

How to Run Schedule Cost for Forecast

(for future schedules – only for hourly employees)

As of June 7, 2017

I. For Hourly Employees ONLY

- a. **Dayforce** > My Schedules > Reports > Schedule Cost for Forecasting
- b. **Field 1:** Enter the start date of the pay period
- c. **Field 2:** Enter the end date of the pay period
- d. **Location Name:** Choose your Branch
- e. **Department:** Select your Specific Department, for Branch Execs. You may "Select All" to see entire branch broken down by Department
- f. **Run Report**