



Check Your Paycheck

As we transition to our new payroll system, Dayforce on December 18th, we want to ensure you are paid correctly and on time.

To do this, please complete the steps below for the first pay issued on January 12th

- 1 Login to Dayforce and access the Earnings screen from the Menu on the left.
- 2 Open your most recent earnings statement.
- 3 Verify your **DEDUCTIONS, TAXES, and EMPLOYER CONTRIBUTIONS.**
- 4 If you find an error, or if a line item requires an adjustment, please contact your Payroll Administrator, as soon as possible.

We thank you for your patience and understanding while we update and correct your records. We are doing everything we can to reconcile any issues as quickly and effectively as possible.