



## COLLEGE WORK STUDY STUDENTS

**Instructions for viewing semi-monthly earnings statements (pay stubs) and year end statements (W2s) in Dayforce, Dominican College's payroll/benefit system.**

### Login

Please follow the steps TO LOG INTO DAYFORCE:

To access DAYFORCE, the URL is: [www.dayforcehcm.com](http://www.dayforcehcm.com)

**To Log In:**

**Company:** chargerbenefits

**User Name:** FirstName.LastName For example.....Carol.Jones

**Password:** Your Year of Birth followed by the word Login For example.....1973Login

- Once you login the first time, you will be prompted to change your password.
- Set up security questions which will enable you to reset your own password:
- The steps to complete the process are as follows:
- Log into Dayforce at: [www.dayforcehcm.com](http://www.dayforcehcm.com) (you should save this as a Favorite)
- Click on Profile and Settings
- Click on Security
- In Security Settings Update Password and Enter Security Questions
- Be sure to SAVE

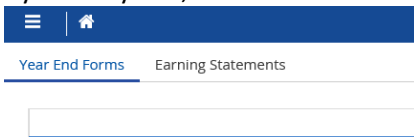
### To View earnings statements

Log into Dayforce.


Click on "View Earnings Statements".

Select the applicable pay date to view.

By January 31<sup>st</sup>, W2's will be available for the previous year by choosing "Year End Forms" in the Earnings screen.



### Direct Deposit Information

From the menu  in the top left of the screen or from the home page, select "Profile and Settings".



Select "Forms" at the top and choose "Direct Deposit" to add direct deposit to your profile or change an existing direct form. Fill out the information and submit. The accuracy of the direct deposit information will be confirmed by the bank before your net pay can be deposited into your account. You will continue to receive a paper check until the bank confirmation is complete.

### Federal and State Tax Withholding Changes

To change federal and state payroll tax withholding, go to "Profile & Settings". From the "Forms" tab, select the applicable tax form. Complete the form and submit.