



# Welcome to the ASI team!

## Accessing your Payroll Information

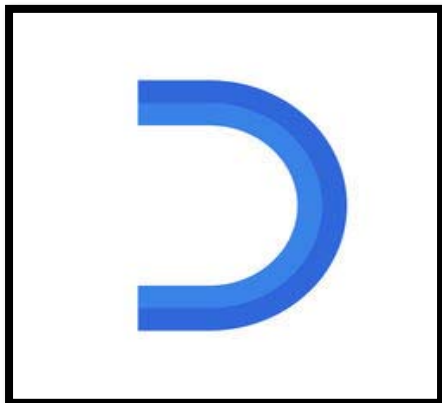
\***Website:** www.dayforcehcm.com

**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:

### **Payroll/Dayforce Password Resets:**

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