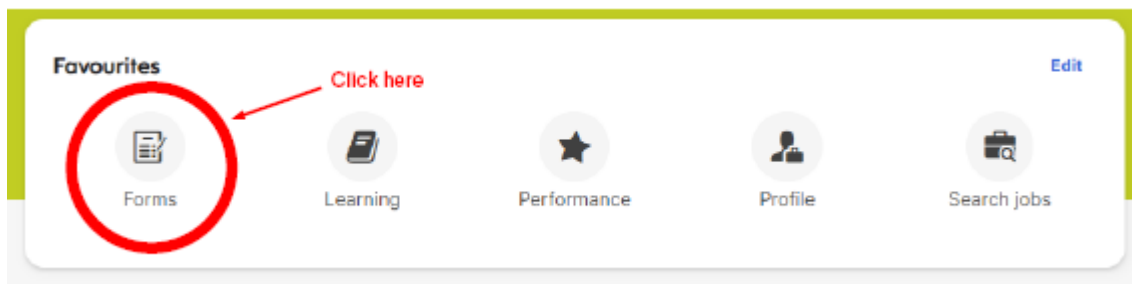


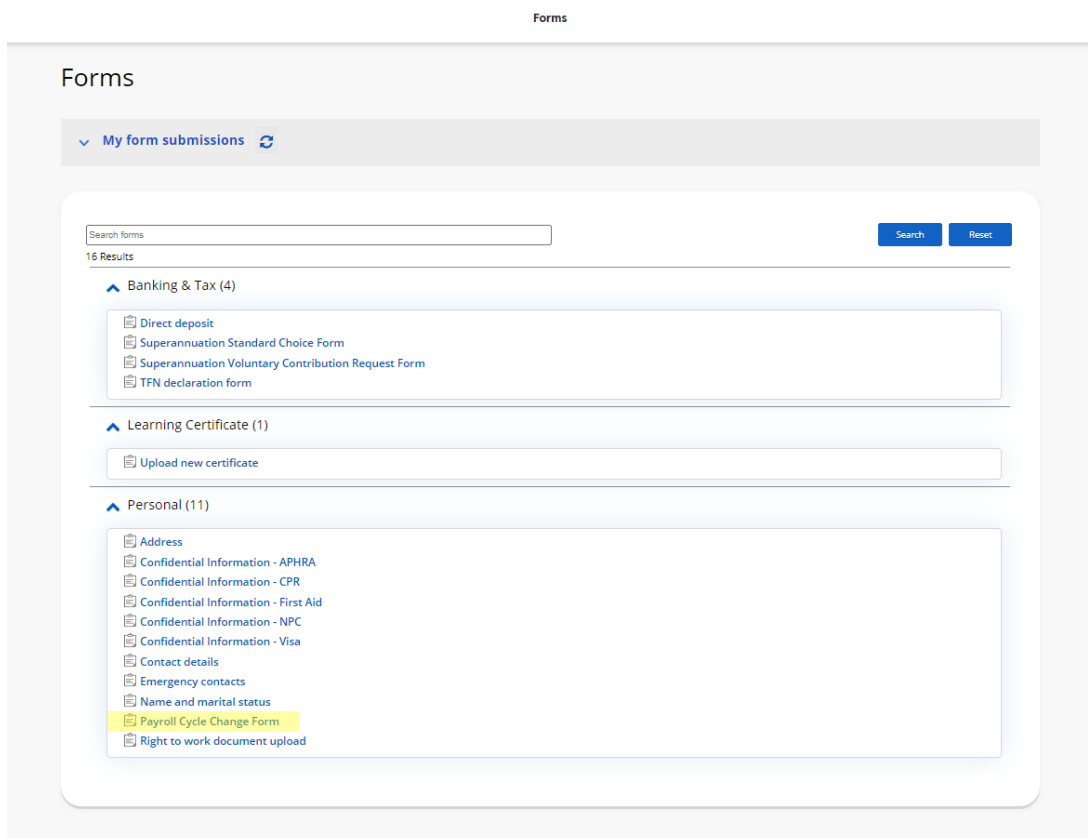
Advance your pay for the payroll transition period – how to fill out your Dayforce form

Step 1: Log into Dayforce via the website portal or [link on the Intranet](#)

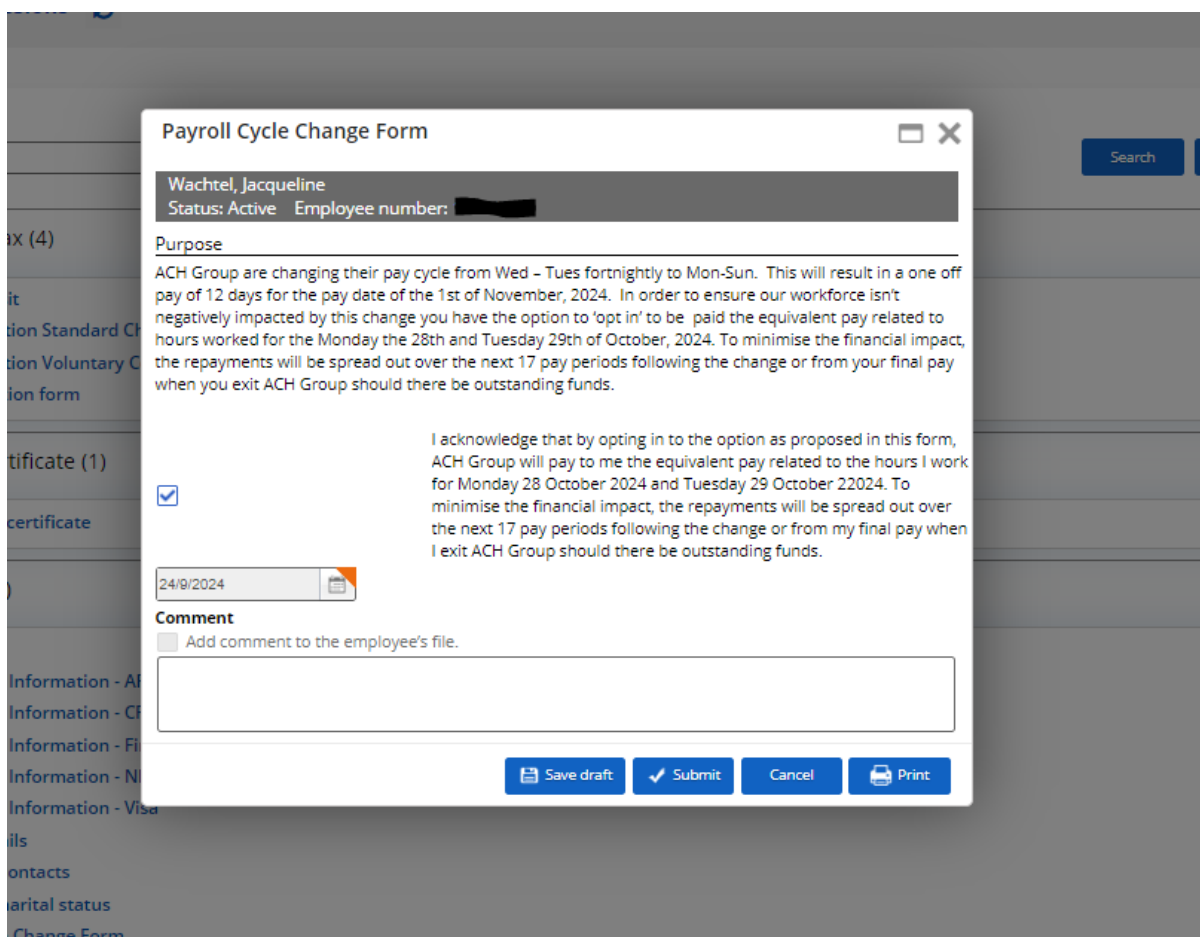
Step 2: Navigate to the 'Forms' icon in your Favourites tab



Step 3: Select the form titled 'Payroll Cycle Change Form' underneath the section for Personal forms



Step 4: Complete the form by ticking the checkbox declaration and hitting the ‘Submit’ button



The screenshot shows a web-based form titled "Payroll Cycle Change Form" for employee Jacqueline Wachtel. The form includes a "Purpose" section explaining the change from a fortnightly cycle to a weekly cycle starting on November 1st, 2024, and offering an "opt in" option for equivalent pay on October 28th and 29th, 2024. A checkbox is checked, indicating the employee's acknowledgment of the terms. The form also has a "Comment" section with an unchecked checkbox and a date field set to 24/9/2024. At the bottom, there are buttons for "Save draft", "Submit", "Cancel", and "Print".

Payroll Cycle Change Form

Wachtel, Jacqueline
Status: Active Employee number: [REDACTED]

Purpose
ACH Group are changing their pay cycle from Wed - Tues fortnightly to Mon-Sun. This will result in a one off pay of 12 days for the pay date of the 1st of November, 2024. In order to ensure our workforce isn't negatively impacted by this change you have the option to 'opt in' to be paid the equivalent pay related to hours worked for the Monday the 28th and Tuesday 29th of October, 2024. To minimise the financial impact, the repayments will be spread out over the next 17 pay periods following the change or from your final pay when you exit ACH Group should there be outstanding funds.

I acknowledge that by opting in to the option as proposed in this form, ACH Group will pay to me the equivalent pay related to the hours I work for Monday 28 October 2024 and Tuesday 29 October 2024. To minimise the financial impact, the repayments will be spread out over the next 17 pay periods following the change or from my final pay when I exit ACH Group should there be outstanding funds.

24/9/2024

Comment
 Add comment to the employee's file.

Save draft Submit Cancel Print

Step 5: Your form has been submitted. There is nothing further you need to do. If you're having trouble, please email dayforce@ach.org.au for support.