

Zifan

One of the
RSM team



4 insights for optimizing
your Dayforce system



Dayforce's all-in-one human capital management (HCM) platform provides organizations with all the tools they need to administer human resources, payroll, benefits, workforce management and talent management. But properly maintaining this powerful system can be challenging, and inadequate maintenance can limit an organization's ability to harness the system's full potential.

Dayforce covers such a vast number of an organization's operational needs, it can be difficult to find the right "owner" to maintain it. Whether due to capacity constraints, lack of confidence in refining configuration, gaps in overall business process knowledge or other reasons, Dayforce system administration is a top challenge for many organizations.

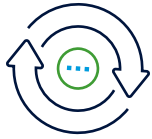
To help overcome this hurdle, RSM's Dayforce team offers the following insights to properly administer Dayforce, drawn from decades of real-world experience working with more than 350 organizations to implement and support the platform's many functions. Our practitioner-based approach provides organizations with best practices to not only administer the Dayforce solution but also incorporate business processes and optimize the user experience.

RSM was a great provider in our decision to move forward with Dayforce. They were able to bring knowledge to my team of how the software worked and hints and ideas that saved time. I saw them as an extension of our team. I have already recommended and will continue to recommend them.

Sherrie Rovnan, chief financial and administrative officer, The Y in Central Maryland

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Below are four insights for optimizing your Dayforce system.



1. Develop a strategy for maintaining Dayforce early (before implementing, if possible).

It might seem obvious that a Dayforce implementation should include a plan for long-term administration, but many organizations are so focused on the migration to the platform that they overlook this vital step. It's helpful to understand Dayforce holistically and identify the people who will maintain the system—ideally before launching, so that they can participate in the migration.

The primary components of maintaining the Dayforce system are supporting the organization's end-user community, troubleshooting errors for the various modules, making configuration updates, providing data requested by business units and monitoring product releases for relevant features. Having an effective system administration strategy in place is critical, and identifying the right personnel—whether internal or external—to execute it will help ensure success.



2. Understand your Dayforce setup and business processes.

An important part of Dayforce system administration is understanding how the platform is set up. Especially when you use Dayforce's full suite, it's critical to know how each module interacts with the others, as well as how your organization plans to address making configuration adjustments when organizational changes occur.

One way to track setup is to retain and ensure access to your implementation documents, such as a discovery requirements document, a RAID log (which houses key business decisions) and any other collateral referencing the configuration of your Dayforce environment.

In addition, although Dayforce can automate many business processes, an organization must still establish business process owners, designate decision-makers for operational functions and track key compliance decisions.

As changes are made within Dayforce, the system administrator will need to update the documentation for the organization. Current documentation is essential for troubleshooting, assessing the impact of new features and making compliance updates.

These insights are just some of the ways a long-term advisor such as RSM can add value to your organization by supporting your Dayforce solution.

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3. Maintain an accurate schedule for integrations.

Integrations provide organizations with the ability to connect data sources throughout their internal system, or even externally, to support business functions. Dayforce offers a number of options to integrate business data and create analytics that stakeholders need each day.

Administrators should track integrations closely to know exactly what data is being exchanged and when. This knowledge is critical when troubleshooting the system, updating the configuration and implementing future integrations.



4. Review product release documents to continue optimizing Dayforce's capabilities.

Dayforce conducts two major product releases each year. New features are available in a non-Production environment prior to their release to the Production environment.

It's best practice to review release documentation and allow stakeholders to preview new features in a non-Production environment to help them decide whether to implement the release when it becomes available in the Production environment.

Dayforce administrators can also test new features with their existing configuration to ensure compatibility. While users don't have to enable or take advantage of new features, the Dayforce administrator should make any business stakeholders aware of the new release details to ensure the platform remains optimized for the entire organization.

Conclusion

Dayforce is a robust, all-in-one HCM solution. With optimal system administration, the application can transform your enterprise—yielding benefits ranging from better data and detailed reports to an improved employee experience. An experienced Dayforce advisor like RSM can help you maintain your system for the best long-term results and guide you through completing more complex projects.

For review of your Dayforce setup now, or for more information about RSM's Dayforce system optimization services and managed application services, contact RSM at +1 800 274 3978, or [send our Dayforce team a message](#).

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