



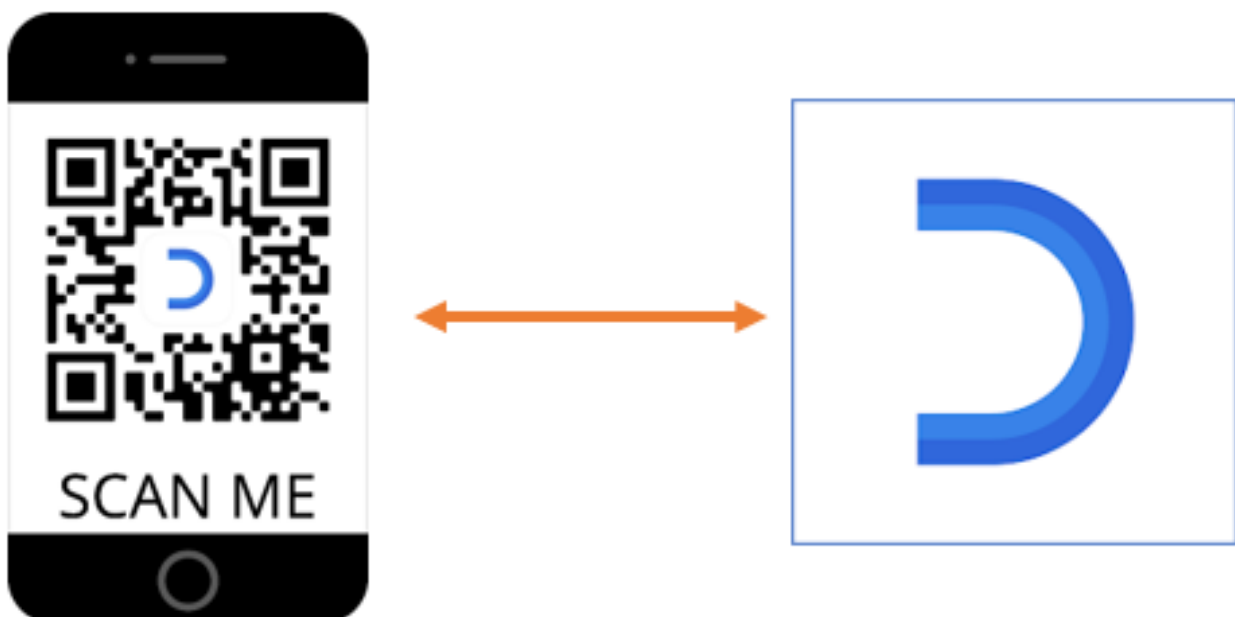
## WFM Training For Team Members – Payslips & Logging in

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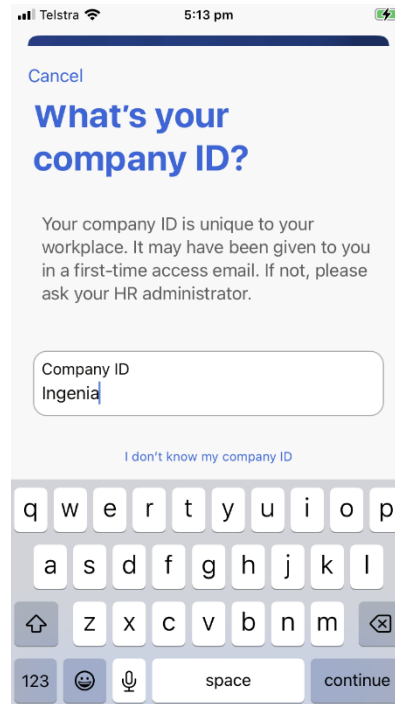
### 1.0 Logging into Tribe - Mobile App

**PREREQUISITE** – Please refer to the [Tribe - Login Troubleshooting Guide](#) to assist with logging into your Tribe Learning App.

- 1.1 Scan the **QR code** below to download the **Dayforce App** from the Google Play Store or Apple Store.

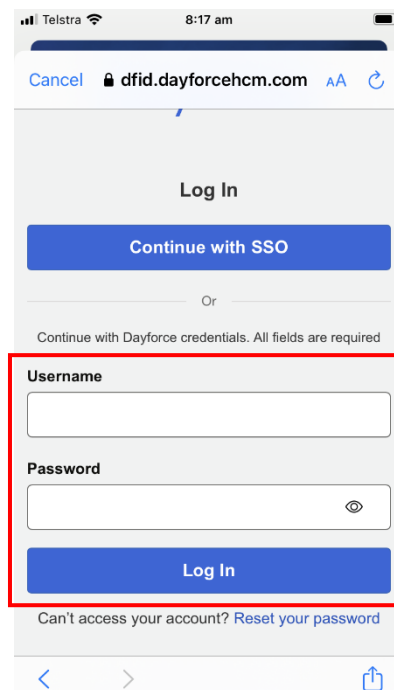


- 1.2 Once you have downloaded the **Ceridian Dayforce App**, type in **'Ingenia'** as the Company ID.



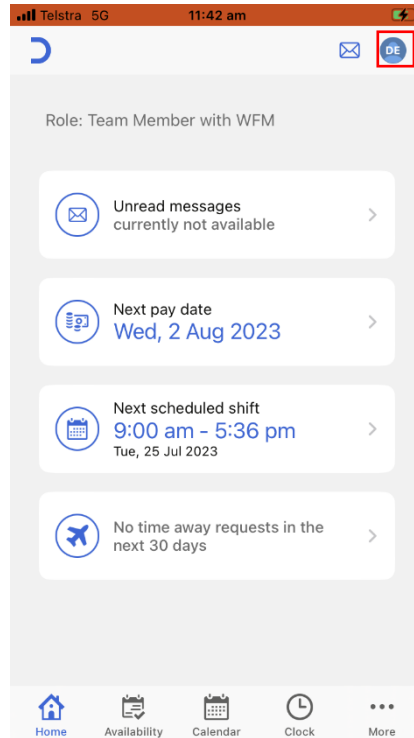
- 1.3 Type in your **'Username and Password'**, then tap **'Log In'**.

- **Username: This should be firstname.surname**
- **Password: If you are unsure what this is, you can tap the "Reset your password" button and follow the prompts to reset a new password.**

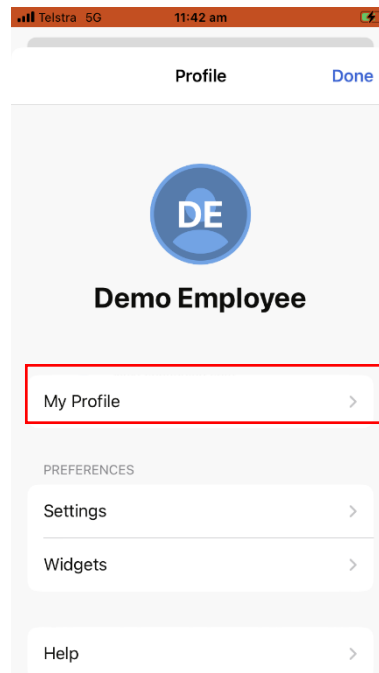


## 2.0 Setting your Security Questions – Mobile App

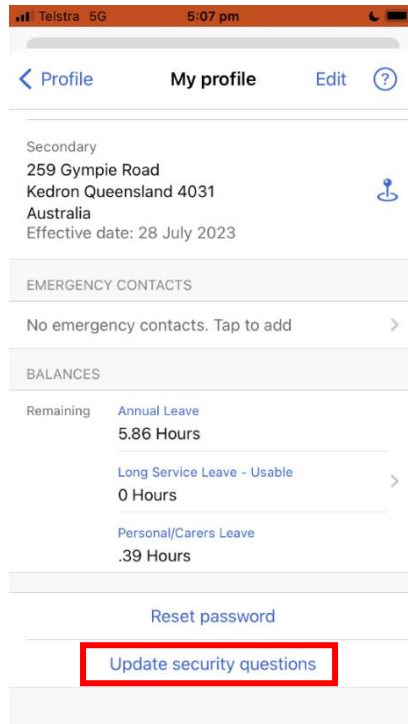
- 2.1 To change or set your **Security Questions**, log in to the **App**, click on the **'Profile'** button in the top right corner.



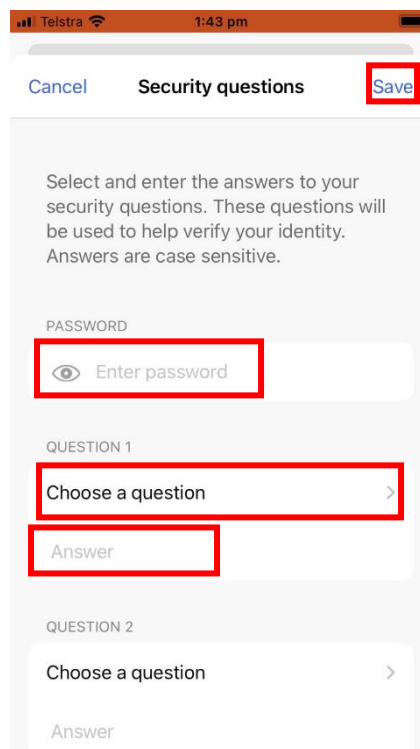
- 2.2 From here click on the **'My Profile'** button.



- 2.3 From within your **profile**, scroll down to the bottom of the page and click on the **“Update Security Questions”** button.

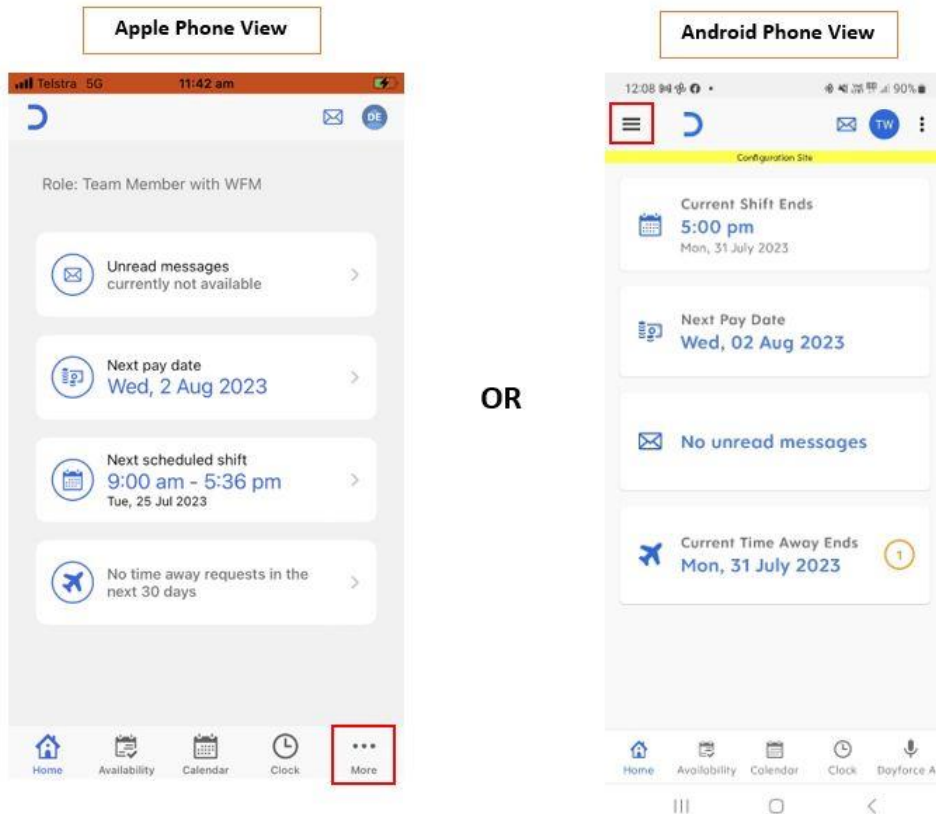


- 2.4 From here, **select two questions you wish to answer**, add your answer and password in the designated fields and **save**.

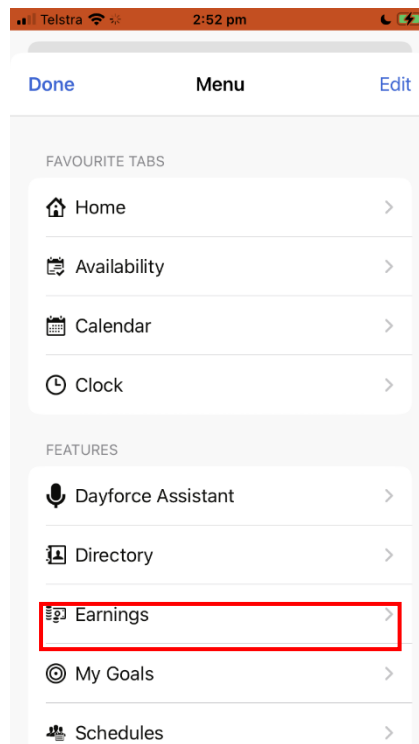


### 3.0 Viewing your Payslips - Mobile App

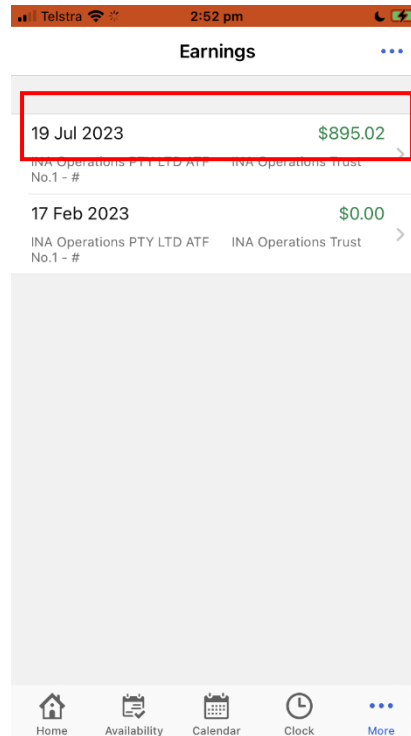
- 3.1 From the home page, tap on the **Menu** button. Please note for **Apple Users**, this will appear as the **'More'** button in the bottom left corner. For **Android Users**, this will appear as the **Hamburger** icon in the top left corner.



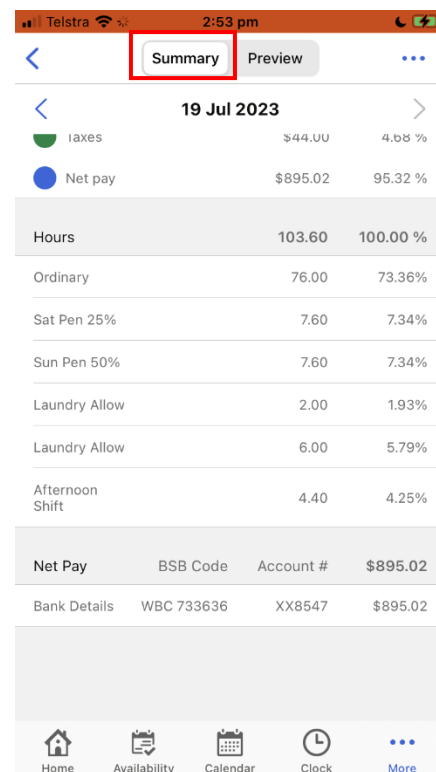
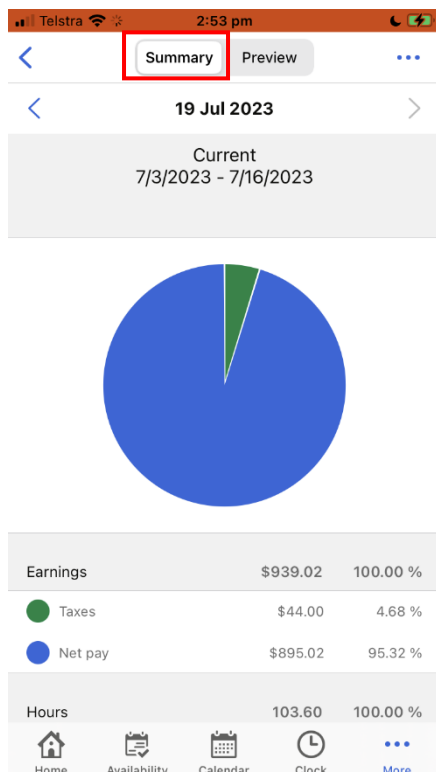
- 3.2 From the menu tap on the **'Earnings'** tab.



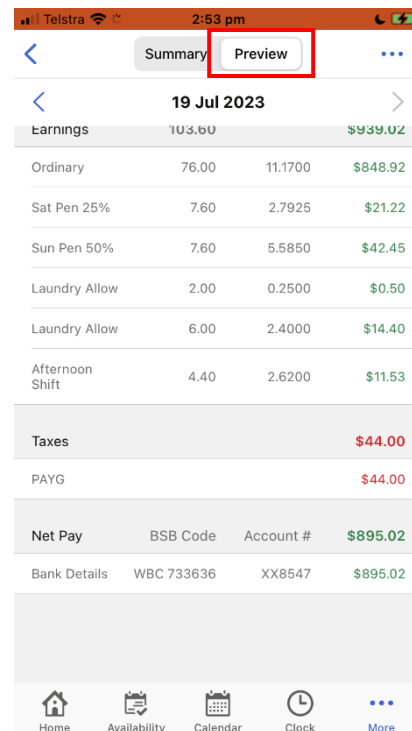
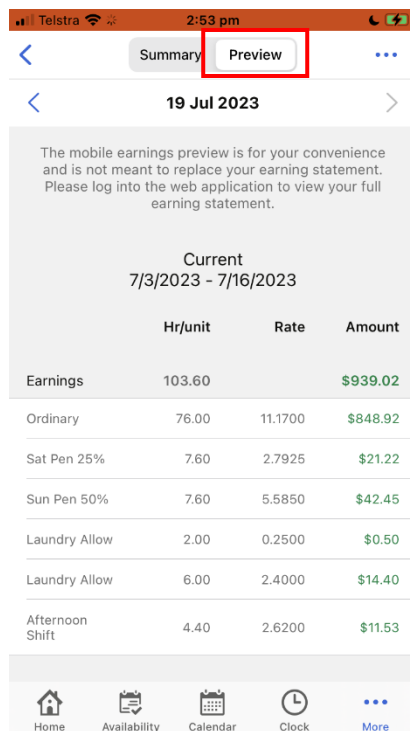
3.3 From the **earnings** tab, you will be able to view any **Payslips** as they are issued via Tribe, to view more details tap on the **Payslip** date you want to review.



3.4 On the **Summary** tab, you can view a breakdown of your earnings for that payslip, including a summary of your **Net Pay and Taxes**. If you scroll down the page, you can view further details outlining the number of hours and percentage of time earned as ordinary wage hours, as well as **Penalty Rates** and **Allowances**.



3.5 If you toggle over to the **Preview** tab, you can review the total breakdown of the earnings for each item (such as ordinary wages, penalties and allowances). If you scroll down the page further, you can view the cost of taxes deducted and the net pay sent to your bank account.



3.6 To view a full downloadable pdf version of your payslip, tap on the **menu** button (three dots in the top right corner), then select **'Download PDF'**.

