



Welcome to the ASI team!

Accessing your Payroll Information

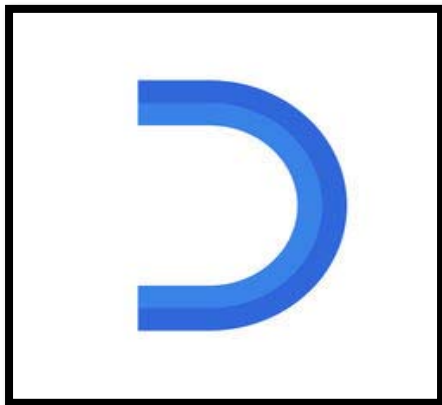
***Website:** www.dayforcehcm.com

Company: ASI

Username: Your employee ID #

First-Time Access Password: ASI123!

The Mobile App



Don't Forget to check out the free Dayforce HCM application.

- **Access Earnings**
- **Send/Receive messages to/from Supervisors**
- **View timesheets**
- **View current punches**

Now available for IOS and Android phones.

Online Access to...

Profile & Settings

- Review your contact information (address, phone number, ect.)
- Turn on alerts
- Set security questions for password reset



- Submit direct deposit form
- W-4 and CA State Tax forms

Earnings

- View your earning statements.
- Verify your DEDUCTIONS/TAXES, EMPLOYER CONTRIBUTIONS (if applicable) and all other line items.

Work

- View current punches
- View hours worked
- Request time off
- Authorize time worked
- **Timesheets must be authorized by the end of each work week.**

Helpful Contacts:

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