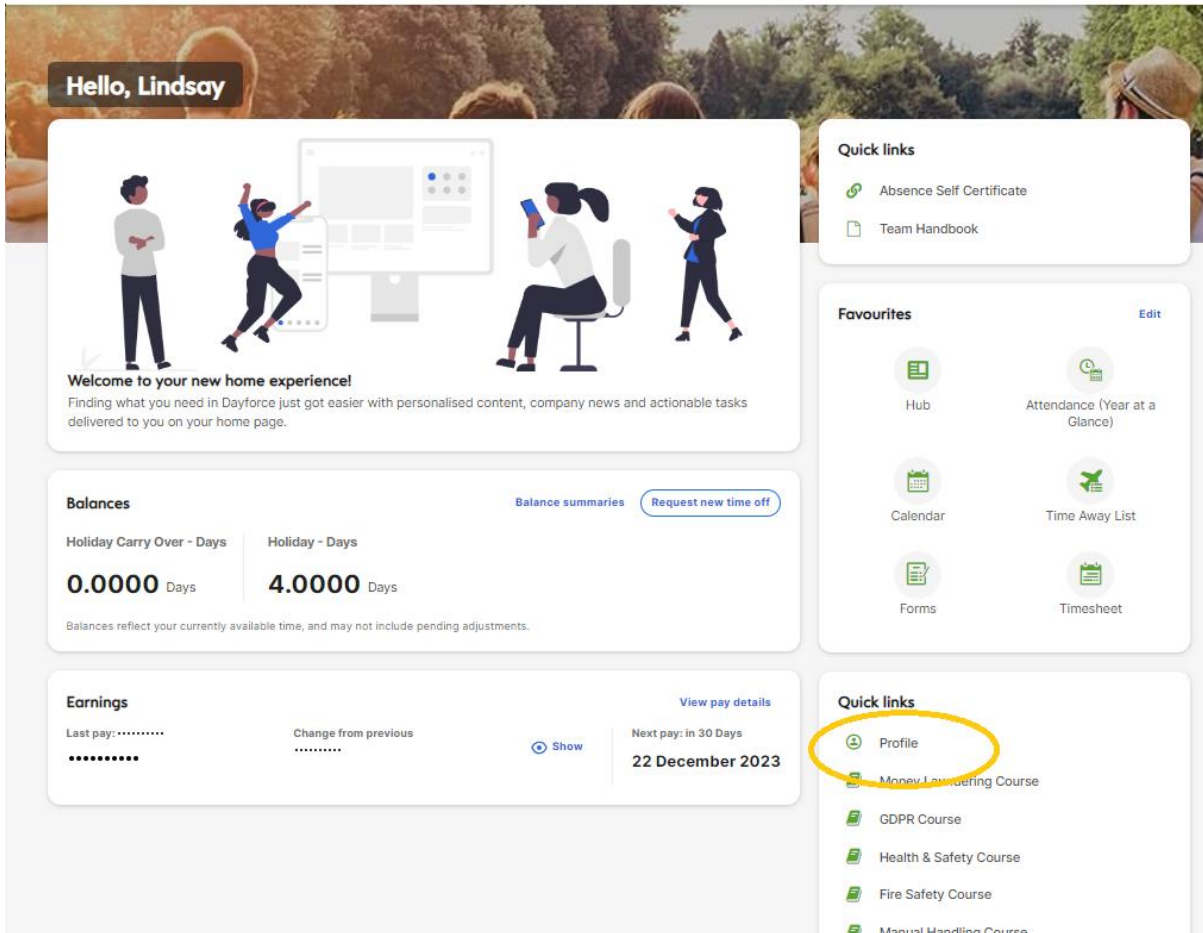
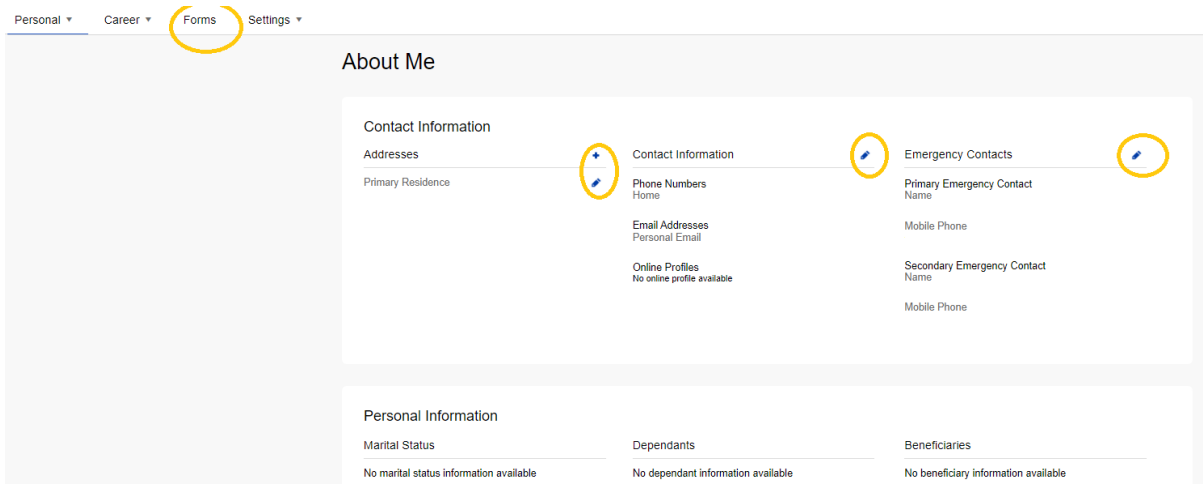


How to update your personal details and medical information on Dayforce.

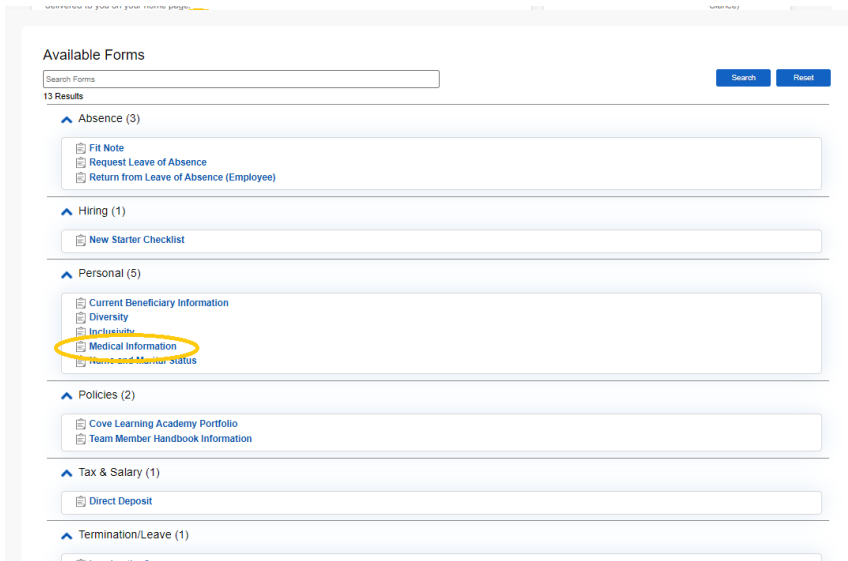
1. Select profile on your home screen.



2. Check and update your 'About me' information (address, contact information & emergency contacts). Remember to click 'save' once done.
3. Click 'forms' along the top.



4. Select the 'medical information' form.



5. Complete the form. Please include any health conditions that you believe may affect you or your colleagues whilst at work in the section highlighted in green below. Once finished click submit.

The screenshot shows the 'Medical Information' form. At the top, there is a title bar with 'Medical Information' and window control buttons. Below the title bar, there is a section for 'Employee Info' with fields for 'Name' (Lindsay Wells), 'Employee No.' (123456), and 'Date' (22/11/2023). Below this is a section for 'Information about this form' with a paragraph of text. Below that is a section for 'Medical and Doctors Information' which is highlighted in green. This section includes a text area for 'Medical Information (Conditions or Allergies)' and three text boxes for 'Doctors Name*', 'Doctors Phone Number*', and 'Doctors Address*'. Below this is a section for 'Next of Kin Information' with two text boxes for 'Next of Kin Name*' and 'Contact Details*'. At the bottom, there is a 'Comment' section with a checkbox and a text area. At the very bottom, there are four buttons: 'Save Draft', 'Submit', 'Cancel', and 'Print'. The 'Submit' button is highlighted with a yellow circle.