AVISTRATA
AVIATION BUSINESS PLATFORM

Dayforce

How to connect Dayforce for employees, time and payroll

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PREPARED FOR

HR, payroll, finance and organization admins

Organizations that run payroll and HR in Dayforce

FROM

Leesburg Aviation LLC

1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · mrotracker.com

At a glance

The Dayforce connection keeps **employees**, **time** and **payroll** in step between the two systems. Dayforce stays the master for who works for you, and new hires and terminations come in for an admin to review. Avistrata holds the **official timesheet** and sends approved hours or clock punches to Dayforce. Pay rates, time off, org structure and **payroll totals** come back from Dayforce for job costing and the month-end close. People can also **clock in and out** of their shift in Avistrata, on the website or the phone, even with no signal.

1. Connect Dayforce

Organization admins go to **Integrations** → **HR & payroll** → **Dayforce** → **Connection**. Your Dayforce administrator provides the details below.

Field	What to enter
Environment	**Test** while you try it out, then **Production**
API host and Client namespace	From your Dayforce administrator, for your company's Dayforce
Company ID (token sign-in)	If your Dayforce uses token sign-in. Leave it empty for basic sign-in.
API user and password	A Dayforce API user with access to employees, punches, time away, pay adjustments and the payroll report. Click **Save API user**.

1. Click **Verify**. The status changes to **Verified**, or **Sign-in failed** with the reason.
2. Under **What to exchange**, tick what should flow each way (next section).
3. Switch the connection on. The ticked items then run every 15 minutes, and employees every 6 hours. Click **Sync now** to run them at once.

The password is sealed

The API user's password is stored encrypted and is never shown again. Use **Replace API user** to change it.

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2. Choose what to exchange

Item	Direction	What it does
Employees	From Dayforce	New hires and terminations to review, plus supervisors and departments
Departments, locations, jobs	From Dayforce	Your org structure
Pay rates as labor cost rates	From Dayforce	Each person's hourly rate is used for job and contract cost
Time off	From Dayforce	Approved time off is offered on timesheets on the **Leave charge code**
Payroll totals	From Dayforce	Pay runs from your payroll report (its XRefCode), for the month-end close
Punches from Dayforce clocks	From Dayforce	Punches made on Dayforce clocks, offered on timesheets
Approved timesheets	To Dayforce	Approved hours as pay adjustments, with the charge code as the docket
Punches	To Dayforce	Clock-ins as punch pairs (task card clock-ins, or shifts when the shift clock is on)

Set **Send nothing before** to the first day you want sent, so older time is never sent. Pick the **pay codes** for timesheet hours and punches that your payroll team uses.

3. Review employees

On the **Employees** tab, click **Pull employees now**. Each Dayforce employee is matched to an Avistrata person by email.

- **New hire: review**: click **Invite** to create their Avistrata login, link them to an existing person, or **Ignore**.
- **Terminated: review**: remove or change the person under Admin → Users, then click **Handled**.
- **Not matched**: link them by hand, or fix the email in Dayforce.
- Click **Set timesheet approvers from supervisors** so each person's Dayforce supervisor approves their timesheets.

4. Payroll hours: punches or timesheets

Each person's payroll hours come from **one** place, so no hour is paid twice. Set the organization's default under **Payroll hours come from**, and change it per person on the Employees tab.

Source	What is sent to Dayforce
Approved timesheets	The hours on their approved Avistrata timesheet. Leave is never sent, because time off already lives in Dayforce.
Punches (clock-ins)	Their clock-in and clock-out times as punch pairs

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Clock in one place

A person should clock the same hours either in Avistrata or on a Dayforce clock, not both. Otherwise Dayforce gets both.

5. Clock in and out in Avistrata

On the Connection tab, tick **Let people clock in and out in Avistrata**. Optionally tick **Record location when clocking**, and set **Remind a forgotten clock-out after (hours)** (12 by default). Only people matched to a Dayforce employee get the clock.

- **Website:** the header shows **Clock in**, or **On the clock** with the time. Click it to clock in or out, with an optional note.
- **Phones:** a **Shift clock** card sits at the top of the home screen in the Mechanic, Pilot and Admin apps. It shows the time on the clock today.
- **No signal?** Tap anyway. The clock-in waits on the phone, keeps the time you tapped, and is sent once.
- **Already on a Dayforce clock?** The card says so and offers no second clock-in.

With the shift clock on, finished shifts go to Dayforce as the punches, and task card clock-ins stop going (they stay in Avistrata for job cost). A shift still open after the reminder hours gets one phone notification and email.

6. The Clock tab: check and correct shifts

Admins and finance see everyone; Dayforce supervisors see their own people, also from **Team clock** in the header. Filter by **Clocked in now**, **Missed clock-outs**, **Changed after sent** or **Flagged**.

1. Click **Clock out / edit**, fix the times and give a **Reason for the change**. Every change is kept with who made it and when.
2. A shift changed after it was sent is **not** sent again by itself, so Dayforce never gets both versions. Fix or remove the earlier punch in Dayforce, then click **Send correction**.
3. If it was corrected in Dayforce by hand, click **Fixed in Dayforce** instead.

7. Activity and the month-end close

- The **Activity** tab shows each part's last run and result, and anything **Not accepted by Dayforce** with the reason. Failed items are retried up to five times.
- At month end, in Program Management costs, use **From Dayforce** to fill payroll hours and earnings from the pay runs, spread across the month by days.

Before you go live

Connect your Dayforce **Test** environment first. Check a few employees, a punch, a timesheet and a pay run in Dayforce, then switch to Production.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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