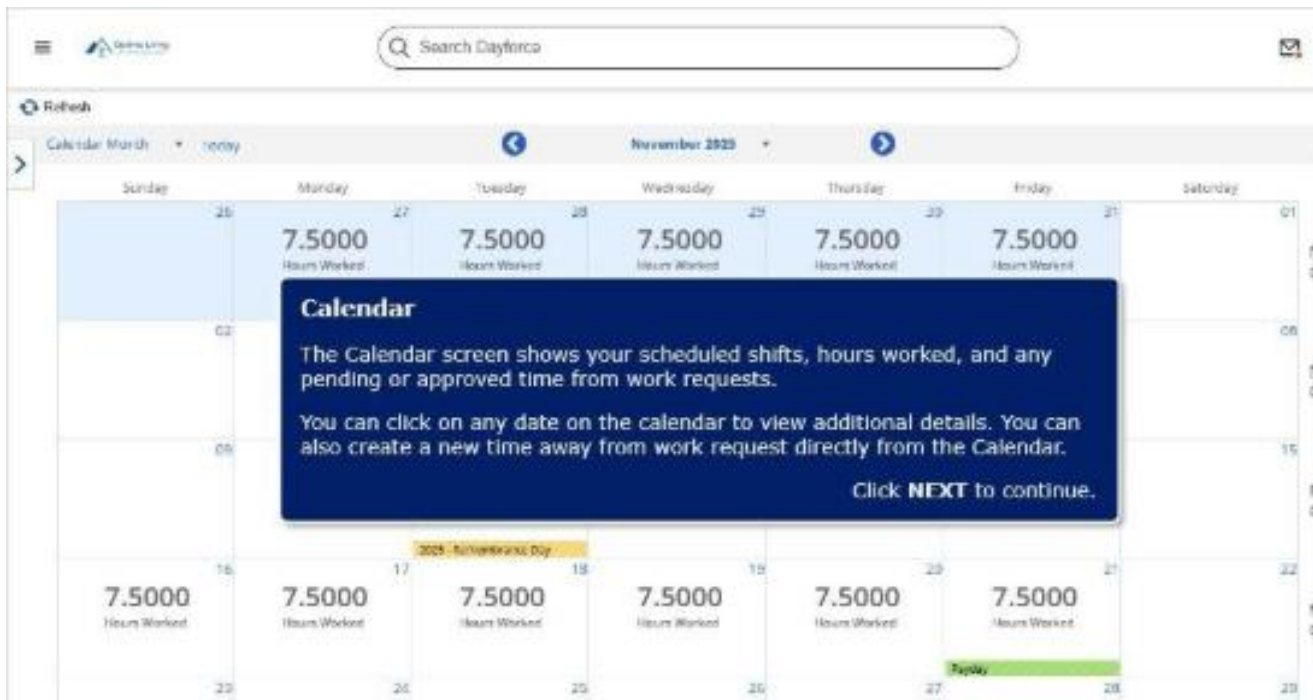
14. Favourites:



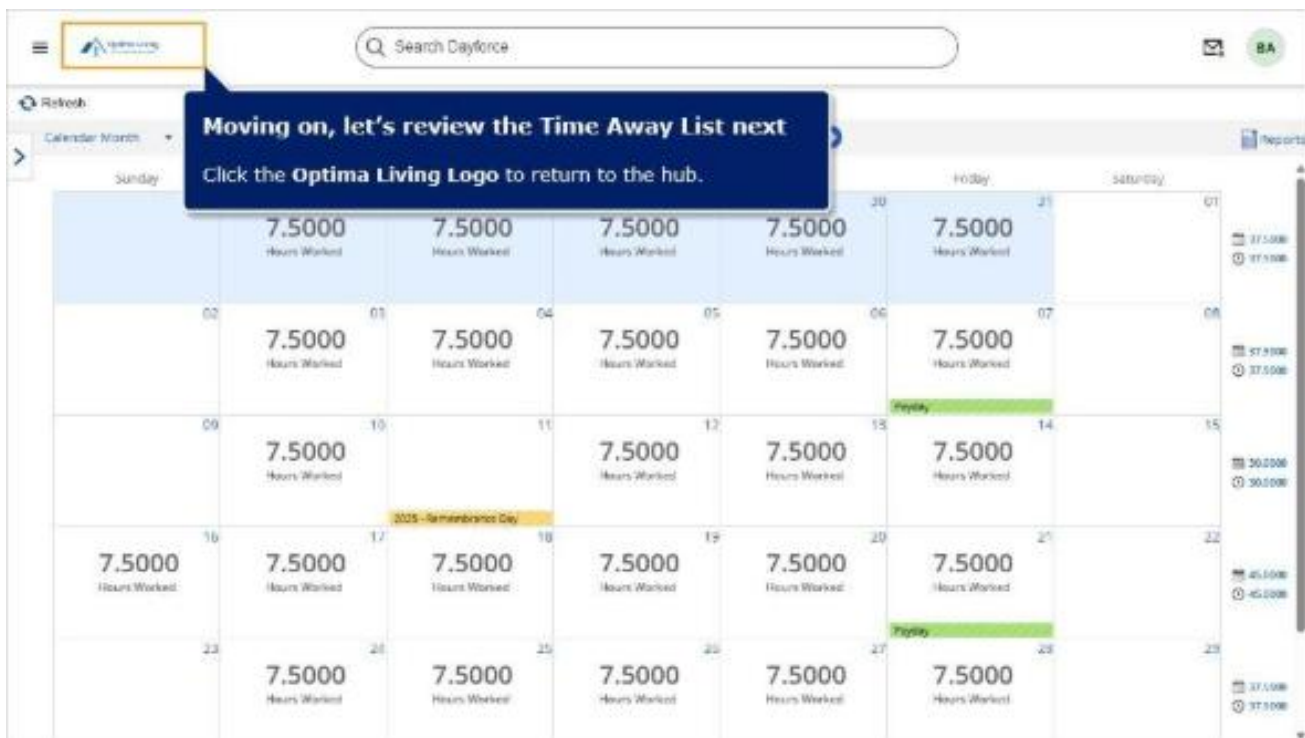
15. Click Calendar:



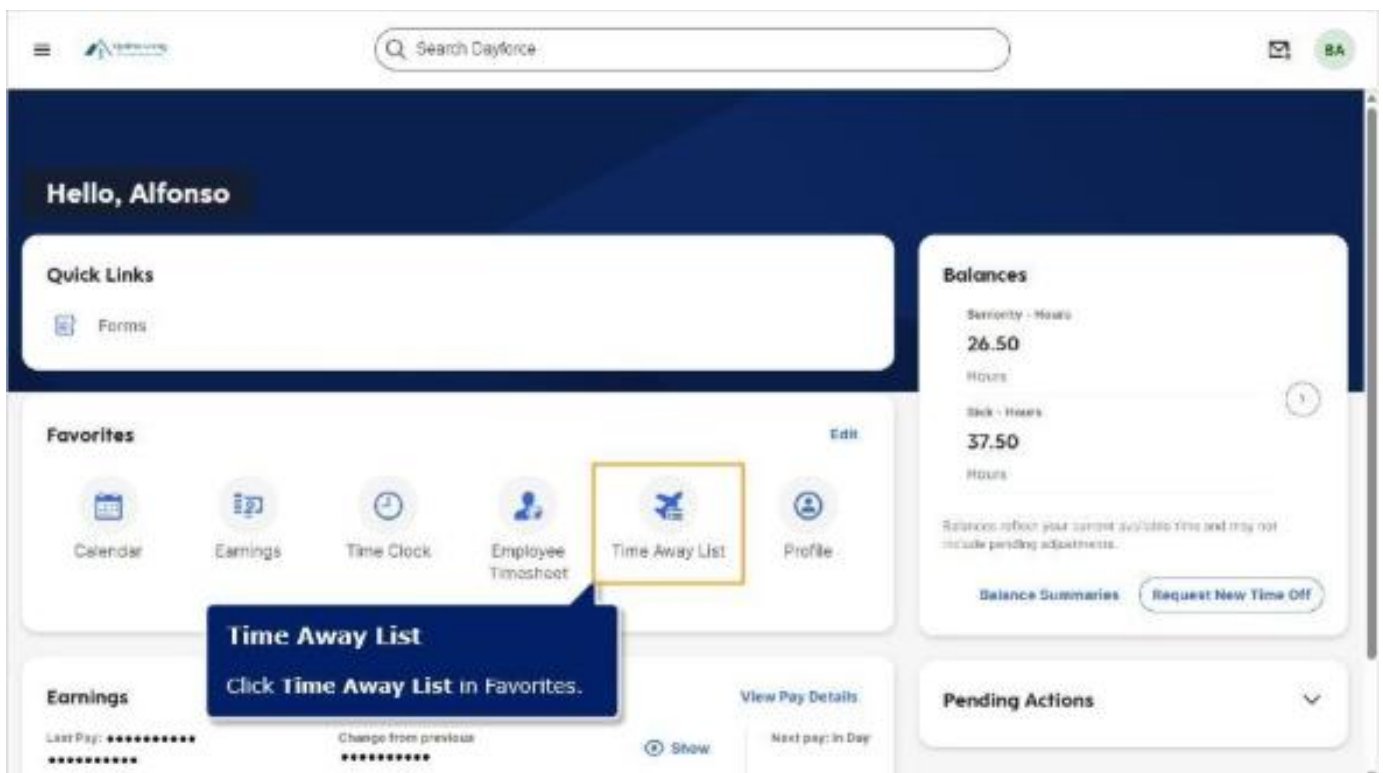
16. Calendar:



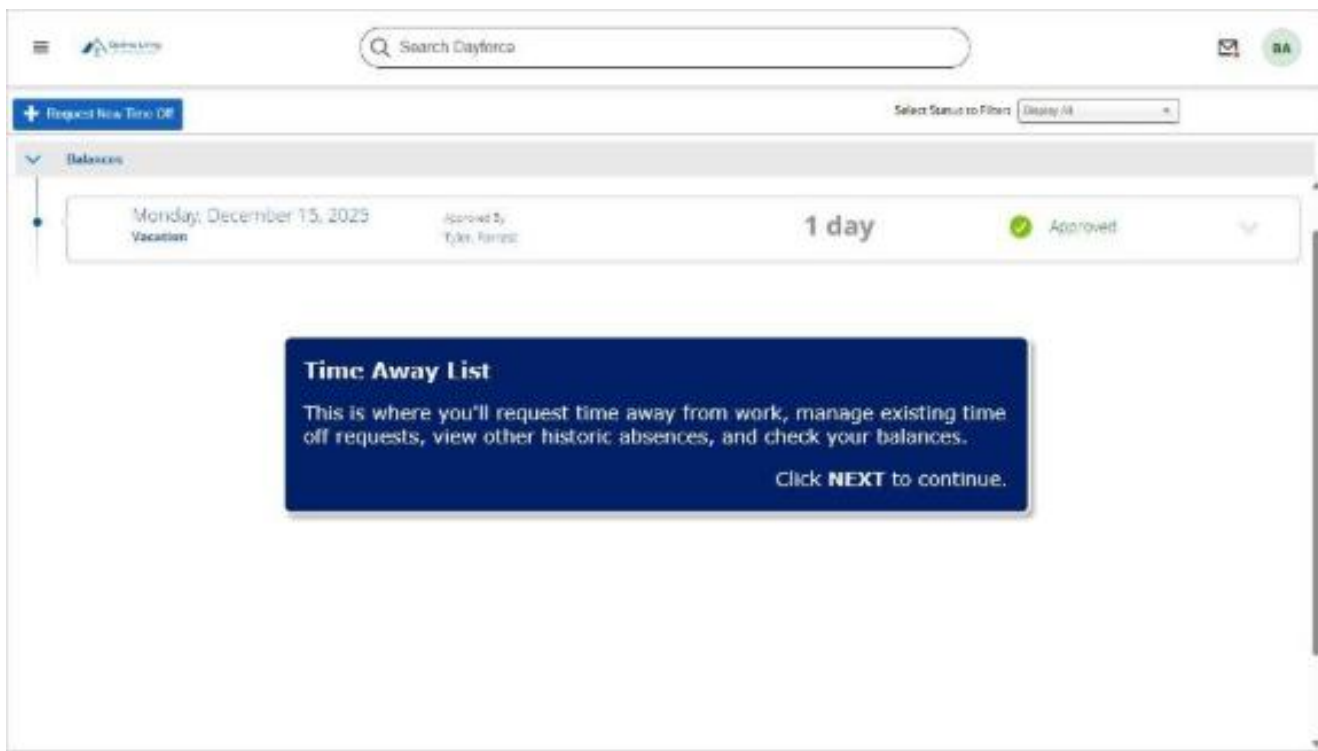
17. Back to Hub Page:



18. Click Time Away List:



19. Time Away List:



Monday, December 15, 2025
Vacation

Approved By
Tyler, Forrest

1 day

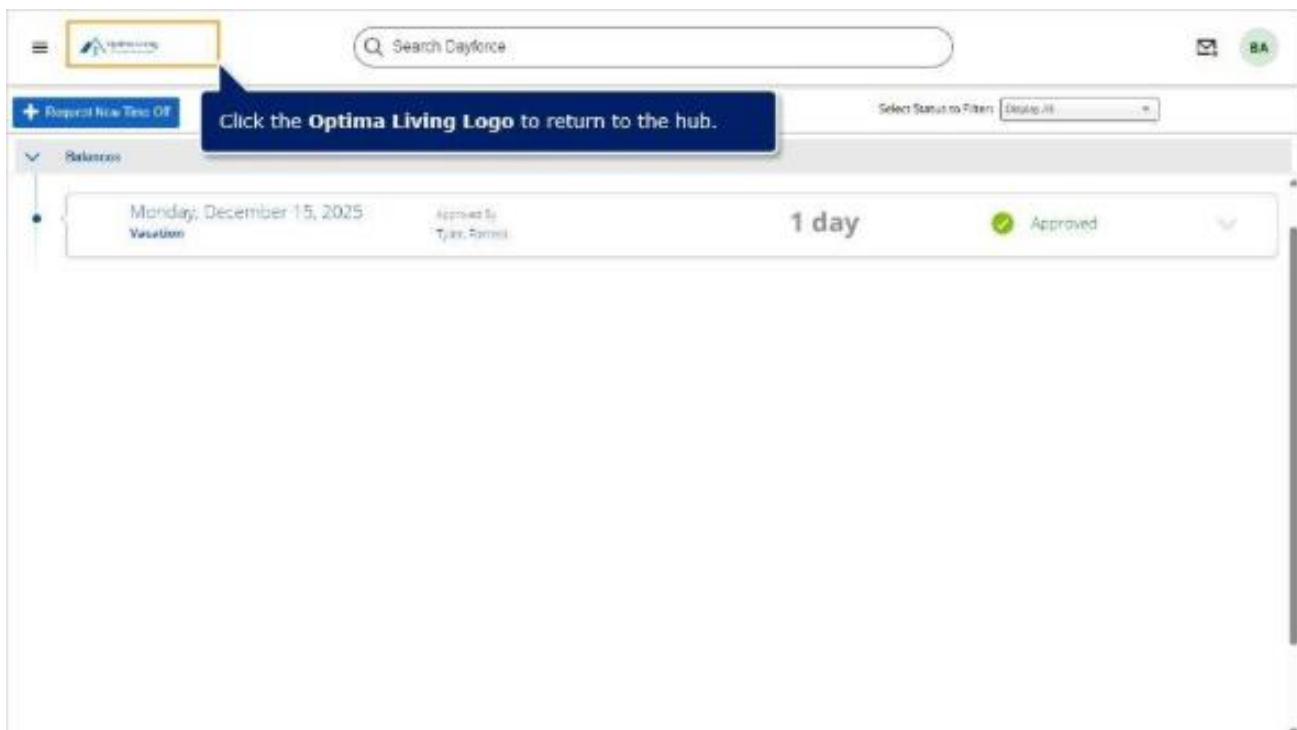
Approved

Time Away List

This is where you'll request time away from work, manage existing time off requests, view other historic absences, and check your balances.

Click **NEXT** to continue.

20. Back to Hub Page:



Monday, December 15, 2025
Vacation

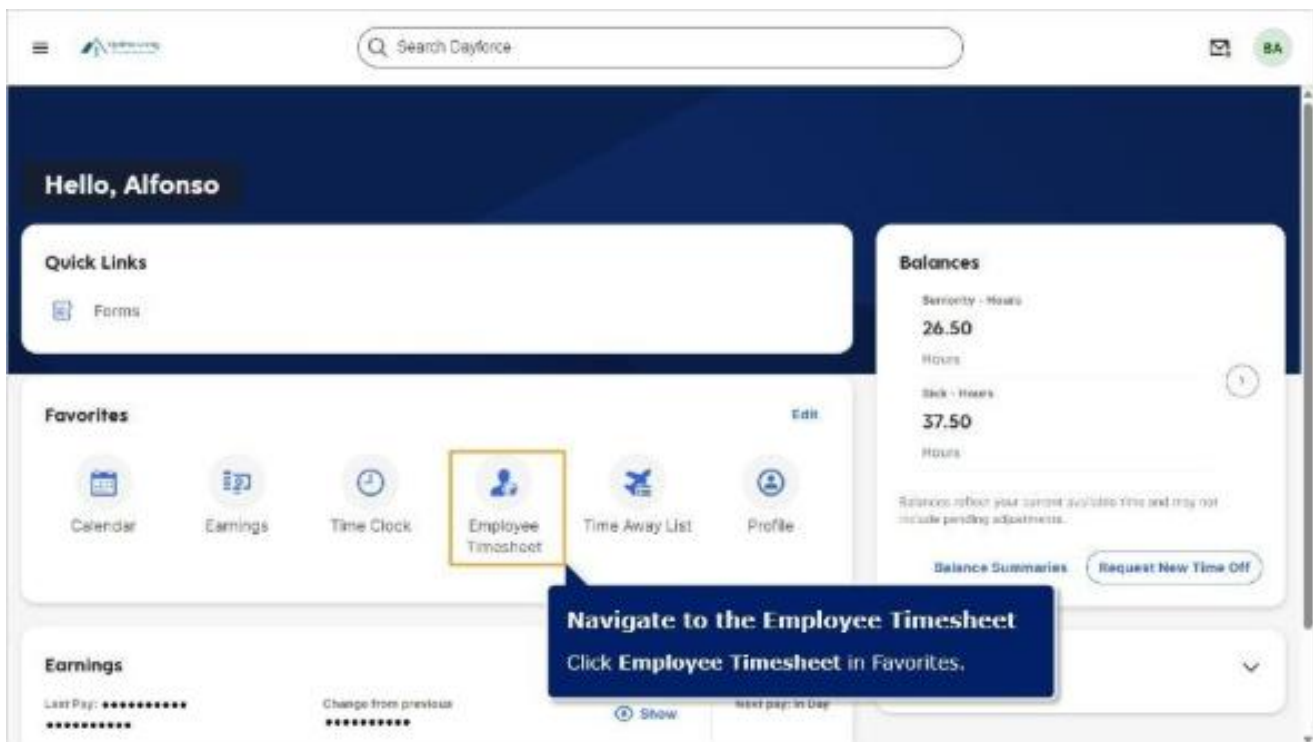
Approved By
Tyler, Forrest

1 day

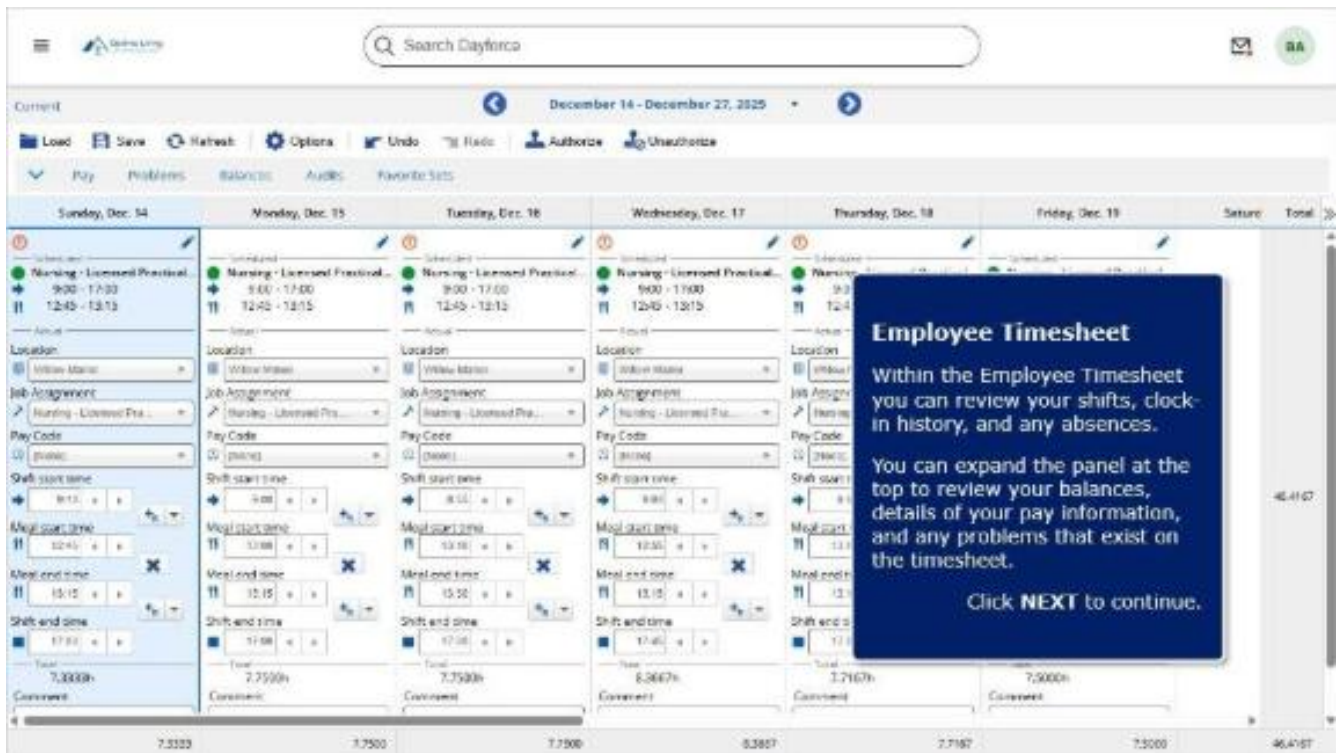
Approved

Click the **Optima Living Logo** to return to the hub.

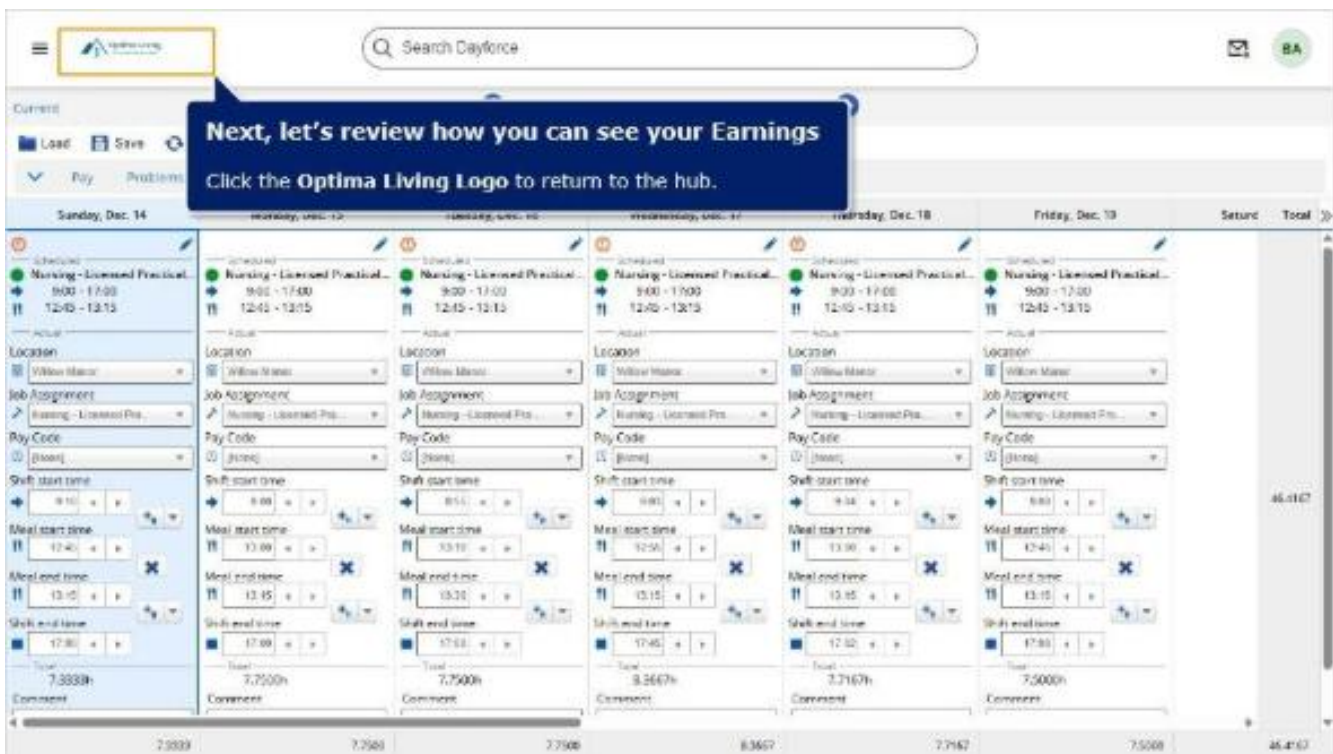
21. Click Employee Timesheet:



22. Employee Timesheet:

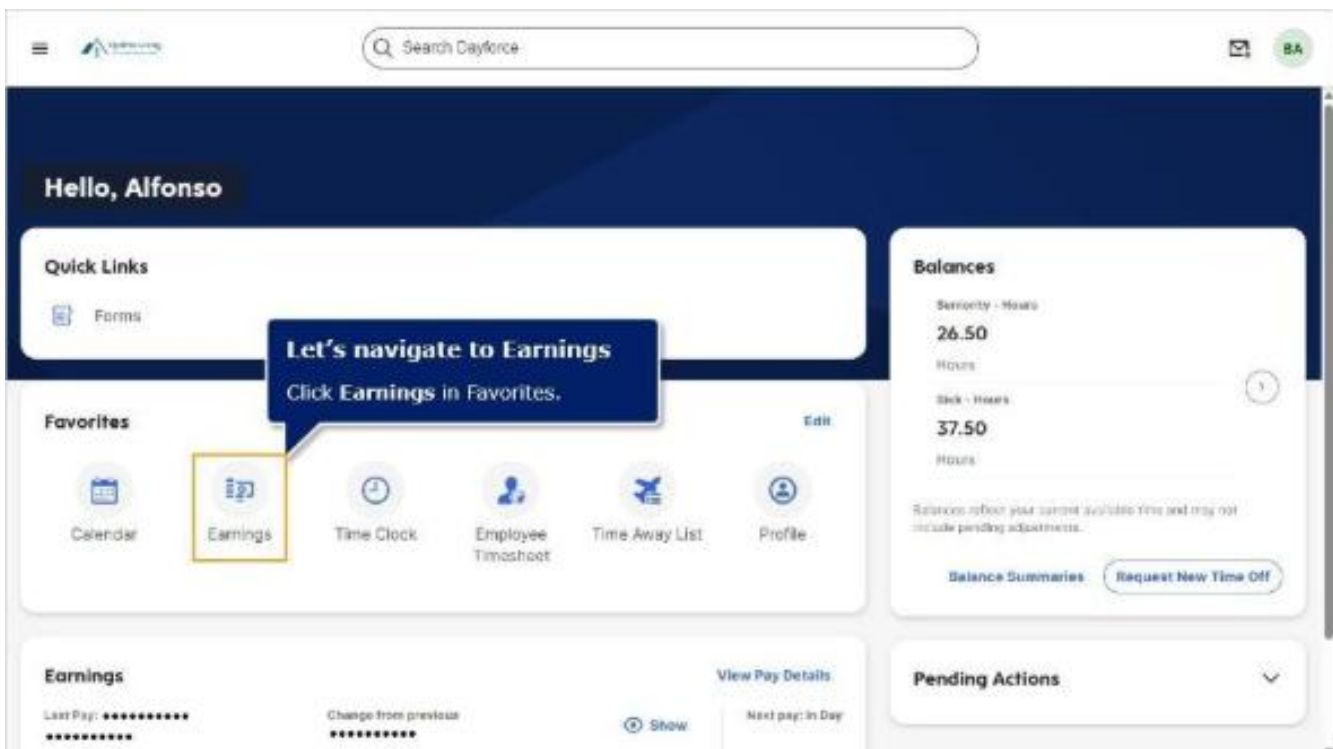


23. Back to Hub Page:



Next, let's review how you can see your Earnings
Click the **Optima Living Logo** to return to the hub.

24. Click Earnings:



Hello, Alfonso

Quick Links
Forms

Let's navigate to Earnings
Click **Earnings** in Favorites.

Favorites
Calendar Earnings Time Clock Employee Timesheet Time Away List Profile

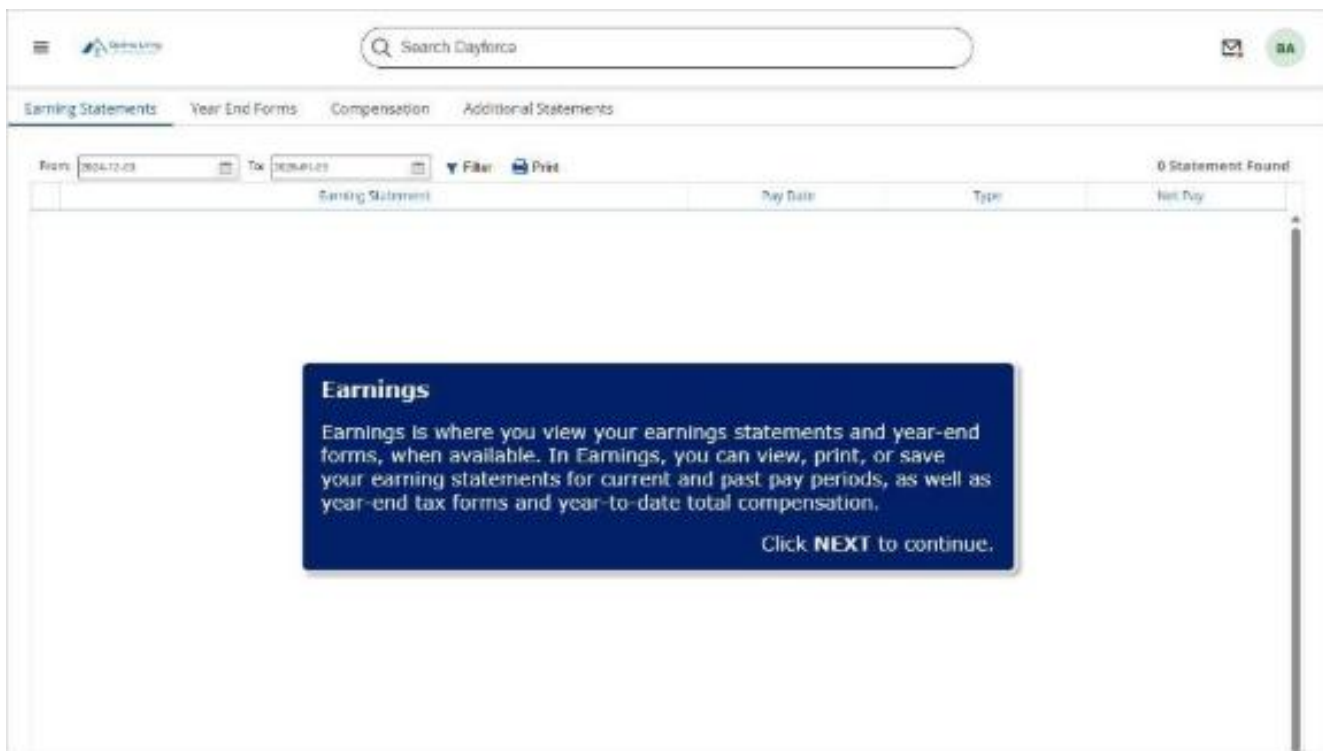
Balances
Semi-regular - Hours: 26.50
Hours
Sick - Hours: 37.50
Hours
Balances reflect your current available time and may not include pending adjustments.
Balance Summaries Request New Time Off

Earnings
Last Pay: *****

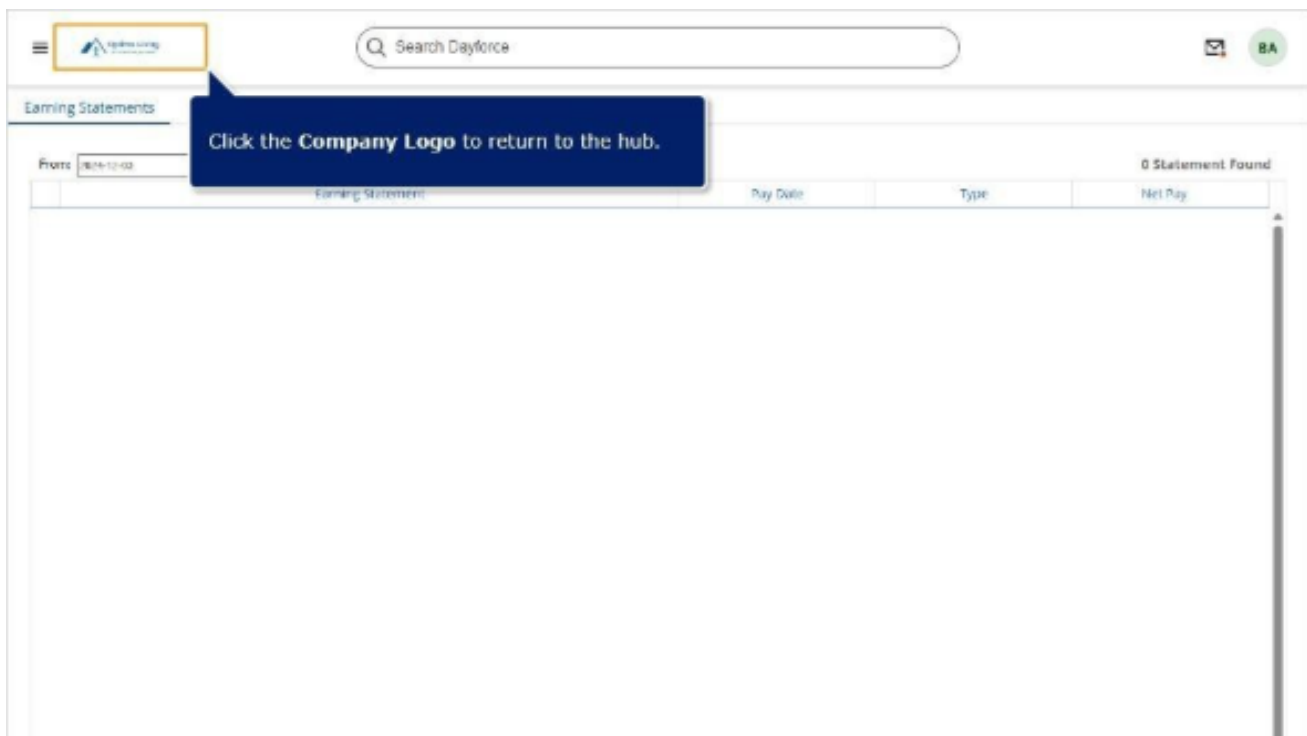
Change from previous *****
View Pay Details Show Next pay: In Day

Pending Actions

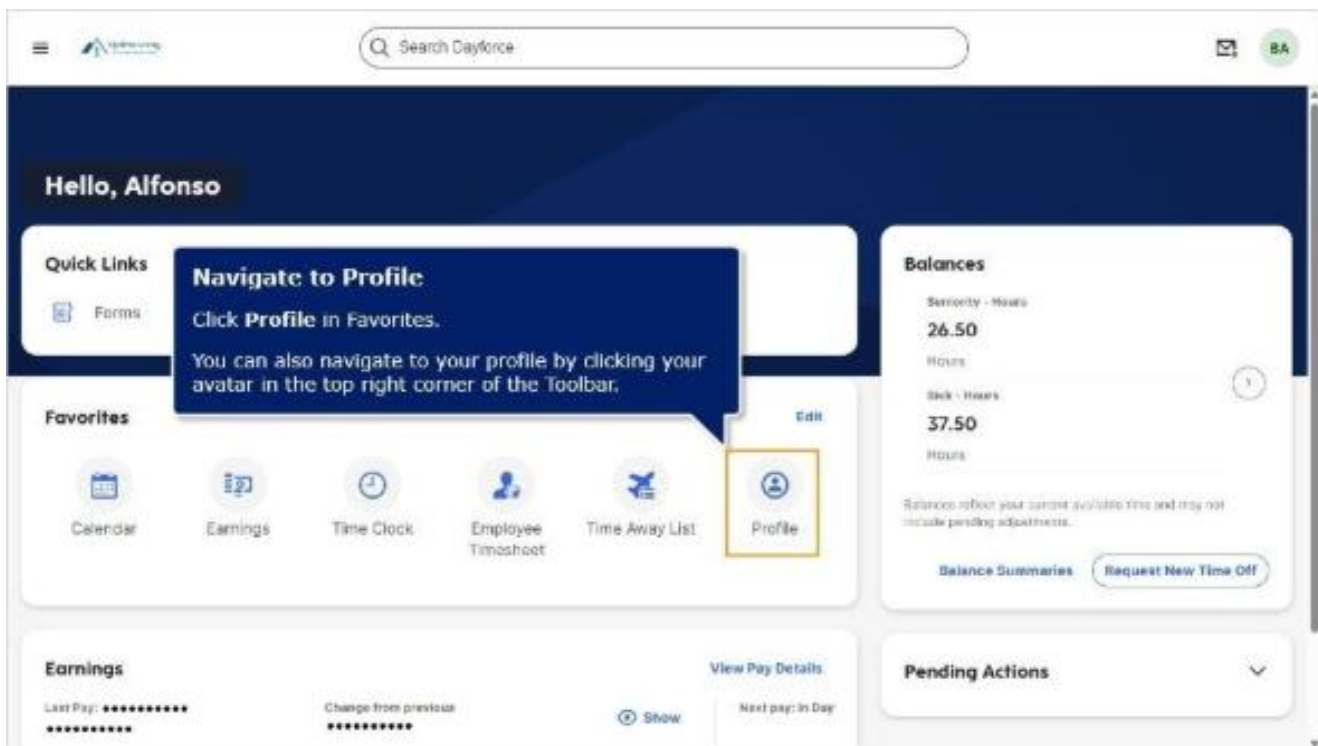
25. Earnings:



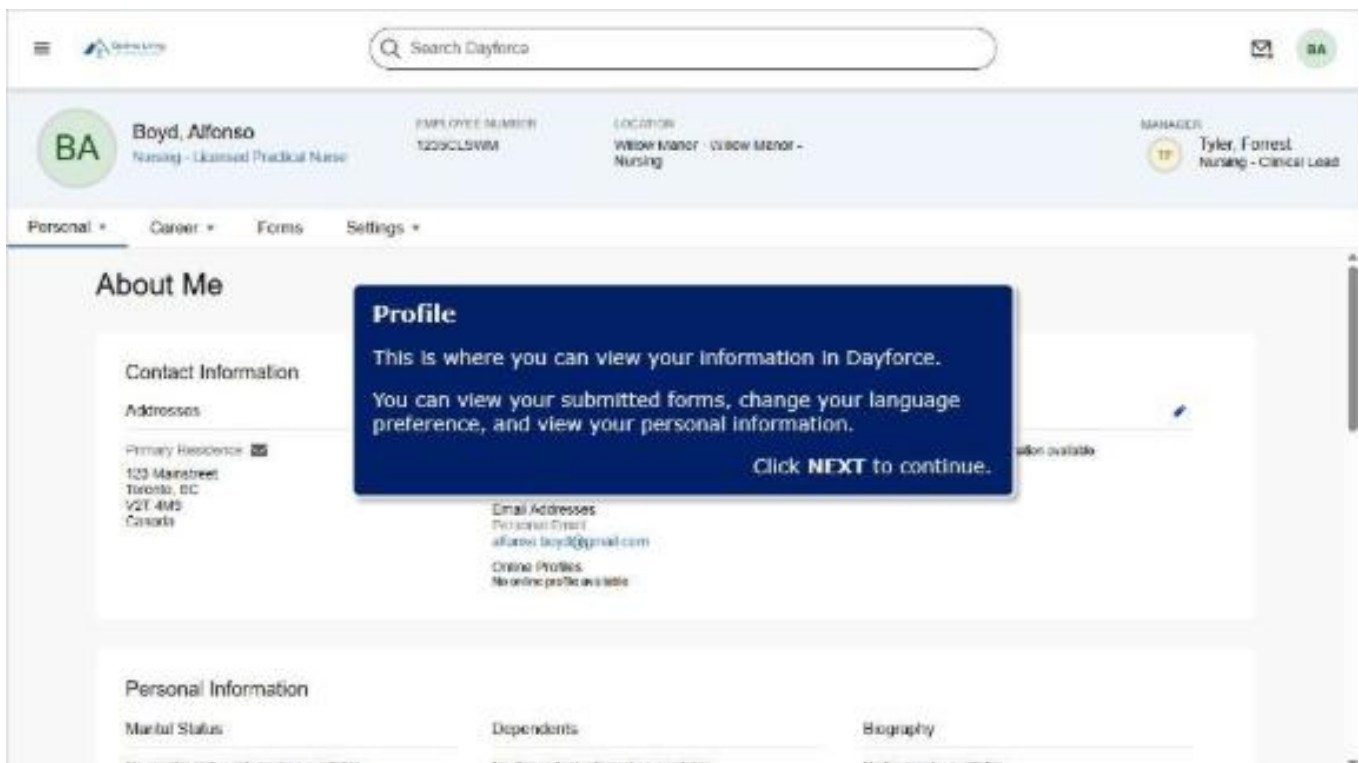
26. Back to Hub Page:



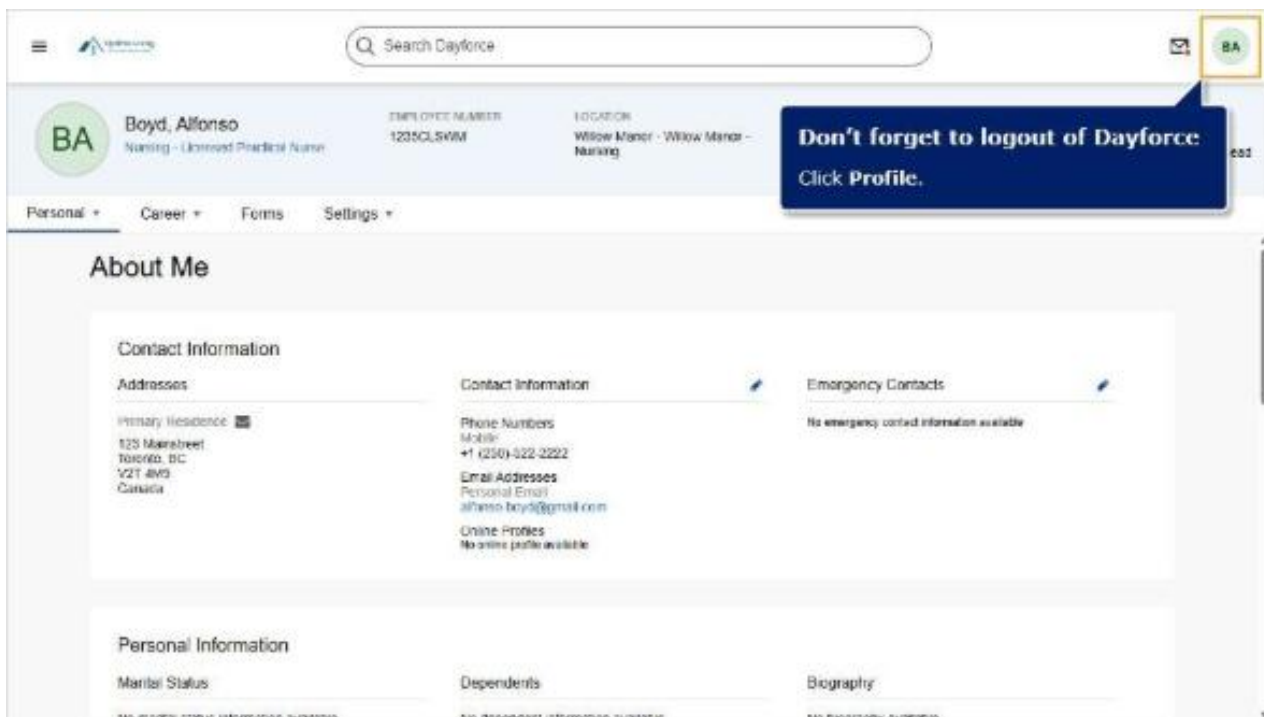
27. Click Profile:



28. Profile:



29. Logout of Dayforce:



30. Click Log Out:

