dayforce

Responsibilities by Role

Employee	Manager	Payroll	People Systems	P&C Business Partner	IT Team
• Bank account change • Leave Applications • Name & marital status change • Performance Self-Review & goal updates • Personal details change • Personal Profile update • Staff foundation change • Superannuation change • Tax declaration • Tool Account Deduction requests	• Clocking enquiries • Compensation changes • Delegation setup when taking Leave • Job assignment changes • Leave approvals • Onboarding new hires • Pay Approvals • Performance – employee reviews & goal setting • Recruitment • Schedules (Dept Manager or Supervisor with WFM access) • Timesheet Authorisation • Terminations & Offboarding • Work assignment changes	• Allowances • Deductions • Clocking issues • Leave balance enquiries • Pay related queries • Reports - Payroll & Finance related • Schedule/Timesheet support • Superannuation enquiries • System Enhancements - Payroll & WFM • Tax form enquiries • Termination payments • Work Patterns – changes & enquiries	• Background Jobs • Data integrity • Employee record management & security • Employment contracts & variations • Forms & workflows • Job assignment creation • Kineo (Learning Management System) • Letter management • Management assignments • Module enhancements • Performance module management • Reporting line changes • System configuration & testing • System permissions • Reports & Dashboards • Onboarding/Recruitment set up • Org structure setup • Security profiles	• Job postings • Onboarding/Recruitment support to Managers • Org structure changes • Position management • Rehire form (if within 2 months of leaving) • HR Incidents	• Dayforce login issues • New Hire IT setup • Terminated employee system deactivation

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