

Dayforce Platform HR

COURSE CONTENT

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About Multisoft

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About Course

Dayforce Platform HR Training equips professionals with the practical knowledge required to administer and optimize core HR processes using the Dayforce platform. The course covers employee lifecycle management, organizational structures, workflow configuration, security administration, employee self-service, reporting, and HR best practices. Through practical implementation and real-world HR scenarios, participants gain the skills needed to manage enterprise HR operations efficiently.

Module 1: Introduction to Dayforce Platform HR

- ✓ Human Capital Management Fundamentals
- ✓ Dayforce Platform Overview
- ✓ Navigation and User Interface
- ✓ Core HR Components
- ✓ Employee Lifecycle Overview
- ✓ Business Use Cases

Module 2: Organizational Structure Management

- ✓ Legal Entities
- ✓ Business Units
- ✓ Departments
- ✓ Locations
- ✓ Positions
- ✓ Reporting Relationships
- ✓ Organizational Hierarchies

Module 3: Employee Administration

- ✓ Employee Profiles
- ✓ Employment Records
- ✓ Personal Information
- ✓ Employment Status
- ✓ Job Assignments
- ✓ Transfers and Promotions

- ✓ Workforce Changes
- ✓ Employee History

Module 4: HR Processes and Employee Lifecycle

- ✓ Recruitment Handoff
- ✓ Onboarding
- ✓ Probation Management
- ✓ Employee Movements
- ✓ Leave of Absence
- ✓ Offboarding
- ✓ Exit Management

Module 5: Talent and Performance Administration

- ✓ Talent Profiles
- ✓ Skills Management
- ✓ Competencies
- ✓ Goal Tracking
- ✓ Performance Reviews
- ✓ Career Development
- ✓ Succession Overview

Module 6: Document and Compliance Management

- ✓ Employee Documents
- ✓ Policy Acknowledgements

- ✓ Electronic Forms
- ✓ Compliance Tracking
- ✓ Document Version Control
- ✓ Record Retention

Module 7: Workflow, Security and Approvals

- ✓ Workflow Configuration
- ✓ Approval Processes
- ✓ Role-Based Security
- ✓ User Access Management
- ✓ Notifications
- ✓ Audit Trails
- ✓ HR Governance

Module 8: Reporting and Workforce Analytics

- ✓ Standard Reports
- ✓ Workforce Dashboards
- ✓ Employee Metrics
- ✓ Data Filtering
- ✓ Report Scheduling
- ✓ Workforce Insights
- ✓ Exporting Reports

Module 9: HR Administration Best Practices

- ✓ Data Quality Management
- ✓ HR Process Standardization
- ✓ Organizational Policies
- ✓ Change Management
- ✓ Troubleshooting Common Issues
- ✓ Platform Maintenance
- ✓ Functional Best Practices

Module 10: End-to-End Dayforce HR Business Scenario

- ✓ Organization Setup
- ✓ Employee Creation
- ✓ Position Assignment
- ✓ Workflow Execution
- ✓ Document Management
- ✓ Performance Administration
- ✓ Reporting
- ✓ HR Compliance Validation
- ✓ Final Capstone Project