

WELCOME TO DAYFORCE | HCM

## **Dayforce Log In**

### How do I log into Dayforce?

Log into Dayforce from <u>Dayforcehcm.com</u> and enter the following information:

#### Company: RMFH

User Name: Your 6-digit employee # Password: {LAST4SSN}{LASTNAME}!



### **Important Notes:**

- The password is case sensitive. The first character of your last name should be capitalized. Example, John Doe's last 4 digits of his SSN are 1234. His password would be "1234Doe!".
- If you have multiple last names they should be formatted to match how it was setup in Dayforce.
  - Example 1: John Doe-Smith's password would be "JohnDoe-Smith1234".
  - Example 2: John Doe Smith's password would be "JohnDoe Smith1234"

#### What do I do if I lose my password?

You can use the "Can't access your account?" feature on the login page or contact payroll and they can reset your password.

### Who can I contact to ask questions about Dayforce?

Please contact the payroll team with any questions at CavsPayroll@cavs.com.

# How do I log into Dayforce using the Dayforce Mobile App?



Download the Dayforce Mobile App from the android or iOS app store.

- 1. Launch the Dayforce App > Select Log In.
- 2. Enter our **Company ID:** RMFH
- 3. Select Continue.
- 4. Username: Your 6-digit employee #
- 5. Password: {LAST4SSN}{LASTNAME}!
- 6. Select Log In.

