



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Metropolitan YMCA of the Oranges

Instructions for Dayforce HCM

How to log on:

- Open internet explorer browser
- Type in website: <https://dayforcehcm.com>
- Type in Company ID: ymcaoforanges
- User name: firstname.lastname (ex. jane.smith)
- Temporary password: Last 4 digits of SSN number and YMCA,
 - o ex. **1234YMCA**
- Change password: _____

Please review & update your contact info

- Navigate to "Profile & Settings"
- Click Edit to update your information in the Contact Information and Emergency Contact Sections
- Be sure to include a current email address, and check the box to verify your email address and receive alerts

How to view/print your Pay Stub

- Navigate to Earnings
- Click on Earning Statements in the top bar
- Click on the month
- Click on Statement you would like to view

Other self-service tools available in the FORMS Section*:

- Change of address
- Direct Deposit
- Tax Forms

Smartphone users may also download the Dayforce HCM app to view earning statements, schedules and timesheets.

*FORMS section is only available using an internet browser

**For technical issues, please contact the Association's Payroll Office at
(973) 758-9622 Ext. 113**