

## ACCESSING DAYFORCE FOR EXTERNAL EMPLOYEES

### OPTION 1: BGSF CANDIDATE DASHBOARD

<https://jobs.bgsf.com/JobSearch>

Step 1: Click 'Sign In' on the right hand side of the screen



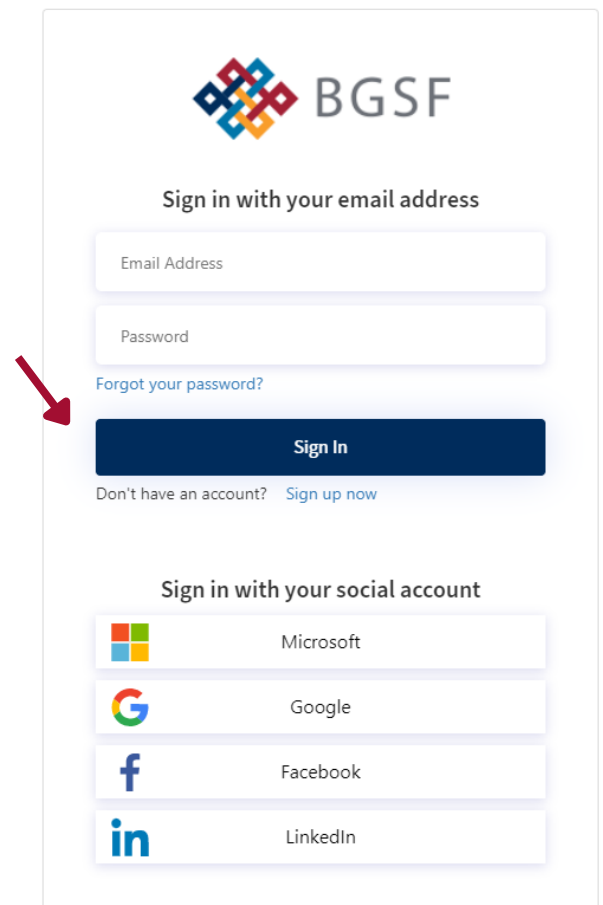
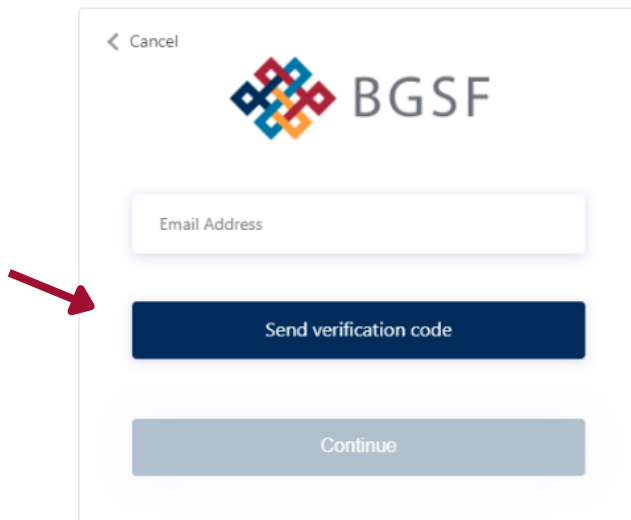
Q Search Jobs

Sign In

Step 2: Enter your email address & password

Step 3: Click 'Sign In'

\*\*If you do not remember your password, click 'Forgot your password?' This will bring you to a new screen to reset your password with an email verification code



Step 4: Once logged on, click 'My Dashboard' on the right hand side of the screen



Q Search Jobs

My Dashboard

Sign Out

Step 5: Click 'Employee Portal' on the left



Home

My Profile

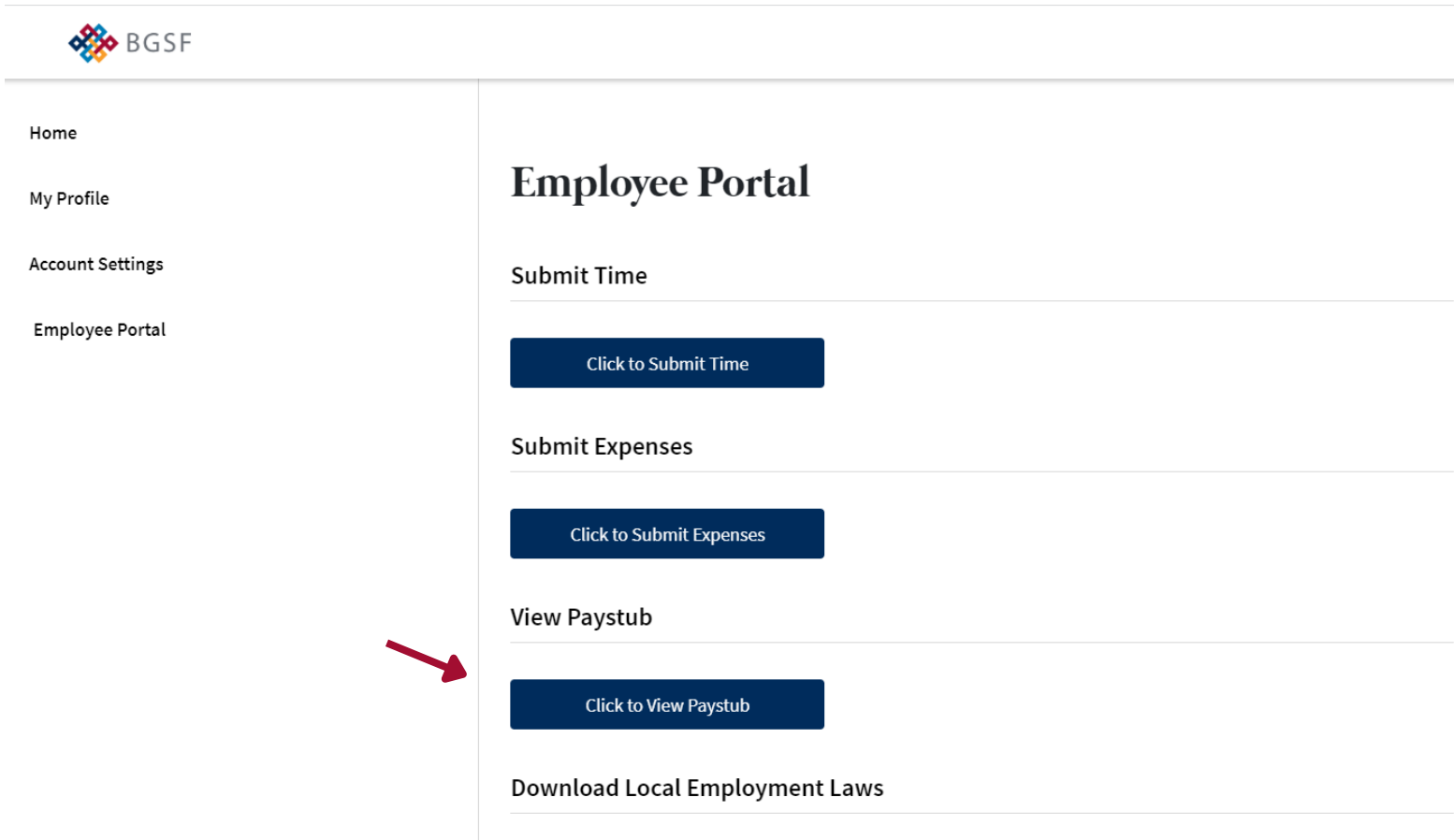
Account Settings

Employee Portal

# ACCESSING DAYFORCE FOR EXTERNAL EMPLOYEES

## OPTION 1: BGSF CANDIDATE DASHBOARD

Step 6: Click 'Click to View Paystub'



Home

My Profile

Account Settings

Employee Portal

### Employee Portal

Submit Time

Click to Submit Time

Submit Expenses

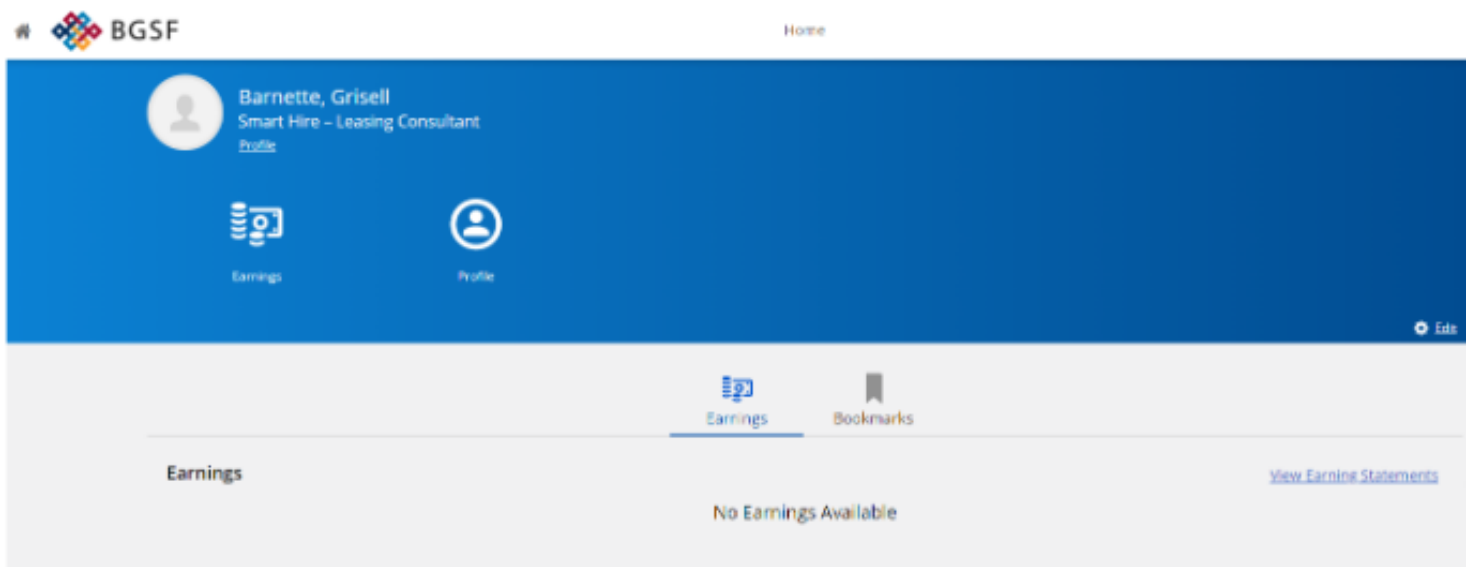
Click to Submit Expenses

View Paystub

Click to View Paystub

Download Local Employment Laws

Step 7: You will be automatically redirected to Dayforce



# BGSF Home

Barnette, Grisell  
Smart Hire - Leasing Consultant  
[Profile](#)

Earnings Profile

Earnings Bookmarks

Earnings [View Earning Statements](#)

No Earnings Available

## ACCESSING DAYFORCE FOR EXTERNAL EMPLOYEES

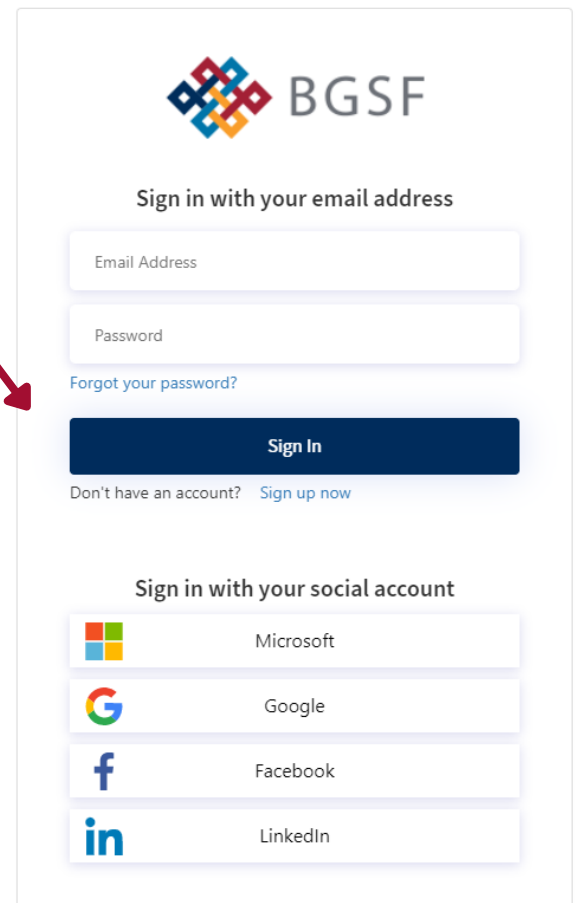
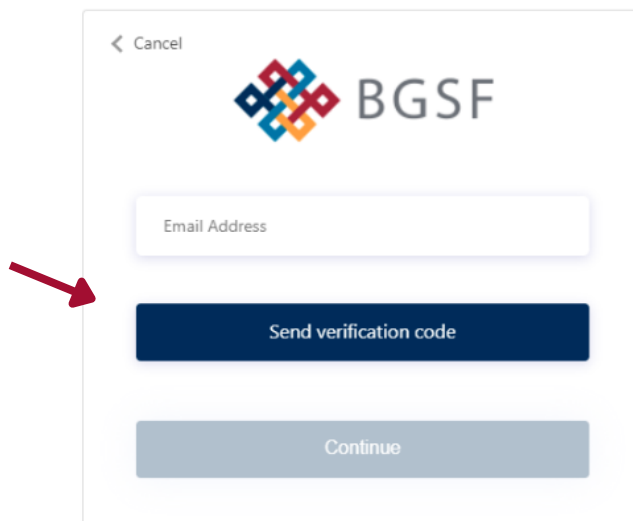
### OPTION 2: DIRECT LINK TO DAYFORCE

<https://sso.dayforcehcm.com/BGSF>

**Step 1:** Enter your email address & password

**Step 2:** Click 'Sign In'

\*\*If you do not remember your password, click 'Forgot your password?' This will bring you to a new screen to reset your password with an email verification code



**Step 3:** Once successfully logged in, you will be redirected to Dayforce

